



REGULAR BOARD MEETING  
FEBRUARY 5, 2025

**BOARD OF COMMISSIONERS**Gabriel Lopez  
ChairGilbert Casillas  
Vice ChairBarbara Ankamah Burford  
CommissionerDalia Contreras  
CommissionerEstrellita Garcia-Diaz  
CommissionerJanet Garcia  
CommissionerLeilah Powell  
Commissioner**ACTING PRESIDENT & CEO**

Michael Reyes

**REGULAR BOARD MEETING****1:00 p.m. | Wednesday | February 5, 2025**

At least four Commissioners will be physically present at this location, and up to three other Commissioners may attend by videoconferencing, as permitted by Tex. Gov't Code Section 551.127, and the Presiding Officer will also be present at this location.

**MEETING CALLED TO ORDER**

1. The Board of Commissioners or its Committee may hold a closed meeting pursuant to Texas Government Code § 551.071-076 for consultation concerning attorney-client matters, real estate, litigation, personnel, and security matters. The Board or Committee reserves the right to enter into closed meeting at any time during the course of the meeting.

**CITIZENS TO BE HEARD**

2. **Citizens to be Heard** at approximately 1:00 p.m. (may be heard after this time) Citizens wishing to speak on any issues, including ones not related to items posted on the agenda, should personally request to be placed on the Citizens to be Heard roster prior to 12:45 p.m. Citizens will be given up to three minutes to speak. Each citizen will be permitted to speak only once. A Spanish/English translator will be available to citizens needing translation.

Now is the time for Citizens to be Heard. The Board asks the public to address concerns related to Opportunity Home matters and policy and not include statements that may be considered defamatory of any individual. The Board encourages members of the public to direct specific concerns or problems to Opportunity Home staff for more prompt resolution. The Board will not discuss the comments of speakers or respond to speakers during the Citizens to be Heard portion of the agenda.

**PUBLIC HEARING**

3. **Public Hearing** regarding Resolution 6708, approving the La Ventana Apartments transaction, including authorizing the San Antonio Housing Facility Corporation to approve Resolution 25FAC-01-04, authorizing its participation in the La Ventana Apartments Transaction; and other matters in connection therewith (Timothy Alcott, Executive Vice President of Development and General Counsel)

**MINUTES**

4. Minutes
  - Approval of the December 4, 2024, Regular Board meeting minutes
  - Approval of the January 15, 2025, Special Board meeting minutes
  - Approval of the January 22, 2025, Special Board meeting minutes

**BOARD OF COMMISSIONERS**Gabriel Lopez  
ChairGilbert Casillas  
Vice ChairBarbara Ankamah Burford  
CommissionerDalia Contreras  
CommissionerEstrellita Garcia-Diaz  
CommissionerJanet Garcia  
CommissionerLeilah Powell  
Commissioner**ACTING PRESIDENT & CEO**

Michael Reyes

**CONSENT ITEMS**

5. Consideration and approval regarding Resolution 6598, authorizing the award of a contract for office supplies, related products, and services to Office Depot, Inc. through Omnia Partners, Public Sector; for an annual cumulative amount not to exceed \$2,000,000; for a period of one year with the option to renew up to four additional one-year terms (George Ayala, Director of Procurement)
6. Consideration and approval regarding Resolution 6701, authorizing the award of contracts for the purchase of maintenance, repair and operations (MRO) supplies and services to HD Supply Facilities Maintenance, Ltd., a Florida Limited partnership, for an annual cumulative amount not to exceed \$3,000,000 and Home Depot U.S.A., a Delaware corporation, for an annual cumulative amount not to exceed \$3,000,000 through Omnia Partners, Public Sector; for a period of one year with the option to renew for up to four additional one-year terms (George Ayala, Director of Procurement)
7. Consideration and approval regarding Resolution 6703, authorizing the award of a contract for fleet services and fuel to the City of San Antonio (COSA) through an interlocal agreement for an annual cumulative amount not to exceed \$500,000; for a period of one year with the option to renew up to four additional one-year terms (George Ayala, Director of Procurement)
8. Consideration and approval regarding Resolution 6704, authorizing the award of contracts for elevator services: repair, maintenance, inspection/testing, parts, and modernization to Otis Elevator Company through Omnia Partners, Public Sector and elevators, escalators, and moving walks with related equipment, services, and supplies to Schindler Elevator Corporation and TK Elevator through Sourcewell, a Nationwide Purchasing Cooperative, for an annual cumulative amount not to exceed \$5,000,000; for a period of one year with the option to renew up to four additional one-year terms (George Ayala, Director of Procurement; Hector Martinez, Director of Construction Services and Sustainability; Victoria Febus, Director of Beacon Communities; Ruth Bautista, Director of Public Housing)
9. Consideration and approval regarding Resolution 6706, reconfirming the use of cooperative purchasing program contracts, where Opportunity Home is a participating member, and General Services Administration (GSA) Federal Supply Schedules for the acquisition of computer hardware, software, and related services by Opportunity Home and its Affiliated Entities; for a period of one year with the option to renew up to four additional one-year terms (George Ayala, Director of Procurement; Jo Ana Alvarado, Chief Information Officer)

**DISCUSSION ITEMS**

10. Update regarding Office of Management and Budget (OMB) memos
11. Update and discussion regarding U.S. Immigration and Customs Enforcement (ICE) activity

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**BOARD OF COMMISSIONERS**Gabriel Lopez  
ChairGilbert Casillas  
Vice ChairBarbara Ankamah Burford  
CommissionerDalia Contreras  
CommissionerEstrellita Garcia-Diaz  
CommissionerJanet Garcia  
CommissionerLeilah Powell  
Commissioner

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**ACTING PRESIDENT & CEO**

Michael Reyes

## 12. President's Report

**CLOSED SESSION**

## 13. Closed Session

**Personnel/Consultation with Attorney**

Deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or to hear a complaint or charge against an officer or employee and obtain legal advice regarding legal issues pursuant to Texas Government Code Sec. 551.074 (personnel) and Texas Government Code Sec. 551.071 (consultation with attorney).

- Update and discussion with attorney regarding the President and CEO and Executive Leadership Team compensation study results
- Discussion and consultation with attorney regarding CEO assessment and goals, CEO search, CEO job description, and related matters

## 14. Adjournment

*Posted on: 1/29/2025 5:00 PM*

\*Note: Whenever the Texas Open Meetings Act (Section 551.001 et seq. of the Texas Government Code) provides for a closed meeting in matters concerning legal advice, real estate, contracts, personnel matters, or security issues, the Board may find a closed meeting to be necessary. For convenience of the citizens interested in an item preceded by an asterisk, notice is given that a closed meeting is contemplated. However, the Board reserves the right to go into a closed meeting on any other item, whether it has an asterisk, when the Board determines there is a need and a closed meeting is permitted.

"Pursuant to § 30.06, Penal Code, (trespass by holder license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not attend this meeting with a concealed handgun."

"Pursuant to § 30.07, Penal Code, (trespass by holder license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not attend this meeting with a handgun that is carried openly."



## MINUTES OF OPPORTUNITY HOME SAN ANTONIO REGULAR BOARD MEETING

### Meeting Called to Order

#### I. Call to Order

Chair Lopez called the Regular Board Meeting of Opportunity Home San Antonio to order at 1:06 PM CST on December 4, 2024. The meeting was held at the Opportunity Home San Antonio Central Office at 818 S. Flores St., San Antonio, TX 78204.

#### Board Members Present:

Chair Gabriel Lopez, Vice Chair Gilbert Casillas, Barbara Ankamah Burford, Dalia Contreras, Estrellita Garcia-Diaz, and Leilah Powell.

#### Adviser Present:

Doug Poneck, General Counsel.

#### Guests Present:

Michael Reyes, Acting President and CEO; Stephanie Rodriguez, Director of Assisted Housing Programs; Lorraine Robles, Chief Real Estate and Development Officer; Timothy E. Alcott, Executive Vice President of Development and General Counsel; Miranda Castro, Chief Asset Management Officer; George Ayala, Director of Procurement; Hector Martinez, Director of Construction Services and Sustainability; Ruth Bautista, Director of Public Housing; and Jose Mascorro, Chief Operating Officer.

Interpreter, BCC Languages LLC.

#### Board Members Absent:

Janet Garcia.

#### Quorum:

A quorum was established with six (6) voting members present.

