



Good Neighbors

San Diego  
Housing Commission

- ◆ 1625 Newton Avenue
- ◆ San Diego, California 92113-1038
- ◆ 619/231 9400
- ◆ FAX: 619/544 9193
- ◆ www.sdhc.net

# REPORT

**DATE ISSUED:** September 23, 2003

**ITEM 102**

**REPORT NO:** HCR03-085  
For the Agenda of October 3, 2003

**SUBJECT:** Award of Contract for Re-Roofing and Rain Gutters Installation at  
391-421 Sycamore Road (Council District 8)

## SUMMARY

**Issue 1:** Should the Housing Commission reject the bid from Roejack Roofing, Inc. for re-roofing and rain gutters installation at 391-421 Sycamore Road due to bidding irregularity?

**Recommendation 1:** Reject the bid from Roejack Roofing, Inc. because of bidding irregularity resulting in a non-responsive bid.

**Issue 2:** Should the Housing Commission award a construction contract to the lowest responsive bidder, Commercial & Industrial Roofing, Co., Inc. in the amount of \$119,778 with a ten percent contingency (\$11,978), for re-roofing and rain gutters installation at 391-421 Sycamore Road?

**Recommendation 2:** Approve the award of a contract to Commercial & Industrial Roofing Co., Inc. for \$119,778 and authorize the Chief Executive Officer to execute the contract (Attachment 1) and expend the contingency, if necessary, for items not anticipated in the original scope of work.

**Fiscal Impact:** Funding for this contract is contained in the Capital Fund Program CA16-P063-501-02 budget. No local funds are required.

Certificate No. 04-070  
Amount: \$119,778  
Revenue Source: Capital Fund Program  
Division: Housing Programs  
Line Item: 1460 Dwelling Structure



**Equal Opportunity Statement:** Commercial & Industrial Roofing, Co., Inc. is not certified as a Disadvantaged, Women Owned or Disabled Veteran Business Enterprise. A Certificate of Compliance and a Workforce Analysis has been provided and shows that this vendor is in compliance with the San Diego Housing Commission Equal Opportunity Program. Information on the Workforce Analysis (Attachment 2) indicates that 60% of the company's workforce is minority.

**Environmental Review:** This project has been determined to be categorically exempt pursuant to Article 19 Section 15300 of the California Environmental Quality Act.

## **BACKGROUND**

HUD established the Capital Fund program to provide financial assistance to housing authorities to improve the physical condition and upgrade the management and operation of existing Public Housing projects to assure that such projects continue to be available as affordable housing for eligible residents.

## **DISCUSSION**

The proposed work under this contract provides for the installation of new roof shingles and aluminum rain gutters at the forty-one unit family Public Housing development located at 391-421 Sycamore Road in the South Bay area of San Diego.

On June 24, 2003, an Invitation to Bid was issued for this work. Bid advertisements were placed in the *San Diego Union*, the *San Diego Daily Transcript*, *La Prensa* and the *Voice and Viewpoint*. In addition, 69 invitations were sent as outreach to roofing contractors.

On July 9, 2003, a pre-bid conference was conducted with two firms in attendance. During the bid period a total of ten bid packages were provided to interested contractors.

At bid closing on July 30, 2003, six bids were received. Information on the submitted bids is outlined below:

<b>Bidder</b>	<b>Amount</b>	<b>Responsive Bidder</b>	<b>DBE</b>
Roejack Roofing, Inc.	\$68,383	No	No
Commercial & Industrial Roofing Co., Inc.	\$119,778	Yes	No
Famania Construction	\$125,301	Yes	Yes
Cooper Roofing Services	\$127,777	Yes	Yes
Roof Construction	\$133,108	Yes	No
Best Roofing & Waterproofing, Inc.	\$161,799	Yes	No

Staff evaluation of the bid package of the apparent low bidder, Roejack Roofing, revealed that they did not submit the minimum required 10% bid guarantee. Failure to meet this requirement resulted in the determination that the bid was non-responsive. Roejack Roofing did have the ability to request relief of this finding and did not choose to do so. In fact, subsequent to the bid closing, Roejack staff noticed a clerical error in the submission of their bid and requested that the bid be withdrawn (Attachment 3).

Staff analysis indicates that Commercial & Industrial Roofing Co., Inc. has submitted the lowest responsive bid and is capable of performing the service.

Respectfully submitted,

Steve Snyder  
Asset Manager

**Signature on File  
With Original Document**

Approved by,

Elizabeth C. Morris  
Chief Executive Officer

M. Gresham, 578-7485

Attachment: 1- Contract  
2- Workforce Analysis  
3- Roejack Roofing Letter