

# board agenda

Knox County Housing Authority  
**Regular Meeting of the Board of Commissioners**  
**Moon Towers Conference Room 101**  
5/28/2013  
10:00 a.m.

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**Opening**

- ☐ Lomac Payton
- ☐ Roger Peterson
- ☐ Dale Parsons
- ☐ Paul Stewart
- ☐ Thomas Dunker
- ☐ Wayne Allen
- ☐ Ben Burgland

Excused:

Others Present:

Roll Call

Review/Approve Previous Meeting Minutes

No Financial Committee Reports

Chairperson Payton

Chairperson Payton

Chairperson Payton

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**Old Business**

None

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**New Business**

Review/Approve Resolution 2013-09 for  
SEMAP Certification/Submission FYE Ended  
03/31/2013

Derek Antoine

Review/Approve Pay Request #2 from CAD  
Construction Inc. for Scattered Sites  
Roofing Project

Derek Antoine

Review/Approve Selection of Contractor for  
Exterior Renovations at Bluebell Tower

Derek Antoine

Review/Approve Selection of Attorney to  
Provide Legal Services

Derek Antoine

Review/Approve Selection of Insurance  
Brokers to give Oral Presentations to the  
Board at June Work Session

Derek Antoine

# board agenda

<b>Reports</b>	Occupancy Reports	Derek Antoine
<b>Other Business</b>	Miller Valentine Presentation	Pete Schwiegeraht
	KWQC News Segment – KCHA Smoke-Free	Derek Antoine
	Scattered Sites Roofing Update	Derek Antoine
	REAC Physical Inspection – 7/8 and 7/9	Derek Antoine
	Transfer of Investment Account Money	Derek Antoine
<b>Adjournment</b>		

NOTES FROM ROOFING PROJECT SITE VISIT

May 15, 2013

Cedar Creek Place

Mark LeBlang, Alliance Architects  
Derek Antoine, Knox County Housing Authority  
Rita Hall, Knox County Housing Authority  
Lomac Payton, Commissioner  
Paul Stewart, Commissioner

ML explained the unforeseen issue that CAD Construction has encountered at Cedar Creek Place. On some buildings, when shingles and tarp paper were torn off, the shingles have stuck to the ice water shield. On the underside of a shingle, there is a sealant. That sealant has fused with the ice water shield.

PS: What do you do when you come across that?

ML: 2 options—remove the plywood that has shingles stuck to the ice water shield and put in new plywood or leave the stuck shingles in place putting new tarp paper and shingles over it.

PS: Which is least expensive?

ML: The latter

PS: What specifications were included in the bid?

ML: The specifications were to remove shingles and tarp paper and put on new. It did not include removing plywood. This was not knowing that it would stick to the ice water shield and not come off.

PS: Will this problem be on all buildings?

ML: To date, we have done 12 buildings with only 2 having no issues.

LP: If we shingle over these areas, will that have an effect on the water flow?

ML: Hold that for now—we will be taking a look at a building that we shingled over the problem areas.

ML: We don't really know why this is happening—we aren't seeing any pattern. Typically, what we see in roofs like as bad as ours is rotted decking, but we haven't seen any roofs with rotted decking. In the contract that was awarded, there is an allowance of 660 sheets of plywood to be used in replacement. We don't tell them where to replace but it is in the contract.

LP: as work progresses, if everything progresses, we may not need that?

ML: We hope so—we don't know what we will find. It is a moving target that we can update on a weekly basis. We have an allowance for 660 sheets of plywood and taking into consideration what we have used on the 12 buildings to date and looking at building types, we will use 770 sheets.

PS: How much more money will that be?