### Citizens to be Heard

#### II. Citizens to be Heard

Citizens wishing to speak on any issues, including those unrelated to items posted on the agenda, were given three minutes to do so. One (1) citizen signed up to speak, one (1) citizen spoke, and no citizens ceded their time.

### Minutes

#### III. Minutes

Commissioner Powell moved to approve the November 6, 2024, Regular Board meeting minutes, November 20, 2024, Finance Committee meeting minutes, and the



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November 20, 2024, Operations and Real Estate Committee meeting minutes. Vice Chair Casillas seconded the motion. The motion carried with six (6) in favor and none against by a voice vote.

#### **Consent Items**

##### **IV. Resolution 6606**

Consideration and approval regarding Resolution 6606, authorizing Opportunity Home to assign 80 Project-Based Vouchers (PBV) to the City of San Antonio Development – The Commons at Acequia Trails (Stephanie Rodriguez, Director of Assisted Housing Programs)

##### **V. Resolution 6605**

Consideration and approval regarding Resolution 6605, approving the 2025 Small Area Fair Market Rents (SAFMR) payment standard and the Project-Based Voucher (PBV) Program payment standard schedule (Stephanie Rodriguez, Director of Assisted Housing Programs)

##### **VI. Resolution 6607**

Consideration and approval regarding Resolution 6607, inducing the participation of San Antonio Housing Facility Corporation to serve as the sole member of the general partner, landowner, and general contractor for Riverbreeze Apartments Transaction; and authorizing all filings and agreements with Texas Department of Housing and Community Affairs in connection with applications for low-income housing tax credits; and authorizing the negotiation and execution of a memorandum of understanding; and other matters in connection therewith (Lorraine Robles, Chief Real Estate and Development Officer)

##### **VII. Resolution 6608**

Consideration and approval regarding Resolution 6608, authorizing the consideration of and entering into preliminary documentation for the proposed Creekside at Lookout transaction, including authorizing the San Antonio Housing Facility Corporation to enter into a memorandum of understanding with respect to its participation in the Creekside at Lookout transaction (Timothy E. Alcott, Executive Vice President of Development and General Counsel)

##### **VIII. Resolution 6613**

Consideration and approval regarding Resolution 6613, authorizing the acquisition and assumption of the Class B Limited Partnership interest and obligations in Tampico Apartments, LP by San Antonio Housing Facility Corporation; authorizing the acquisition and assumption of the developer rights and obligations and other matters in connection therewith (Miranda Castro, Chief Asset Management Officer)



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**Main Motion Regarding Resolutions 6606, 6607, 6608, and 6613 (Consent Items 4, 6, 7, 8)**

Moved by Vice Chair Casillas. Seconded by Commissioner Powell. The motion was carried with six (6) in favor and none against by a voice vote.

**Main Motion Regarding Resolution 6605 (Consent Item 5)**

Moved by Vice Chair Casillas. Seconded by Commissioner Ankamah Burford. Abstained by Commissioner Powell. The motion was carried with five (5) in favor and none against by a voice vote.

**Individual Items**

**IX. Resolution 6609**

Consideration and approval regarding Resolution 6609, authorizing San Antonio Housing Facility Corporation to purchase the limited partner interests in ARDC Military, Ltd., as owner of the Artisan at Mission Creek Project, and to expend Moving to Work funds to effect such purchase; authorizing Las Varas Public Facility Corporation, as sole member of the general partner of such Partnership, to execute documents necessary to effect such purchase; and other matters in connection therewith (Miranda Castro, Chief Asset Management Officer)

**Main Motion Regarding Resolution 6609**

Moved by Commissioner Powell. Seconded by Commissioner Ankamah Burford. The motion was carried with six (6) in favor and none against by a voice vote.

**X. Resolution 6596**

Consideration and approval regarding Resolution 6596, authorizing the award of project-specific engagements for the fire protection improvements at Blanco Apartments in the amount of \$335,000 and Matt Garcia Apartments in the amount of \$405,000 to KCI Technologies (George Ayala, Director of Procurement; Hector Martinez, Director of Construction Services and Sustainability)

**Main Motion Regarding Resolution 6596**

Moved by Commissioner Contreras. Seconded by Commissioner Ankamah Burford. The motion was carried with six (6) in favor and none against by a voice vote.

**XI. Resolution 6614**

Consideration and approval regarding Resolution 6614, authorizing the award of contracts for mowing and grounds maintenance for Administrative and Public Housing Properties to A&S Landscaping Services (HABE), B&T Dependable Services LLC (AABE, DBE, DIBE, ESBE, MBE, SBE, VBE), Blue Lacy Landscape and Maintenance Co (HABE), and Champion Lawn Care (HABE, WBE) for an annual cumulative amount not to exceed \$1,000,000; for a period of one year with the



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option to renew up to four additional one-year terms (George Ayala, Director of Procurement; Ruth Bautista, Director of Public Housing)

**Main Motion Regarding Resolution 6614**

Moved by Vice Chair Casillas. Seconded by Commissioner Contreras. The motion was carried with six (6) in favor and none against by a voice vote.

**XII. Resolution 6615**

Consideration and approval regarding Resolution 6615, authorizing the award of a contract for Riverside Apartments exterior renovations and site improvements to All Pro General Construction, Inc. (DBE, HABE) for an amount not to exceed \$7,883,216 (George Ayala, Director of Procurement; Hector Martinez, Director of Construction Services and Sustainability)

**Main Motion Regarding Resolution 6615**

Moved by Commissioner Contreras. Seconded by Commissioner Garcia-Diaz. The motion was carried with six (6) in favor and none against by a voice vote.

**Discussion Items**

**XIII. Waitlist Update**

Update and discussion regarding Opportunity Home programs waitlist (Jose Mascorro, Chief Operating Officer)

**XIV. President's Report**

**Action Regarding Recess**

With no objections, the Board recessed the Regular Board meeting at 2:25 PM CST and entered into the Las Varas Public Facility Corporation and San Antonio Housing Facility Corporation meetings.

The Board returned from recess at 2:28 PM CST.

**Action Regarding Closed Session**

Attorney Doug Poneck read the Board into Closed Session.

Chair Lopez recessed the Regular Board meeting and entered into Closed Session at 2:29 PM CST.

**CLOSED SESSION**

**XV. Closed Session**

**Real Estate/Consultation with Attorney**

Deliberate the management, purchase, exchange, lease or value of certain real properties and obtain legal advice regarding related legal issues pursuant to Texas





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Government Code Sec. 551.072 (real property) and Texas Government Code Sec. 551.071 (consultation with attorney).

- Discussion and consultation with attorney regarding Beacon and Partnerships review

**Personnel/Consultation with Attorney**

Deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or to hear a complaint or charge against an officer or employee and obtain legal advice regarding legal issues pursuant to Texas Government Code Sec. 551.074 (personnel) and Texas Government Code Sec. 551.071 (consultation with attorney).

- Discussion and consultation with attorney regarding President and CEO’s Performance Goals and Appraisal for 2024-2025

Commissioner Powell exited the meeting.

**Action Regarding Closed Session**

The Board returned from Closed Session, and Chair Lopez called the meeting to order at 4:56 PM CST.

**Resource**

- 2025 Board Meeting Calendar

**XVI. Adjournment**

**Main Motion Regarding Adjournment**

Moved by Vice Chair Casillas. Seconded by Commissioner Contreras. The motion carried with six (5) in favor and none against by a voice vote.

The meeting adjourned at 4:57 PM CST.

**ATTEST:**

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**Gabriel Lopez**  
**Chair, Board of Commissioners**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Michael Reyes**  
**Acting President and CEO**

\_\_\_\_\_  
**Date**



## MINUTES OF OPPORTUNITY HOME SAN ANTONIO SPECIAL BOARD MEETING

### I. Call to Order:

Chair Lopez called the Special Board Meeting of Opportunity Home San Antonio to order at 8:40 AM CST on January 15, 2025. The meeting was held at the Opportunity Home San Antonio Central Office located at 818 S. Flores St. San Antonio, TX 78204.

#### Board Members Present:

Chair Gabriel Lopez, Vice Chair Gilbert Casillas, Barbara Ankamah Burford, Dalia Contreras, Janet Garcia, Estrellita Garcia-Diaz, and Leilah Powell.

#### Adviser Present:

Doug Poneck, General Counsel.

#### Guests Present:

Acting President and CEO Michael Reyes.

#### Board Members Absent:

None.

#### Quorum:

A quorum was established with seven (7) voting members present.

