



## INTEROFFICE MEMORANDUM

**DATE:** June 24th, 2025  
**TO:** Jason Hart, Capital Program Manager  
**FROM:** Philip Porter, Project Manager  
**SUBJECT:** **MTP Roof Replacement Project,  
Project # B25-PW-107017-500675  
Recommendation of Award to T.R Orr, Inc.**

I have completed a review of contract documents, references, contractor's license, and contractor's surety for the above-referenced bidder. The following information summarizes my findings:

T.R. Orr, Inc. holds an AZROC General Commercial B-01 and the A General Engineering license, which is the correct license for this work. Verification with the Registrar of Contractors found that their licenses are in good standing with no complaints against them.

T.R. Orr, Inc. maintains surety through Merchants Bonding Company (Mutual), which is listed with the FMS US Treasury Department for underwriting ability in Arizona.

The low bid came in at \$152,000. for the base bid plus force account. Funds in the amount of \$152,000 are allocated and available in the Capital Improvement Plan, Utilizing Wastewater Utility Funds.

With these findings, I recommend that the Base Bid plus Force Account be awarded to T.R. Orr, Inc. in the amount of \$152,000.00.

Respectfully,

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Philip Porter, Project Manager

Encl.: Bid Tab for MTP Roof Replacement Project

cc: Ron Foggin, Public Works Director  
Tim Kellet, Deputy Public Works Director  
Thilak Fernando, Wastewater Superintendent  
Lynette Singleton, Procurement Official  
Andrew Klos, Procurement Specialist Senior