



# Central Services Department

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## MEMORANDUM

**TO:** Ms. Geri Sams, Director, Procurement Department  
**FROM:** Mr. Ron Lampkin, Interim Director, Central Services Department  
**DATE:** August 26, 2024  
**SUBJECT:** Bid Item #24-223; Construction Shop – Roof Replacement

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On August 14, 2024, the Central Services Department – Facilities Maintenance Division received proposals for bid #24-223, Construction Shop – Roof Replacement. Hixon Roofing & Construction, LLC submitted the lowest compliant bid for a total of \$51,111.00. This amount exceeds the estimated budget of \$43,000.00 by \$8,111.00.

Per the Augusta, Georgia Procurement Code, sec. 1-10-60 Central Services Department is providing justification to proceed with Hixon Roofing & Construction, LLC as the lowest bid is within 20% of the estimated budget. It is not in our best interest to rebid or cancel the bid because the strained supply chain which could possibly create a dramatic increase in cost.

Central Services recommends award of contract to Hixon Roofing & Construction LLC. for the replacement of Construction Shop roof the as the current budget covers the proposed cost by this contractor.

Thank you for your assistance in securing these prices. Please do not hesitate to call if you have any questions or need additional clarification.

cc: Ron Lampkin  
Maria Rivera-Rivera