



Administrative Services Committee Commission Chamber- 10/11/2016- 1:15 PM
Meeting

ADMINISTRATIVE SERVICES

1. Approve award of the contract to install emergency generator connectors at Warren Road Community Center and Henry Brigham Community Center to Data Power Source (DPS) of Covington, GA in the amount of \$119,650. (Bid Item 16-187)  [Attachments](#)
2. Motion to approve the minutes of the Administrative Services Committee held on September 28, 2016.  [Attachments](#)
3. Receive as information the layout and content of the proposed dedication plaque for the Augusta Public Defender's Office.  [Attachments](#)

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**Administrative Services Committee Meeting
10/11/2016 1:15 PM
Emergency Generator Connections**

Department: Central Services - Facilities

Presenter: Takiyah A Douse

Caption: Approve award of the contract to install emergency generator connectors at Warren Road Community Center and Henry Brigham Community Center to Data Power Source (DPS) of Covington, GA in the amount of \$119,650. (Bid Item 16-187)

Background: The Augusta Commission has expressed interest in preparing Augusta locations, designated by the Red Cross as emergency shelters, to be ready for connection of emergency generators in the event of widespread power outages. Invitation to Bid (ITB) 16-187 was issued to obtain pricing for installing connections at all designated shelters. One responsive bid was received from DPS.

Analysis: There are ten Augusta buildings designated by the Red Cross for use as emergency shelters. Two, May Park Community Center and Blythe Community Center have already been prepared for generator connections. In addition to the designated emergency shelters, staff was requested to obtain pricing for providing connections to the Henry Brigham Senior Center. The ITB was issued with each location to be bid as a standalone project allowing the Commission to select a combination of locations of their choosing. The bid prices for the various locations are as follows: •Henry Brigham Community Center \$ 74,650 •Warren Road Community Center \$ 44,700 •Diamond Lakes Community Center \$ 69,475 •Carrie J Mays Community Center \$ 53,200 •Bernie Ward Community Center \$ 79,230 •McBean Community Center \$ 47,400 •W.T. Johnson Community Center \$ 43,400 •Sand Hills Community Center \$ 31,350 •Henry Brigham Senior Center \$ 28,550 TOTAL FOR ALL LOCATIONS \$ 471,955 The Commission set aside \$200,000 in current year capital for this project. The Fire Department issued an ITB to purchase a small trailer mounted generator that would supply a portion of the demand for one of these shelters should the need arise. The low bid was in the amount of \$85,346.17 with the intent to purchase the generator using this same funding source. The Fire Department Memo Item # 1

Department has submitted a companion agenda item for that purchase, which is on this Commission Committee cycle. Purchase of the generator reduces the amount available for installation of the connections to \$114,653.83. This would allow for installations at just a couple centers. We recommend installing emergency generator switchgear at Henry Brigham and Warren Road Community Centers. These two locations, when added to installations already in place at May Park and Blythe, provide at least one Designated Emergency Shelter with generator connections accessible to most parts of Augusta. The combined price for installation at Warren Road and Henry Brigham is \$119,650. Recreation and Parks has identified funding in the amount of \$4,996.17 in their allocation from SPLOST VI to cover the additional necessary to complete this project.

Financial Impact: The financial impact for the recommended installations at Warren Road and Henry Brigham Community Centers is \$119,650.

Alternatives: 1. Approve award of contract to install emergency generator connectors at Warren Road Community Center and Henry Brigham Community Center to Data Power Source (DPS of Covington, GA in the amount of \$119,650. 2. Award a different combination of centers. 3. Reject the bids.

Recommendation: Approve award of contract to install emergency generator connectors at Warren Road Community Center and Henry Brigham Community Center to Data Power Source (DPS of Covington, GA in the amount of \$119,650.

