HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE

RESOLUTION NO. 2303

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE, upon the recommendation and approval of the Executive Director, that the following claims on the current bills, list attached, amounting to **$ 48,310.12,** is hereby approved.

PROJECT BILLS FOR MAY 2024 TOTALS:	$ 13,986.23
SECTION 8 *BILLS FOR MAY 2024 TOTALS:*	$ 34,323.89

INTRODUCED BY: Dolores Steinberg

SECONDED BY: Sherry Bauer

DATE: JUNE 5, 2024

Housing Authority Borough of Fort Lee
Vendor Accounting Transaction Audit Report

Program: FLASH Corp., Project: All Projects, Case Worker: All Case Workers, Period: May 2024, Port In Only: No, Show Details: Yes, Process: All

Control Group Process	Date Time Posted	Posted By User	Description		
Invoice	5/28/2024 10:32:39 AM	Sylvia Ruiz	Vendor Invoice/Memo Transactions M		
Doc Date / *Doc Num*	*Document Description*	*Doc Reference*	*Tran Reference*	*Tran Amt*	*Doc Amt*
05/17/2024 41-23861090	Job Code 0202/ Service Date: 5/10/24	Roto-Rooter Sewer Service		$1,958.00	$1,958.00
Control Group Total:					**$1,958.00**
Invoice	5/28/2024 10:32:39 AM	Sylvia Ruiz	Vendor Invoice/Memo Transactions M		
Doc Date / *Doc Num*	*Document Description*	*Doc Reference*	*Tran Reference*	*Tran Amt*	*Doc Amt*
05/01/2024	Acct# 10002427312222 Service 3/28/24-5/1/24	Veolia Water New Jersey		$1,980.41	$1,980.41
Control Group Total:					**$1,980.41**
Invoice	5/28/2024 10:32:39 AM	Sylvia Ruiz	Vendor Invoice/Memo Transactions M		
Doc Date / *Doc Num*	*Document Description*	*Doc Reference*	*Tran Reference*	*Tran Amt*	*Doc Amt*
04/30/2024 600509008078	Acct#67-59444906 (Service from 3/27/24-4/26/24)	PSE & G		$2,297.15	$2,297.15
Control Group Total:					**$2,297.15**
Invoice	5/28/2024 10:32:39 AM	Sylvia Ruiz	Vendor Invoice/Memo Transactions M		
Doc Date / *Doc Num*	*Document Description*	*Doc Reference*	*Tran Reference*	*Tran Amt*	*Doc Amt*
05/07/2024 603308323970	Acct# 65-20316105 (SL-Services from 4/5/24-5/3/24)	PSE & G		$159.55	$159.55
Control Group Total:					**$159.55**
Invoice	5/28/2024 10:32:39 AM	Sylvia Ruiz	Vendor Invoice/Memo Transactions M		
Doc Date / *Doc Num*	*Document Description*	*Doc Reference*	*Tran Reference*	*Tran Amt*	*Doc Amt*
04/30/2024 605606341122	Acct# 67-68536303 (SCH-Services 3/27/24-4/26/24)	PSE & G		$492.19	$492.19
Control Group Total:					**$492.19**
Invoice	5/28/2024 10:32:39 AM	Sylvia Ruiz	Vendor Invoice/Memo Transactions M		
Doc Date / *Doc Num*	*Document Description*	*Doc Reference*	*Tran Reference*	*Tran Amt*	*Doc Amt*
05/01/2024	Legal Services For March 2024	Breslin And Breslin, P.A.		$590.00	$590.00
Control Group Total:					**$590.00**
Invoice	5/28/2024 10:32:39 AM	Sylvia Ruiz	Vendor Invoice/Memo Transactions M		
Doc Date / *Doc Num*	*Document Description*	*Doc Reference*	*Tran Reference*	*Tran Amt*	*Doc Amt*
05/01/2024	Accounting Services for April 2024	Thomas Furlong, C.P.A.		$700.00	$700.00
Control Group Total:					**$700.00**
Invoice	5/28/2024 10:32:39 AM	Sylvia Ruiz	Vendor Invoice/Memo Transactions M		
Doc Date / *Doc Num*	*Document Description*	*Doc Reference*	*Tran Reference*	*Tran Amt*	*Doc Amt*
04/22/2024	State of NJ Dept of Treasury for business records (Reimbursement)	Terrence Corriston		$91.20	$91.20
Control Group Total:					**$91.20**
Invoice	5/28/2024 10:32:39 AM	Sylvia Ruiz	Vendor Invoice/Memo Transactions M		
Doc Date / *Doc Num*	*Document Description*	*Doc Reference*	*Tran Reference*	*Tran Amt*	*Doc Amt*
04/30/2024 8033	FLHA-Holtje House Facade Restoration (23089) Managed by (0101)	Coppa Montalbano Architects		$3,200.00	$3,200.00
Control Group Total:					**$3,200.00**
Invoice	5/28/2024 10:32:39 AM	Sylvia Ruiz	Vendor Invoice/Memo Transactions M		
Doc Date / *Doc Num*	*Document Description*	*Doc Reference*	*Tran Reference*	*Tran Amt*	*Doc Amt*
04/30/2024 7096/8032	FLHA- Fire Pump Electrical (23085) Managed by (0101)	Coppa Montalbano Architects		$1,900.00	$1,900.00
Control Group Total:					**$1,900.00**

