



Administrative Services Committee Commission Chamber- 2/28/2017- 1:05 PM
Meeting

ADMINISTRATIVE SERVICES

1. Approve a request from the Augusta Fire Chief for the acquisition of one Ford F-150 for an additional Arson Investigator.  [Attachments](#)
2. Consider a request from the Senior Pastor of First United Pentecostal Church of Augusta, Reverend Mark Maddox, for the donation of two paratransit vehicles and one bus for the First United Pentecostal Church of Augusta.  [Attachments](#)
3. Approve a request from the Richmond County Sheriff's Office to replace 34 Road Patrol cars, 2 Traffic cars and 7 Criminal Investigation cars using SPLOST VII – Public Safety Vehicles.  [Attachments](#)
4. Motion to approve five (5) annual bid items. The items require Commission approval due to the fact that purchases on the individual items will exceed \$25,000.00.  [Attachments](#)
5. Consider a request from the Head Coach & Director of the Augusta Boxing Club for a donation of one 28- passenger bus and 9-passenger van in order to transport members of the Augusta Boxing Club to and from competitions.  [Attachments](#)
6. Approve a request from Fleet Management for the replacement of four Marshal's Office vehicles, purchase one new vehicle and to replace one vehicle in the Probation Office using SPLOST Phase VII – Public Safety Vehicles.  [Attachments](#)
7. Discuss a resolution changing the name of the John C. Calhoun Expressway. **(Requested by Commissioner Bill Fennoy)**  [Attachments](#)
8. Motion to approve the recommended revisions to the Personnel Policy & Procedures Manual (PPPM), Chapter III, Grievances,  [Attachments](#)

**Discipline, & Appeals. (Referred from February 21
Commission meeting)**

9. Consider Resolution of Support - Operation Teammate.

 [Attachments](#)

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**Administrative Services Committee Meeting
2/28/2017 1:05 PM
2017 - Fire Investigator**

Department: Central Services Department-Fleet Management Division

Presenter: Ron Crowden

Caption: Approve a request from the Augusta Fire Chief for the acquisition of one Ford F-150 for an additional Arson Investigator.

Background: The Augusta Fire Department has been authorized one additional Arson Investigator position and is requesting a Ford F-150 to support this position.

Analysis: The Procurement Department published a competitive bid using the Demand Star application for the 6,000 GVW pickup trucks with the following results: Bid 16-235 - F150 V6 4x2 model: Allan Vigil Ford = \$21,076.00 each; Fairway Ford = \$20,906.00 each; Langsdale Chevrolet = \$20,909.00 each; Master Buick GMC = \$26,630.00 each.

Financial Impact: 1-F-150 truck at 20,906.00 using Phase VI Sales Tax.

Alternatives: (1) Approve the request; (2) Do not approve the request

Recommendation: Approve the purchase of one F-150 Pickup Truck, from Fairway Ford, using Phase VI funds, for the new Arson Investigator position.

Funds are Available in the Following Accounts: SPLOST VI-Fire Department

REVIEWED AND APPROVED BY:

**Finance.
Procurement.**

Cover Memo

Item # 1

Law.
Administrator.
Clerk of Commission

Invitation to Bid

Sealed bids will be received at this office until Friday, September 23, 2016 @ 11:00 a.m. for furnishing:

Bid Item #16-235 6,000 GVW Series Pickup Truck – Augusta Central Services Department – Fleet Management

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.

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 Friday, September 9, 2016 @ 5:00 P.M. No bid will be accepted by fax, all must be received by mail or hand delivered.

No bids may be withdrawn for a period of sixty (60) days after bids have been opened, pending the execution of contract with the successful bidder.

The local bidder preference program is applicable to this project. To be approved as a local bidder and receive bid preference an eligible bidder must submit a completed and signed written application to become a local bidder at least thirty (30) days prior to the date bids are received on an eligible local project. An eligible bidder who fails to submit an application for approval as a local bidder at least thirty (30) days prior to the date bids are received on an eligible local project, and who otherwise meets the requirements for approval as a local bidder, will not be qualified for a bid preference on such eligible local project.

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 August 18, 25, September 1, 8, 2016
Metro Courier August 24, 2016

OFFICIAL



Bid #16-235
6,000 GVW Series Pickup Truck
for Augusta, Georgia - Central Services Department-
Fleet Management Division
Bid Opening Date: Friday, September 23, 2016 @ 11:00 a.m.

Total Number Specifications Mailed Out: 20
Total Number Specifications Download (Demandstar): 1
Total Electronic Notifications (Demandstar): 95
Mandatory Pre-Bid/Telephone Conference: NOT APPLICABLE
Total packages submitted: 4
Total Noncompliant: 0

Vendors	ALLAN VIGIL FORD 6790 MT. ZION BLVD MORROW, GA 30260	FAIRWAY FORD OF AUGUSTA 4333 WASHINGTON RD EVANS, GA 30809	LANGDALE CHEVOLET P. O. BOX 770 SYLVESTER, GA 31791	MASTER BUICK GMC 3710 WASHINGTON RD AUGUSTA, GA 30907
Attachment B	Yes	YES	Yes	Yes
E-Verify Number	94460	689687	523776	KROS8437/ 665555
SAVE Form	Yes	YES	Yes	Yes