Funds are Available in the Following Accounts: Current Year Capital and SPLOST VI

REVIEWED AND APPROVED BY:

**Finance.
Procurement.
Law.
Administrator.
Clerk of Commission**

Invitation to Bid

Sealed bids will be received at this office until Tuesday, June 21, 2016 @ 11:00 a.m. for furnishing:

Bid Item #16-187 Install Emergency Generator Connectors for Recreation, Parks and Facilities Department

Bids will be received by Augusta, GA Commission hereinafter referred to as the OWNER at the offices of:

Geri A. Sams, Director
Augusta Procurement Department
535 Telfair Street - Room 605
Augusta, Georgia 30901

Bid documents may be viewed on the Augusta, Georgia web site under the Procurement Department **ARCBid**. Bid documents may be obtained at the office of the Augusta, GA Procurement Department, 535 Telfair Street – Room 605, Augusta, GA 30901. Documents may be examined during regular business hours at the offices of Augusta, GA Procurement Department.

A Mandatory Pre Bid Conference will be held on Friday, June 3, 2016 @ 10:00 a.m. in the Procurement Department, 535 Telfair Street, Room 605. A Mandatory Site Visit will follow.

All questions must be submitted in writing by fax to 706 821-2811 or by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by Tuesday, June 7, 2016 @ 5:00 P.M. No bid will be accepted by fax, all must be received by mail or hand delivered.

No proposal may be withdrawn for a period of sixty (60) days after bids have been opened, pending the execution of contract with the successful bidder. **A 10% Bid Bond is required to be submitted along with the bidders' qualifications; a 100% performance bond and a 100% payment bond will be required for award.**

Invitation for bids and specifications. An invitation for bids shall be issued by the Procurement Office and shall include specifications prepared in accordance with Article 4 (Product Specifications), and all contractual terms and conditions, applicable to the procurement. **All specific requirements contained in the invitation to bid including, but not limited to, the number of copies needed, the timing of the submission, the required financial data, and any other requirements designated by the Procurement Department are considered material conditions of the bid which are not waiveable or modifiable by the Procurement Director.** All requests to waive or modify any such material condition shall be submitted through the Procurement Director to the appropriate committee of the Augusta, Georgia Commission for approval by the Augusta, Georgia Commission. Please mark BID number on the outside of the envelope.

Bidders are cautioned that acquisition of BID documents through any source other than the office of the Procurement Department is not advisable. Acquisition of BID documents from unauthorized sources placed the bidder at the risk of receiving incomplete or inaccurate information upon which to base his qualifications.

Correspondence must be submitted via mail, fax or email as follows:

Augusta Procurement Department
Attn: Geri A. Sams, Director of Procurement
535 Telfair Street, Room 605
Augusta, GA 30901
Fax: 706-821-2811 or Email: procbidandcontract@augustaga.gov

No bid will be accepted by fax, all must be received by mail or hand delivered.

GERI A. SAMS, Procurement Director

Publish:

Augusta Chronicle	May 12, 19, 26, June 2, 2016
Metro Courier	May 18, 2016

 Bid Opening Bid Item #16-187 Install Emergency Generator Connectors for Augusta, Georgia - Recreation, Parks & Facilities Department Bid Due: Tuesday, June 28, 2016 at 11:00 a.m.	
Total Number Specifications Mailed Out: Total Number Specifications Download (Demandstar): Total Electronic Notifications (Demandstar): Mandatory Pre-Bid/Telephone Conference: 1 Total packages submitted: 1 Total Noncompliant: 0	
VENDORS	DPS-Infrastructure Monitoring Systems, Inc. DBA: DATA POWER SOURCE 11187 Bob Williams Pkwy Covington, GA 30014
Attachment B	Yes
E-Verify Number	52771
Addendum 1-2	Yes
1-Original	Yes
4-Copies	Yes
SAVE Form	Yes
Bid Bond	Yes
Pricing	Bid Amount
Henry Brigham Community Center	74,650.00
Warren Road Community Center	44,700.00
Diamond Lakes Community Center	69,475.00
Carrie J. Mays Community Center	53,200.00
Bernie Ward Community Center	79,230.00
McBean Community Center	47,400.00
W.T. Johnson Community Center	43,400.00
Sandhills Community Center	31,350.00
Henry Brigham Senior Center	28,550.00

Mandatory Pre-Bid Conference Sign-in Sheet

Bid Item #16-187

Install Emergency Generator Connectors

For Augusta, GA – Recreation, Parks & Facilities Department

Friday, June 3, 2016, @ 10:00 a.m.