ML: Roughly, \$10,000 to \$15,000. But you also have a General Requirements Allowance of \$30,000 that can be used for expanding the scope any way that we want—trusses, plywood, or gutters. We will provide weekly updates. Also, it is important to see what will happen if we don't replace the plywood. There is a one-year contractor's warranty, so if the roof leaks due to improper installation, the contractor will fix it. If the roof leaks sometime in the next 30 years due to a defect in the manufacturing of the shingle, the manufacturer's warranty kicks in which is a proration of the material cost. So there are two warranties. The contractor would rather leave it, so he can make better time, but at this point, he hasn't asked for additional time and he rightfully could. But what does it look like? We picked a dimensional shingle, so it is a little lumpy but you cannot see them from the ground. As your architect, I much prefer if we have the money to go down to the deck. It is going to give us a much better installation and less potential for having problems in the future. My recommendation is to continue as we have been going and see what the trend is and continue to monitor it as we go.

**MINUTES OF THE MONTHLY MEETING  
OF THE BOARD OF COMMISSIONERS  
OF THE KNOX COUNTY HOUSING AUTHORITY  
April 30, 2013**

The regular meeting of the Board of Commissioners of the Knox County Housing Authority was held at William Moon Towers. Roll call was taken and the following Commissioners were present:

PRESENT:           Lomac Payton  
                  Roger Peterson  
                  Paul Stewart  
                  Thomas Dunker  
                  Wayne Allen  
                  Ben Burgland

EXCUSED:           Dale Parsons

Also present were Derek Antoine, Executive Director; Cheryl Lefler, Assistant Director; Lee Lofing, Finance Coordinator; Roger Williamson, KCHA Attorney; John Pulliam, The Register Mail; Will Stevenson, WGIL Radio; and Gerald Lambert and Robert Lapping, Moon Towers tenants.

Chairperson Payton called the meeting to order at 10:07 a.m. Chairperson Payton then asked if there were any additions or corrections to the previous meetings' minutes and the finance committee minutes. Hearing none, he declared the minutes approved as received.

**OLD BUSINESS**

Commissioner Stewart had requested information at the previous meeting regarding how much was spent in each service contract category in FYE 2013. Mr. Antoine provided the information as requested.

**NEW BUSINESS**

First, Mr. Antoine requested the Board review and approve Resolution 2013-07 for Bad Debt Write-Offs for Period Ending 03/31/2013. After brief discussion, Commissioner Stewart made a motion to approve Resolution 2013-07 for Bad Debt Write-Offs; Commissioner Dunker seconded. Roll call was taken as follows:

Commissioner Payton - aye  
Commissioner Peterson - aye  
Commissioner Stewart - aye  
Commissioner Dunker - aye  
Commissioner Allen - aye  
Commissioner Burgland - aye

Motion Carried, 6-0.

Next, Mr. Antoine requested the Board to review and approve Resolution 2013-08 for adoption of FYE 2013 Budget Revisions. Mr. Antoine stated this was simply a reallocation of line items to match actual spending and that the bottom line didn't change. After brief discussion, Commissioner Stewart made a motion to approve Resolution 2013-08 for adoption of FYE 2013 Budget Revisions; Commissioner Allen seconded. Roll call was taken as

follows:

Commissioner Payton - aye  
Commissioner Peterson - aye  
Commissioner Stewart - aye  
Commissioner Dunker - aye  
Commissioner Allen - aye  
Commissioner Burgland - aye

Motion Carried, 6-0.

Next, Mr. Antoine requested the Board to review and approve the April 1, 2014 implementation date for the Smoke Free Public Housing Initiative. After brief discussion, Commissioner Stewart made a motion to approve April 1, 2014 as the implementation date for the Smoke Free Public Housing Initiative; Commissioner Dunker seconded. Roll call was taken as follows:

Commissioner Payton - aye  
Commissioner Peterson - aye  
Commissioner Stewart - aye  
Commissioner Dunker - aye  
Commissioner Allen - aye  
Commissioner Burgland - aye

Motion Carried, 6-0.

