

**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 the Installation of Single-Ply TPO Insulated Roofing Systems, Weatherization of Homes Project, 09-R-0029

**AGENDA DATE:** April 8, 2009

**I. MOTION**

IT IS MOVED THAT ABC ROOFING COMPANY., BE AWARDED A CONTRACT FOR THE INSTALLATION OF SINGLE-PLY TPO INSULATED ROOFING SYSTEMS FOR THE WEATHERIZATION OF HOMES PROJECT 09-R-0029; 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 supply all labor and materials to install Single-Ply TPO insulated roofing systems on mobile homes for the Agency's Low-Income Weatherization Program.

**III. DISCUSSION**

A. Background

Over the past several years, the Agency's weatherization program has contracted with private companies on an "as needed basis" to install single-ply insulated roofing systems on mobile homes. Nearly half of the families we serve live in mobile or manufactured homes. This year we anticipate serving 150 to 200 such families. More than 20 percent will need an insulated roofing system. Based upon the average installed cost, this

contract should provide 70 or more families with energy efficiency, affordable comfort, and long term protection of their home.

Bids were solicited for all labor and materials on the basis of a price per square foot to install R14 rigid insulation covered by a reinforced single-ply TPO roofing membrane warranted for a minimum of 10 years.

B. Analysis

This project was advertized in the Daily Journal of Commerce (Portland), the Register Guard, the Skanner, the Asian Reporter and the El Hispanic News. Seven contractors responded to our bid invitation and two provided sealed bids. The bids were very close this year and the low bid of \$3.90, is reasonably priced for the industry. However, it is a 9.8 percent increase compared to the price we paid (\$3.55) last year. This \$250,000 roofing contract will likely serve our program needs for the next twelve months. The results of the bid opening were as follows:

#1 Northwest Inc:	\$3.95 per sf
ABC Roofing Company	\$3.90 per sf

C. Alternatives/Options

ABC Roofing Co. submitted a reasonable and responsible bid. In that budget funds are available, it is in the public's best interest to award the contract to ABC Roofing Co.

D. Recommendation

It is recommended that the contract be awarded to ABC Roofing Company

E. Timing

Upon bid award, it's anticipated that all necessary documents can be processed by the end of April and that roofing installations 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 the Installation of Single-Ply TPO  
)Insulated Roofing Systems, Weatherization of  
)Homes Project, 09-R-0029

WHEREAS, at a duly publicized time and place on March 23, 2009, Craig Satein, Weatherization Supervisor of the Housing and Community Services Agency of Lane County, opened a sealed bid on the following project:

Installation of Single-Ply TPO Insulated Roofing Systems, Weatherization of Homes Project 09-R-0029, in strict accordance with the project specifications prepared by the Agency.

WHEREAS, the apparent low responsible bid for the work was \$3.90 per square foot submitted by ABC Roofing Company and the Executive Director having so recommended, IT IS HEREBY

ORDERED, that ABC Roofing Company be awarded the Single-Ply TPO Insulated Roofing Systems contract for the Weatherization of Homes Project 09-R-0029, for a total cost not to exceed Two hundred fifty thousand dollars (\$250,000) and that an agreement be executed by the Executive Director in accordance with the bid documents. The Contractor shall satisfactorily complete all work within the specified contract time.

DATED this \_\_\_\_\_ day of April, 2009

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Chairperson, HACSA Board of Commissioners

In the Matter of Accepting a Bid and Awarding a Contract for the Installation of Single-Ply TPO Insulated Roofing Systems, Weatherization of Homes Project, 09-R-0029

## BID RECAP SHEET

### CONTRACT AWARD FOR THE INSTALLATION OF SINGLE-PLY TPO INSULATED ROOFING SYSTEMS, WEATHERIZATION OF HOMES PROJECT 09-R-0029

<u>Contractor</u>	<u>Amount</u>
#1 Northwest Inc.	\$3.95 per sf
ABC Roofing Company	\$3.90 per sf

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This is a true and accurate account of the bid opening results for this project on  
March 23, 2009

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Craig Satein, Weatherization Supervisor