5.00 Vehicle and Options Required

5.01 Fullsize Truck, Rg Cab 2 wheel drive	\$19,566.00	\$19,770.00	\$19,705.00	\$25,100.00
5.02 Fullsize Truck, Rg Cab 4 wheel drive	\$20,898.00	\$22,470.00	\$22,626.00	\$28,776.00
5.03 Fullsize Truck, Ext Cab 2 wheel drive	\$20,698.00	\$20,839.00	\$22,328.00	\$27,784.00
5.04 Fullsize Truck, Ext Cab 4 wheel drive	\$23,584.00	\$23,862.00	\$25,486.00	\$31,466.00
5.05 Fullsize Truck, Ext Cab 2 wheel drive, 8 cyl	\$21,884.00	\$22,070.00	\$23,380.00	\$28,836.00
5.06 Fullsize Truck, Ext Cab 4 wheels door, 8 cyl	\$24,891.00	\$25,094.00	\$26,538.00	\$32,518.00
5.07 Fullsize Truck, Crew Cab 2 wheel drive	\$23,997.00	\$25,038.00	CC15743/ No Bid	\$33,228.00
5.08 Fullsize Truck, Crew Cab 4 wheel drive	\$27,094.00	\$27,335.00	\$29,078.00	\$36,142.00
5.09 Speed control/tilt steering	\$215.00	\$207.00	Standard	n/a
5.10 Skid Plate package (4x4)	\$150.00	\$148.00	\$106.00	\$295.00 Item # 1

OFFICIAL



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5.11 Minimum 8 Foot Bed	\$300.00/ \$950.00	\$265.00	\$614.00	\$300.00
5.12 Black platform Run Bd	\$235.00	\$231.00	\$534.00	\$780.00
5.13 Elec Windows & Door Locks	\$1,235.00	\$893.00/ \$1077.00	\$640.00	\$700.00
5.14 Trailer Tow package	\$460.00	\$548.00	\$380.00	\$375.00
5.15 CNG Package	\$290.00	\$1,758.00	n/a	n/a
5.16 Heavy duty payload package	\$1,400.00	\$3,304.00	Standard	n/a
5.17 XL Chrome appearance package	\$300.00	\$713.00	\$220.00	\$510.00
5.18 XL power equipment package	\$1,235.00	\$893.00/ \$1077.00	n/a	n/a
5.19 XL sport appearance package	\$300.00	n/a	n/a	n/a
6.00 Outfitter's Specialty Items				
6.01 Fire Extinguisher	\$65.00	\$50.00	\$82.00	n/a
6.02 Outlet receptacle	\$70.00	\$60.00	\$189.00	n/a
6.03 Bedliner	\$355.00	\$375.00	\$453.00/ \$529.00	\$575.00
6.04 Toolbox	\$450.00	\$259.00	\$467.00	\$500.00
6.05 Trailer hitch	\$505.00	\$144.00	\$405.00	\$380.00
6.06 Trailer wiring	included	included	\$51.00	\$150.00
6.07 Trailer Ball	\$40.00	\$12.00	\$30.00	\$50.00
6.08 Window tint, reg cab	\$125.00	\$125.00	\$158.00	\$150.00 Item # 1

OFFICIAL



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6.09 Window tint, ext cab	\$150.00	\$150.00	\$200.00	\$200.00
6.10 Window tint, crew cab	\$160.00	\$175.00	\$220.00	\$200.00
6.11 Add on step-driver and passenger side drs	\$250.00	\$159.00	\$246.00	no bid
7.00 Alert Warning Systems				
7.01 Backup alarm	\$115.00	\$75.00	\$71.00	\$175.00
7.02 LED topmount light	\$555.00	\$542.00	\$504.00	n/a
2017 6,000 GVW PICKUP TRUCK:				
Year	2017	2017	2017	2017
Make	Ford	Ford	Chevrolet	GMC
Model	F150	F150	Silverado	Sierra
Approximate Delivery Date	10-12 weeks	90-120 days	60-70 days	8-12 weeks

The following vendor did not respond:
 GERALD JONES FORD / 3480 WRIGHTSBORO RD / AUGUSTA, GA 30919

Planholders List - Onvia DemandStar

User: **Mills, Phyllis** Organization: **City of Augusta, GA (Augusta Commission)**[Logout](#) | [Help](#)[My DemandStar](#)[Buyers](#)[Account Info](#)[Log Bid](#)[\[View Bids\]](#)[Log Quote](#)[View Quotes](#)[Supplier Search](#)[Build Broadcast List](#)[Reports](#)

Planholders List

Member Name City of Augusta, GA (Augusta Commission)

Bid Number ITB-16-235-0-2016/nw

Bid Name 6,000 GVW Series Pickup Truck

1 Document(s) found for this bid

4 Planholder(s) found.

Add Planholder

Supplier Name	Phone	Fax	Doc Count	Attributes	Programs	Actions
ACME AUTO LEASING, LCC						Documents
Dobbs Ford, Inc						Documents
First Transit, Inc.	5133624578	5133734506	1			Documents
pcQwest, Inc.	9543764100	9548270121	1	1. Asian/Hawaiian Owned 2. Native American Owned 3. Small Business 4. Woman Owned		Documents

