

HACSA
W.4.C.

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, 07-M-0032

AGENDA DATE: July 11, 2007

I. MOTION

IT IS MOVED THAT EMPIRE PACIFIC WINDOWS BE AWARDED A CONTRACT TO MANUFACTURE AND DELIVER INSULATED VINYL REPLACEMENT WINDOWS FOR THE WEATHERIZATION OF HOMES PROJECT 07-M-0032; 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

HACSA has been installing energy efficient windows as part of our weatherization program for the past twenty-four years. This contract will provide energy savings and comfort for more than 250 low-income Lane County households. The manufacturing requirements for this contract have changed reflecting new regional energy efficiency standards this year for

windows. The new efficiency standards will improve the thermal performance by more than 14%. Sealed bids were solicited for manufacturing and delivery of Schedule 30, "Energy Star rated" insulated vinyl replacement windows, on an as needed basis. Bids are organized in such a way that separate prices are given for sixteen different window types / configurations (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 bid items. 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

This bid solicitation was sent to the Daily Journal of Commerce in Portland and advertised in the Register Guard, the Skanner, the Asian Reporter and El Hispanic News. The only company to respond to this solicitation was Empire Pacific Windows of Oregon. In light of the new efficiency standards, their bid prices for these new high performance windows compare favorably (9% higher) with prices quoted 18 months ago. Empire Pacific has a proven track record demonstrated over several contracts and the public will continue to be well served and receive good value for it's investment.

Results of the factored window bids were as follows:

1. Empire Pacific Windows: \$891.96

C. Alternatives/Options

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

D. Recommendation

It is recommended that Empire Pacific Windows 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 \$250,000. It's anticipated that all other necessary documents can be processed by the end of July and that window deliveries will begin shortly thereafter.

IV. IMPLEMENTATION/FOLLOW-UP

Same as item III E.

V. ATTACHMENTS

A. Bid Recap Sheet

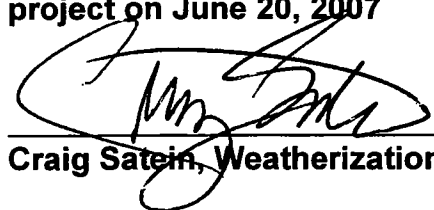
BID RECAP SHEET

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

Weatherization of Homes Project 07-M-0032

	<u>Contractor</u>	<u>Amount</u>
1.	Empire Pacific Windows	\$891.96

**This is a true and accurate account of the bid opening results for this
project on June 20, 2007**



Craig Satein, 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 a Bid and Awarding a
Contract for Purchase of Insulated Vinyl Replacement
Windows, Weatherization of Homes Project, 07-M-0032

WHEREAS, at a duly publicized time and place on June 20, 2007, 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 07-M-0032, in accordance with project specifications prepared by the Agency.

WHEREAS, the apparent low responsible bid for the work was \$891.96 (weighted price) submitted by Empire Pacific Windows; and the Executive Director having so recommended, THEREFORE, IT IS HEREBY

ORDERED, that Empire Pacific Windows be awarded the insulated vinyl replacement window contract for the Weatherization of Homes Project, 07-M-0032, for a total cost not to exceed \$250,000, 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 _____, 2007

Chairperson, HACSA Board of Commissioners

APPROVED AS TO FORM
Date 7/2/07 Lane County
Jessie Stalik
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, 07-M-0032