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HACSA MEMORANDUM

TO: HACSA Board of Commissioners

PRESENTED BY: Craig Satein, Weatherization Supervisor

AGENDA ITEM TITLE: ORDER/In the Matter of Accepting Bids and Awarding Contracts for the Weatherization of Homes, Phases 03-W-0022 and 03-W-0023

AGENDA DATE: February 5, 2003

I. MOTION

IT IS MOVED THAT WESTERN WEATHERIZATION BE AWARDED A \$250,000 CONTRACT FOR PHASE 03-W-0023 AND THAT EMERALD VALLEY WEATHERIZATION BE AWARDED A \$150,000 CONTRACT FOR PHASE 03-W-0022 FOR THE WEATHERIZATION OF HOMES PROJECT; AND THAT AN ORDER BE SIGNED TO THIS EFFECT; AND THAT AN AGREEMENT BE EXECUTED BY THE EXECUTIVE DIRECTOR IN ACCORDANCE WITH THE BID DOCUMENTS.

II. ISSUE

To award requirements contracts to the lowest responsive and responsible bidders to weatherize homes of low-income clients in Lane County.

III. DISCUSSION

A. Background

The Agency contracts with private businesses to install weatherization measures for low-income families in Lane County. This Board Order for Phases 03-W-0022 and 03-W-0023 is the first bid opening proposed for our weatherization program this calendar year. This bid invitation was advertised in the Register Guard. Three

contractors responded to the solicitation but only two local contractors provided bids; Emerald Valley Weatherization, and Western Weatherization.

The Agency has been contracting on a requirements basis with the private sector for the past nineteen years to provide labor and materials to weatherize the homes of low-income residents of Lane County. Contractors submit bids as a price per unit measure for typical weatherization items. For example; cost per square foot of attic and floor insulation. A weighted formula is used to determine an adjusted price per house and is the basis for determining the lowest bidder. HACSA has capped bid unit prices based upon fair market costs for the eight items which are competitively bid. Another fourteen weatherization items have a fixed fair market price assigned to them.

The bids for the two separate phases compared favorably to the bids received last year. The low bid of \$ 2,066 (Phase 03-W-0023) and \$ 2,095.50 (Phase 03-W-0022) range from 1½ to 3 percent lower than the low bid of the last bid opening.

B. Analysis

The bids received for Phase 03-W-0022 were as follows:

- | | | |
|----|------------------------|----------------------|
| 1. | Emerald Valley Wz. | \$2,095.50 per House |
| 2. | Western Weatherization | \$2,148.30 per House |

The bids received for Phase 03-W-0023 were:

- | | | |
|----|------------------------|----------------------|
| 1. | Emerald Valley Wz. | \$2,095.50 per House |
| 2. | Western Weatherization | \$2,066.00 per House |

C. Alternatives/Options

Western Weatherization, and Emerald Valley Weatherization have submitted the lowest responsive and responsible bids in accordance with agency bid documents.

To the extent that budget funds are available, it is recommended that contracts be awarded to these contractors.

D. Recommendation

It is recommended that contracts be awarded to Western Weatherization and Emerald Valley Weatherization.

E. Timing

Upon bid award, contractors shall have ten days to provide the Agency with performance security bonds of \$150,000 for Phase 03-W-0022, and \$250,000 for Phase 03-W-0023. It is anticipated that all other necessary documents can be processed by the end of February and that work will commence shortly thereafter.

IV. IMPLEMENTATION/FOLLOW-UP

As in item III. E.

V. ATTACHMENT

A. Bid Recap Sheet

BID RECAP SHEET

**Private Contractor Weatherization Project
Phases 03-W-0022 and 03-W-0023**

Phase 03-W-0022 bid opening results were as follows:

	<u>Contractors</u>	<u>Amount</u>
1.	Emerald Valley Wz.	\$2,095.50 per House
2.	Western Weatherization	\$2,148.30 per House

Phase 03-W-0023 bid opening results were as follows:

	<u>Contractors</u>	<u>Amount</u>
1.	Emerald Valley Wz.	\$2,095.50 per House
2.	Western Weatherization	\$2,066.00 per House

This is a true and accurate account of the bid openings for each of the weatherization projects held January 21, 2003



Craig Safirin, Weatherization Supervisor

**IN THE BOARD OF COMMISSIONERS OF THE
HOUSING AND COMMUNITY SERVICES AGENCY OF
LANE COUNTY, OREGON**

ORDER NO.

**)In the Matter of Accepting Bids and
)Awarding Contracts for the Weatherization
)of Homes, Phases 03-W-0022 and
)03-W-0023**

WHEREAS, at a duly publicized time and place on January 21, 2003, Craig Satein of the Housing and Community Services Agency of Lane County, Oregon, opened bids on the following projects:

Furnishing all labor and most materials to perform the Weatherization of Homes, Phases 03-W-0022 and 03-W-0023, in strict accordance with the project specifications prepared by the Agency.

WHEREAS, the apparent lowest responsible bidders for the work were Western Weatherization at \$2,066.00 per home; and Emerald Valley Weatherization at \$2,095.50 per home; the Executive Director having so recommended;

IT IS HEREBY ORDERED, that Emerald Valley Weatherization be awarded a \$150,000 requirements contract Phase 03-W-0022 and that Western Weatherization be awarded a \$250,000 requirements contract Phase 03-W-0023 for the Weatherization of Homes Project and that the agreements be executed by the Executive Director in accordance with the bid documents. The contractors shall present performance and payment bonds for the full contract amounts and shall satisfactorily complete all work within the specified contract time.

DATED this _____ day of _____, 2003

Chairperson, HACSA Board of Commissioners

In the Matter of Accepting Bids and Awarding Contracts for the Weatherization of Homes, Phases 03-W-0022 and 03-W-0023.