Page 1 of 1

Format for Printing **No**

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Item # 1

MACOLM CUNNINGHAM CHEVROLET
ATTN: FLEET MANAGER
2031 GORDON HIGHWAY
AUGUSTA, GA 30909

FIVE STAR C/DODGE/JEEP
ATTN: CLARK LAMBERT
3068 RIVERSIDE DRIVE
MACON, GA 31210

JACKY JONES FORD, INC
ATTN: CLINT LAPRADE
P O BOX 1080 HWY 129S
CLEVELAND, GA 30528

HENNA CHEVROLET
ATTN: JIMMY SCOTT
3625 RICHLAND AVENUE W.
AIKEN, SC 29801

THOMSON CHRYSLER
ATTN: MAC MCALLISTER
2158 WASHINGTON ROAD
THOMSON, GA 30824

LEGACY FORD MERCURY, INC.
ATTN: BENNIE WALDROP
413 INDUSTRIAL BLVD
P.O. BOX 248
MCDONOUGH, GA 30253

FAIRWAY FORD OF AUGUSTA
ATTN: LARRY WILLIAMS
4333 WASHINGTON ROAD
EVANS, GA 30809

ALLAN VIGIL FORD
ATTN: BOB BURTNER
6790 MT. ZION BLVD.
P.O. BOX 100001
MORROW, GA 30260

BUTLER CHRYSLER DODGE JEEP
1555 SALEM ROAD
BEAUFORT, SC 29902

AKINS FORD CORP
ATTN: FLEET SALES
220 WEST MAY STREET
WINDER, GA 30680

LANGDALE CHEVROLET
1006 W FRANKLIN ST
SYLVESTER GA 31791

WADE FORD GOVERNMENT SALES
ATTN: ROGER MOORE
3860 SOUTH COBB DRIVE
SMYRNA, GA 30080

LOVE CHEVROLET
ATTN: DON WEAVER
P.O. BOX 8387
COLUMBIA, SC 29033

GERALD JONES FORD
ATTN: FLEET SALES
3480 WRIGHTSBORO ROAD
AUGUSTA, GA 30919

CARL BLACK BUICK-GMC
ATTN: ROBERT M. KLEPAK
1110 ROBERTS BLVD
KENNESAW, GA 30144

MILTON MARTIN HONDA
2420 BROWNS BRIDGE RD
GAINESVILLE, GA 30504

BRANNEN MOTOR CO.
ATTN: BOBBY REED
P. O. BOX 746
UNEDILLA, GA 31091

MASTERS OF AUGUSTA – GMC
ATTN: BUICK– FRANK WARD
ATTN: GMC – BERNARD HUGHES
3710 WASHINGTON ROAD
MARTINEZ, GA 30907

TAKIYAH DOUSE
CENTRAL SERVICES

BID ITEM 16-235
6,000 GVW SERIES PICKUP TRUCK
FOR FLEET MANAGEMENT
BID DUE: FRI., 09/23/16 @ 11:00 A.M.

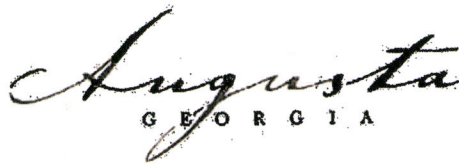
BID ITEM 16-235
6,000 GVW SERIES PICKUP TRUCK
FOR FLEET MANAGEMENT
MAILED 18 AUGUST 2016

RON CROWDEN
FLEET MANAGEMENT

TAMLAR WALTON
LSBOP

RUSSELL SANDERS
FLEET MANANGEMENT

Item # 1



Central Services Department

Takiyah A. Douse, Director
Ron Crowden, Fleet Manager

Fleet Management
1568-C Broad Street
Augusta GA 30904
Phone: (706) 821-2892

MEMORANDUM

To: Ms. Geri Sams, Procurement Director
From: Ron Crowden, Fleet Manager, Central Services Department
Through: Takiyah A. Douse, Director, Central Services Department
Subject: Bid Award Request-Bid 16-235
Date: February 21, 2017

Fleet Management would like to request the bid award for the attached compilation of bid 16-235, 6,000 GVW Series Pickup Truck, which opened on September 23rd at 11:00 pm, be awarded to Fairway Ford of Evans, Georgia. The vendor submitted the lowest bid which satisfactorily met all of the department's requirements. We have attached the results for your review.

Please let us know when the vendor paperwork is completed on this award so that we may move forward with the purchase process.

If you have any questions or concerns, please contact me.