### II. Citizens to be Heard

Citizens are provided three minutes each to speak on any agenda item. No (0) citizens signed up to speak, no (0) citizens spoke, and no citizens ceded their time.

#### Action Regarding Closed Session

Attorney Doug Poneck read the Board into Closed Session.

Chair Lopez recessed the Regular Board meeting and entered into Closed Session at 8:41 AM CST.

### III. Closed Session

#### Personnel/Consultation with Attorney

Deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or to hear a complaint or charge against an officer or employee and obtain legal advice regarding legal issues pursuant to Texas Government Code Sec. 551.074 (personnel) and Texas Government Code Sec. 551.071 (consultation with attorney).

- Discussion and consultation with attorney regarding mid-year reflection of Acting CEO's performance



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The Board returned from Closed Session, and Chair Lopez called the meeting to order at 11:30 AM CST.

Commissioners Ankamah Burford, Contreras, and Garcia exited the meeting.

**IV. Adjournment**

**Main Motion Regarding Adjournment**

Moved by Vice Chair Casillas. Seconded by Commissioner Powell. The motion carried with four (4) in favor and none against by a voice vote.

The meeting adjourned at 11:40 AM CST.

**ATTEST:**

\_\_\_\_\_  
**Gabriel Lopez**  
**Chair, Board of Commissioners**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Michael Reyes**  
**Acting President and CEO**

\_\_\_\_\_  
**Date**



## MINUTES OF OPPORTUNITY HOME SAN ANTONIO SPECIAL BOARD MEETING

### I. Call to Order:

Vice Chair Casillas called the Special Board Meeting of Opportunity Home San Antonio to order at 1:04 PM CST on January 15, 2025. (Note: Since there was not a quorum to have the Special Board Meeting, the meeting functioned as a Committee Meeting with approvals not considered final.) The meeting was held at Mission Park Apartments at 5825 Analissa, San Antonio, TX 78214.

#### Board Members Present:

Chair Gabriel Lopez, Vice Chair Gilbert Casillas, and Estrellita Garcia-Diaz, Leilah Powell (arrived late).

#### Adviser Present:

Doug Poneck, General Counsel.

#### Guests Present:

Acting President and CEO Michael Reyes; George Ayala, Director of Procurement; Hector Martinez, Director of Construction Services and Sustainability; Victoria Febus, Director of Beacon Communities; Ruth Bautista, Director of Public Housing; Jo Ana Alvarado, Chief Information Officer; Lorraine Robles, Chief Real Estate and Development Officer; Timothy Alcott, Executive Vice President of Development and General Counsel; Miranda Castro, Chief Asset Management Officer; and Janie Rodriguez, Interim Director of Human Resources.

Ryan Wilson, Senior Partner, Franklin Companies

Interpreter, Universe Technical Translation, Inc.

#### Board Members Absent:

Barbara Ankamah Burford, Dalia Contreras, and Janet Garcia.

#### Quorum:

A quorum for the Committee meeting was established with three (3) voting members present.

### Citizens to be Heard

#### II. Citizens to be Heard

Citizens are provided three minutes each to speak on any agenda item. No (0) citizens signed up to speak, no (0) citizens spoke, and no citizens ceded their time.

### Individual Items

#### III. Resolution 6598



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Consideration and appropriate action regarding Resolution 6598, authorizing the award of a contract for office supplies, related products, and services to Office Depot, Inc. through Omnia Partners, Public Sector; for an annual cumulative amount not to exceed \$2,000,000; for a period of one year with the option to renew up to four additional one-year terms (George Ayala, Director of Procurement)

**Main Motion Regarding Resolution 6598**

Moved by Commissioner Garcia-Diaz. Seconded by Chair Lopez. The motion was carried with three (3) in favor and none against by a voice vote.

**IV. Resolution 6701**

Consideration and appropriate action regarding Resolution 6701, authorizing the award of contracts for the purchase of maintenance, repair and operations (MRO) supplies and services to HD Supply Facilities Maintenance, Ltd., a Florida Limited partnership, for an annual cumulative amount not to exceed \$3,000,000 and Home Depot U.S.A., a Delaware corporation, for an annual cumulative amount not to exceed \$3,000,000 through Omnia Partners, Public Sector; for a period of one year with the option to renew for up to four additional one-year terms (George Ayala, Director of Procurement)

**Main Motion Regarding Resolution 6701**

Moved by Chair Lopez. Seconded by Commissioner Garcia-Diaz. The motion was carried with three (3) in favor and none against by a voice vote.

**V. Resolution 6703**

Consideration and appropriate action regarding Resolution 6703, authorizing the award of a contract for fleet services and fuel to the City of San Antonio (COSA) through an interlocal agreement for an annual cumulative amount not to exceed \$500,000; for a period of one year with the option to renew up to four additional one-year terms (George Ayala, Director of Procurement)

**Main Motion Regarding Resolution 6703**

Moved by Commissioner Garcia-Diaz. Seconded by Chair Lopez. The motion was carried with three (3) in favor and none against by a voice vote.

**VI. Resolution 6704**

Consideration and appropriate action regarding Resolution 6704, authorizing the award of contracts for elevator services: repair, maintenance, inspection/testing, parts, and modernization to Otis Elevator Company through Omnia Partners, Public Sector and elevators, escalators, and moving walks with related equipment, services, and supplies to Schindler Elevator Corporation and TK Elevator through Sourcewell, a Nationwide Purchasing Cooperative, for an annual cumulative amount not to exceed \$5,000,000; for a period of one year with the option to renew up to four additional



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one-year terms (George Ayala, Director of Procurement; Hector Martinez, Director of Construction Services and Sustainability; Victoria Febus, Director of Beacon Communities; Ruth Bautista, Director of Public Housing)

**Main Motion Regarding Resolution 6704**

Moved by Chair Lopez. Seconded by Commissioner Garcia-Diaz. The motion was carried with three (3) in favor and none against by a voice vote.

**VII. Resolution 6706**

Consideration and appropriate action regarding Resolution 6706, reconfirming the use of cooperative purchasing program contracts, where Opportunity Home is a participating member, and General Services Administration (GSA) Federal Supply Schedules for the acquisition of computer hardware, software, and related services by Opportunity Home and its Affiliated Entities; for a period of one year with the option to renew up to four additional one-year terms (George Ayala, Director of Procurement; Jo Ana Alvarado, Chief Information Officer)

**Main Motion Regarding Resolution 6706**

Moved by Chair Lopez. Seconded by Commissioner Garcia-Diaz. The motion was carried with three (3) in favor and none against by a voice vote.

Commissioner Leilah Powell entered the meeting.

Since a quorum for the Special Board Meeting was now present, Chair Lopez called the Special Board meeting to order at 1:15 PM, allowing for approvals to be final.

**VIII. Resolution 6707**

Consideration and appropriate action regarding Resolution 6707, authorizing the San Antonio Housing Facility Corporation to approve the inducement resolutions for the following proposed 9% Low-Income Housing Tax Credit Projects: the Legacy at Lackland Apartments, the Vista at Sunrise Apartments, and the Vista at Sky Harbor Apartments (Lorraine Robles, Chief Real Estate and Development Officer)

**IX. Resolution 6712**

Consideration and appropriate action regarding Resolution 6712, authorizing the San Antonio Housing Facility Corporation to approve the inducement resolutions for the following proposed 9% low-income housing tax credit projects: 6802 Marbach Lofts and the Tezel Road Apartments (Lorraine Robles, Chief Real Estate and Development Officer)

**Main Motion Regarding Resolutions 6707 and 6712**

Moved for approval by Vice Chair Casillas. Seconded by Commissioner Powell. The motion was carried with four (4) in favor and none against by a voice vote.



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**X. Resolution 6708**

Consideration and appropriate action regarding Resolution 6708, approving the La Ventana Apartments transaction, including authorizing the San Antonio Housing Facility Corporation to approve Resolution 25FAC-01-04, authorizing its participation in the La Ventana Apartments Transaction; and other matters in connection therewith (Timothy Alcott, Executive Vice President of Development and General Counsel)

**Main Motion Regarding Resolution 6708**

Moved for approval by Commissioner Powell. Seconded by Commissioner García-Díaz. The motion was carried with four (4) in favor and none against by a voice vote.

