




**MEMPHIS AND
SHELBY COUNTY** **DIVISION OF PLANNING
AND DEVELOPMENT**

Scott Walkup
Administrator
Department of Housing
6465 Mullins Station Road
Memphis, TN 38134
scott.walkup@shelbycountyttn.gov

MEMORANDUM

To: Christin L. Webb, Administrator
Purchasing Department

From: Scott Walkup, Administrator 
Department of Housing

Date: February 24, 2023

Subject: Department of Housing Bid SB-I000794

Attached for your review and approval are results and recommendations from the February 24, 2023 bid opening for work under the Department of Housing's Rehabilitation and Lead hazard Control Programs.

The original bids submitted by each of the responding contractors are included. Once certified by Purchasing, we will move forward to execute the agreements for work on these owner-occupied units.

If you have any questions, please contact me at 222-7610 or Tom Fletcher at 222-7608.

Attachments: Recommendation Sheet and All Original bids

Cc: Sonja Worthy, Purchasing w/o copies of original bids
John Zeanah, Director DPD w/o copies of original bids (via email)
Shep Wilbun, Administrator EOC w/o copies of original bids (via email)
Tom Fletcher, Housing w/o copies of original bids (via email)

**SHELBY COUNTY PURCHASING DEPARTMENT
SEALED BID RECCOMENDATION SHEET
SEALED BID NO: SB-I000794 DATE DUE: 2-24-2023**

			TITLE OR DESCRIPTION OF BID		
YES	NO	REQUIREMENTS		DESCRIPTION	NO.
	X	CIP PROJECT	Rehab/Lead Hazard Control Work	TOTAL NUMBER RFB SENT OUT	68
	X	BOARD OF COMMISSION APPROVAL		TOTAL NUMBER BIDS RECEIVED	3
	X	CONTRACT	DEPARTMENT(S) Department of Housing	NUMBER OF RESPONSES UNOPENED	0
	X	SURETY (BONDS, ETC.)	CONTACT(S) Scott Walkup/Tom Fletcher	(NO E.O.C. CERTIFICATION)	00
	X	CAERTIFICATE OF INSURANCE			
	X	E.O.C. REPORTS ATTACHED AND			
X		CERTIFIED BY ADMINISTRATOR			
X		COPY TO DEPARTMENT			
X		COPY TO DIVISION DIRECTOR			
X		COPY TO E.O.C.			

		Ask Jenai	ELS	ETS
1.	Owner-Occupied Rehabilitation 4271 Rippling Brook	\$32,000.00*	No bid	No bid
2.	Owner-Occupied Rehabilitation 1058 Azalia	\$14,900.00	\$12,790.00*	\$14,925.00
3.	Owner- Occupied Lead Hazard Reduction 1487 Boxwood	\$9,300.00	\$8,238.00*	\$9,325.00
4.	Owner- Occupied Lead Hazard Reduction 1831 Lauderdale	No bid	\$16,051.00	\$14,425.00*

5.	Owner- Occupied Lead Hazard Reduction 1732 Lawrence	\$13,000.00*	\$13,151.00	\$13,300.00
6.	Owner- Occupied Lead Hazard Reduction 767 Raines	\$14,000.00	\$11,303.00	\$10,650.00*
7.	Owner- Occupied Lead Hazard Reduction 1797 Tahiti	\$28,850.00*	No bid	No bid
8.	Owner- Occupied Lead Hazard Reduction 799 Watkins	\$12,100.00*	\$20,961.00	\$14,500.00

RECOMMENDATION: On the basis of the lowest/best bid and with the concurrence of the using department, I hereby recommend the award of the above bids as follows: \$, \$85,950.00 to Ask Jenai, \$21,028.00 to ELS, and \$25,075.00 to ETS. A total of \$132,053.00 was awarded under this bid package and was awarded to 3 contractors.

The basis for this recommendation is as follows:

4271 Rippling Brook: Ask Jenai submitted the lowest acceptable bid for this job.

1058 Azalia: ELS submitted the lowest acceptable bid for this job.

1487 Boxwood: ELS submitted the lowest acceptable bid for this job although it contained a math error. Per policy, the contractor was offered and agreed to accept the bid for lower amount.

1831 Lauderdale: ETS submitted the lowest acceptable bid for this job.

1732 Lawrence: Ask Jenai submitted the lowest acceptable bid for this job.

767 Raines: ETS submitted the lowest acceptable bid for this job.

1797 Tahiti: Ask Jenai submitted the lowest acceptable bid for this job.

799 Watkins: Ask Jenai submitted the lowest acceptable bid for this job.

THIS AWARD DOES NOT REQUIRE BOARD OF COMMISSION APPROVAL.

- * Low bid recommended for award.
- ** Bid not recommended for award; see explanation.

Sealed Bid Number: SB-1000794

Due Date: 2-24-2023

Housing Rehabilitation Work



2/24/2023

Scott Walkup, Housing Administrator /Date

_____/_____
Christin Webb, Purchasing Administrator /Date

I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT BID **SB-1000794** DATED 2/24/2023 IS IN COMPLIANCE WITH THE PROCEDURES AS STATED IN THE SHELBY COUNTY COMMISSION RESOLUTION NO. 50 ON PURCHASING DEPARTMENT POLICY, DATED 2/4/80.

For the Shelby County Purchasing Department

DATE SWORN TO AND SUBSCRIBED BEFORE ME AT MEMPHIS, TENNESSEE ON THIS ____ DAY OF _____, 2022.

Notary Public

My Commission Expires