

**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 the Installation of Single-Ply PVC Insulated Roofing Systems, Weatherization of Homes Project, 06-R-0038

**AGENDA DATE:** August 2, 2006

**I. MOTION**

IT IS MOVED THAT #1 NORTHWEST INC., BE AWARDED A CONTRACT FOR THE INSTALLATION OF SINGLE-PLY PVC INSULATED ROOFING SYSTEMS FOR THE WEATHERIZATION OF HOMES PROJECT 06-R-0038; 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 supply all labor and materials to install Single-Ply PVC insulated roofing systems on mobile homes for the Agency's Low-Income Weatherization Program.

**III. DISCUSSION**

A. Background

Over the past several years, the Agency's weatherization program has contracted with private companies on an "as needed basis" to install single-ply insulated roofing systems on mobile homes. Nearly half of the families we serve live in mobile or manufactured homes. This year we anticipate serving 150 to 200 such families. More than 20 percent will need an insulated roofing system. Based upon the average installed cost, this

contract should provide 47 families with energy efficiency, affordable comfort, and long term protection of their home.

Bids were solicited for all labor and materials on the basis of a price per square foot to install R14 rigid insulation covered by a reinforced single-ply PVC roofing membrane warranted for a minimum of 10 years.

**B. Analysis**

Only one local contractor (#1 Northwest Inc) responded to our bid invitation. Their bid of (\$3.65) is very reasonable for the industry and only 4 percent higher than the price (\$3.49) we paid last year. Considering the volatility of insulation and building products costs, the modest bid increase is deemed reasonable and responsible. We expect this \$150,000 roofing contract will serve our program needs for the next twelve months. The results of the bid opening were as follows:

#1 Northwest Inc:               \$3.65 per sf

**C. Alternatives/Options**

#1 Northwest Inc. submitted a reasonable and responsible bid. In that budget funds are available, it is in the public's best interest to award the contract to #1 Northwest Inc.

**D. Recommendation**

It is recommended that the contract be awarded to #1 Northwest Inc.

**E. Timing**

Upon bid award, it's anticipated that all necessary documents can be processed by the middle of August and that roofing installations 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.**

ORDER/In the Matter of Accepting a Bid and Awarding  
a Contract for the Installation of Single-Ply PVC  
Insulated Roofing Systems, Weatherization of Homes  
Project, 06-R-0038

WHEREAS, at a duly publicized time and place on June 30, 2006, Craig Satein,  
Weatherization Supervisor of the Housing and Community Services Agency of Lane  
County, opened a sealed bid on the following project:


Installation of Single-Ply PVC Insulated Roofing Systems, Weatherization  
of Homes Project 06-R-0038, in strict accordance with the project  
specifications prepared by the Agency.

WHEREAS, the apparent low responsible bid for the work was \$3.65 per square  
foot submitted by #1 Northwest Inc. and the Executive Director having so recommended,  
IT IS HEREBY

ORDERED, that #1 Northwest Inc. be awarded the Single-Ply PVC Insulated  
Roofing Systems contract for the Weatherization of Homes Project 06-R-0038, for a total  
cost not to exceed one hundred fifty thousand dollars (\$150,000) and that an agreement  
be executed by the Executive Director in accordance with the bid documents. The  
Contractor shall satisfactorily complete all work within the specified contract time.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2006

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

**APPROVED AS TO FORM**  
Date 7/24/06 Lane County  
  
OFFICE OF LEGAL COUNSEL

In the Matter of Accepting a Bid and Awarding a Contract for the Installation of Single-Ply  
PVC Insulated Roofing Systems, Weatherization of Homes Project, 06-R-0038

**BID RECAP SHEET**

**CONTRACT AWARD FOR THE INSTALLATION OF SINGLE-PLY PVC INSULATED  
ROOFING SYSTEMS, WEATHERIZATION OF HOMES PROJECT 06-R-0038**

**Contractor**

**Amount**

#1 Northwest Inc.

\$3.65 per sf

**This is a true and accurate account of the bid opening results for this project on  
June 30, 2006**

  
**Craig Satein, Weatherization Supervisor**