**XI. Resolution 6709**

Consideration and appropriate action regarding Resolution 6709, authorizing the Artisan at Mission Creek Apartments Project refinancing, including authorizing San Antonio Housing Finance Corporation to approve Resolution 25FIN-01-01 authorizing the issuance of the San Antonio Housing Finance Corporation multifamily housing revenue note (Artisan at Mission Creek Apartments Project), Series 2025; authorizing San Antonio Housing Facility Corporation to approve Resolution 25FAC-01-05 authorizing the formation of a single member limited liability company to acquire all ownership interests of and take all actions to merge, convert, and/or dissolve ARDC Military, Ltd. and to provide for the borrowing of funds from San Antonio Housing Finance Corporation and Frost Bank for a loan in an amount not to exceed \$14,500,000, and all other actions necessary to effect the project refinancing; and authorizing Las Varas Public Facility Corporation to approve Resolution 25LVPFC-01-01 authorizing the transfer of the general partner interest and all actions necessary to effect the project refinancing; the execution of all documentation necessary to carry out the transactions; and other matters in connection therewith (Miranda Castro, Chief Asset Management Officer)

**Main Motion Regarding Resolution 6709**

Moved for approval by Vice Chair Casillas. Seconded by Commissioner Powell. The motion was carried with four (4) in favor and none against by a voice vote.

**XII. Resolution 6711**

Consideration and appropriate action regarding Resolution 6711, authorizing San Antonio Housing Facility Corporation to make a subordinate operating deficit loan for the Park at Sutton Oaks Apartments Project; and other matters in connection therewith (Miranda Castro, Chief Asset Management Officer)

**Main Motion Regarding Resolution 6711**



A COMMUNITY OF POSSIBILITIES

Moved for approval by Vice Chair Casillas. Seconded by Commissioner Garcia-Diaz. The motion was carried with four (4) in favor and none against by a voice vote.

Commissioner Garcia Diaz exited the meeting.

**Discussion Item**

**XIII. Recruitment and Staffing Update**

Discussion regarding Opportunity Home recruitment and staffing update (Janie Rodriguez, Interim Director of Human Resources)

**XIV. Closed Session**

**Personnel/Consultation with Attorney**

Deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or to hear a complaint or charge against an officer or employee and obtain legal advice regarding legal issues pursuant to Texas Government Code Sec. 551.074 (personnel) and Texas Government Code Sec. 551.071 (consultation with attorney).

- Discussion and consultation with attorney regarding CEO assessment and goals, CEO search, CEO job description and related matters.

With no objections, the Board tabled Item XIV. Closed Session.

**Report**

- Procurement Activity Report

**Resource**

- Developments Overview Table

**XV. Adjournment**

**Main Motion Regarding Adjournment**

Moved by Vice Chair Casillas. Seconded by Commissioner Powell. The motion carried with three (3) in favor and none against by a voice vote.

The meeting adjourned at 2:04 PM CST.





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**ATTEST:**

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**Gabriel Lopez**  
**Chair, Board of Commissioners**

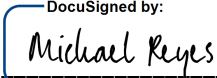
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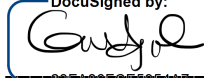
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**Michael Reyes**  
**Acting President and CEO**

\_\_\_\_\_  
**Date**

**BOARD OF COMMISSIONERS  
Regular Board Meeting**

**RESOLUTION 6598, AUTHORIZING THE AWARD OF A CONTRACT FOR OFFICE SUPPLIES, RELATED PRODUCTS, AND SERVICES TO OFFICE DEPOT, INC. THROUGH OMNIA PARTNERS, PUBLIC SECTOR; FOR AN ANNUAL CUMULATIVE AMOUNT NOT TO EXCEED \$2,000,000; FOR A PERIOD OF ONE YEAR WITH THE OPTION TO RENEW UP TO FOUR ADDITIONAL ONE-YEAR TERMS**

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**Michael Reyes**  
Acting President and CEO

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**George Ayala**  
Director of Procurement

**REQUESTED ACTION:**

Consideration and approval regarding Resolution 6598, authorizing the award of a contract for office supplies, related products, and services to Office Depot, Inc. through Omnia Partners, Public Sector; for an annual cumulative amount not to exceed \$2,000,000; for a period of one year with the option to renew up to four additional one-year terms.

**SUMMARY:**

The U.S. Department of Housing and Urban Development encourages Housing Authorities to utilize cooperative and interagency agreements to simplify and expedite the procurement processes. The cooperatives award contracts based on a competitive bid or proposal process; therefore, Opportunity Home is not required to issue its competitive solicitation in cases where available contracts are appropriate and in accordance with Opportunity Home procurement policies. As a cooperative member, Opportunity Home may utilize any contract awarded by Omnia Partners, Public Sector.

On December 5, 2018, the Region 4 Education Service Center (ESC) Procurement Office, as the lead agency for Omnia Partners, Public Sector, issued Request for Proposals (RFP) #19-03 for office supplies, related products and services that closed on January 24, 2019. On April 23, 2019, the Board of Directors of Region 4 (ESC) awarded contract #R190303 to Office Depot, Inc. effective July 1, 2019 through June 30, 2024. The term of the awarded contract was for a period of five (5) years, with the option to renew for five (5) additional one-year periods. The contract is in the second-year renewal option with an end date of June 30, 2026.

We anticipate establishing a pilot program with Office Depot, while continuing to utilize the services of our current office supply vendor through the remainder of the May 7, 2025, Board-approved term.

**COMPANY PROFILE:**

**Office Depot, LLC** is a wholly owned subsidiary of The ODP Corporation, a provider of business services, products, and digital workplace technology solutions for small, medium, and enterprise businesses. They are headquartered in Boca Raton, Florida, and operate approximately 1,050 retail stores and 25 distribution centers, two of which are located in Dallas (Grand Prairie) and Houston, Texas. Their offerings under this award include, but are

**OPPORTUNITY HOME SAN ANTONIO**

**February 5, 2025**

not limited to, office supplies, paper, ink and toner, cleaning and breakroom supplies, technology solutions, furniture, green products, and services.

Office Depot has a single, nationwide IT platform handling all U.S. customer-facing information and offers a solution-oriented eProcurement platform using third-party software systems.

Their contract customer website offers the following advantages to include, but not limited to:

- Dashboard: displays year-to-date and monthly spend analysis by ship-to, cost center, and user spending patterns with at-a-glance charts and graphs
- Set Spending Limits: create hierarchy restrictions, approvals, and workflow process levels
- Restrict items from being purchased at the user level by department, class, item, and/or dollar amounts
- Approvers have the option to “Express Approve” (release) orders directly from the email notification page. Approvers may also assign “Proxy” users to release orders in their absence.
- Four Accounting Fields: for customization and identification of cost centers and billing/order information
- Real-Time Inventory: make informed choices based on accurate product shipping location inventory
- Online Backorder: backorder information, providing alternative options
- Online Returns: simplest and fastest method available for item pickup and credit
- Compare Items: side-by-side comparisons describing function and capabilities
- Order Notification: detailed user and order information on your approved orders, including order delivery status

**PRIOR AWARDS:**

This vendor has received no prior awards from Opportunity Home.

**CONTRACT OVERSIGHT:**

George Ayala, Director of Procurement

**STRATEGIC OUTCOMES:**

Supports all strategic outcomes.

**ATTACHMENTS:**

Resolution 6598  
Slides

**Opportunity Home San Antonio  
Resolution 6598**

**RESOLUTION 6598, AUTHORIZING THE AWARD OF A CONTRACT FOR OFFICE SUPPLIES, RELATED PRODUCTS, AND SERVICES TO OFFICE DEPOT, INC. THROUGH OMNIA PARTNERS, PUBLIC SECTOR; FOR AN ANNUAL CUMULATIVE AMOUNT NOT TO EXCEED \$2,000,000; FOR A PERIOD OF ONE YEAR WITH THE OPTION TO RENEW UP TO FOUR ADDITIONAL ONE-YEAR TERMS**

**WHEREAS**, the U.S. Department of Housing and Urban Development encourages Housing Authorities to utilize cooperative and interagency agreements to simplify and expedite the procurement processes; and

**WHEREAS**, Opportunity Home, as a cooperative member, may utilize any contract awarded by Omni Partners, Public Sector, a nationwide purchasing cooperative that follows an acceptable competitive bid or proposal solicitation process; and

**WHEREAS**, staff is recommending the award of a contract to Office Depot, Inc.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of Opportunity Home San Antonio hereby:

- 1) Approves Resolution 6598, authorizing the award of a contract for office supplies, related products, and services to Office Depot, Inc. through Omnia Partners, Public Sector; for an annual cumulative amount not to exceed \$2,000,000; for a period of one year with the option to renew up to four additional one-year terms.
- 2) Authorizes the Acting President and CEO or designee to execute all necessary documents and extensions.