PLEASE PRINT

NAME	COMPANY/DEPT.	ADDRESS/CITY/STATE/ ZIP CODE	TELEPHONE NUMBER	FAX NUMBER	EMAIL	Prime/Sub
1. Darrell White <i>Darrell White</i>	Procurement	535 Telfair Street, Suite 605 Augusta, GA 30901	706-821-2423	706-821-2811	procbidandcontract @augustaga.gov	
Nancy Williams <i>Nancy Williams</i>	Procurement	535 Telfair Street, Suite 605 Augusta, GA 30901	706-821-2888	706-821-2811	procbidandcontract @augustaga.gov	
3. Tim Kent <i>Tim Kent</i>	DPS	11187 Bobby Williams Pkwy Covington, Ga 30014	770 498 9622 x5	498 9654	tkent@dps-ims.com	Prime
4. Rick Acree <i>Rick Acree</i>	FACILITIES		706-821-1595		racree@ augustaga.gov	
5. Tamla Walton <i>Tamla Walton</i>	DBE Compliance		706 821-2400	706 821-4228	TWalton@ augustaga.gov	
6. Mike Myles <i>Mike Myles</i>	Facilities		706 796-4094	706 821-2822	mmyles@ augustaga.gov	
7.						
8.						

Item # 1



Central Services Department

Takiyah A. Douse, Director
 Lonnie Wimberly, Deputy Director
 Rick Acree, Facilities Manager

Facilities Division
 2760 Peach Orchard Road, Augusta GA 30906
 (706) 821-2426 Phone (706) 799-5077 Fax

MEMORANDUM

TO: Mrs. Geri Sams, Director – Procurement Department

THROUGH: *[Signature]* Mr. Lonnie Wimberly, Deputy Director, Facilities
[Signature] Mrs. Takiyah Douse, Director, Central Services

DATE: July 7, 2016

SUBJECT: Bid Item #16-187 Install Emergency Generator Connections

Ms. Sams:

The proposals for the referenced RFP were received on 06/28/2016. We received one responsive bid.

The total bid for all nine items exceeded the stated budget for the project. However, the intent of the project was to provide connections for as many locations as the allocated funds would permit. The projects were listed on the bid form in the order of priority for completion.

The total for installing connections for the top three projects comes to \$188,825 which is within the budget limit. Should the Commission elect to increase the funding, we can use the bid numbers to adjust the scope of the project accordingly. We respectfully request approval to negotiate a contract with DPS to install connections at Henry Brigham Community Center, Warren Road Community Center, and Diamond Lakes Community Center.

Thank you for your assistance in securing this pricing. Please do not hesitate to call if you have any questions or need additional clarification.

Cc: Lonnie Wimberly
 Takiyah Douse
 Glenn Parker

07/27/2016 11:01 AM

Planholders List - Onvia DemandStar

User: Mills, Phyllis

Organization:

City of Augusta, GA (Augusta Commission)

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Planholders List

Member Name City of Augusta, GA (Augusta Commission)

Bid Number ITB-16-187-0-2016/nw

Bid Name Install Emergency Generator Connectors

3 Document(s) found for this bid

4 Planholder(s) found.

[Add Planholder](#)

