

**MARSHFIELD HOUSING AUTHORITY**  
**17 TEA ROCK GARDENS MARSHFIELD, MA 02050**  
**BOARD OF COMMISSIONERS MEETING**  
**May 2, 2022 at 5:00 p.m.**

**AGENDA**

1. Roll Call
2. Motion to approve the Minutes from the April 4, 2022 Regular Board Meeting
3. Motion to approve the Accounts Payable and the Payments
4. Motion to Award and Authorize the Executive Director to execute a contract with Zander Corporation for the Windows, Siding & Roofing Replacement at 30 Old Colony Lane in Marshfield. The bids were opened on March 10, 2022, there were six (6) bidders and Zander Corp. was the third low bidder (See attached Bid Tabulation). The low bidder was New Kappa City Construction, Inc. but a review of their bid listed the obligee on their Bid Bond as the “City of Douglas” and not the Town of Marshfield, so that bid was determined to be non-responsive. The second low bidder was FRG Contractor Corp. but a check on their references conducted by Mark Coughlin of Strekalovsky Architecture, Inc. were not positive, (See attached letter). The references for the third bidder, Zander Corp., were checked and came back favorable. Based on all of the above, it was decided to award the contract to Zander Corp. The contract will be in the amount of \$108,000,.00. The source of funding for this project is DHCD Formula Funds,
5. Motion to Accept the Proposal from BSC Group, Inc. for the Sustainability Existing Conditions, Topographic and Flood Elevation Survey at the 705 Scattered Sites. The Proposal in the amount of \$7,800.00. The Work Order was prepared by DHCD (See attached). The funding source for this contract is DHCD Sustainability Funds
6. Motion to Accept the Fee Amendment Proposal from BSC Group, Inc. for the Sustainability Existing Conditions, Topographic and Flood Elevation Survey at the 705 Scattered Sites. BSC will need to conduct boundary surveys at the following sites: 6 Anderson Drive, 4 Harlow Road and 635 Ocean St. The boundary surveys were not included in the basic services of BSC’s contract but will be an Amendment to their contract.
7. Motion to Approve Change Order No. 1 to the contract with Full Scope Contracting, Inc. for the Exterior Door Replacement at Tea Rock Gardens, FISH # 171074. The black paint color

selected for the PVC grids on the side lights on doors, 1, 2, 3 & 4 will not properly adhere to the PVC due to thermal movement. This Change Order will require that the installed black painted grids be removed, and new factory painted white grids, installed. This will result in an increase of \$3,553.50 to the contract price. This Change Order also includes an increase of 273 calendar days, to the contract time. The time extension is due to the COVID-19 pandemic and global supply chain issues. (See the attached Change Order, the letter from the RCAT Designer and the Change Order Proposal)

8. Tenant Association

9. Finance

10. Executive Director's report