

**RESOLUTION  
of the  
HOUSING AUTHORITY OF THE  
CITY OF LINDEN**

**Resolution No. 2024-10-30- 5**

**RESOLUTION TO APPROVE AND AUTHORIZE THE AWARD OF A CONTRACT  
TO LISA A. PFENNINGER INSURANCE AGENCY, LLC FOR INSURANCE RISK  
MANAGEMENT SERVICES**

**Date Introduced: October 30, 2024**

**Date Adopted: October 30, 2024**

**WHEREAS**, the Housing Authority of the City of Linden (“Housing Authority”), a public entity organized and existing pursuant to the Code of Federal Regulations, the Department of Housing and Urban Development (“HUD”), and the laws of the State of New Jersey, has determined that it is in need of insurance risk management services; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-4.1(i) and 2 C.F.R. 200.320(b)(2), the Housing Authority published a Request for Proposals (“RFP”) for insurance risk management services; and

**WHEREAS**, in accordance with the terms of the RFP, all proposals were to be received by 10:00 a.m. on September 24, 2024 and were to be objectively evaluated based upon a number of factors specified therein; and

**WHEREAS**, the Housing Authority received a proposal from two (2) respondents by the published deadline; and

**WHEREAS**, following a thorough analysis of all such proposals in accordance with the published criteria, the Housing Authority has determined that the proposal submitted by Lisa A. Pfenninger Insurance Agency, LLC was fully responsive, meets all the needs and requirements of the Housing Authority, and is the most advantageous to the Housing Authority, price and other factors considered; and

**WHEREAS**, therefore, the Housing Authority wishes to award a contract to Lisa A. Pfenninger Insurance Agency, LLC for insurance risk management services; and

**WHEREAS**, the contract is being awarded pursuant to a “fair and open” process in accordance with N.J.S.A. 19:44A-20.5; and

**WHEREAS**, the Housing Authority has certified that sufficient funds were appropriated for the above-mentioned services; and

**WHEREAS**, the Board of Commissioners has determined that it is in the best interest of the Housing Authority and its overall goal of providing quality, affordable housing to low-income seniors to approve and authorize the award of a contract to Lisa A. Pfenninger Insurance Agency, LLC for insurance risk management services;

**NOW THEREFORE,**

**BE IT RESOLVED**, that the Board of Commissioners of the Housing Authority of the City of Linden hereby approves and authorizes the award of a contract to Lisa A. Pfenninger Insurance Agency, LLC in the amount of \$7,750.00 per year; and

**WHEREAS**, the Board hereby directs that the contract term shall be one (1) year, with an option to extend for up to two subsequent one (1) year terms; and

**BE IT FURTHER RESOLVED**, that the Board hereby directs the Interim Executive Director of the Housing Authority to take any and all necessary administrative actions to implement this resolution.

### CERTIFICATION

I, Gerald Volpe, the duly appointed and qualified Interim Executive Director of the Housing Authority of the City of Linden, do hereby certify that the attached Resolution (2024-10-30-\_\_) was adopted by the Board of Commissioners at an open public meeting held on **October 30, 2024** pursuant to the vote recorded below and is a true and correct copy of the original resolution of said meeting on file and of record.

  
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 Gerald Volpe, Interim Executive Director

**Recorded Vote of the Board of Commissioners:**

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
JOSEPH INFANTE, CHAIR	M	✓			
SHERI HUMPHREY, VICE CHAIR	2nd	✓			
SHARON BACOT					
GARY MANNUZZA		✓			
PETER MATLOSZ		✓			
DANI ORELIEN		✓			