

W.3C.  
HACSA

## **HACSA MEMORANDUM**

**TO: HACSA Board of Commissioners**

**FROM: Don Williams, Housing Director**

**AGENDA ITEM: ORDER/In the Matter of Accepting a Bid and Awarding Contract #05-S-0011.C for Vacate Cleaning of Resident Units at the Following Sites: Parkview Terrace and Firwood Apartments.**

**AGENDA DATE: January 19, 2005**

### **I. MOTION :**

IT IS MOVED THAT MILLERS CUSTOM SERVICES BE AWARDED A  
CONTRACT #05-S-0011.C FOR VACATE CLEANING OF RESIDENT UNITS AT  
THE FOLLOWING SITES: PARKVIEW TERRACE AND FIRWOOD  
APARTMENTS.

### **II. ISSUE**

Board approval is required to award a contract for the vacate cleaning at these various sites.

### **III. DISCUSSION**

#### **A. Background:**

The Agency has used vacate cleaning contractors for many years now and has found this practice to be efficient and cost effective. This bidding process uses a weighted average to determine which contractor should be awarded various sites throughout Lane County. The various sites had from a low of three bidders to a high of five bidders. We have found that using this weighted bidding process is

both fair and reflective of the average needs of the Agency.

All work is to the Agency's detailed vacate cleaning specifications and ridged inspections.

B. Analysis

A formal bid process with a bid package was issued by the Agency for the required work. Five bids were obtained, and the lowest bidder is responsive and responsible and they have reviewed their bid and confirmed their costs.

C. Alternatives/Options

In that the public bidding process was employed, the lowest bid has no irregularities and is responsive and responsible, the prices are considered competitive, and there are sufficient budget funds to cover the project, we recommend award of the contract to Millers Custom Services.

D. Recommendation

Approval of the proposed Motion.

E. Timing

Upon bid award, the contractor shall have ten days to provide the Agency with a signed contract. It is anticipated that all other necessary documents could be processed by the end of January 2005 and work would commence shortly thereafter.

**IV. IMPLEMENTATION/FOLLOW-UP**

Same as in Item III.E

**V. ATTACHMENTS**

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  
)Contract #05-S-0011.C for Vacate Cleaning of Resident  
)Units at the Following Sites: Parkview Terrace and  
)Firwood Apartments**

WHEREAS, at a duly publicized time and place on December 2, 2004, Kathy Jensen of the Housing And Community Services Agency of Lane County, Oregon, opened bids on the following project: Contract #05-S-0011.C for Vacate Cleaning of Resident Units at the Following Sites: Parkview Terrace and Firwood Apartments.

WHEREAS, funds are available to finance the project, and the Executive Director having so recommended, NOW, THEREFORE, IT IS HEREBY

ORDERED, that Millers Custom Services be awarded the contract for the vacate ORDER/In the Matter of Accepting a Bid and Awarding Contract #05-S-0011.C for Vacate Cleaning of Resident Units at the Following Sites: Parkview Terrace and Firwood Apartments, and that the agreement be executed by the Executive Director in accordance with the bid documents. The contractor shall present a valid signed contract with performance security and shall satisfactorily complete all work within the specified contract time.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2005

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Chairperson,  
HACSA Board of Commissioners

**In the Matter of Accepting a Bid and Awarding Contract #05-S-0011.C for Vacate  
Cleaning of Resident Units at the Following Sites: Parkview Terrace and Firwood  
Apartments**

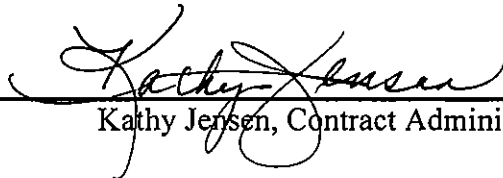
APPROVED AS TO FORM  
Date 1/11/05 \_\_\_\_\_  
*Teresa Miller*  
OFFICE OF LEGAL COUNSEL

## BID RECAP SHEET

AWARDING A CONTRACT #05-S-0011.C FOR VACATE CLEANING OF  
RESIDENT UNITS OWNED BY THE HOUSING AND COMMUNITY SERVICES  
AGENCY OF LANE COUNTY

SITE	MILLERS CUSTOM SERVICES <i>(lowest bid)</i>	BIAGI, INC.	PEACHERS JANITORIAL
Parkview Terrace, Eugene	<b>\$ 8,855.00</b>	9,200.00	9,340.00
Firwood Apts., Eugene	<b>\$ 6,645.00</b>	8,125.00	7,300.00
<b>TOTAL</b>	<b>\$15,500.00</b>		

This is a true and accurate account of the bid opening results  
for Vacate Cleaning services on December 2, 2004



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Kathy Jensen, Contract Administrator