Next, Mr. Antoine requested the Board to review and approve pay request #1 from CAD Construction for the roofing project at the family sites in the amount of \$15,954.30. After discussion, Commissioner Stewart made a motion to approve pay request #1 from CAD Construction in the amount of \$15,954.30; Commissioner Peterson seconded. Roll call was taken as follows:

Commissioner Payton - aye  
Commissioner Peterson - aye  
Commissioner Stewart - aye  
Commissioner Dunker - aye  
Commissioner Allen - aye  
Commissioner Burgland - aye

Motion Carried, 6-0.

## REPORTS

Occupancy Report disclosed the following:

Moon Towers A	4	Efficiencies		
88	0	1 Bedroom		
	0	2 Bedroom	Total:	4
	0	Accessible	Occupied:	95%
Moon Towers B	0	Efficiencies		
89	2	1 Bedroom		
	0	2 Bedroom	Total:	2
	0	Accessible	Occupied:	98%
Family	1	2 Bedroom		
190	3	3 Bedroom		
	0	4 Bedroom	Total:	5
	1	5 Bedroom	Occupied:	97%
Bluebell	0	1 Bedroom	Total:	0
51	0	2 Bedroom	Occupied:	100%

PH Totals:	418 units	11 vacancies	Occupied:	97%
			Vacancy:	3%
	Brentwood Manor	1 Vacancies	Total:	1
	72		Occupied:	99%
	Prairieland Townhouses	2 Vacancies	Total:	2
	66		Occupied:	97%
A.H.P Totals:	138 units	3 vacancies	Occupied:	98%
			Vacancy:	2%
KCHA TOTALS:	556 units	14 vacancies	Occupied:	97%
			Vacancy:	3%

This represents a 97% occupancy rate across all KCHA programs. Further, this represents 3.0% vacancy rate across all programs. Chairperson Payton declared the Occupancy Report approved as presented.

#### OTHER BUSINESS

Mr. Antoine provided an update on HUD appropriations. January, February and March 2013 appropriations came in at 92%. Due to sequestration cuts, April came in at 73%. The continuing resolution that came out will fund at 82%. The average for the year will be 84%. HUD may be recommending some changes that would result in cost savings including raising the medical deductions from 3% to 10%, charging 80% of fair market rent, and charging \$75 for minimum rent. Also, there may be some changes forthcoming regarding usage of operating and capital funds.

Next, Mr. Antoine advised the Board of a letter to HUD regarding the change in Executive Director.

Next, Mr. Antoine asked the Commissioners to sign the Statement of Economic Interest as required by the County. He still needs the forms completed by Commissioners Payton and Burlgard.

Next, Mr. Antoine informed the Board of upcoming service RFPs for Legal Services, Financial Services and Health Insurance Broker Services. Mr. Williamson, KCHA Attorney, will be retiring, so his last meeting will be in May. For Financial Services, this will be for general banking as well as investment services. For Health Insurance Broker Services, this would run from July 1 to June 30.

Next, Mr. Antoine informed the Board of a residential development/tax credit opportunity. This could potentially involve rehabbing an area by Woodland Bend with the development of 40 units that would involve tax credits. More information will be presented by Miller Valentine Group at the May meeting.

Next, Mr. Antoine gave an update on the roofing project at the family sites telling the Board that three roofs have been replaced but the contractor has run into a problem with some areas of shingles sticking to the ice barrier thereby creating a need to replace roof decking that is otherwise in good shape. The architects and contractor feel that is an unforeseen problem. There is an allowance built into the contract for the plywood

decking, but it is anticipated that if this problem continues at all three sites that the allowance would be expended prior to project completion. Mr. Antoine noted that there would be a meeting with the architect and CAD Construction the next day to discuss this issue. Mr. Antoine provided this as information only and was followed by brief discussion. No action needs to be taken at this time.

Next, Mr. Antoine asked the Board if they would like to have a Board dinner utilizing the \$1600 in remaining funds that had been rolled over from the Galesburg Housing Development organization or if they would like those funds to be put into the General Fund. After discussion, Commissioner Allen made a motion to transfer \$1600 into the General Fund; Commissioner Burgland seconded. Roll call was taken as follows:

- Commissioner Payton - aye
- Commissioner Peterson - aye
- Commissioner Stewart - aye
- Commissioner Dunker - aye
- Commissioner Allen - aye
- Commissioner Burgland - aye

Motion Carried, 6-0.

