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HACSA MEMORANDUM

TO: HACSA Board of Commissioners

PRESENTED BY: Craig Satein, Weatherization Supervisor

AGENDA ITEM TITLE: ORDER/In the Matter of Accepting Bids and Awarding Contracts for the Weatherization of Homes, Phases 08-R-0014 and 08-R-0015

AGENDA DATE: January 8, 2008

I. MOTION

IT IS MOVED THAT EMERALD VALLEY WEATHERIZATION BE AWARDED A \$150,000 CONTRACT FOR PHASE 08-R-0014, AND THAT SAGE ENERGY SERVICES BE AWARDED A \$150,000 CONTRACT FOR PHASE 08-R-0015, FOR THE WEATHERIZATION OF HOMES PROJECT; AND THAT AN ORDER BE SIGNED TO THIS EFFECT; AND THAT AGREEMENTS BE EXECUTED BY THE EXECUTIVE DIRECTOR IN ACCORDANCE WITH THE BID DOCUMENTS.

II. ISSUE

To award requirements contracts to the lowest responsive and responsible bidders to weatherize homes of low-income residents in Lane County.

III. DISCUSSION

A. Background

The Agency contracts with private businesses to install weatherization measures for low-income families in Lane County. This bid invitation was advertised in the Register Guard, the Daily Journal of Commerce, The Skanner, the Asian Reporter and the El Hispanic News. Three local contractors responded to this

solicitation. HACSA has been contracting on a requirements basis with the private sector for the past twenty-four years to provide labor and materials to weatherize the homes of low-income residents of Lane County.

Contractors submit bids as a price per unit measure for typical weatherization items. For example; cost per square foot of attic and floor insulation. A weighted formula is used to determine an adjusted price per house and is the basis for determining the lowest bidder. During the past decade, HACSA has capped bid unit prices based upon fair market costs for the eight items which are competitively bid. Another fourteen weatherization items have a fixed fair market price assigned to them. This strategy has yielded continued success providing cost-effective community services.

B. Analysis

The winning bids received this year average 5 % percent less than our last bid opening of August 2007. Likely, some of this price decrease is due to the "slow-down" in the housing market. Naturally, we are pleased with the public benefit resulting from reduced contractor costs, in terms of being able to provide services to more families.

C. Alternatives/Options

To the extent that budget funds are available, it is our recommendation that both requirement contracts be awarded.

D. Recommendation

It is recommended that contracts be awarded to Emerald Valley Weatherization and Sage Energy Services.

E. Timing

Upon bid award, contractors shall have ten days to provide the Agency with performance security bonds for the full amount of the contracts. We anticipate that all other necessary documents can be processed by the end of January and that work will commence shortly thereafter.

IV. IMPLEMENTATION/FOLLOW-UP

As in item III. E.

V. ATTACHMENT

A. Bid Recap Sheet

BID RECAP SHEET

Private Contractor Weatherization Project

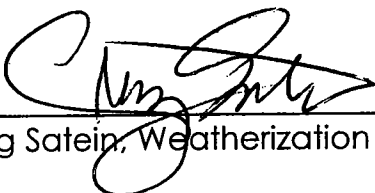
Phase 08-R-0014 bid opening results were as follows:

	<u>Contractors</u>	<u>Amount</u>
1.	Emerald Valley Wz.	\$4,162.00 per House
2.	Sage Energy Services	\$4,621.50 per House
3.	Lowe's Weatherization	\$4,301.25 per House

Phase 08-R-0015 bid opening results were as follows:

	<u>Contractor</u>	<u>Amount</u>
1.	Lowe's Weatherization	\$4,301.25 per House
2.	Sage Energy Services	\$4,043.50 per House

This is a true and accurate account of the bid openings for each of the weatherization projects held December 19, 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 Bids and
)Awarding Contracts for the
)Weatherization of Homes,
)Phases 08-R-0014 and 08-R-0015**

WHEREAS, at a duly publicized time and place on December 19, 2007, Craig Satein of the Housing and Community Services Agency of Lane County, Oregon, publicly opened bids for the following projects:

Furnishing all labor and most materials to perform the Weatherization of Homes, Phases 08-R-0014 and 08-R-0015, in strict accordance with the project specifications prepared by the Agency.

WHEREAS, the lowest responsive bidder for contract 08-R-0014 was Emerald Valley Weatherization, and Sage Energy Services was the lowest responsive bidder for contract 08-R-0015 and; the Executive Director having so recommended;

ORDERED, that Emerald Valley Weatherization be awarded a \$150,000 requirements contract for Phase 08-R-0014 and that Sage Energy Services be awarded a \$150,000 requirements contract for Phase 08-R-0015, for the Weatherization of Homes Project and that the agreements be executed by the Executive Director in accordance with the bid documents. Contractors shall present performance and payment bonds for the full contract amounts and shall satisfactorily complete all work within the specified contract time.

DATED this _____ day of _____, 2008

Chairperson, HACSA Board of Commissioners

APPROVED AS TO FORM
Date 12/31/07 _____
Teresa H. Hildebrand
OFFICE OF LEGAL COUNSEL

In the Matter of Accepting Bids and Awarding Contracts for the Weatherization of Homes, Phases 08-R-0014 and 08-R-0015.