**Passed and approved this 5th day of February 2025.**

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**Gabriel Lopez**  
Chair, Board of Commissioners

**Attested and approved as to form:**

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**Michael Reyes**  
Acting President and CEO

# Office Supplies, Related Products and Services

Procurement Process

## Procurement Process

# Solicitation Process

The U.S. Department of Housing and Urban Development encourages Housing Authorities to utilize cooperative and interagency agreements to simplify and expedite the procurement processes.

Opportunity Home is currently a member of Omni Partners, Public Sector, a Nationwide purchasing cooperative that follows acceptable competitive bid and proposal solicitation processes.

The Region 4 Education Service Center as the lead agency for Omnia Partners, awarded a contract for office supplies, related products, and services to Office Depot, Inc.

Staff are recommending award of a contract to Office Depot, Inc. We anticipate establishing a pilot program with Office Depot, while continuing to utilize the services of our current office supply vendor through the remainder of the Board approved term of May 7, 2025.

## Procurement Process

# Financial Impact

The current award recommendation for office supplies, related products, and services is not expected to exceed an annual cumulative amount of **\$2,000,000**

## Award includes:


office supplies, paper, ink and toner, cleaning and breakroom supplies, technology, furniture, green products and services


# Questions?



**BOARD OF COMMISSIONERS  
Regular Board Meeting**

**RESOLUTION 6701, AUTHORIZING THE AWARD OF CONTRACTS FOR THE PURCHASE OF MAINTENANCE, REPAIR AND OPERATIONS (MRO) SUPPLIES AND SERVICES TO HD SUPPLY FACILITIES MAINTENANCE, LTD., A FLORIDA LIMITED PARTNERSHIP, FOR AN ANNUAL CUMULATIVE AMOUNT NOT TO EXCEED \$3,000,000 AND HOME DEPOT U.S.A., A DELAWARE CORPORATION, FOR AN ANNUAL CUMULATIVE AMOUNT NOT TO EXCEED \$3,000,000 THROUGH OMNIA PARTNERS, PUBLIC SECTOR; FOR A PERIOD OF ONE YEAR WITH THE OPTION TO RENEW FOR UP TO FOUR ADDITIONAL ONE YEAR TERMS**

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**Michael Reyes**  
Acting President and CEO

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**George Ayala**  
Director of Procurement

**REQUESTED ACTION:**

Consideration and approval regarding Resolution 6701, authorizing the award of contracts for the purchase of maintenance, repair and operations (MRO) supplies and services to HD Supply Facilities Maintenance, Ltd., a Florida Limited partnership, for an annual cumulative amount not to exceed \$3,000,000 and Home Depot U.S.A., a Delaware corporation, for an annual cumulative amount not to exceed \$3,000,000 through Omnia Partners, Public Sector; for a period of one year with the option to renew for up to four additional one-year terms.

**SUMMARY:**

Opportunity Home requires items and services from MRO suppliers that will allow staff and property management to respond to organization and resident needs without maintaining a warehouse inventory. Additionally, our contracts for unit make-ready and painting services specify that Opportunity Home will furnish all building materials and supplies, such as paint, texture, caulking, flooring, doors, appliances, etc.

The U.S. Department of Housing and Urban Development encourages Housing Authorities to utilize cooperative and interagency agreements to simplify and expedite the procurement processes. The cooperative's award of contracts is based on a competitive bid or proposal process; therefore, Opportunity Home is not required to issue its own competitive solicitation in cases where the use of available contracts is appropriate and in accordance with Opportunity Home's procurement policies. Opportunity Home is a member of Omnia Partners, Public Sector, a nationwide purchasing cooperative that follows an acceptable competitive bid or proposal solicitation process.

On August 4, 2016, Maricopa County, Arizona, as the lead agency for Omnia Partners, Public Sector, issued a Request for Proposals, Serial 16154-RFP, for maintenance, repair, operating supplies, industrial supplies, and related products and services that closed on September 22, 2016. Their scope of work included maintenance, repair, operating supplies (MRO), and related services (installation, repair, and renovation); industrial supplies and related services (installation, repair, and renovation); and related products and services (installation, repair, and renovation services). On January 11, 2017, contracts were awarded to HD Supply Facilities

**OPPORTUNITY HOME SAN ANTONIO****February 5, 2025**

Maintenance, Ltd., Florida Limited Partnership, and Home Depot U.S.A., a Delaware Corporation, effective February 1, 2017, and ending December 31, 2021. The contract terms for these agreements have been renewed for a maximum of five additional years through December 31, 2026.

Home Depot has several store locations throughout the San Antonio area to fulfill immediate needs at discounted prices with volume rebates, allowing staff to respond to emergency situations, including weekends and after-hours. HD Supply allows staff to order products at discounted prices for routine maintenance needs with free next-day delivery. HD Supply and Home Depot are the primary suppliers of maintenance supplies for Opportunity Home, but this does not preclude Opportunity Home from purchasing through other, more cost-effective vendors.

Items available under these contracts include, but are not limited to, appliances, building materials, doors, flooring, hardware, HVAC supplies and materials, kitchen cabinets and countertops, sprinkler and irrigation parts, janitorial supplies, landscaping equipment and supplies, paints, plumbing materials and supplies, swimming pool supplies, tools, windows and window coverings, and electrical parts and supplies.

Although there is some overlap in products available from multiple vendors, historically, the contracts have been used based on the situation and time sensitivity of the products needed for the projects, with price comparisons completed by field staff.

**SERVICE OVERVIEW:****HD Supply**

- Discounts on more than 70,000 MRO and property management products
- Online ordering
- Discounts vary by product category: 5, 10, 15, or 20 percent off
- Firm, fixed discount on all extended inventory items
- 2 percent annual rebate based on the total annual net purchases made by the agency
- Early pay invoice discount: 2 percent in 10 days
- Tiered customer rebate (1 - 2 percent) based on agency annual purchases
- No minimum order requirement with free delivery in the U.S.
- Assortment of products across 22 major categories
- Contract for the purchase of product and labor services

**Home Depot PRO**

- Bulk and volume pricing discount on all orders over \$2,500 (qualifying orders)
- Buy online or local pick-up
- Gold tier member: Pro Paint Rewards Program offers discounts on liquid paint based upon annual spending up to 20 percent on annual spending of \$7,500 or greater
- Top categories: HVAC, Electrical, Plumbing, and Tools
- Tiered customer rebate based on agency annual purchase. Rebate of 2 percent up to \$100,000; 5 percent on over \$100,000 in spending

**STRATEGIC OUTCOMES:**

**OPPORTUNITY HOME SAN ANTONIO**

**February 5, 2025**

Supports all strategic outcomes.

**ATTACHMENTS:**

Resolution 6701

Slides

**Opportunity Home San Antonio  
Resolution 6701**

**RESOLUTION 6701, AUTHORIZING THE AWARD OF CONTRACTS FOR THE PURCHASE OF MAINTENANCE, REPAIR AND OPERATIONS (MRO) SUPPLIES AND SERVICES TO HD SUPPLY FACILITIES MAINTENANCE, LTD., A FLORIDA LIMITED PARTNERSHIP, FOR AN ANNUAL CUMULATIVE AMOUNT NOT TO EXCEED \$3,000,000 AND HOME DEPOT U.S.A., A DELAWARE CORPORATION, FOR AN ANNUAL CUMULATIVE AMOUNT NOT TO EXCEED \$3,000,000 THROUGH OMNIA PARTNERS, PUBLIC SECTOR; FOR A PERIOD OF ONE YEAR WITH THE OPTION TO RENEW FOR UP TO FOUR ADDITIONAL ONE-YEAR TERMS**

**WHEREAS**, Opportunity Home requires the items and services available from MRO suppliers that will allow staff and property management to respond to organization and resident needs without maintaining a warehouse inventory. Additionally, several of the organizations awarded contracts specify all building materials and supplies will be furnished by the organization; and

**WHEREAS**, the U.S. Department of Housing and Urban Development encourages Housing Authorities to utilize cooperative and interagency agreements to simplify and expedite the procurement processes; and

**WHEREAS**, Opportunity Home, as a cooperative member, may utilize any contract awarded by Omnia Partners, Public Sector that follows an acceptable competitive bid or proposal solicitation process; and

**WHEREAS**, staff recommends awarding contracts to HD Supply Facilities Maintenance, Ltd., Florida Limited Partnership; and Home Depot U.S.A., a Delaware Corporation.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of Opportunity Home hereby:

- 1) Approves Resolution 6701, authorizing the award of contracts for the purchase of maintenance, repair and operations (MRO) supplies and services to HD Supply Facilities Maintenance, Ltd., a Florida Limited partnership, for an annual cumulative amount not to exceed \$3,000,000 and Home Depot U.S.A., a Delaware corporation, for an annual cumulative amount not to exceed \$3,000,000 through Omnia Partners, Public Sector; for a period of one year with the option to renew for up to four additional one-year terms.
- 2) Authorizes the Acting President and CEO or designee to execute all necessary documents and extensions.