Chairperson Payton expressed the Board's appreciation to Mr. Williamson and thanked him for his years of service to KCHA.

#### **ADJOURNMENT**

Commissioner Stewart then made a motion to adjourn; Commissioner Allen seconded. Roll call was taken as follows:

- Commissioner Payton - aye
- Commissioner Peterson - aye
- Commissioner Stewart - aye
- Commissioner Dunker - aye
- Commissioner Allen - aye
- Commissioner Burgland - aye

Motion Carried, 6-0.

The meeting adjourned at 11:15 A.M.

Respectfully submitted,

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Secretary



# Knox County Housing Authority

Resolution 2013-09

May 28, 2013

Board of Commissioners

Derek Antoine, Executive Director

**RE: Section 8 Management Assessment Program (SEMAP) Certification**

## **Article I. Background**

The Section 8 Management Assessment Program (SEMAP) is designed to assess whether the Section 8 tenant-based assistance programs operate to help eligible families afford decent rental units at the correct subsidy cost. SEMAP also establishes a system for HUD to measure PHA performance in key Section 8 program areas and to assign performance ratings. SEMAP provides procedures for HUD to identify PHA management capabilities and deficiencies in order to target monitoring and program assistance more effectively. PHAs can use the SEMAP performance analysis to assess and improve their own program operations.

This rule applies to PHA administration of the tenant-based Section 8 rental voucher and rental certificate programs (24 CFR § 982), the project-based component (PBC) of the certificate program (24 CFR § 983) to the extent that PBC family and unit data are reported and measured under the stated HUD verification method, and enrollment levels and contributions to escrow accounts for Section 8 participants under the family self-sufficiency program (FSS) (24 CFR § 984).

On September 10, 1998, the U.S. Department of Housing and Urban Development (HUD) published in the Federal Register the Final Rule establishing the Section 8 Management Assessment Program (SEMAP). On August 17, 2000, HUD issued Notice PIH 2000-34 requiring the electronic submission of the SEMAP certification. SEMAP consists of 14 primary indicators with points assigned to each indicator for a total maximum of 145 points. The indicators and their respective maximum points are as follows:

1. Selection from the Waiting List
2. Reasonable Rent
3. Determination of Adjusted Income
4. Utility Allowance Schedule
5. HQS Quality Control Inspections
6. HQS Enforcement
7. Expanding Housing Opportunities
8. Payment Standards
9. Annual Reexamination
10. Correct Tenant Rent Calculations
11. Pre-Contract HQS Inspections
12. Annual HQS Inspections
13. Lease-Up
14. Family Self-Sufficiency Enrollment

A PHA must submit the HUD-required SEMAP certification form within 60 calendar days after the end of its fiscal year. The certification must be approved by PHA board resolution and signed by the PHA executive director. If the PHA is a unit of local government or a state, a resolution approving the certification is not required, and the certification must be executed by the Section 8 program director. Failure of an PHA to submit its SEMAP certification within 60 calendar days after the end of its fiscal year will result in an overall performance rating of troubled and the PHA will be subject to the requirements at 24 CFR § 985.107. A PHA's SEMAP certification is subject to HUD verification by an on-site confirmatory review at any time.

Upon receipt of the PHA's SEMAP certification, HUD will rate the PHA's performance under each SEMAP indicator in accordance with 24 CFR § 985.3. HUD will then prepare a SEMAP profile for each PHA which shows the rating for each indicator, sums the indicator ratings, and divides by the total possible points to arrive at an PHA's overall SEMAP score. SEMAP scores shall be rounded off to the nearest whole percent. *High performer rating* – PHAs with SEMAP scores of at least 90 percent shall be rated high performers under SEMAP. PHAs that achieve an overall performance rating of high performer may receive national recognition by the Department and may be given competitive advantage under notices of fund availability. *Standard rating* – PHAs with SEMAP scores of 60 to 89 percent shall be rated standard. *Troubled rating* – PHAs with SEMAP scores of less than 60 percent shall be rated troubled.

