

**MEMORANDUM**
**DATE:**
**TO: Todd Damon– Project Manager**  
**Facilities Management**  
 Department/Division

**FROM: Silvia Coste, CPP – Senior Procurement Agent**  
 Procurement and Contracts Division

**SUBJECT: Bid Submittals and Award Recommendation**
**IFB26-0299 Roof Repair, Maintenance and Inspections**

The bids for the subject solicitation were opened on **April 9, 2026**. Procurement and Contracts have reviewed the bid submittals for responsiveness. Please see the attached Bid submittals and Bid Tabulation Sheet. Pending final review by your office, the recommendation of award is as follows:

Line Item(s)	Recommended Award	Amount:
ALL	Hodges Brothers Roofing, LLC, Orlando, FL	\$255,875.00

Once submittals have been fully evaluated by you, please sign below to acknowledge your concurrence of this recommendation of award. In addition, forward a Fiscal Impact Statement\* (in Word format) to the assigned Purchasing Agent.

Procurement will then prepare the Council Agenda for award approval and the timely development of the Contract(s).

\*A Fiscal Impact Statement must be provided to the assigned Purchasing Agent cite funding source; original approval date and contract amount, Documentary Number, applicable recurring costs (e.g., operating & maintenance); allocation of any generated revenues; etc.


Facilities Project Manager
04/15/2026  


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 Authorized Signature Title Date

Public Works/Facilities Management  
 Department