

HACSA
W.4.b.

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, 07-R-0030

AGENDA DATE: July 11, 2007

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 07-R-0030; 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 50 or more 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

This project was advertized in the Daily Journal of Commerce (Portland), the Register Guard, the Skanner, the Asian Reporter and the El Hispanic News. Only one contractor (#1 Northwest Inc) responded to our bid invitation. Their bid \$3.55, is very favorable for the industry and is 3 percent less than the price \$3.65 we paid last year. This \$175,000 roofing contract is expected to serve our program needs for the next twelve months. The results of the bid opening were as follows:

#1 Northwest Inc: \$3.55 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 end of July and that roofing installations will begin shortly thereafter.

IV. IMPLEMENTATION/FOLLOW-UP

Same as item III E.

V. ATTACHMENTS

A. Bid Recap Sheet

BID RECAP SHEET

**CONTRACT AWARD FOR THE INSTALLATION OF SINGLE-PLY PVC INSULATED
ROOFING SYSTEMS, WEATHERIZATION OF HOMES PROJECT 07-R-0030**

Contractor

Amount

#1 Northwest Inc.

\$3.55 per sf

**This is a true and accurate account of the bid opening results for this project on
May 18, 2007**



Craig Satein, Weatherization Supervisor

**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, 07-R-0030

WHEREAS, at a duly publicized time and place on May 18, 2007, Craig Satein,
Weatherization Supervisor of the Housing and Community Services Agency of Lane
County, opened a sealed bid on the following project:

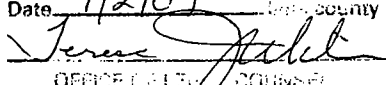
Installation of Single-Ply PVC Insulated Roofing Systems, Weatherization
of Homes Project 07-R-0030, in strict accordance with the project
specifications prepared by the Agency.

WHEREAS, the apparent low responsible bid for the work was \$3.55 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 07-R-0030, for a total
cost not to exceed one hundred seventy-five thousand dollars (\$175,000) 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 _____, 2007

Chairperson, HACSA Board of Commissioners

APPROVED AS TO FORM
Date 7/2/07 _____ 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, 07-R-0030