



CMHA Boardroom
1635 Western Avenue
Cincinnati, Ohio 45214

TOUCHSTONE PROPERTY SERVICES

MEETING AGENDA

BOARD OF COMMISSIONERS

Cincinnati, OHIO

Tuesday, October 26, 2021

6:00 P.M.

I. AGENDA SCHEDULE

1. Call Meeting to Order
 2. Roll Call
 3. Approval of Minutes
 4. Discussion of Secretary Recommendations
 5. Adjourn
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II. ROLL CALL

III. APPROVAL OF MINUTES

1. Regular Board Meeting – September 28, 2021

(Enclosure #1) (Roll Call)

IV. DISCUSSION OF SECRETARY RECOMMENDATIONS

1. **Resolution #148** – Resolution Approving the Financial Report for the Month of September 2021 with Collection Losses

(Enclosure #2) (Reema Ruberg) (Roll Call)

2. **Resolution #149** – Resolution to Approve the Unaudited Financial Statements for Hamilton County Affordable Housing, Springdale Senior Limited Partnership d/b/a Baldwin Grove, The Reserve on South Martin, Cary Crossing, West Union Square, Sutter View, Evanston, Pinecrest, Park Eden Apartments, City West Retail and Touchstone Property Services for the Nine Months Ending September 30, 2021 for Calendar Year 2021

(Enclosure #3) (Reema Ruberg) (Roll Call)

3. Resolution #150 – Resolution Providing Authorization to Proceed with the Request for Proposals and Solicitations for General Goods and Services from Outside Vendors

1. TP22-5001 Tax and Audit Preparation Assistance

(Enclosure #4) (Reema Ruberg/Janell Duncan) (Roll Call)

4. Resolution #151 – Resolution Authorizing the Chief Executive Officer of Touchstone Property Services to Negotiate and Enter Into Contracts for Solicitation TP21-1008; Elevator Maintenance and Repair Services with TK Elevator Corporation and Otis Elevator Company in a Not-to-Exceed Amount of \$300,000 Per Firm, Per Year or the Board Approved Budget for Maximum 5-Year Contracts, Funded by Operating Funds

(Enclosure #5) (Marquita Flowers/Janell Duncan) (Roll Call)

5. Resolution #152 – Resolution Authorizing the Chief Executive Officer of Touchstone Property Services to Negotiate and Enter Into Contracts for Solicitation TP21-1011; Snow Removal Services with Allison Landscaping, Inc.; Brighter Day Outdoor Services, LLC; Fanci Structure Corporation LLC; Just Right Construction & Lawn Care Service; Companies by Design LLC d/b/a Refresh Property Solutions and Spiridium, LLC in a Not-to-Exceed Amount of \$75,000 Per Firm, Per Year or the Board Approved Budget for Maximum 5-Year Contracts, Funded by Operating Funds

(Enclosure #6) (Marquita Flowers/Janell Duncan) (Roll Call)

6. Resolution #153 – Resolution Authorizing the Chief Executive Officer of Touchstone Property Services to Negotiate and Enter Into Contracts for Solicitation TP21-5001; Contract Labor Services with Precision Staffing Services, LLC; Volker & Associates, Inc.; ADO Professional Solutions, Inc. d/b/a Parker + Lynch, Accounting Principals, Ajilon, Paladin, and Special Counsel; TRAK Group d/b/a TRAK Staffing Services; Aquarius Professional Staffing, LLC; and Environmental and Safety Solutions, Inc. in a Not-to-Exceed Amount of \$200,000 Per the Pool of Contractors Per Year or the Board Approved Budget for Maximum 5-Year Contracts, Funded by Operating Funds

(Enclosure #7) (Lisa Thomas/Janell Duncan) (Roll Call)

7. **Resolution #154** – Resolution Authorizing the Chief Executive Officer of Touchstone Property Services to Negotiate and Enter Into Contracts for Solicitation TP21-5002; Executive Recruiter with ADO Professional Solutions, Inc. d/b/a Parker + Lynch, Accounting Principals, Ajilon, Paladin, and Special Counsel; Aquarius Professional Staffing, LLC; and TRAK Group d/b/a TRAK Staffing Services in a Not-to-Exceed Amount of \$400,000 Per the Pool of Contractors Per Year or the Board Approved Budget for Maximum 5-Year Contracts, Funded by Operating Funds

(Enclosure #8) (Lisa Thomas/Janell Duncan) (Roll Call)

During the third quarter of fiscal year 2021 TPS entered into fifteen (15) non-construction contracts with not-to-exceed maximum amounts below \$100,000.

(Enclosure #9) (Janell Duncan)

V. ADJOURN

TOUCHSTONE PROPERTY SERVICES, INC. Board

Cincinnati Metropolitan Housing Authority
Board of Housing Commissioners

Mr. William Myles, Chair • Ms. Mayme L. Mitchell, Vice-Chair
Mr. Thomas J. Weidman • Ms. Teri Spears • Mr. Reginald J. Harris
Mr. Edward R. O'Donnell • Mr. Kevin M. Moore