Best Personal Regards,


Ron Crowden
Fleet Manager

2017 6,000 PICKUP TRUCK

FOR ALL DEPARTMENTS-6,000 GVW TRUCKS-BID OPENING 9/23/16 @ 11:00

BID 16-235	Allan Vigil Morrow	Fairway Ford	Langsdale Chevrolet	Master Buick, GMC
Year	2017	2017	2017	2017
Brand	Ford	Ford	Chevrolet	GMC
Model	F150	F150	1500	Sierra
Delivery Date	90 Days	90-120 Days	60-70 Days	90 Days
5.01 Model -6,000-RC-4x2 (3.7L)	\$19,566.00	\$19,770.00	\$19,705.00	\$25,100.00
5.12 Black Platform Run Boards	235.00	231.00	534.00	780.00
5.13 Elect Windows & Door Locks	1,235.00	893.00	640.00	700.00
6.00 OUTFITTER'S SPECIALTY ITEMS				
6.07 2" Trailer Ball	40.00	12.00	30.00	50.00
	\$21,076.00	\$20,906.00	\$20,909.00	\$26,630.00

Sheet 7



**Administrative Services Committee Meeting
2/28/2017 1:05 PM
2017 - Request by First United Pentecostal Church**

Department: Central Services Department - Fleet Management Division

Presenter: Ron Crowden

Caption: Consider a request from the Senior Pastor of First United Pentecostal Church of Augusta, Reverend Mark Maddox, for the donation of two paratransit vehicles and one bus for the First United Pentecostal Church of Augusta.

Background: Mr. Patrick Stephens, Director of Augusta Transit, received a letter from Reverend Mark Maddox, of the First United Pentecostal Church requesting the donation 2-paratransit vans and one bus (see attached letter). This church is located at 1929 Fenwick Street, Augusta, GA.

Analysis: The Director of Augusta Transit Department has indicated that he will be putting 3 running paratransit vans and 2 running buses in surplus in February 2017. There are two additional buses, not running, to be sold on auction.

Financial Impact: Potential loss of revenue approximately \$3,000 for all vehicles requested

Alternatives: (1) Support the request, (2) deny the request, (3) approve the request in part.

Recommendation: Commission consideration.

Funds are Available in the Following Accounts: None Required.

REVIEWED AND APPROVED BY:

Cover Memo

Item # 2

Finance.
Procurement.
Law.
Administrator.
Clerk of Commission



Central Services Department

Takiyah A. Douse, Director
Ron Crowden, Fleet Manager

Fleet Management
1568-C Broad Street
Augusta GA 30904
Phone: (706) 821-2892

DATE: 7 February, 2017

TO: Mr. Chester Brazzell, Deputy Administrator

THROUGH: Takiyah A. Douse, Director, Central Services Department

FROM: Ron Crowden, Fleet Manager, Central Services Department

SUBJECT: Request for Donation of Transit Vehicles

CAPTION: The Senior Pastor of First United Pentecostal Church of Augusta, Reverend Mark Maddox, is requesting the donation of 2-paratransit vehicles and one bus for the First United Pentecostal Church of Augusta.

BACKGROUND: Mr. Patrick Stephens, Director of Augusta Transit, received a letter from Reverend Mark Maddox, of the First United Pentecostal Church requesting the donation 2-paratransit vans and one bus (see attached letter).

This church is located at 1929 Fenwick Street, Augusta, GA.

ANALYSIS: The Director of Augusta Transit Department has indicated that he will be putting 3 running paratransit vans and 2 running buses in surplus in February 2017. There are two additional buses, not running, to be sold on auction.

FINANCIAL IMPACT: Potential loss of revenue approximately \$3,000 for all vehicles requested.

ALTERNATIVES: (1) Support the request, (2) deny the request, (3) approve the request in part.

RECOMMENDATION: Forwarded without recommendation.



Administrative Services Committee Meeting
2/28/2017 1:05 PM
2017 - Sheriff's Vehicles - SPLOST VII

Department: Central Services Department - Fleet Management Division

Presenter: Ron Crowden

Caption: Approve a request from the Richmond County Sheriff's Office to replace 34 Road Patrol cars, 2 Traffic cars and 7 Criminal Investigation cars using SPLOST VII – Public Safety Vehicles.

Background: SPLOST VII's allocation for Public Safety Vehicles is \$1,500,000. For the purpose of SPLOST VII that includes the Richmond County Sheriff's Office, Marshal's Office, District Attorneys' Office, Coroner's Office, Probation Office, Solicitor's Office, Augusta-Richmond County Correctional Institute, and Animal Services. Of the \$1,500,000 the Sheriff's Office is allocated \$1,200,000. The Sheriff is requesting to replace 34-Road Patrol (pursuit) vehicles, 2- Traffic Division Vehicles and 7-Vehicles from CID. A list of vehicles and mileages and cost tab sheets are attached.

Analysis: The Procurement Department published a competitive bid using the Demand Star national electronic bid application for Police Vehicles with the following results. Bid 16-257 – Patrol Package: Akins Ford Corp = \$28,845.00; Thomson Chrysler = \$28,968.00. Traffic Package: Akins Ford Corp = \$29,470.00, Thomson Chrysler = \$29,593.00. State Contract: CID Impalas – Hardy Chevrolet = \$23,064.00

Financial Impact: 34-Road Patrol vehicles at \$28,845 each = \$980,730.00; 2-Traffic Vehicles at \$29,470 each = \$58,940.00 and 7-Invetigator vehicles (Impalas) at \$23,064.00 each = \$161,448. The total amount for the Sheriff's vehicles for 2017 SPLOST VII is \$1,201,118.00.