**Passed and approved this 5th day of February 2025.**

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**Gabriel Lopez**

Chair, Board of Commissioners

**Attested and approved as to form:**

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**Michael Reyes**

Acting President and CEO

# Maintenance, Repair and Operations (MRO) Supplies and Services

Procurement Process

## Procurement Process

# Solicitation Process

The U.S. Department of Housing and Urban Development encourages Housing Authorities to utilize cooperative and interagency agreements to simplify and expedite the procurement processes.

Opportunity Home is currently a member of Omnia Partners, Public Sector, a nationwide purchasing cooperative that follows an acceptable competitive bid or proposal solicitation process.

Maricopa County, Arizona, as the lead agency for Omnia Partners, Public Sector awarded contracts for maintenance, repair, operating supplies (MRO), industrial supplies, and related products and services.

Staff recommends award of contracts to **HD Supply Facilities Maintenance, Ltd.**, a Florida Limited Partnership and **Home Depot U.S.A.**, a Delaware Corporation for the purchase of MRO supplies related products and services.

## Procurement Process

# Financial Impact

The current award recommendation for Maintenance, Repair, Operating Supplies, Industrial Supplies, and Related Products and Services is not expected to exceed an annual cumulative amount of **\$6,000,000**

## Award includes:


maintenance, repair, operating supplies, industrial supplies, and related products and services to include installation, repair, and renovation services

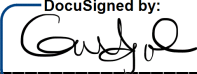


# Questions?

**BOARD OF COMMISSIONERS  
Regular Board Meeting**

**RESOLUTION 6703, AUTHORIZING THE AWARD OF A CONTRACT FOR FLEET SERVICES AND FUEL TO THE CITY OF SAN ANTONIO (COSA) THROUGH AN INTERLOCAL AGREEMENT FOR AN ANNUAL CUMULATIVE AMOUNT NOT TO EXCEED \$500,000; FOR A PERIOD OF ONE YEAR WITH THE OPTION TO RENEW UP TO FOUR ADDITIONAL ONE-YEAR TERMS**

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**Michael Reyes**  
Acting President and CEO

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**George Ayala**  
Director of Procurement

**REQUESTED ACTION:**

Consideration and approval regarding Resolution 6703, authorizing the award of a contract for fleet services and fuel to the City of San Antonio (COSA) through an interlocal agreement for an annual cumulative amount not to exceed \$500,000; for a period of one year with the option to renew up to four additional one-year terms.

**SUMMARY:**

Opportunity Home requires the services of COSA's Fleet Services Division to provide fleet-related maintenance, repair, and fueling services for 149 Opportunity Home-owned vehicles and off-road equipment. COSA will provide specific services under this agreement, including preventive maintenance, as-needed unscheduled mechanical repairs, vehicle towing, road calls, yearly vehicle safety inspections, car/truck washes, fuel, and collision damage repair.

The U.S. Department of Housing and Urban Development encourages Housing Authorities to utilize cooperative and interagency agreements to simplify and expedite the procurement processes.

The City of San Antonio's Fleet Services Division operates two maintenance shops throughout the City. The Central Shop is dedicated to servicing light-duty trucks and sedans and is centrally located on S. Frio Street. The Police Shop is just devoted to the service of the San Antonio Police Department. COSA has 11 fueling stations throughout the city available for Opportunity Home, located at police substations and other City facilities. Unleaded fuel is available at all locations, and propane is available at 3 of the locations. The Fleet Services Division also operates seven automated car wash facilities and four manual car wash bays.

Opportunity Home will be charged the same rates and fees for services provided by COSA as they charge COSA departments.

**SERVICE OVERVIEW:**

Fuel Price (Diesel/Unleaded)	Fuel price paid by COSA plus a fuel service operation charge of \$0.13 per gallon
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**OPPORTUNITY HOME SAN ANTONIO**

**February 5, 2025**

Fuel Price (CNG)	CPS CFF Rate converted into Gasoline Gallon Equivalent (GGE) Plus \$0.15 Texas State Tax per GGE Plus \$0.13 per GGE mark-up (1 GGE = 1.2667 CCF)
Shop Billing Rate	\$87.00 per hour
Car Wash	\$6.00 per car wash
Parts	Parts price paid by COSA plus a parts operational charge of 21%
Sublet	Sublet price paid by COSA plus a sublet operational charge of 16%
Administrative fee for outside sales	\$14.00 x total vehicles set up in the fuel billing system (monthly)
FOB (electronic fueling device)	\$12.39 each

**CONTRACT OVERSIGHT:**

Patrick Chapa, Facility Supervisor

**STRATEGIC OUTCOMES:**

Supports all strategic outcomes.

**ATTACHMENTS:**

Resolution 6703  
Slides

**Opportunity Home San Antonio  
Resolution 6703**

**RESOLUTION 6703, AUTHORIZING THE AWARD OF A CONTRACT FOR FLEET SERVICES AND FUEL TO THE CITY OF SAN ANTONIO (COSA) THROUGH AN INTERLOCAL AGREEMENT FOR AN ANNUAL CUMULATIVE AMOUNT NOT TO EXCEED \$500,000; FOR A PERIOD OF ONE YEAR WITH THE OPTION TO RENEW UP TO FOUR ADDITIONAL ONE-YEAR TERMS**

**WHEREAS**, the U.S. Department of Housing and Urban Development encourages Housing Authorities to utilize cooperative and interagency agreements to simplify and expedite the procurement processes; and

**WHEREAS**, Opportunity Home wishes to enter into an Interlocal Agreement with the City of San Antonio (COSA) to utilize the services provided by their Fleet Services Division to provide fleet-related maintenance, repair, and fueling services for 149 Opportunity Home-owned vehicles and off-road equipment; and

**WHEREAS**, COSA will provide specific services under this agreement, including preventive maintenance, as-needed unscheduled mechanical repairs, vehicle towing, road calls, yearly vehicle safety inspections, car/truck washes, fuel, and collision damage repair.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of Opportunity Home San Antonio hereby:

- 1) Approves Resolution 6703, authorizing the award of a contract for fleet services and fuel to the City of San Antonio (COSA) through an interlocal agreement for an annual cumulative amount not to exceed \$500,000; for a period of one year with the option to renew up to four additional one-year terms.
- 2) Authorizes the Acting President and CEO or designee to execute all necessary documents and extensions.

**Passed and approved this 5th day of February 2025.**

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**Gabriel Lopez**  
Chair, Board of Commissioners

**Attested and approved as to form:**

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**Michael Reyes**  
Acting President and CEO

# Fleet Services and Fuel

## Procurement Process

## Procurement Process

# Solicitation Process

The U.S. Department of Housing and Urban Development encourages Housing Authorities to utilize interagency agreements to simplify and expedite the procurement processes.

Opportunity Home wishes to enter into an Interlocal Agreement with COSA to utilize the services provided by their Fleet Services Division to provide fleet-related maintenance, repair, and fueling services for 149 Opportunity Home-owned vehicles and off-road equipment.