Supplier Name ▲	Phone	Fax	Doc Count	Attributes	Programs	Actions
CMD Group	8009018687	8775633534	1			Documents
Dodge Data & Analytics	9123514504	9126918702	3			Documents
McGraw-Hill Construction Dodge	4043036794	8009887563	2			Documents
TAW Power Systems, Inc.	8138403500	8132178074	1			Documents

Page 1 of 1

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Item # 1

High Tech Power Systems
2479 Doug Barnard Parkway
Augusta, GA 30906

Cummins Power South
2923 Riverwest Drive
Augusta, GA 30907

W. W. Williams
2610 Augusta Road West
Columbia, SC 29169

Tampa Armature Works
3960 Goshen Industrial Blvd
Augusta, GA 30906

Prime Power Service
8225 Troon Circle
Austell, GA 30168

Yancey Power Systems
2925 Gun Club Road
Augusta, GA 30907

Yancey Power Systems
Attn: Blake Wittenberg
1459 E Highway 80
Pooler, GA 31322

Root Electric
Attn: Sales & Service
12120 Darnley Rd,
Woodbridge, VA 22192

Lonnie Wimberly
Recreation, Parks & Facilities
Lumpkin Road

Glenn Parker
Recreation, Parks & Facilities
Lumpkin Road

Rick Acree
Recreation, Parks & Facilities
Lumpkin Road

LSBOP
Yvonne Gentry

Bid Item 16-187
Install Emergency Generator
Connectors
For Recreation, Parks & Facilities
mailed 12 May 2016

Bid Item 16-187
Install Emergency Generator
Connectors
For Recreation, Parks & Facilities
Bid Due: Tue., 6/21/16 @ 11:00 a.m.



**Administrative Services Committee Meeting
10/11/2016 1:15 PM
Minutes**

Department: Clerk of Commission

Presenter:

Caption: Motion to approve the minutes of the Administrative Services Committee held on September 28, 2016.

Background:

Analysis:

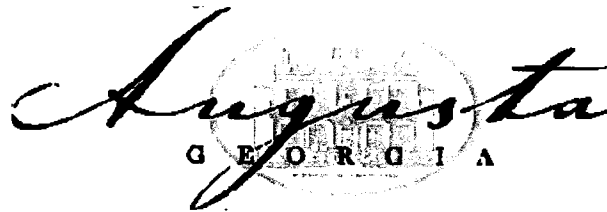
Financial Impact:

Alternatives:

Recommendation:

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY:



Administrative Services Committee Meeting Commission Chamber - 9/28/2016

ATTENDANCE:

Present: Hons. M. Williams, Chairman; D. Williams, Vice Chairman; Davis and Lockett, members.

Absent: Hons. Hardie Davis, Jr., Mayor.

ADMINISTRATIVE SERVICES

1. Approve the purchase of one prepared food transport van for the Augusta Recreation Department, Community Services, to support the Senior Nutrition Program. (Bid 16-165B) **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Mr. Lockett out. Motion Passes 3-0.	Commissioner Mary Davis	Commissioner Dennis Williams	Passes

2. Approve the purchase of five (5) 4-inch bypass pumps for the Utilities Department-Facilities Maintenance Division to be used at sewage lift stations using the GMA lease program. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Mr. Lockett out. Motion Passes 3-0.	Commissioner Mary Davis	Commissioner Dennis Williams	Passes

3. Request to approve by Resolution the FY 2017 Annual Action Plan for the following programs funded by the U.S. Department of Housing and Urban Development (HUD): Community Development Block Grant (CDBG) Rescheduled Program, Home Investment Partnerships (HOME) Program, Emergency Item # 2 **Item Action:**

Solutions Grant (ESG) Program, Housing Opportunities for Persons with AIDS (HOPWA) Program.

