

HACSA W.3.C.

HACSA MEMORANDUM

TO: HACSA Board of Commissioners

FROM: Don Williams, Housing Director

AGENDA ITEM: ORDER/In the Matter of Accepting a Bid and Awarding Contract # 04-C-0020 for the Accessibility Remodel

AGENDA DATE: July 14, 2004

I. MOTION -

IT IS MOVED THAT MALLARD CONSTRUCTION BE AWARDED CONTRACT #04-C-0020 FOR THE ACCESSIBILITY REMODEL AND THAT AN ORDER TO THIS EFFECT BE SIGNED; AND AN AGREEMENT BE EXECUTED IN ACCORDANCE WITH BID DOCUMENTS.

II. ISSUE

- Board approval of a contract award for this remodel of one dwelling in an existing duplex for wheelchair accessibility is required.

III. DISCUSSION

A. Background:

Under the FY 2003 #2 Capital Fund Program, the Agency has been authorized to remodel and upgrade one 2-bedroom dwelling unit in an existing duplex to create a fully accessible housing unit. The unit was badly damaged by an interior fire in December 2003. The Agency is combining insurance funds with the Capital Fund dollars to rehabilitate the unit into a fully accessible dwelling unit. Work includes reconfiguration and total renovation of the interior space to allow for wheelchair use; specialized cabinetry, lowered controls, kitchen appliances and a fully accessible bathroom.

B. Analysis

A formal bid package was issued by the Agency for the required work. Two bids were obtained; the lowest bid of \$70,825.89 was submitted by Mallard Construction.

The second bidder, Whitewater Construction, submitted a bid protest based on Mallard's bid being nonresponsive. Mallard Construction did not submit the HUD-5369A form as required in the solicitation documents. After reviewing the bid documents, bid form, and Attorney General's Rules, it was clear that Mallard intended to be bound by the missing form which did not affect price, quantity, or delivery. Therefore, it was decided that the missing form represented a minor informality that could be waived by the Agency and is in the best public interest to do so.

C. Alternatives/Options

In that the public bidding process was employed, the prices are considered competitive, and there are sufficient budget funds to cover the project, we recommend award of the contract to Mallard Construction.

D. Recommendation

Approval of the proposed Motion.

E. Timing

Upon bid award, the contractor shall have ten days to provide the Agency with a signed contract. It is anticipated that all other necessary documents could be processed by the first week in August, 2004, and that work would commence soon after.

IV. IMPLEMENTATION/FOLLOW-UP

Same as in Item III.E

V. ATTACHMENTS

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 Contract #04-C-0020 for the
)Accessibility Remodel**

WHEREAS, at a duly publicized time and place on June 8, 2004, Chuck Oliver of the Housing And Community Services Agency of Lane County, Oregon, opened bids on the following project: Contract #04-C-0020 for the Accessibility Remodel.

WHEREAS, funds are available to finance the project, and the Executive Director having so recommended;


NOW, THEREFORE, IT IS HEREBY ORDERED, THAT :

MALLARD CONSTRUCTION be awarded the Contract #04-C-0020 for the Accessibility Remodel and that the agreement be executed by the Executive Director in accordance with the bid documents. The contractor shall present a valid signed contract in the full amount of \$70,825.89 and shall satisfactorily complete all work within the specified contract time.

DATED this _____ day of _____, 2004

Chairperson
HACSA Board of Commissioners

**In the Matter of Accepting a Bid and Awarding Contract #04-C-0020 for the
Accessibility Remodel.**


APPROVED AS TO FORM
Date 7/6/04 _____ lane county

OFFICE OF LEGAL COUNSEL

BID RECAP SHEET

AWARDING CONTRACT #04-C-0020 FOR ACCESSIBILITY REMODEL,
SPRINGFIELD.

<u>Contractor</u>	<u>BID</u>
Mallard Construction and Developement	\$ 70,825.89
White Water Construction	\$ 78,607.00

This is a true and accurate account of the bid
opening results for this project on June 8, 2004.



Chuck Oliver, Contract Administrator