## Procurement Process

# Financial Impact

The current award recommendation for fleet services and fuel is not expected to exceed an annual cumulative amount of **\$500,000**

## Award includes:

Preventative maintenance, as-needed unscheduled mechanical repairs, vehicle towing, road calls, year vehicle safety inspections, car/truck washes, fuel, and collision damage repair

# Questions?



BOARD OF COMMISSIONERS  
Regular Board Meeting

**RESOLUTION 6704, AUTHORIZING THE AWARD OF CONTRACTS FOR ELEVATOR SERVICES: REPAIR, MAINTENANCE, INSPECTION/TESTING, PARTS, AND MODERNIZATION TO OTIS ELEVATOR COMPANY THROUGH OMNIA PARTNERS, PUBLIC SECTOR, AND ELEVATORS, ESCALATORS, AND MOVING WALKS WITH RELATED EQUIPMENT, SERVICES, AND SUPPLIES TO SCHINDLER ELEVATOR CORPORATION AND TK ELEVATOR THROUGH SOURCEWELL, A NATIONWIDE PURCHASING COOPERATIVE, FOR AN ANNUAL CUMULATIVE AMOUNT NOT TO EXCEED \$5,000,000; FOR A PERIOD OF ONE YEAR WITH THE OPTION TO RENEW UP TO FOUR ADDITIONAL ONE-YEAR TERMS**

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Acting President and CEO

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**George Ayala**  
Director of Procurement

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**Hector Martinez**  
Director of Construction Services and Sustainability

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**Victoria Febus**  
Director of Beacon Communities

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**Ruth Bautista**  
Director of Public Housing

**REQUESTED ACTION:**

Consideration and approval regarding Resolution 6704, authorizing the award of contracts for elevator services: repair, maintenance, inspection/testing, parts, and modernization to Otis Elevator Company through Omnia Partners, Public Sector, and elevators, escalators, and moving walks with related equipment, services, and supplies to Schindler Elevator Corporation and TK Elevator through Sourcewell, a Nationwide Purchasing Cooperative, for an annual cumulative amount not to exceed \$5,000,000; for a period of one year with the option to renew up to four additional one-year terms.

**SUMMARY:**

Opportunity Home requires the services of contractors to provide scheduled preventive elevator maintenance and repair services and emergency repair services for 36 passenger and 2 freight elevators located at various communities within Public Housing, 11 within the Beacon Communities portfolio, and 2 at Central Office. The organization has 42 hydraulic elevators that use hydraulic pressure, generated by a pump pushing fluid through a cylinder, to move the elevator car up and down and 9 traction elevators that use a system of ropes and pulleys to move the elevator car up and down.

The U.S. Department of Housing and Urban Development encourages Housing Authorities to utilize cooperative and interagency agreements to simplify and expedite the procurement processes. The cooperatives award contracts based on a competitive bid or proposal process; therefore, Opportunity Home is not required to issue its own competitive solicitation in cases where the use of available contracts is appropriate and in accordance with Opportunity Home's

**OPPORTUNITY HOME SAN ANTONIO****February 5, 2025**

procurement policies. As a cooperative member, Opportunity Home may utilize any contract awarded by Omnia Partners, Public Sector, and Sourcewell, a nationwide purchasing cooperative.

On April 24, 2019, the University of California, as the Principal Procurement Agency, partnered with Omnia Partners, Public Sector, to issue RFP #000289-APR2018 to establish national cooperative contracts for elevator services: repair, maintenance, inspection/testing, parts, and modernization that closed on June 3, 2019. The University of California, through OMNIA Partners, Public Sector, awarded contract #2019001563 to Otis Elevator Company, effective October 1, 2019. The contract had an initial five-year term from October 1, 2019, through September 30, 2024, and has been renewed for five additional one-year periods through September 30, 2029.

On March 14, 2024, Sourcewell, a State of Minnesota local government agency and service cooperative, issued Request for Proposals (RFP) #050224 for elevators, escalators, and moving walks with related equipment, services, and supplies that closed on May 2, 2024. Sourcewell awarded contract #050224-SCH to Schindler Elevator Corporation and contract #050224-TKE to TK Elevator Corporation effective June 24, 2024, and expires on June 25, 2028. Both contracts allow for up to three additional one-year extensions.

**COMPANY PROFILES:**

**Otis Elevator Company** was established in 1953 and is headquartered in Farmington, Connecticut, with a field office in San Antonio, Texas. The company designs, manufactures, and installs a wide range of passenger and freight elevators for low, medium, and high-speed applications. It also upgrades elevators and escalators and offers maintenance and repair services for its products and other manufacturers' products. Otis provides remote elevator monitoring (REM) systems to detect problems with elevators and monitor, control, and report operational functions. They serve both commercial and residential properties.

**Schindler Elevator Corporation** was founded in Lucerne, Switzerland, in 1874 and established in the United States in 1979. Its North American headquarters is in Morristown, New Jersey, and its Texas field offices are in Austin, Beaumont, Corpus Christi, Dallas, El Paso, Fort Worth, Houston, and San Antonio. Schindler manufactures, installs, maintains, and modernizes mobility solutions for almost every building requirement, including passenger elevators, freight and custom elevators, escalators, and moving walkways.

**TKE Elevator**, formerly ThyssenKrupp Elevator, was founded in 1891 in Duesseldorf, Germany. Their North American Headquarters is located in Atlanta, Georgia, with Texas field office locations in Austin, Corpus Christi, Dallas, El Paso, Fort Worth, Houston, Lubbock, Midland, Rio Grande Valley, San Antonio, Temple, and Tyler. The TKE portfolio covers a wide range of products: elevators, escalators, moving walks, airport solutions, stair lifts, and modernization. They provide elevator maintenance, inspections, repairs, and 24/7 emergency service.

**PRIOR AWARDS:**

**Otis Elevator Company** is contracted with Opportunity Home to provide elevator maintenance, repair services, and elevator modernizations at Fair Avenue, Parkview, Pecan Hill, and Villa Tranchese. They have performed satisfactorily under all awarded contracts.

**OPPORTUNITY HOME SAN ANTONIO**

**February 5, 2025**

**Schindler Elevator Corporation** was previously under contract with Opportunity Home to provide elevator maintenance and repair services organization-wide. The Victoria Plaza Elevator Modernization Project is currently contracted to provide elevator maintenance and repair services at Victoria Plaza and MidCrown Senior Pavilion. They have performed satisfactorily under all awarded contracts.

**TKE Elevator** has received no prior awards from Opportunity Home.

**CONTRACT OVERSIGHT:**

Hector Martinez, Director of Construction Services and Sustainability; Victoria Febus, Director of Beacon Communities; and Ruth Bautista, Director of Public Housing

**STRATEGIC OUTCOMES:**

Residents live in quality, affordable housing.

Residents feel safe.

Staff thrive in career and professional work.

**ATTACHMENTS:**

Resolution 6704

Slides

**Opportunity Home San Antonio  
Resolution 6704**

**RESOLUTION 6704, AUTHORIZING THE AWARD OF CONTRACTS FOR ELEVATOR SERVICES: REPAIR, MAINTENANCE, INSPECTION/TESTING, PARTS, AND MODERNIZATION TO OTIS ELEVATOR COMPANY THROUGH OMNIA PARTNERS, PUBLIC SECTOR, AND ELEVATORS, ESCALATORS, AND MOVING WALKS WITH RELATED EQUIPMENT, SERVICES, AND SUPPLIES TO SCHINDLER ELEVATOR CORPORATION AND TK ELEVATOR THROUGH SOURCEWELL, A NATIONWIDE PURCHASING COOPERATIVE, FOR AN ANNUAL CUMULATIVE AMOUNT NOT TO EXCEED \$5,000,000; FOR A PERIOD OF ONE YEAR WITH THE OPTION TO RENEW UP TO FOUR ADDITIONAL ONE-YEAR TERMS**

**WHEREAS**, Opportunity Home requires the services of contractors to provide scheduled preventive elevator maintenance and repair services and emergency repair services for 49 passenger and 2 freight elevators located at various communities within Public Housing, Beacon Communities portfolios, and the Central Office; and

**WHEREAS**, the U.S. Department of Housing and Urban Development encourages Housing Authorities to utilize cooperative and interagency agreements to simplify and expedite the procurement processes; and

**WHEREAS**, Opportunity Home, as a cooperative member, may utilize any contract awarded by Omnia Partners, Public Sector, and Sourcewell, a Nationwide Purchasing Cooperative, that follows an acceptable competitive bid or proposal solicitation process; and

**WHEREAS**, staff are recommending the award of contracts to Otis Elevator Company through Omnia Partners, Public Sector, and Schindler Elevator Corporation and TK Elevator through Sourcewell, a Nationwide Purchasing Cooperative.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of Opportunity Home San Antonio hereby:

- 1) Approves Resolution 6704, authorizing the award of contracts for elevator services: repair, maintenance, inspection/testing, parts, and modernization to Otis Elevator Company through Omnia Partners, Public Sector, and elevators, escalators, and moving walks with related equipment, services, and supplies to Schindler Elevator Corporation and TK Elevator through Sourcewell, a Nationwide Purchasing Cooperative, for an annual cumulative amount not to exceed \$5,000,000; for a period of one year with the option to renew up to four additional one-year terms.
- 2) Authorizes the Acting President and CEO or designee to execute all necessary documents and extensions.