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Motion to refer this item to the full Commission with no recommendation. Mr. Lockett votes No. Motion Passes 3-1.	Commissioner Mary Davis	Commissioner Dennis Williams	Passes

4. Motion to approve the minutes of the Administrative Services Committee held on September 13, 2016. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner Dennis Williams	Commissioner Mary Davis	Passes

5. Receive a report from the Clerk's Office regarding the policies for random drug testing procedures used by other Georgia cities. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information. Mr. Lockett out. Motion Passes 3-0.	Commissioner Mary Davis	Commissioner Dennis Williams	Passes

6. Approve continued in-house Records Retention and Management and utilize SPLOST VII funding designated for Records Retention to renovate and expand the former License and Inspections Building at 1815 Marvin Griffin Road for Records Retention or another suitable location. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve continuing Records Retention and Management as an in-house operation and also to bring back suitable options for the commissioners to review for the proper facility. Mr. Lockett out. Motion Passes 3-0.	Commissioner Mary Davis	Commissioner Dennis Williams	Passes

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**Administrative Services Committee Meeting
10/11/2016 1:15 PM
Public Defender Dedication Plaque**

Department:	Central Services - Facilities
Presenter:	Takiyah A. Douse
Caption:	Receive as information the layout and content of the proposed dedication plaque for the Augusta Public Defender's Office.
Background:	Earlier this summer, the Commission adopted a policy to recognize the completion of a new installation, building, or major renovation to an existing building as an event of importance to the community the Augusta Commission approved a policy establishing guidelines for dedication plaques for major building or renovation projects. The renovation of the former public library to provide offices for the Augusta Public Defender will be completed later this year. In accordance with the adopted policy, we are commemorating the completion of this project with a dedication plaque.
Analysis:	The proposed dedication plaque will be installed in addition to the original plaque installed when the construction of the building was initially completed. The new plaque design is consistent with the original by intent.
Financial Impact:	None at this time
Alternatives:	Receive as information the layout and content of the proposed dedication plaque for the Augusta Public Defender's Office.
Recommendation:	Receive as information the layout and content of the proposed dedication plaque for the Augusta Public Defender's Office.
Funds are Available in the Following Accounts:	None at this time

REVIEWED AND APPROVED BY:

