

MEMO



To: Mayor Dwain Hahs and Members of the Board of Aldermen
From: Rodney Bollinger, Director of Administrative Services 
Date: October 16, 2025
Re: Combined Roof Repairs Project

This memorandum accompanies an agenda item regarding the Combined Roof Repairs Project.

The City recently solicited bids for roof repair work at the Fleet Maintenance Department and Street Department facilities. Bids were opened on October 14, and two companies submitted proposals: Pyramid Roofing Company and Riverside Roofing Company.

A bid tabulation sheet is attached for your review.

Riverside Roofing Company is the apparent low bidder with a total bid of \$54,172.00.

The project generally includes providing all labor, tools, equipment, and materials necessary to complete roof repairs at 412 Florence Street (Fleet Maintenance Department) and 416 Florence Street (Street Department).

Staff recommends accepting the low bid from Riverside Roofing Company and approving a contract agreement at the next regular meeting. This project is an approved and budgeted item.

Should you have any questions or wish to discuss the bids in greater detail, City staff will be available during the meeting to provide additional information.