



MEMORANDUM AWARD RECOMMENDATION

TO: John Morgan, Director- Environmental Services Department
Clayton Gilbert, Building Maintenance Superintendent

FROM: Theresa Webb, Chief Purchasing Officer *TW*

SUBJECT: Award Recommendation for ITB 2017-022 – Roof Maintenance and Repair Contract

DATE: January 24, 2017

Per your request, the Purchasing Department issued ITB No.2017-022 for Roof Maintenance and Repair Contract. After completing the due diligence review to confirm the bidders meet the minimum qualifications and submitted the required forms and documentation, a bid tabulation was completed. The lowest responsible, responsive bidder is CJ Contracting, LLC. Attached is a copy of the tabulation and the bid from the company for your review. Please provide your feedback on this recommendation to award to CJ Contracting, LLC by January 27, 2017.

This item is scheduled for the March 1, 2017 Commission meeting, if your approval is received by the date requested. Otherwise, award will be delayed for a minimum of two weeks.

Funding Account Number:
(Account number and title)

- ☒ Recommendation approved. Proceed with Commission approval.
- ☐ Recommendation not approved.

Comments:

John Morgan 1/31/2017

Department Head Date

From: Hidalgo, Jose
Sent: Monday, January 30, 2017 8:34 AM
To: Gilbert, Clayton
Cc: Frantz, Joseph
Subject: RE: Award Recommendation - ITB 2017-022 - Roof maintenance and Repair Contract