## **Article II. Recommendation**

The Knox County Housing Authority (KCHA) has completed the appropriate program auditing accurately and to the best of their ability from the records contained in the files of the Authority pertaining to Section 8 Management Assessment Program (SEMAP) reporting.

It is the recommendation of the Executive Director the Board adopt KCHA Resolution 2013-09 authorizing the certification and submission of the Section 8 Management Assessment Program (SEMAP), effective for the fiscal year ended 03/31/2013.

# Knox County Housing Authority

Resolution 2013-09

Board of Commissioners

Derek Antoine, Executive Director

## Section 8 Management Assessment Program (SEMAP) Certification

**WHEREAS**, the U.S. Department of Housing and Urban Development (HUD) on September 10, 1998 issued a notice in the Federal Register establishing the Section 8 Management Assessment Program (SEMAP), as set forth in 24 CFR 985, to objectively measure public housing agency performance in key Section 8 tenant-based assistance program areas; and

**WHEREAS**, HUD on August 17, 2000 issued Notice PIH 2000-34 requiring submission of SEMAP Certification electronically; and

**WHEREAS**, the Knox County Housing Authority (KCHA) has completed the reviews to determine the KCHA scoring for the 14 indicators of SEMAP report for the fiscal year ended March 31, 2013; and

**WHEREAS**, HUD requires that the Section 8 Management Assessment Program (SEMAP) Certification be approved by the Board of Commissioners and be signed by the Executive Director prior to the electronic submission to HUD.

**THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Knox County Housing Authority approves the Section 8 Management Assessment Program (SEMAP) Certification, and the Executive Director is hereby authorized to sign the submission to HUD in accordance with 24 CFR § 985.

**RESOLVED: April 30, 2013**

\_\_\_\_\_  
Lomac Payton, Chairperson

\_\_\_\_\_  
Roger Peterson, Vice-Chairperson

\_\_\_\_\_  
Dale Parsons, Resident Commissioner

\_\_\_\_\_  
Paul Stewart, Commissioner

\_\_\_\_\_  
Wayne Allen, Commissioner

\_\_\_\_\_  
Thomas Dunker, Commissioner

\_\_\_\_\_  
Ben Burgland, Commissioner

# APPLICATION AND CERTIFICATE FOR PAYMENT

Page 1 of 2 Pages

TO: KNOX CO HOUSING AUTHORITY PROJECT: SCATTERED SITE RE-ROOFING  
225 WEST TOMPKINS KNOX CO. HOUSING AUTHORITY  
GALESBURG, IL 61401

APPLICATION NO.: 2  
PERIOD TO: 5/5/2013

Distribution to:  
OWNER  
ARCHITECT  
CONTRACTOR

FROM: CAD CONSTRUCTION INC  
(Contractor) 508 E PEARL A-1  
TREMONT IN

VIA: Contractor  
ARCHITECT ALLIANCE ARCHITECTURE  
929 LINCOLNWAY EAST SUITE 200  
SOUTH BEND, IN 46601

ARCHITECT'S  
BCC PROJECT NO.:  
IDHA PROJECT NO.:

**COPY**

CONTRACT FOR:

Contract Date:

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract.  
Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM
2. Net change by Change Orders
3. CONTRACT SUM TO DATE (Line 1 +/- 2)
4. TOTAL COMPLETED & STORED TO DATE  
(Column G on G703)
5. RETAINAGE:
  - a. 10% of Completed Work  
(Column D + E on G703)
  - b. 10% of Stored Material  
(Column F on G703)

Total Retainage (Line 5a + 5b or  
Total of Column I of G703)
6. TOTAL EARNED LESS RETAINAGE  
(Line 4 less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR  
PAYMENT (Line 6 from prior Certificate)
8. CURRENT PAYMENT DUE
9. BALANCE TO FINISH, PLUS RETAINAGE  
(Line 3 less Line 6)