Alternatives: (1) Approve the request; (2) Do not approve the request

Recommendation: Approve the request to replace 43 Sheriff's vehicles at a cost of \$1,201,118 from SPLOST VII – Public Safety Vehicles and

Cover Memo
Item # 3

declare the turned in vehicles surplus and available for surplus.

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

SPLOST VII - Public Safety Vehicles

REVIEWED AND APPROVED BY:

Finance.

Procurement.

Law.

Administrator.

Clerk of Commission

Sheriff - Road Patrol

Asset #	Year	Make	Model	Miles
203100	2003	Ford	Crown Victoria	155,215
204183	2004	Ford	Crown Victoria	156,950
205090	2005	Ford	Crown Victoria	156,429
205095	2005	Ford	Crown Victoria	216,967
205105	2005	Ford	Crown Victoria	147,306
205168	2005	Ford	Crown Victoria	168,373
205112	2005	Ford	Crown Victoria	149,309
206069	2006	Ford	Crown Victoria	162,366
206081	2006	Ford	Crown Victoria	174,310
206082	2006	Ford	Crown Victoria	155,003
206083	2006	Ford	Crown Victoria	147,788
206085	2006	Ford	Crown Victoria	199,799
206086	2006	Ford	Crown Victoria	153,557
207005	2006	Ford	Crown Victoria	179,443
207013	2007	Ford	Crown Victoria	192,187
207017	2007	Ford	Crown Victoria	190,030
207019	2007	Ford	Crown Victoria	186,884
207022	2007	Ford	Crown Victoria	138,479
207023	2007	Ford	Crown Victoria	157,639
207026	2007	Ford	Crown Victoria	143,875
207034	2007	Ford	Crown Victoria	195,998
207037	2007	Ford	Crown Victoria	157,276
207041	2007	Ford	Crown Victoria	148,904
208054	2008	Ford	Crown Victoria	161,213
208056	2008	Ford	Crown Victoria	150,203
208059	2008	Ford	Crown Victoria	178,421
208061	2008	Ford	Crown Victoria	155,531
208062	2008	Ford	Crown Victoria	159,656
208067	2008	Ford	Crown Victoria	165,458
208072	2008	Ford	Crown Victoria	168,788
209056	2009	Ford	Crown Victoria	181,091
209067	2009	Ford	Crown Victoria	189,094
209076	2009	Ford	Crown Victoria	154,871
209077	2009	Ford	Crown Victoria	166,624

RCSO-CID

Asset #	Year	Make	Model	Miles
206199	2006	Chevy	Impala	190,353
206200	2007	Chevy	Impala	149,452
206202	2007	Chevy	Impala	146,244
206209	2007	Chevy	Impala	139,171
206211	2007	Chevy	Impala	148,576
206211	2007	Chevy	Impala	148,576
206211	2007	Chevy	Impala	143,576

2017 DODGE CHARGER POLICE AUTOMOBILES

2017 DODGE POLICE AUTOMOBILE-BID OPENING 12/2/16 @ 11:00

BID 16-257	Akins Ford Corp	Thomson Chrysler
Delivery Date	12-14 Weeks	8-12 Weeks
6.04 Patrol Package	\$28,845.00	\$28,968.00
6.05 Traffic Package	\$29,470.00	\$29,593.00

2017 DODGE CHARGER POLICE AUTOMOBILES

2017 DODGE POLICE AUTOMOBILE-BID OPENING 12/2/16 @ 11:00
--

BID 16-257 Delivery Date 6.04 Patrol Package 6.05 Traffic Package	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; padding: 5px;"> Akins Ford Corp </td><td style="width: 50%; text-align: center; padding: 5px;"> Thomson Chrysler </td></tr> <tr> <td style="text-align: center; padding: 5px;">12-14 Weeks</td><td style="text-align: center; padding: 5px;">8-12 Weeks</td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; padding: 5px;"> \$28,845.00 </td><td style="width: 50%; text-align: center; padding: 5px;"> \$28,968.00 </td></tr> <tr> <td style="text-align: center; padding: 5px;"> \$29,470.00 </td><td style="text-align: center; padding: 5px;"> \$29,593.00 </td></tr> </table>	Akins Ford Corp	Thomson Chrysler	12-14 Weeks	8-12 Weeks	\$28,845.00	\$28,968.00	\$29,470.00	\$29,593.00
Akins Ford Corp	Thomson Chrysler								
12-14 Weeks	8-12 Weeks								
\$28,845.00	\$28,968.00								
\$29,470.00	\$29,593.00								

