

**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 09-R-0030 and 09-R-0031

**AGENDA DATE:** April 8, 2009

**I. MOTION**

IT IS MOVED THAT EMERALD VALLEY WEATHERIZATION BE AWARDED A \$250,000 CONTRACT FOR PHASE 09-R-0030, AND THAT SAGE ENERGY SERVICES BE AWARDED A \$250,000 CONTRACT FOR PHASE 09-R-0031, 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 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-five 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. For more than a decade, HACSA has capped bid unit prices based upon fair market costs for the eight items which are competitively bid. Another twelve 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 higher than our last bid opening of August 2008. Both bids are favorable and fall well below the price caps established by the Agency. These two requirements contracts, will allow us to provide comprehensive weatherization services to more than 230 low-income Lane County 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 April and that work will commence shortly thereafter.

**IV. IMPLEMENTATION/FOLLOW-UP**

As in item III. E.

**V. ATTACHMENT**

Bid Recap Sheet

**BID RECAP SHEET**

**Private Contractor Weatherization Project**


**Phase 09-R-0030 bid opening results were as follows:**

	<b><u>Contractors</u></b>	<b><u>Amount</u></b>
1.	Emerald Valley Wz.	\$3,700.25 per House
2.	Sage Energy Services	\$4,157.00 per House

**Phase 09-R-0031 bid opening result was as follows:**

	<b><u>Contractors</u></b>	<b><u>Amount</u></b>
1.	Sage Energy Services	\$4,267.00 per House

This is a true and accurate account of the bid openings for each of the weatherization projects held March 26, 2009

  
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Craig Saterin, 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 09-R-0030 and 09-R-0031**

WHEREAS, at a duly publicized time and place on March 26, 2009, 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 09-R-0030 and 09-R-0031, in strict accordance with the project specifications prepared by the Agency.

WHEREAS, Emerald Valley Weatherization was the lowest responsive bidder for contract 09-R-0030, and Sage Energy Services was the responsive bidder for contract 09-R-0031 and; the Executive Director having so recommended; now, therefore, it is hereby

ORDERED, that Emerald Valley Weatherization be awarded a \$250,000 requirements contract for Phase 09-R-0030 and that Sage Energy Services be awarded a \$250,000 requirements contract for Phase 09-R-0031, 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 \_\_\_\_\_, 2009

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Chairperson, HACSA Board of Commissioners

In the Matter of Accepting Bids and Awarding Contracts for the Weatherization of Homes, Phases 09-R-0030 and 09-R-0031.

*Approved as to form*  
*21L*  
*3/31/09*