\$922,674.00 ✓  
\$0.00 ✓  
\$922,674.00 ✓  
\$56,283.27  
**50,926.27**

\$5,628.83  
**5,092.63**  
\$0.00

\$5,628.83  
**5,092.63**  
\$50,654.94  
**45,833.64**

**29,879.34** \$15,954.30  
\$84,700.64  
\$872,049.06  
**876,840.36**

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

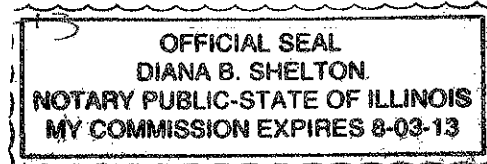
By: *[Signature]* Date: **5/8/2013**

State Of ILLINOIS

County Of TAZEWELL

Notary Public: *[Signature]*

My Commission expires: 8-3-13



## CHANGE ORDER SUMMARY

Change Orders approved in previous months by Owner		ADDITIONS	DEDUCTIONS
TOTAL		\$0.00	\$0.00
Approved this Month			
Number	Date Approved		
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
TOTALS		\$0.00	\$0.00
Net change by Change Orders		\$0.00	

## CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: **29,879.34**

CONSTRUCTION MANAGER

By: \_\_\_\_\_ Date: \_\_\_\_\_

ARCHITECT:

By: *[Signature]* Date: **5/9/13**

**Alliance Architecture**  
929 Lincolnway East, Suite 200  
South Bend, Indiana 46601

BID TABULATION



PROJECT: Bluebell Tower  
Exterior Renovations  
Knox County Housing Authority  
225 West Tompkins Street  
Galesburg, Illinois

DATE/TIME: May 1, 2013  
11:00 a.m. (Local Time)

BIDDERS	R.L. Vollintine Construction, Inc.	Evans-Mason, Inc.	Dennis Construction, Inc.	Otto Baum Company, Inc.	Western Waterproofing	Northwest Restoration	TNT Tuckpointing & Building Restoration	E & H Restoration, LLC
Base Bid on Proposal Form	\$61,800	\$95,850	\$101,866	\$97,120	\$103,127	\$114,000	\$103,000	\$104,112
General Requirements Allowance	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Tuckpointing Allowance – 5,000 l.f. (See Unit Price 1 breakdown below)	\$11,250	\$11,500	\$15,300	\$27,500	\$20,500	\$17,500	\$30,000	\$28,750
Brick Replacement Allowance – 500 brick (See Unit Price 4 breakdown below)	\$12,500	\$14,250	\$15,500	\$13,500	\$18,540	\$12,500	\$15,000	\$15,160
TOTAL BID	\$95,550	\$131,600	\$142,666	\$148,120	\$152,167	\$154,000	\$158,000	\$158,022
Completion Time (in calendar days): Base Bid	60	120	365	150	82	180	90	130
Acknowledgment of Addenda:	Addendum No. 1 (4/24/13)	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Clarification No. 1 (4/29/13)	Yes	No	Yes	Yes	No	Yes	Yes
Unit Price 1: Tuckpoint brick joint (Repair Procedure A).	\$ 2.25 / LF	\$ 2.30 / LF	\$ 3.06 / LF	\$ 5.50 / LF	\$ 4.10 / LF	\$ 3.50 / LF	\$ 6.00 / LF	\$ 5.75 / LF
Unit Price 2: Replace sealant (Repair Procedure B & C).	\$ 8.00 / LF *	No Bid	No Bid	No Bid	No Bid	No Bid	\$ 11.00 / LF	\$ 9.92 / LF
Unit Price 3: Cut out abandoned metal embedment's and patch (Repair Procedure E).	\$ 100.00 / Each *	No Bid	No Bid	No Bid	No Bid	No Bid	\$ 30.00 / Each	\$ 50.00 / Each
Unit Price 4: Brick replacement (Repair Procedure H).	\$ 25.00 / Brick	\$ 28.50 / Brick	\$ 31.00 / Brick	\$ 27.00 / Brick	\$ 37.08 / Brick	\$ 25.00 / Brick	\$ 30.00 / Brick	\$ 30.32 / Brick
Non-Collusive Affidavit (Notarized)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
EEO/Affirmative Action Statement of Policy	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Bid Bond / Bid Guarantee	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Certificate as to Corp. Principal (if bid submitted by Corp.)	Yes	Yes	Yes	Yes	Yes	Yes	No (N/A)	No (N/A)
MBE/WBE Clause Certification	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
MBE/WBE Clause Certification: Schedule of Intended Participation	Yes (20%)	Yes *	Yes (0%)	Yes (0%)	Yes (14.7%)	Yes (0%)	Yes (100%)	Yes (0%)
Certificate of Good Faith Efforts	Yes	Yes *	Yes	Yes	Yes	Yes	Yes	Yes

