

HACSA W. 3. b.

## **HACSA MEMORANDUM**

**TO:** HACSA Board of Commissioners

**FROM:** Dorothy Cummings, Administrative Services Director

**AGENDA ITEM:** ORDER/In the Matter of Accepting a Bid and Awarding Contract #08-C-0003 for Laurelwood Community Room Upgrade.

**AGENDA DATE:** February 20, 2008

### **I. MOTION :**

IT IS MOVED THAT RON KAUFMANN - BUILDER BE AWARDED A CONTRACT #08-C-0003 FOR LAURELWOOD COMMUNITY ROOM UPGRADE AND THAT AN ORDER TO THIS EFFECT BE SIGNED; AND AN AGREEMENT BE EXECUTED IN ACCORDANCE WITH BID DOCUMENTS.

### **II. ISSUE**

Board approval is required to award a contract for Laurelwood Community Room Upgrade, located in Florence, Oregon .

### **III. DISCUSSION**

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

The Agency is planning to accomplish comprehensive modernization of the Laurelwood Homes community room in Florence, Oregon. This project is the eleventh phase of modernization of Laurelwood Homes.

The work includes, but is not limited to: removal of existing roofing, siding, and windows, selective interior and exterior demolition, rough framing, finish carpentry; rigid and batt insulation; metal flashings; galvanized steel handrails; asphalt shingle roofing; aluminum gutters; vinyl windows; vinyl siding; fiberglass exterior doors, wood interior doors, door hardware; gypsum wall board finishes; vinyl floorings; ADA kitchen cabinets; countertops; foundation vents; plumbing and fixtures; toilet room and kitchen exhaust; electrical systems and lighting; electric heaters; fire alarm; and appliance installation.

B. Analysis

A formal bid process was issued by the Agency for the required work. Two bids were obtained, and the lowest responsive and responsible bidder is Ron Kaufman-Builder with a bid amount of \$149,200. 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 Ron Kaufmann - Builder.

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 March 3, 2008 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 AWARDED CONTRACT  
)#08-C-0003 FOR LAURELWOOD  
)COMMUNITY BUILDING UPGRADE

WHEREAS, at a duly publicized time and place on January 31, 2008, Brian Shafer of the Housing and Community Services Agency of Lane County, Oregon, opened bids on the following project: Contract #08-C-0003 for Laurelwood Community Building Upgrade.

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

ORDERED, that Ron Kaufmann - Builder be awarded the contract for Laurelwood Community Building Upgrade, 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 payment and performance securities and shall satisfactorily complete all work within the specified contract time.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2008

APPROVED AS TO FORM  
Date 2/11/08 \_\_\_\_\_  
Teresa \_\_\_\_\_  
OFFICE OF LEGAL COUNSEL

\_\_\_\_\_  
Chairperson  
HACSA Board of Commissioners

**IN THE MATTER OF ACCEPTING A BID AND AWARDED CONTRACT #08-C-0003 FOR LAURELWOOD COMMUNITY BUILDING UPGRADE.**



# HACSA

Housing And Community Services Agency of Lane County  
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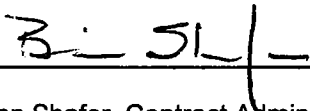
## **BID RECAP SHEET**

Contract #08-C-0003  
**LAURELWOOD COMMUNITY BUILDING UPGRADE**

AWARDING A CONTRACT FOR LAURELWOOD COMMUNITY BUILDING UPGRADE, OWNED BY  
THE HOUSING AND COMMUNITY SERVICES AGENCY OF LANE COUNTY.

<u>CONTRACTOR</u>	<u>BID</u>	<u>RANK</u>
Northstar Associates Milwaukie, Oregon	\$154,900.00	#2
Ron Kaufmann- Builder Reedsport, Oregon	\$149,200.00	#1

This a true and accurate account of the bid opening results  
for this project on January 31, 2008.

  
\_\_\_\_\_

Brian Shafer, Contract Administrator