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June 9, 2017



**VIA HAND DELIVERY, FAX AND EMAIL**

Mr. Rick Edson  
Santa Rosa City School  
211 Ridgway Avenue  
Santa Rosa, California 95401

Re: James Monroe Elementary School Modular HVAC Replacement  
Santa Rosa City Schools  
PBK Project No.: 1725R-03

Dear Mr. Edson:

On Friday, June 9, 2017 at 10:00 a.m., informal bids were received at the Santa Rosa City Schools, Board Room, for the James Monroe Elementary School Modular HVAC Replacement. Two (2) contractors submitted sealed bids, Matrix HG, Inc. and RJ Mechanical which submitted the responsive and responsible low bid.

Based on an analysis of the submitted documents we have verified that California contractors license is current and active. PBK hereby recommends that the Santa Rosa City School District enters into a separate formal agreement as outlined in the contract documents with RJ mechanical Inc. for the sum of One Hundred Five Thousand, Two hundred Twenty Dollars (\$105,220.00) for Base Proposal.

Given RJ Mechanical Inc.'s successful construction record and their overall evaluation, we believe they are the best qualified to successfully execute the requirements of this contract, and therefore will bring the best value to the District.

Sincerely,

A handwritten signature in black ink, appearing to read "Shawn LeCrone".

Shawn LeCrone, RRO, CD  
**Director, PBK Facilities Consulting Group**

RS/sl

cc: Todd Spore, PBK  
Darrell Pearson, PBK  
Brian Hood, PBK  
Rick Swensen, PBK  
File 4A