PROJECT: Bluebell Tower  
Exterior Renovations  
Knox County Housing Authority  
225 West Tompkins Street  
Galesburg, Illinois

BIDDERS	R.L. Vollintine Construction, Inc.	Evans-Mason, Inc.	Dennis Construction, Inc.	Otto Baum Company, Inc.	Western Waterproofing	Northwest Restoration	TNT Tuckpointing & Building Restoration	E & H Restoration, LLC
Statement of Bidders Qualifications:	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
- Current Contracts on Hand	Yes	Yes	Yes *	Yes	Yes	Yes	Yes	Yes
- Related Work Experience	Yes	Yes	Yes	Yes	Yes	Yes	Yes *	Yes
- Written Evidence of Line of Credit	Yes	Yes	Yes	No	No	Yes	Yes	Yes *
- Financial Statement	Yes	Yes	Yes (6/2012)	No *	Yes	Yes	Yes	No
Representations, Certifications, and Other Statements of Bidders HUD-5369-A	Yes	Yes (Not Signed)	Yes	Yes	Yes	Yes	Yes	Yes
Non-Debarred Certification	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Proposed Subcontractors and Suppliers	Yes	No	Yes	Yes	No	Yes	Yes	Yes
Remarks:	* No Bid (provided via e-mail on 5/6/13).	* Form was left blank. No effort was made to include MBE/WBE participation.	* Response indicates no current contracts on hand.	* Will be provided upon request.			* Response indicated no related work experience or public housing experience.	* Response indicates no lines of credit.



May 24, 2013

Mr. Derek Antoine  
Executive Director  
Knox County Housing Authority  
216 West Simmons Street  
Galesburg, IL 61401

VIA E-MAIL (*Hard Copy To Follow*)

RE: Bluebell Tower  
Exterior Renovations  
Knox County Housing Authority  
225 West Tompkins Street  
Galesburg, Illinois

Dear Derek:

Please be advised that bids were received for the above-referenced project on May 1, 2013. We have reviewed all eight bids received for completeness. Refer to the Bid Tabulation for various omissions by all of the bidders. The minor informalities by R.L. Vollintine Construction do not appear to be critical; however, you may wish to review these omissions with your legal counsel.

We recommend that the Contract be awarded to R.L. Vollintine Construction, Inc. on the basis of their lowest submitted Total Bid for a total contract amount of \$95,550.

Please advise us of your decision with regard to contractor selection, and at the appropriate time, we will send out notification and Bid Tabulation forms to all bidders. We are returning the bids herewith and have retained a copy of the R.L. Vollintine Construction, Inc. bid for our file.

If you have any questions or require additional information, please feel free to contact us.

Sincerely,

ALLIANCE ARCHITECTURE

A handwritten signature in blue ink, appearing to read "Anthony Paiano", is written over the printed name.

Anthony Paiano

AP/bf

Enclosure

cc: Ms. Rita Hall, Knox County Housing Authority, w/enclosure