



To: Steve Rapson
 Through: Ted L. Burgess 
 From: Natasha M. Duggan 
 Date: September 22, 2021
 Subject: Contract 1992-A: Fire Station 6 Gutter Replacement

The Purchasing Department issued Request for Quotes #1992-A to secure a contractor to replace the gutters at Fire Station 6 in Brooks. Notice of the opportunity was emailed to 50 companies. Another 704 were contacted through the web-based Georgia Procurement Registry, who had registered under commodity code #91066 (Roofing, Gutters, and Downspouts Maintenance and Repair Services). The offer was also advertised through Georgia Local Government Access Marketplace and our website.

Three (3) Companies submitted quotes:

Magnum Gutters & Metal Roofing	\$15,960.00
JB's Roofing & Construction	\$14,985.00
Riley Contracting, Inc.	\$10,800.00

Fire and EMs recommends awarding to Riley Contracting, Inc. A Contractor Performance Evaluation is unavailable since this is the first contract with Riley Contracting. Purchasing checked Riley Contracting's references and received a favorable response.

Specifics of the proposed contract are as follows:

Contract Name	#1992-A: Fire Station 6 Gutter Replacement	
Contractor	Riley Contracting, Inc.	
Contract Amount	\$10,800.00	
Budget:		
Org Code	27030550	Fire Services
Object	522235	Building Maintenance
Project	n/a	
Available	\$25,598.46	As of 9/22/2021

Approved by:  Date: 9/23/21

**#1992-A: Fire Station 6 Gutter Replacement
Tally Sheet**

Vendor	Magnum Gutters & Metal Roofing	JB's Roofing & Construction	Riley Contracting, Inc.
Gutter Replacement Quote, per specification	\$ 15,960.00	\$ 14,985.00	\$ 10,800.00