

**REQUEST FOR COMMODITY PRICING**  
**TABULATION, ANALYSIS, AND RECOMMENDATION**

Contracting Agency:	Travaux Inc.
Bid Package Number:	99999
Date and Time of Opening:	December 30, 2021, 2:00 PM (CST)
Type of Work, Services, or Material:	Windows and Patio Doors (Commodity Only) for Building 3.1 (Westlawn Renaissance V)
Housing Development and Number:	Westlawn Gardens Phase 2
Budget Amount/Cost Estimate:	\$310,000.00
Budget Source/Account Number:	Westlawn Renaissance V Mixed Financing, 554B-148000

<b><u>Bidder</u></b>	<b><u>City, State</u></b>	<b><u>Amount</u></b>
<b><i>Insulation Technologies Inc.</i></b>	<b><i>Milwaukee, WI</i></b>	<b><i>\$322,319.10</i></b>

**PROCUREMENT REVIEW**

**PROCURING SECTION: Modernization & Development Services**

A formal Invitation for Bids (IFB) known as Official Notice Number 58040 was issued October 29, 2021 with bids due December 3, 2021. To encourage as many respondents as possible, the original IFB was publically advertised, posted on the HACM/Travaux website, and heavily promoted by staff to various contractors and suppliers. In addition, notifications were sent to various chambers of commerce, contractor exchanges/planrooms, and directly to contractors/suppliers signed up for automated notices through the HACM/Travaux website. Two bids were received: Insulation Technologies Inc. (INTEC) and Drexel Building Supply (Drexel). However, neither bid met all of the technical requirements of the solicitation, in part because of some ambiguities in the specifications and drawings. Both bids were rejected.

Time is of the essence for making an award for windows and patio doors. Window and lumber prices are expected to increase significantly shortly after the start of the year 2022. The sooner a supplier can be contracted, the more favorable the pricing will be. Having already attempted a formal, well-promoted IFB with no success, a non-competitive, invited solicitation was conducted as allowed by the Code of Federal Regulations when, after solicitation of a number of sources, competition is determined inadequate. Both bidders from the original IFB were asked if they were interested in supplying a new proposal for commodity pricing, i.e. bid, based on a set of specifications and drawings wherein any previous ambiguities were clarified. INTEC readily expressed interest. Drexel initially indicated verbally that it was no longer interested. A written communication was subsequently sent to Drexel, but no definitive expression of interest was received within the established timeframe. Consequently, only INTEC was solicited. Staff reviewed the bid submitted by INTEC and found it to be responsive and responsible.

The Modernization & Development Services section recommends award to Insulation Technologies Inc., the sole responsive and responsible bidder, subject to HUD approval if it is determined that such approval is required.

Vice President of Construction \_\_\_\_\_ Date \_\_\_\_\_

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Target Contracting                25     %         20% MBE and/or WBE  
  5% any designation (MBE, WBE, DBE, EBE, SBE, VOB)

Insulation Technologies Inc. (INTEC) is a certified MBE with the State of Wisconsin. INTEC has not identified a need to subcontract at this time. If INTEC needs to subcontract any portion of the work in the future, then INTEC will contact Purchasing/Contracts Services prior to seeking any subcontractors on its own. Purchasing/Contracts Services recommends proceeding with award.

NOT APPLICABLE (COMMODITY ONLY PROCUREMENT)

Finance and Accounting concurs with the recommendation of the Procuring Section to award contract to Insulation Technologies Inc. Charge the account number(s) as indicated above.

Secretary–Executive Director \_\_\_\_\_ Date \_\_\_\_\_