

HACSA W. 3.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 Purchase of Vinyl Replacement Windows, Weatherization of Homes Project, 09-M-0009

**AGENDA DATE:** December 17, 2008

**I. MOTION**

IT IS MOVED THAT EMPIRE PACIFIC WINDOWS BE AWARDED A CONTRACT TO MANUFACTURE AND DELIVER VINYL REPLACEMENT WINDOWS FOR THE WEATHERIZATION OF HOMES PROJECT 09-M-0009; 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 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-five years. This contract will provide energy savings and comfort for more than 300 low-income Lane County households. 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 seventeen 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 seventeen 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, We were pleased that four companies purchased bid packets; three from Oregon and one from Washington. Two manufacturers; Cascade Windows and Empire Pacific Windows, provided sealed bids. Once again, Empire Pacific provided the most competitive and responsive bid. Their bid this year is 5.9% higher than their last bid eighteen months ago. With their proven track record, our community will continue to be well served in terms of value, service and energy efficiency.

Results of the factored window bids were as follows:

Empire Pacific Windows: \$ 951.10

Cascade Windows: \$1,100.40

C. Alternatives/Options

Empire Pacific Windows submitted the lowest reasonable and 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 vinyl replacement windows for the Agency's weatherization program.

E. Timing

Upon bid award, the contractor shall have ten days to provide the Agency with a performance security bond for \$300,000. It's anticipated that all other necessary documents can be processed by the end of December 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 Vinyl Replacement Windows, Weatherization of Homes Project, 09-M-0009

WHEREAS, at a duly publicized time and place on December 3, 2008, Craig Satein, Weatherization Supervisor of the Housing and Community Services Agency of Lane County, opened bids on the following project:

Manufacture and delivery of vinyl replacement windows for the Weatherization of Homes Project 09-M-0009, in accordance with project specifications prepared by the Agency.

WHEREAS, the apparent low responsible bid for the work was \$951.10 (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 vinyl replacement window contract for the Weatherization of Homes Project, 09-M-0009, for a total cost not to exceed \$300,000, and that an 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 \_\_\_\_\_, 2008

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Chairperson, HACSA Board of Commissioners

APPROVED AS TO FORM  
Date 12/3/08  
211  
OFFICE OF LEGAL COUNSEL

In the Matter of Accepting a Bid and Awarding a Contract for Vinyl Replacement Windows for the Weatherization of Homes Project, 09-M-0009

**BID RECAP SHEET**

**CONTRACT AWARD FOR PURCHASING VINYL REPLACEMENT WINDOWS**

**Weatherization of Homes Project 09-M-0009**

	<b><u>Contractor</u></b>	<b><u>Amount</u></b>
1.	<b>Empire Pacific Windows</b>	<b>\$ 951.10</b>
2.	<b>Cascade Windows</b>	<b>\$1,100.40</b>

**This is a true and accurate account of the bid opening results for this project on December 3, 2008**



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**Craig Satein, Weatherization Supervisor**