2017 Chevrolet Impala**State Contract****Akins Ford
Corp**Delivery Time
Cost

12-14 Weeks
\$23,064.00

State Contract # 99999-SPD-ES40199373

Standard Equipment: V-6/ 6 speed Automatic Trans

A/C

AM/FM/CD player

Power windows

Power door locks

Power Mirrors

Power drivers seat

Cloth bucket seats

Cloth rear seat

Tilt Steering wheel

Cruise control

Remote keyless entry

Carpet with mats

Optional Items

included in price

Extra Key & FOB

\$ 50.00

Delivery

\$ 150.00

Emergency equipment

\$ 1,637.00



Central Services Department

Takiyah A. Douse, Director
Ron Crowden, Fleet Manager

Fleet Management
1568-C Broad Street
Augusta GA 30904
Phone: (706) 821-2892

MEMORANDUM

TO: Ms. Geri Sams, Procurement Director

THROUGH: Ms. Takiyah A. Douse, Central Services Director

FROM: Ron Crowden, Fleet Manager

SUBJECT: Purchase Sheriff's Cars from Georgia State Contract

DATE: February 14, 2017

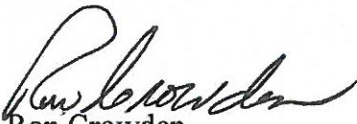
OK Geri Sams 2/20/17

This memorandum is to request permission to use the current Georgia State Wide Contract vendor, Hardy Fleet Group of Dallas, Georgia, for the purchase of seven Chevrolet Impala automobiles for the Sheriff's Office-Criminal Investigation Division. The Georgia statewide contract number is 99999-SPD-ES40199373-005.

We have attached documentation to confirm that the Georgia State Wide Contract offers the best pricing for these vehicles. We have compiled and attached the necessary documents for your review which we feel will support this request.

If you have any questions or concerns, please contact me.

Best Personal Regards,


Ron Crowden
Fleet Manager

2015 EXPEDITION XL

Cost Analysis - FOR 2017 Chevrolet Impala's FOR Sheriff's Office

BID State Contract # 99999-SPD-ES40199373-005

Hardy Chevrolet 1249 Charles Hardy Pkwy Dallas, GA 30132		Milton Ruben 3514 Washington Rd. Augusta, GA 30907		* MSRP	* Avg Price	* Market Price
Year	2017	2018		2019	2020	2021
Brand	Chevrolet	Chevrolet		Chevrolet	Chevrolet	Chevrolet
Model	Impala	Impala		Impala	Impala	Impala
Delivery Date	6-8 Weeks	6-8 Weeks				
Remote vehicle start	\$273.00					
Rear Park Assist	\$269.00	Inc				
Trunk Organizer	\$127.00	Inc				
Steering Wheel Mounted Audio & Cruise	std	Inc				
Onstar with 4G LTE	\$145.00	Inc				
Rear Window Frosts	std	Inc				
Front & Rear Splash Guard	\$164.00	Inc				
Extra Key (Total of 3)	\$50.00					
Delivery Fee	\$150.00	Inc				
6.01 Emergency Equipment (West Chatham)	\$1,637.00	\$30,296.00		\$29,350.00	\$26,958.00	27316
7 each	\$23,064.00	\$2,193.00		\$2,193.00	\$2,193.00	\$2,193.00
		\$32,489.00		\$31,543.00	\$29,151.00	
Total	\$161,448.00	\$227,423.00		\$220,801.00	\$204,057.00	\$29,509.00

*MSRP, Avg Price and Estimated Final Price was acquired from trTRUECar.com

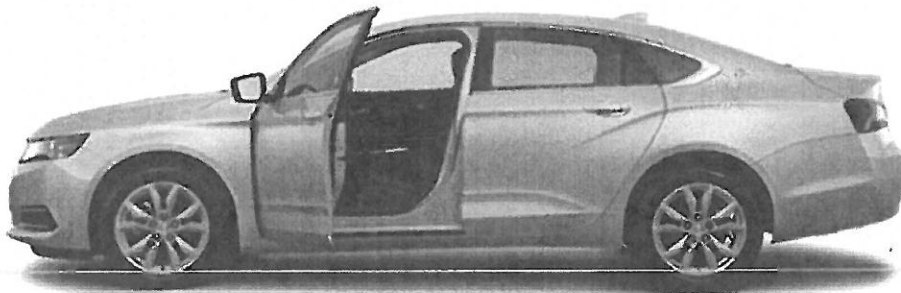
2017 Chevrolet Impala Prices, Incentives & Dealers | TrueCar