Invoice		5/28/2024 10:32:39 AM	Sylvia Ruiz	Vendor Invoice/Memo Transactions M		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
05/06/2024	2024-1	4/29/24-Inspections for 1407 -(2L) Initial and 1405-(3G) Initial	EFA RENTAL RESOURCES LLC		$150.00	$150.00
Control Group Total:						**$150.00**

Invoice		5/28/2024 10:32:39 AM	Sylvia Ruiz	Vendor Invoice/Memo Transactions M		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
03/21/2024	260793	Acct# 148331F-Service/Parts/ Travel for service call 3/15/24	United Federated Systems, Inc.		$190.00	$190.00
Control Group Total:						**$190.00**

Invoice		5/28/2024 10:32:39 AM	Sylvia Ruiz	Vendor Invoice/Memo Transactions M		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
04/19/2024		Acct# 6035-322006257335	Home Depot Credit		$1,451.88	$1,451.88
Control Group Total:						**$1,451.88**

Invoice		5/28/2024 10:32:39 AM	Sylvia Ruiz	Vendor Invoice/Memo Transactions M		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
05/01/2024	223829	Acct# 100954- Services for May 2024	Anchor Pest Control		$62.75	$62.75
Control Group Total:						**$62.75**

Invoice		5/28/2024 10:32:39 AM	Sylvia Ruiz	Vendor Invoice/Memo Transactions M		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
05/21/2024		Reimbursement: (5/21/24-FLASH Board Meeting Lunch)	Lisa Cartagena		$144.30	$144.30
Control Group Total:						**$144.30**

Credit Memo		5/29/2024 6:04:05 PM	Sylvia Ruiz	Vendor Credit Memo Transactions Ma		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
04/22/2024		State of NJ Dept of Treasury for business records (Reimbursement)	Terrence Corriston		($91.20)	($91.20)
Control Group Total:						**($91.20)**

Credit Memo		5/29/2024 6:06:00 PM	Sylvia Ruiz	Vendor Credit Memo Transactions Ma		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
05/01/2024		Accounting Services for April 2024	Thomas Furlong, C.P.A.		($700.00)	($700.00)
Control Group Total:						**($700.00)**

Credit Memo		5/29/2024 6:07:21 PM	Sylvia Ruiz	Vendor Credit Memo Transactions Ma		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
05/01/2024		Legal Services For March 2024	Breslin And Breslin, P.A.		($590.00)	($590.00)
Control Group Total:						**($590.00)**

Grand Total For May 2024: **$13,986.23**

End of Report

Housing Authority Borough of Fort Lee
Vendor Accounting Transaction Audit Report

Program: Housing Choice Voucher, Project: All Projects, Case Worker: All Case Workers, Period: May 2024, Port In Only: No, Show Details: Yes, Process: All

Control Group Process	Date Time Posted	Posted By User	Description		
Invoice	5/28/2024 11:46:40 AM	Sylvia Ruiz	Vendor Invoice/Memo Transactions M		

Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
05/03/2024	9963244899	Acct#642212010-00001 (Services Office Lines 5/4-6/3)	Verizon Wireless		$702.82	$702.82
Control Group Total:						**$702.82**
Invoice		5/28/2024 11:46:40 AM	Sylvia Ruiz	Vendor Invoice/Memo Transactions M		
05/09/2024		Acct#452-494-976-0001-56 (Services Fios 5/10-6/9)	Verizon FIOS		$544.62	$544.62
Control Group Total:						**$544.62**
Credit Memo		5/28/2024 11:46:40 AM	Sylvia Ruiz	Vendor Invoice/Memo Transactions M		
05/07/2024		Acct#556-776-715-0001-40 (Services Fax 5/8-6/7)	Verizon		$67.94	$67.94
Control Group Total:						**$67.94**
Invoice		5/28/2024 11:46:40 AM	Sylvia Ruiz	Vendor Invoice/Memo Transactions M		
05/03/2024	2022916	Membership Renewal (June 2024-May 2025)	Fort Lee Regional Chamber Of Comm		$230.00	$230.00
Control Group Total:						**$230.00**
Invoice		5/28/2024 11:46:40 AM	Sylvia Ruiz	Vendor Invoice/Memo Transactions M		
05/01/2024		Accounting Services April & May 2024	Thomas Furlong, C.P.A.		$6,200.00	$6,200.00
Control Group Total:						**$6,200.00**
Invoice		5/28/2024 11:46:40 AM	Sylvia Ruiz	Vendor Invoice/Memo Transactions M		
04/14/2024	701852-1	Acct# FTV98 (Billing Period for April)	AFLAC		$57.00	$57.00
Control Group Total:						**$57.00**
Invoice		5/28/2024 11:46:40 AM	Sylvia Ruiz	Vendor Invoice/Memo Transactions M		
04/30/2024		MCS Service/ PHA-WEB services April 2024	Management Computer Services Inc.		$2,895.00	$2,895.00
Control Group Total:						**$2,895.00**
Invoice		5/28/2024 11:46:40 AM	Sylvia Ruiz	Vendor Invoice/Memo Transactions M		
05/01/2024	10493	ASC IT Support for April 2024	A S Consulting Inc.		$1,016.00	$1,016.00
Control Group Total:						**$1,016.00**
Invoice		5/28/2024 11:46:40 AM	Sylvia Ruiz	Vendor Invoice/Memo Transactions M		
05/10/2024	6002229297	Acct# NYC1060106 - Staples Purchase	Staples Business Advantage		$70.11	$70.11
Control Group Total:						**$70.11**
Invoice		5/28/2024 11:46:40 AM	Sylvia Ruiz	Vendor Invoice/Memo Transactions M		
04/24/2024	NJPHA405-2024SA	Member ID: 405 Fort Lee HA (FY2024 Statement for 2nd Installment)	New Jersey Public Housing Authority JIF		$21,777.00	$21,777.00
Control Group Total:						**$21,777.00**