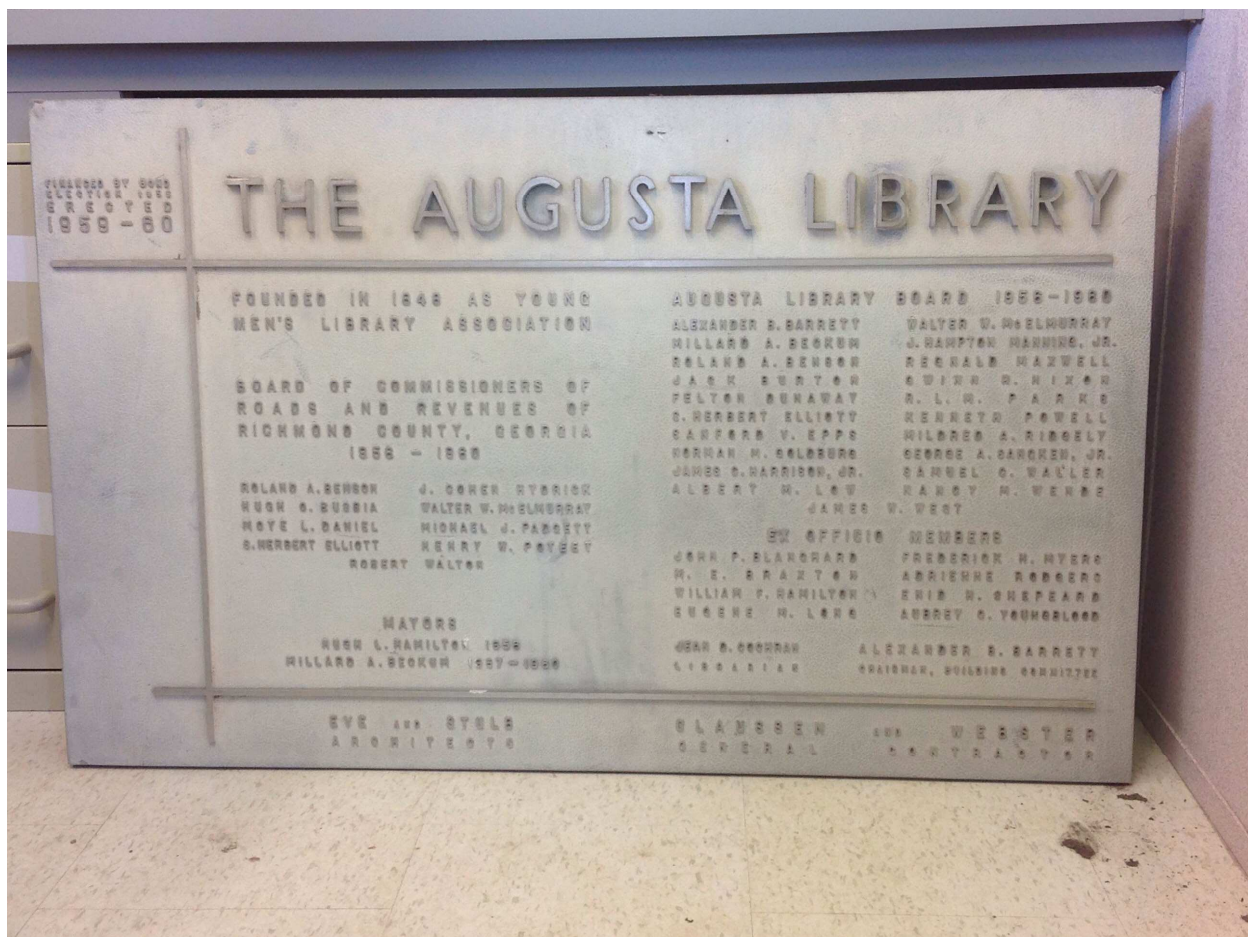
Finance.

Procurement.

Law.

Administrator.

Clerk of Commission



FORMER
AUGUSTA LIBRARY
RENOVATED
2016

AUGUSTA CIRCUIT PUBLIC DEFENDER 2016

MAYOR

HARDIE DAVIS 2015-18

ADMINISTRATOR

JANICE ALLEN JACKSON

COMMISSIONERS

DISTRICT 1	BILL FENNOY
DISTRICT 2	DENNIS WILLIAMS
DISTRICT 3	MARY DAVIS
DISTRICT 4	SAMMIE SIAS
DISTRICT 5	BILL LOCKETT
DISTRICT 6	BEN HASSAN
DISTRICT 7	SEAN FRANTOM
DISTRICT 8	WAYNE J. GUILFOYLE
DISTRICT 9	MARION F. WILLIAMS
DISTRICT 10	H. GRADY SMITH III

CIRCUIT PUBLIC DEFENDER

KATHERINE MASON

CONSTRUCTION MANAGEMENT

AUGUSTA CENTRAL SERVICES

TAKIYAH A. DOUSE - DIRECTOR
LONNIE WIMBERLY - DEPUTY DIRECTOR
RICK ACREE - PROJECT MANAGER

ARCHITECTS

STUDIO 3 DESIGN GROUP - AUGUSTA, GEORGIA

CONTRACTOR

R W ALLEN, LLC - AUGUSTA, GEORGIA

LENA BONNER - CLERK OF COMMISSION

FUNDED BY SPECIAL PURPOSE
LOCAL OPTION SALES TAX

Item #

400% 4304588 PY 6/24/16, 6/28 PY, 6/30 PY, 7/8 PY 42" X 26" SLBE 1/2" BEVEL, 1/4" SINGLE LINE
CUSTOMER'S TEXT WAS DIFFICULT TO READ, PLEASE PROOF CAREFULLY.