

**HACSA MEMORANDUM**

**TO:** HACSA Board of Commissioners

**PRESENTED BY:** Craig Satein  
Weatherization Supervisor

**AGENDA ITEM TITLE:** ORDER/In the Matter of Accepting a Bid and Awarding a Contract for Purchase of Insulated Vinyl Replacement Windows, Weatherization of Homes Project, 03-M-0021

**AGENDA DATE:** March 19, 2003

**I. MOTION**

IT IS MOVED THAT EMPIRE PACIFIC INDUSTRIES BE AWARDED A CONTRACT TO MANUFACTURE AND DELIVER INSULATED VINYL REPLACEMENT WINDOWS FOR THE WEATHERIZATION OF HOMES PROJECT 03-M-0021; 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**

Award of a contract to the lowest responsible and responsive bidder to manufacture and deliver insulated vinyl replacement windows for the Agency's Low-Income Weatherization Program.

**III. DISCUSSION**

**A. Background**

For the past twenty years HACSA has purchased storm and replacement windows through the public bidding process. This year we solicited bids for manufacturing and delivery of insulated vinyl replacement windows on an as needed basis. Bids are organized in such a way that separate prices are given for different window types (fixed, horizontal or vertical sliding) on a

united-inch basis. Full unit prices are requested for standard size insulated patio doors. A weighted formula is used to compare and determine the lowest bidder based on the aggregate of the sixteen submitted united-inch and unit bids. These prices are the basis for estimating costs and computing payments for manufactured windows ordered and delivered for individual homes weatherized through our low-income program.

B. Analysis

Bid solicitations were faxed to six northwest vinyl window manufacturers and advertised in the Register Guard. Certainteed Corporation from Washington and Empire Pacific Industries (EPI) of Oregon, responded to our bid announcement. Empire Pacific Industries provided the lowest responsible bid which compares favorably with prices we currently pay. We expect this \$350,000 window contract will be the only one needed for the next 12 to 15 months.

Results of the factored window bids were as follows:

1. Empire Pacific Industries: \$663.35
2. Certainteed Corp: \$684.03

C. Alternatives/Options

Empire Pacific Industries submitted the lowest responsible bid. In that budget funds are available, this contract should be awarded to Empire Pacific Industries.

D. Recommendation

It is recommended that Empire Pacific Industries be awarded this contract to manufacture and deliver insulated vinyl replacement windows.

E. Timing

Upon bid award, the contractor shall have ten days to provide the Agency with a performance security bond for \$350,000. It's anticipated that all other necessary documents can be processed by mid April and that window deliveries will begin shortly thereafter.

**IV. IMPLEMENTATION/FOLLOW-UP**

Same as item III E.

**V. ATTACHMENTS**

A. Bid Recap Sheet

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

**ORDER NO.**

**)In the Matter of Accepting a Bid and Awarding a  
)Contract for Purchase of Insulated Vinyl  
)Replacement Windows, Weatherization of Homes  
)Project  
)03-M-0021.**

WHEREAS, at a duly publicized time and place on January 31, 2003, Craig Satein, Weatherization Supervisor of the Housing and Community Services Agency of Lane County, opened bids on the following project:

Manufacture and delivery of insulated vinyl replacement windows for the Weatherization of Homes Project 03-M-0021, in accordance with project specifications prepared by the Agency.

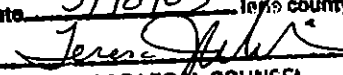
WHEREAS, the apparent low responsible bid for the work was \$663.35 (weighted price) submitted by Empire Pacific Industries; and the Executive Director having so recommended, THEREFORE, IT IS HEREBY

ORDERED, that Empire Pacific Industries be awarded the insulated vinyl replacement window contract for the Weatherization of Homes Project, 03-M-0021, for a total cost not to exceed \$350,000, and that the agreement be executed by the Executive Director in accordance with the bid documents. The Contractor shall present a valid performance and payment bond in the full amount and shall satisfactorily complete all work within the specified contract time.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2003

\_\_\_\_\_  
Chairperson, HACSA Board of Commissioners

**APPROVED AS TO FORM**

Date 3/10/03 Lane County  
  
**OFFICE OF LEGAL COUNSEL**

In the Matter of Accepting a Bid and Awarding a Contract for Insulated Vinyl Replacement Windows for the Weatherization of Homes Project, 03-M-0021

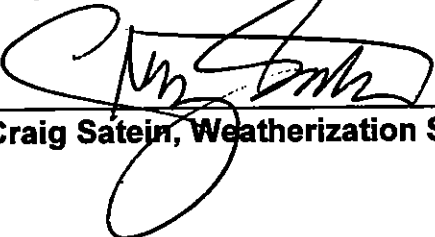
## **BID RECAP SHEET**

### **CONTRACT AWARD FOR PURCHASING INSULATED VINYL REPLACEMENT WINDOWS**

**Weatherization of Homes Project 03-M-0021**

	<b><u>Contractor</u></b>	<b><u>Amount</u></b>
1.	<b>Empire Pacific Industries</b>	<b>\$663.35</b>
2.	<b>Certainteed Corp.</b>	<b>\$675.35</b>

**This is a true and accurate account of the bid opening results for this  
project on January 31, 2003**

  
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**Craig Satein, Weatherization Supervisor**