

## INTER OFFICE MEMORANDUM

TO: Marc Dashield  
City Administrator

FROM: Craig Smith, Department of Administration, Finance,  
Health and Social Service, Purchasing Division

DATE: October 31, 2007

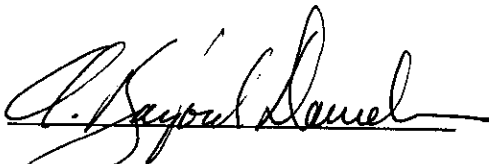
SUBJECT: **AN ITEM FOR THE AGENDA FIXING SESSION-TO BE HELD  
November 19, 2007**

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Please accept the following item from the Purchasing Division of Administration, Finance, Health and Social Services:

1. A resolution to award a contract in the amount of \$63,000.00 to Housing and Community Development Services, Inc. to administer the Comprehensive Housing Assistance Program (CHAP) for the federal fiscal 2007-2008 year.

Approved as to Form



A. Raiford Daniels  
Dir. Admin, Finance  
Health and Social Services

Approved for Council Agenda



Marc D. Dashield  
City Administrator

**RESOLUTION AWARDING A CONTRACT IN THE AMOUNT OF \$63,000.00 TO HOUSING AND COMMUNITY DEVELOPMENT SERVICES INC. FOR THE PROVISION OF HOUSING REHABILITATION SERVICES FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT YEAR 33 (FY 2007/2008) COMPREHENSIVE HOUSING ASSISTANCE PROGRAM (CHAP)**

WHEREAS, on September 18, 2007 a Request for Proposals was advertised to seek proposals for the provision of housing rehabilitation services for the Comprehensive Housing Assistance Program (CHAP); and

WHEREAS, proposals were received on September 28, 2007, at 11:00 p.m. by the bids committee consisting of Craig Smith and Al Restaino; and

WHEREAS, the results from the aforesaid Request for Proposals were as follows:

- Housing and Community Development Services, Inc. - \$63,000.00  
4 Sloan Street  
South Orange, NJ 07079

WHEREAS, following evaluation of the proposal, the Division of Purchasing recommended that a contract be awarded to Housing and Community Development Services, Inc. who submitted a proposal which met the established criteria and has been deemed an advantageous and responsible firm to perform the services required for the aforesaid program; and

WHEREAS, sufficient funds are available in the amount of \$63,000.00 from the City's Program Year 33 Community Development Block Grant Program allocation for Union County;

NOW THEREFORE, BE IT RESOLVED, that the proposal of Housing and Community Development Services, Inc., 4 Sloan Street, South Orange, New Jersey 07079, in the amount of \$63,000.00, which encompasses the services set forth in the City's Request for Proposals dated September 18, 2007, be accepted as the proposal which best met the established criteria and is most advantageous to the City of Plainfield.

BE IT FURTHER RESOLVED, that the Mayor and City Clerk are authorized to execute a contract and such other documents as may be approved by the Corporation Counsel, with Housing and Community Development Services, Inc. in the amount of \$63,000.00, to be paid from the Program Year 33 Community Development Block Grant Program allocation.

BE IT FURTHER RESOLVED, that a copy of this Resolution and a duly executed copy of the contract be filed in the Office of the City Clerk.

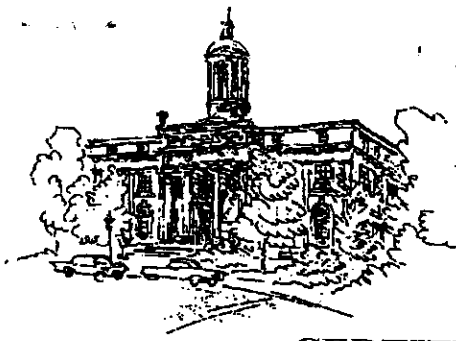
Adopted by the City Council

November 21, 2007

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Laddie Wyatt, City Clerk

Approved as to Form

  
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Daniel A. Williamson, Corporation Counsel



# CITY OF PLAINFIELD

DEPARTMENT OF ADMINISTRATION & FINANCE  
OFFICE OF THE COMPTROLLER  
515 WATCHUNG AVENUE  
PLAINFIELD, NEW JERSEY 07060  
(908) 753-3206 - FAX (908) 753-3500



## CERTIFICATION AS TO AVAILABLE FUNDING

I, Peter P. Sepelya, Jr. Chief Financial Officer of the City of Plainfield, do hereby certify that funds are available from the City of Plainfield Community Development Block Grant Budget Account Number U-05-56-807-436-919 for \$63,000.00 for a contract agreement with Housing and Community Development, Inc.

Dated: 10-19-07

Certified: *Peter P. Sepelya, Jr.*