2/10/2017 11:08:02 AM



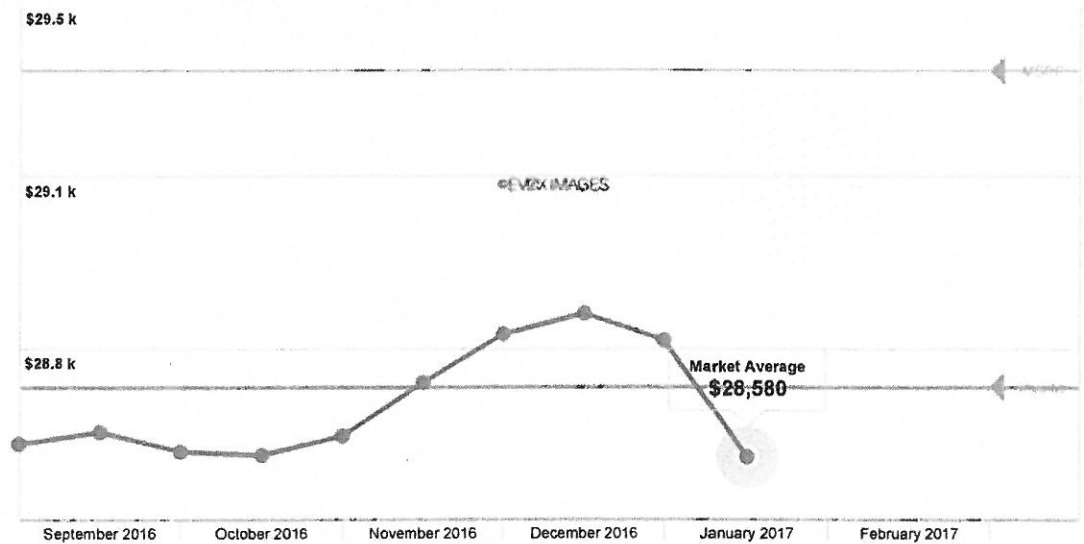
☆ 2017 Chevrolet Impala

Your TrueCar Average is \$2,392 off of MSRP, now view real pricing on local inventory.

Average ①
\$26,958[View Local Inventory](#)

rend

On January 15th, the average price paid for the 2017 Chevrolet Impala was trending \$770 below MSRP.



2017 Chevrolet Impala pricing details near Augusta, GA

	MSRP ①	Factory Invoice ①	Market Average ①	Average ①
Base ①	\$27,300	\$26,208	\$26,119	\$25,694
Options ①	\$1,175	\$1,069	\$1,003	\$1,069
Regional Fees ①	\$0	\$570	\$570	\$570
Destination Fees ①	\$875	\$875	\$875	\$875
Customer Incentives ①	n/a	n/a	-\$1,250	-\$1,250
Total	\$29,350	\$28,722	\$27,316	\$26,958 Average Item # 3

Hardy Chevrolet
2017 Chevrolet Impala
Steve Canup, Fleet Manager

2017 Impala Sedan			\$21,227.00
Std. Equipment: V6 * 6 Speed Auto * A/C AM/FM/CD * Power Windows * Locks * Mirrors * Power driver's seat * Cloth bucket seats * Cloth rear seat Tilt steering wheel * Cruise control * Remote keyless entry * Carpet with mats			
Available Options:	Place X if Desired		
Remote vehicle start		273.00	
Rear park assist		269.00	
Trunk Organizer		127.00	
Steering wheel mounted audio & cruise		std	
Onstar with 4G LTE		145.00	
Rear window defrost		std	
Front & Rear splash guards		164.00	
Extra Key (Total of 3)		50.00	50.00
Delivery		150.00	150.00
Other Vendor Equipment:	West Warning	1,637.00	1,637.00
Exterior Colors: Black White Silver Ice Blue Velvet			
Interior Color: Jet Black			
Total Per Unit			\$23,064.00
Number of Units			7
Total Purchase Order			\$161,448.00

See State Contract For Additional Information
State Contract # 99999-SPD-ES40199373-005

scanup@bellsouth.net
Phone: 770-445-9411 Ext 205 Fax: 770-445-9659

2/14/2017 4:38:46 PM

[Contracts](#) [Contracts](#) [Search Contracts](#)[Back to Search Results](#)

1 of 1 Results

**99999-SPD-ES40199373-...**

Administrative Vehicles

Type: Mandatory Statewide Contract
Supplier: HARDY CHEVROLET INC
Dates: 11/16/2013 - 11/30/2017
Version: Renewal 0
➤ My Lifetime Spend (USD)
➤ Lifetime Member Spend (USD)

Summary**Contract Summary**

?

Contract Information

Contract Name ★ Administrative Vehicles
Contract Type ★ Mandatory Statewide Contract
Supplier Name HARDY CHEVROLET INC
Summary [View Summary](#)

Dates And Renewal

Start Date 11/16/2013 12:00 AM EST
End Date 11/30/2017 11:59 PM EST

Contract Managers

Billy Gilbert bgilbert@doas.ga.gov
+1 (404) 657-4277

➤ **Additional Purchasing Information**➤ **Attachments**➤ **PO Clauses**

Contracts Contracts Search Contracts Search Contracts

[< Back to Search](#) [Start Over](#)

Search Details

Search Terms

Contract Number

99999-SPD-
ES40199373-
005

Filtered by

By As of
Start/End Today
Date:

[\[remove all\]](#)

Contract Status

☒ Active

[Save New Search](#)

Contract Search Results

1-1 of 1 Results

Sort by **Best Match**



200 Per Page ▼

Contract Details

99999-SPD-ES40199373-005

Administrative Vehicles

[Open Summary](#)

Supplier: HARDY CHEVROLET INC

Start Date: 11/16/2013

Version Type: Original

Contract Type: Mandatory Statewide Contract

End Date: 11/30/2017

Renewal No.: 0



Active for Shopping: Yes

1-1 of 1 Results

200 Per Page ▼

Refine Search Results

Contract Type

Mandatory
Statewide
Contract (1)

Contract Version

Original (1)

Supplier

HARDY
CHEVROLET
INC (1)

Automatically Apply Purchases to this Contract

Yes (1)

Has Price Set

No (1)

Requires Price Set

No (1)