Invoice		5/28/2024 11:46:40 AM	Sylvia Ruiz	Vendor Invoice/Memo Transactions M		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
04/01/2024	4.24-5.24	Employee Dental Insurance for 4/24 and 5/25	Fort Lee Dental Insurance		$272.00	$272.00
Control Group Total:						**$272.00**

Invoice		5/28/2024 11:46:40 AM	Sylvia Ruiz	Vendor Invoice/Memo Transactions M		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
04/01/2024	4	Employee Life Insurance for 4/24 & 5/24	Fort Lee Life Insurance		$491.40	$491.40
Control Group Total:						**$491.40**

Grand Total For May 2024: **$34,323.89**

End of Report

HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE

RESOLUTION NO. 2304

RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE AWARDING A CONTRACT TO PUNJAB RESTORATION FOR FAÇADE IMPROVEMENTS AT HARRY J. HOLTJE HOUSE, 1403, 1405 and 1407 TERESA DRIVE, FORT LEE, NEW JERSEY IN THE TOTAL SUM OF $99,000.00.

WHEREAS, the Fort Lee Housing Authority has (the "Authority") determined the need for façade restoration at the Harry H. Holtje House at 1403, 1405 and 1407 Teresa Drive, Fort Lee, New Jersey.

WHEREAS, in accordance with its procurement policy, the Authority did advertise for the receipt of sealed bids for the Façade Improvements based upon specifications prepared by Coppa Montalbano on behalf of the Housing Authority; and

WHEREAS, at the public bid opening on Friday, May 31, 2024, seven bidders submitted sealed bids; and

WHEREAS, the lowest bid was submitted by Punjab Restoration Co., LLC in the amount of $84,000.00 for the based bid, $5000.00 for Alternate No. 1, $5000,00 for Alternate No. 2, and $5000,00 for Alternate No. 3 in the total sum of $99,000.00; and

WHEREAS, Coppa Montalbano has reviewed the aforesaid bid and has determined that it is fully responsive to the request for bids and based upon a review of references, Punjab Restoration Co., LLC is a responsible firm and that its bid is acceptable; and

WHEREAS, based upon the additional cost of $15,000.00 Coppa Montalbano and the Executive Director recommend that all three alternates be included in the work.

NOW, THEREFORE, BE IT RESOLVED, BY THE HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE, upon the recommendation of the Authority's A/E Coppa Montalbano and Executive Director, Terrence J. Corriston, as follows:

I. That a contract for Façade Improvements at Harry J. Holtje House be awarded to Punjab Restoration Co, LLC in the amount of $99,000.00.

2. That this Resolution shall take effect immediately.

INTRODUCED BY: Sherry Bauer

SECONDED BY: ______

DATED: June 5, 2024

Housing Authority of the Borough of Fort Lee

PROPOSALS/BID OPENING - HARRY J. HOLTJE HOUSE FAÇADE RESTORATION

MAY 31, 2024 – 11:00AM

BID OPENING RECORD

CONTRACTOR	TOTAL BASE BID	ALTERNATE #1 Sill Flashings	ALTERNATE #2 Head Flashings	ALTERNATE #3 Roof Door Lintel
Jardor	125,271.00	15,000	11,200.00	5,000.00
ATG Restoration	120,000.00	37625	21,875	4,937.00
EKO Const.	110,000.00	33,000	22,500	12,000.00
Punjab Restoration	84,000	5,000	5,000	5,000.00
Hear Const.	114,000	98,500	95,000	7,500.00
Cheerokee AA group	234,597.00	323,921.00	308,980.0	15,287.00
A1 Construction	—	—	—	—
	Trent for 68,000			