

**From:** [City of Ocala - Contracting Officer](#)  
**To:** [Christina M. Guy](#); [Shayatta J. Roberts](#); [Daphne Robinson](#); [Megan Dugan](#); [Contracts](#); [Eileen M. Marquez](#); [Louis Joseph](#); [Ashley Presley](#); [David C. Williams](#); [Patricia Lewis](#)  
**Subject:** Your policy exception has been approved.  
**Date:** Friday, August 22, 2025 5:08:24 PM

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Your policy exception has been **approved**.

**Approval Comments: drobinson@ocalafl.org**

The department is approved to piggyback the contract awarded to Big D Roofing by Marion County, Florida, Contract No. 22Q-056, for the provision of roofing trade contract services through March 31, 2026. These goods and services were competitively solicited by Marion County under RFP No. 22Q-056. Four vendors responded to the solicitation and on March 1, 2022, contract awards were made to Big D Roofing and Advanced Roofing, Inc. The original contract was awarded for a term of three years from March 1, 2022 through March 31, 2025 with one one-year extension. Big D Roofing has agreed to extend pricing and services to the City of Ocala under the same terms and conditions. This pricing has been found to be fair and reasonable by Facilities staff. PLEASE ESTABLISH A MUNIS CONTRACT NUMBER AND ISSUE A REQUEST TO CONTRACTING SO THAT A FORMAL PIGGYBACK AGREEMENT CAN BE PREPARED. IF THE DEPARTMENT ANTICIPATES EXPENDITURES THROUGH MARCH 31, 2026 TO EXCEED \$50,000, THE CONTRACT NEEDS TO BE PLACED ON A COUNCIL AGENDA. PLEASE ENSURE THAT THIS EXCEPTION APPROVAL IS ATTACHED TO THE MUNIS CONTRACT, CONTRACT REQUEST, AND AGENDA ITEM (IF ANY).



### Procurement/Contract/P-Card Exception

Select exception type:

Procurement

Reason for procurement exception:

Piggyback Request in Lieu of Bid

Enter a brief description of your exception request:

Exception to piggyback off of a roofing agreement between Marion County Board of County Commissioners and Big D Roofing for roofing services as needed.

Attach all documents related to the exception that can assist the Contracting Officer's decision.

[\\_doc\\_20250114160159.pdf Agreement .pdf](#)

Department

(FAC) FACILITIES

**Requestor Name** Christina Guy

**Requestor Email** CGuy@ocalafl.gov

**Phone number** (352) 351-6680

**Courtesy Copy Email 1** JKing@ocalafl.gov

**Courtesy Copy Email 2** gcrews@ocalafl.gov

**Who authorized requesting this exception?** John King