



# COUNTY OF LOUISA

## MEMORANDUM

TO: The Honorable Members of the Board of Supervisors

FROM: Sam Massie, Purchasing Officer  
Kristin Hawk, Louisa County Fire and EMS Chief

CC: Christian Goodwin, County Administrator

DATE: April 30, 2026

RE: A Resolution to Approve and Award a Contract for Holly Grove Volunteer Fire Department Roof Restoration

---

I. Background:

a. Project Description

The purpose and intent of this Invitation for Bid (IFB) is to issue a contract for Roof Restoration Services at the Holly Grove Volunteer Fire Department located at 143 Factory Mill Road Bumpass, Virginia 23024 in accordance with the Statement of Needs and Scope of Services incorporated herein.

b. Need

The metal roof of the Holly Grove Volunteer Fire Department has some leaking problems, and a roof restoration is a more cost-effective solution than a full roof replacement.

c. Project Budget

Funds for such services are included in the Holly Grove Volunteer Fire Department budget under 30332000-482500-FS4.

d. Invitation for Bid

On April 17, 2026, the County issued an Invitation for Bid inviting qualified vendors to submit bids for metal roof restoration.

One (1) contract will be awarded to the lowest, responsive and responsible bidder.

II. Current Situation:

a. Proposals/Bids

Three (3) bids were received by the closing date of April 27, 2026.

b. Bid Tabulation

Bids were opened and evaluated and the following bid tabulation was compiled.

<b>Name of Firm</b>	<b>Bid Lump Sum</b>
Theodore T. Turpin dba Quality Home Improvement	\$ 40,000.00
Old Dominion Roofing & Construction, Inc.	\$ 82,000.00
Reliance Roofing and Waterproofing, Inc.	\$ 97,700.00

c. Selected Firms

Theodore T. Turpin dba Quality Home Improvement was selected for the contract.

d. Justification

The selected vendor was determined to be the vendor with the lowest, responsive and responsible bid.

III. Recommendation

The recommendation is for the Board of Supervisors to approve and award the contract for Holly Grove Volunteer Fire Department roof restoration with Theodore T. Turpin dba Quality Home Improvement for a period of one year beginning May 18, 2026, through completion of the project.