**Passed and approved this 5th day of February 2025.**

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**Gabriel Lopez**

Chair, Board of Commissioners

**Attested and approved as to form:**

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**Michael Reyes**

Acting President and CEO

# Elevator Maintenance and Repair Services

Procurement Process

## Procurement Process

# Solicitation Process

The U.S. Department of Housing and Urban Development (HUD) encourages Housing Authorities to utilize cooperative and interagency agreements to simplify and expedite the procurement processes.

Opportunity Home is currently a member of Omnia Partners, Public Sector, and Sourcewell, a Nationwide Purchasing Cooperative, that follows an acceptable competitive bid or proposal solicitation process.

University of California, as the lead Agency for Omnia Partners, Public Sector awarded Otis Elevator Company a contract for Elevator Services: Repair, Maintenance, Inspection/Testing, Parts, and Modernization.

Sourcewell, a Nationwide Purchasing cooperative, awarded Schindler Elevator Corporation and TK Elevator contracts for Elevators, Escalators, and Moving Walks with Related Equipment Services and Supplies.

Staff are recommending award of contracts for scheduled preventative elevator maintenance and repair services and emergency repair services to **Otis Elevator Company, Schindler Elevator Corporation, and TK Elevator.**

## Procurement Process

# Financial Impact

The current award recommendation for elevator maintenance and repair services for 49 passenger and 2 freight elevators located at various communities within Opportunity Home's Public Housing, Beacon Communities, and Central Office is not expected to exceed an annual cumulative amount of **\$5,000,000**

## **Award includes:**

Preventative maintenance and repair services, and emergency repair services



# Questions?

**BOARD OF COMMISSIONERS  
Regular Board Meeting**

**RESOLUTION 6706, RECONFIRMING THE USE OF COOPERATIVE PURCHASING PROGRAM CONTRACTS, WHERE OPPORTUNITY HOME IS A PARTICIPATING MEMBER, AND GENERAL SERVICES ADMINISTRATION (GSA) FEDERAL SUPPLY SCHEDULES FOR THE ACQUISITION OF COMPUTER HARDWARE, SOFTWARE, AND RELATED SERVICES BY OPPORTUNITY HOME AND ITS AFFILIATED ENTITIES; FOR A PERIOD OF ONE YEAR WITH THE OPTION TO RENEW UP TO FOUR ADDITIONAL ONE-YEAR TERMS**

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**George Ayala**  
Director of Procurement

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**Jo Ana Alvarado**  
Chief Information Officer

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**REQUESTED ACTION:**

Consideration and approval regarding Resolution 6706, reconfirming the use of cooperative purchasing program contracts, where Opportunity Home is a participating member, and General Services Administration (GSA) Federal Supply Schedules for the acquisition of computer hardware, software, and related services by Opportunity Home and its Affiliated Entities; for a period of one year with the option to renew up to four additional one-year terms.

**SUMMARY:**

The U.S. Department of Housing and Urban Development (HUD) encourages Housing Authorities to utilize cooperative and interagency agreements to simplify and expedite the procurement processes. The cooperatives award contracts based on a competitive bid or proposal process; therefore, Opportunity Home is not required to issue its own competitive solicitation in cases where the use of available contracts is appropriate and in accordance with Opportunity Home procurement policies.

By virtue of its membership in cooperative purchasing programs, Opportunity Home may utilize any contract awarded by these organizations. In all cases, the cooperative contracts utilized by Opportunity Home will meet the State of Texas and HUD competitive bid and solicitation processes.

On February 6, 2020, Opportunity Home received Board approval (Resolution 6010) authorizing the use of cooperative purchasing program contracts, where Opportunity Home is a participating member, and/or General Services Administration (GSA) Federal Supply Schedules are available for the acquisition of computer hardware, software, and related services. Awards under this approval are reported to the Board monthly in the Procurement Activity Report.

The Board-approved term is nearing its final date; therefore, we are requesting that the Board reconfirm our authority to continue purchasing computer hardware, software, and related services under cooperative purchasing program contracts or General Services Administration (GSA) Federal Supply Schedules. Awards will continue to be reported monthly.

This request will provide Opportunity Home with more flexibility to select computer hardware,

**OPPORTUNITY HOME SAN ANTONIO**

**February 5, 2025**

software, and related services available under the cooperative Agreements and Federal Supply Schedules from several alternate sources. Opportunity Home will also avoid problems associated with a cooperative purchasing program contract expiring and Opportunity Home requiring computer hardware, software, or related services prior to a new contract being awarded. Generally, at least one of our Coops or GSA schedules will have a contract in effect at any point in time. This provides an opportunity for Opportunity Home to obtain computer hardware, software, or related services on an as-needed basis that have been approved and budgeted in a timely manner, as necessary, to meet its operational needs and to keep abreast with the latest technology and security upgrades.

**CONTRACT OVERSIGHT:**

Jo Ana Alvarado, Chief Information Officer

**STRATEGIC OUTCOMES:**

Supports all strategic outcomes.

**ATTACHMENTS:**

Resolution 6706

Slides

**Opportunity Home San Antonio  
Resolution 6706**

**RESOLUTION 6706, RECONFIRMING THE USE OF COOPERATIVE PURCHASING PROGRAM CONTRACTS, WHERE OPPORTUNITY HOME IS A PARTICIPATING MEMBER, AND GENERAL SERVICES ADMINISTRATION (GSA) FEDERAL SUPPLY SCHEDULES FOR THE ACQUISITION OF COMPUTER HARDWARE, SOFTWARE, AND RELATED SERVICES BY OPPORTUNITY HOME AND ITS AFFILIATED ENTITIES; FOR A PERIOD OF ONE YEAR WITH THE OPTION TO RENEW UP TO FOUR ADDITIONAL ONE-YEAR TERMS**

**WHEREAS**, the U.S. Department of Housing and Urban Development (HUD) encourages Housing Authorities to utilize cooperative and interagency agreements to simplify and expedite the procurement processes; and

**WHEREAS**, Opportunity Home and its Affiliated Entities seek Board approval to reconfirm our authority to continue purchasing computer hardware, software, and related services needed for its operations. The purchases will be made on an as-needed basis through contracts offered by the various Cooperative Purchasing Programs, of which Opportunity Home is a participating member, and/or General Services Administration (GSA) Federal Supply Schedules; and

**WHEREAS**, in all cases, the contracts utilized by Opportunity Home will meet the State of Texas and HUD competitive bid and solicitation processes; and

**WHEREAS**, the details of all computer hardware, software, and related services under this approval will be reported to the Board of Commissioners in the monthly Procurement Activity Report.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of Opportunity Home San Antonio hereby:

- 1) Approves Resolution 6706, reconfirming the use of cooperative purchasing program contracts, where Opportunity Home is a participating member, and General Services Administration (GSA) Federal Supply Schedules for the acquisition of computer hardware, software, and related services by Opportunity Home and its Affiliated Entities; for a period of one year with the option to renew up to four additional one-year terms.
- 2) Authorizes the Acting President and CEO or designee to execute all necessary documents and extensions.

**Passed and approved this 5th day of February 2025.**

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**Gabriel Lopez**

Chair, Board of Commissioners

**Attested and approved as to form:**

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**Michael Reyes**

Acting President and CEO

# Computer Hardware, Software, and Related Services

## Procurement Process

## Procurement Process

# Solicitation Process

The U.S. Department of Housing and Urban Development (HUD) encourages Housing Authorities to utilize cooperative and interagency agreements to simplify and expedite the procurement processes.

By virtue of its membership in cooperative purchasing programs, Opportunity Home may utilize any contract that has been awarded by these organizations.

In all cases, the cooperative contracts utilized by Opportunity Home will meet the State of Texas and HUD competitive bid and solicitation process.

On February 6, 2020, Opportunity Home received Board approval (Resolution 6010) authorizing the use of cooperative purchasing program contracts, where Opportunity Home is a participating member and/or General Services Administration Federal Supply Schedules for the purchase of computer hardware, software and related services.

The Board approved term is nearing its final date; therefore, we are requesting approval that the Board reconfirm our authority to use cooperative purchasing contracts and GSA schedules for these purchases.

## Procurement Process

# Financial Impact

All purchases under this approval will be reported to the Board of Commissioners in the monthly Procurement Activity Report.

## Award includes:

Computer hardware, software,  
and related services



# Questions?