

**RESOLUTION #3253**

**AWARD CONTRACT FOR HQS INSPECTION SERVICES TO GILSON INSPECTION SERVICES FROM JULY 1, 2023 THROUGH JUNE 30, 2025**

**WHEREAS**, the Housing Authority of the Township of Woodbridge, NJ (Authority) needs to hire and retain an HQS Inspections firm to perform HQS inspections on a monthly basis for approximately 415 of the Authority’s Project Based Voucher (PBV) units commencing July 1, 2023 to June 30, 2025; and

**WHEREAS**, the contract was awarded through a fair and open process pursuant to N.J.S.A. 19:44A-20.4 et seq.; and

**WHEREAS**, the Authority published a notice in the Home News Tribune on 5/1/23 soliciting proposals for HQS Inspection services; and

**WHEREAS**, the following proposals were received in the Office of the Executive Director until 2:00 PM, Thursday, May 25, 2023 with the following costs:

| Inspection Type      | Home Stat Inspections | LSEA Corp | Gilson Inspection Services | Pat Kelson Associates |
|----------------------|-----------------------|-----------|----------------------------|-----------------------|
| Annual               | \$40.00               | \$50.00   | \$38.50                    | \$46.00               |
| Initial              | \$40.00               | \$58.00   | \$38.50                    | \$50.00               |
| Re-Inspection        | \$40.00               | \$40.00   | \$28.50                    | \$40.00               |
| Special              | \$42.50               | \$58.00   | \$38.50                    | \$42.00               |
| Inconclusive/No Show | \$27.00               | \$30.00   | \$19.50                    | \$30.00               |

**WHEREAS**, upon review of all proposals submitted, it was determined that Gilson Inspection Services, having submitted positive references and the lowest prices, is recommended for award.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Authority that the Contract Officer, Donna F. Brightman be, and hereby is authorized and directed to execute and deliver on behalf of the Authority a two-year Contract for HQS Inspection Services with Gilson Inspection Services as specified in the Request for Proposals dated May 25, 2023 in the amounts shown herein from July 1, 2023 through June 30, 2025.

Motion to adopt Resolution #3253 moved by Commissioner Kenny and seconded by Commissioner Agarwal and upon roll call, the vote was as follows:

ROLL CALL: Agarwal Kenny Michelson Perez Pires Walker Ficarra  
AYES: Agarwal Kenny Michelson Ficarra  
NAYS: None  
Abstain: None  
Absent: Perez Pires Walker

I hereby certify that the above is a true and exact copy of the Resolution adopted by the Board of Commissioners of the Housing Authority of the Township of Woodbridge at their Regular meeting of June 12, 2023.

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Donna F. Brightman, Secretary

Approved as to legal form by  
Terrence Corrison, Esq.