



CITY OF VIRGINIA BEACH
Finance

Department of Finance/Purchasing Division
Municipal Center, Building 1
2401 Courthouse Drive, Suite 3097
Virginia Beach, VA 23456
Phone: (757) 385-4438

Notice of Sole Source Award

Date: September 23, 2026

Description: Replacement HVAC Equipment

Commodity Code: 03106, 03103

Category: Equipment - Non-Technology

Purchase order or contact number (if applicable): Enter text.

Contractor(s): Hoffman & Hoffman Inc.

It has been determined that only one source is practicably available for the description listed above for a total cost of \$ \$32,565.00

Records for this procurement are now available for inspection.

Name: Norman Melendez, Procurement Specialist

Date: September 23, 2026