

**RESOLUTION #3264**

**AWARD CONTRACT FOR HQS INSPECTION SERVICES TO HOME STAT INSPECTIONS  
FROM AUGUST 1, 2023 THROUGH JULY 31, 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 August 1, 2023 to July 31, 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**, the contract was originally awarded to Gilson Inspection Services, and subsequently terminated effective 8/1/23; and

**WHEREAS**, the second low bidder Home Stat Inspections, having performed for the Authority satisfactorily in the past, 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 Home Stat Inspections as specified in the Request for Proposals dated May 25, 2023 in the amounts shown herein from August 1, 2023 through July 31, 2025.

Motion to adopt Resolution #3264 moved by Commissioner Kenny and seconded by Commissioner Pires and upon roll call, the vote was as follows:

ROLL CALL: Agarwal Kenny Michelson Perez Pires Walker Ficarra  
AYES: Kenny Michelson Perez Pires Ficarra  
NAYS: None  
Abstain: None  
Absent: Agarwal 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 September 11, 2023.

Approved as to legal form by  
Terrence J. Corrison, Attorney

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Donna F. Brightman, Secretary