Item # 3

**WEST WARNING EQUIPMENT SALES & SERVICE, LLC**

4185 CROSSTOWNE COURT
Evans, GA 30809

Phone # 706-855-6916 (0317) laura@westwarning.com

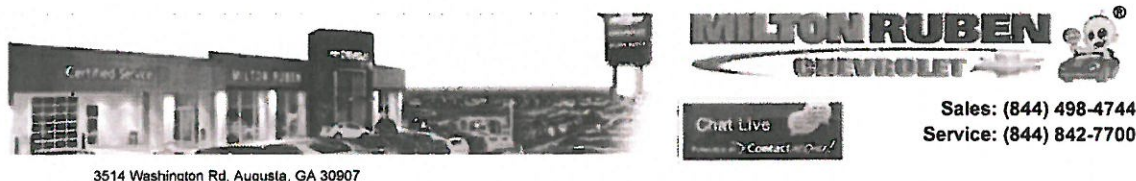
Quote

Date	Quote #
10/7/2016	3767

Name / Address

FIRSTVEHICLE
ATTN: TERRI
PO BOX 507
AUGUSTA, GA 30903

Qty	Item	Description	Rate	Total
		ADMIN PACKAGE - IMPALA (2017)		
2	WAY-44234	WAYTEC 44234 ROUND ROCKER SWITCH- BLUE LED	6.00	12.00
4	FEN-H-2209BW	FENIEX H-2209BW CANNON 120 BLUE / WHITE (CORNERS)	70.00	280.00
2	FEN-FN-0216-B	FENIEX FN-0216-B FUSION 200 LED LIGHTSTICK- BLUE (1-FRONT , 1- REAR)	115.00	230.00
2	FEN-W-12009B	FENIEX W-12009B END CAP BRACKET KIT	20.00	40.00
1	CAR-SA-361-20	CARSON SA-361-20 DEFENDER SIREN	140.00	140.00
1	FEN-S-2009	FENIEX S-2009 TRITON 100W SPEAKER	125.00	125.00
1	ABL-140553	ABLE2 TRIPLE OUTLET	25.00	25.00
1	TINT	WINDOW TINT W/ FRONT STRIP	150.00	150.00
1	5LB - 25614	5LB FIRE EXTINGUISHER W/ VEHICLE BRACKET	50.00	50.00
1	LABOR	LABOR TO INSTALL ABOVE	585.00	585.00
		note: may need to use Code3's hide a pack instead of cannons		
QUOTE GOOD FOR 30 DAYS			Sales Tax (8.0%)	\$0.00
			Total	Item # 3 \$1,637.00



HOME PAGE NEW VEHICLES USED VEHICLES FINANCE SERVICE SPECIALS CONTACT

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We have a wide selection of new vehicles at our Augusta Georgia Dealership. Feel free to scroll through our new car inventory, use the side features to narrow your search & the forms below to get in touch with us. If you don't see what you're looking for, give us a call and we'll find it for you! We look forward to hearing from you.

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☒ New
☐ Used

TYPE [CLEAR]
☒ Car
☐ Cargo van
☐ SUV
☐ Truck

MODEL [CLEAR]
☐ Camaro
☐ Corvette
☐ Cruze
☒ Impala
☐ Malibu
[Show More](#)

TRIM
☐ 1LT
☐ Premier

BODY COLOR
☐ ☐ ☐

YEAR [CLEAR]
☒ 2017

PRICE RANGE
☐ \$30k - \$35k
☐ \$35k - \$40k

MPG HWY [CLEAR]
☒ 28 - 30

FEATURES
☐ Heated Front Seat (s)
☐ Bluetooth Connection
☐ Premium Sound System
☐ Navigation System
☐ WiFi Hotspot
[Show More](#)

FUEL TYPE
☐ Hybrid/Flexible Fuel

TRANSMISSION
☐ Automatic

4 Vehicles Found

Sort by: [Select Sort By](#)

My Saved Vehicles (0)

NEW 2017 Chevrolet Impala 1LT

19 City*	Stock Number.....HA1571	MSRP.....	\$36,485.
	Exterior.....Pepperdust Metallic	Sale Price.....	\$30,296.
	Engine.....3.6L V6 CYLINDER	Savings.....	\$6,169.
29 Hwy	Interior.....Jet Black		
	Model Code.....1GY69		

Star

☐ Compare
 [PRICE WATCH](#)
[SAVE](#)
[Create Your Deal](#)
[CLICK HERE FOR EPRICE](#)
[VIEW DETAILS](#)

NEW 2017 Chevrolet Impala 1LT

19 City*	Stock Number.....HA2043	MSRP.....	\$34,670.
	Exterior.....Pepperdust Metallic	Sale Price.....	\$31,061.
	Engine.....3.6L V6 CYLINDER	Savings.....	\$3,609.
29 Hwy	Interior.....Jet Black/dark Titanium		
	Model Code.....1GY69		

Star

☐ Compare
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[SAVE](#)
[Create Your Deal](#)
[CLICK HERE FOR EPRICE](#)
[VIEW DETAILS](#)

NEW 2017 Chevrolet Impala 1LT

19 City*	Stock Number.....HA2436	MSRP.....	\$36,465.
	Exterior.....Pepperdust Metallic	Sale Price.....	\$32,811.
	Engine.....3.6L V6 CYLINDER	Savings.....	\$3,654.
29 Hwy	Interior.....Jet Black/dark Titanium		
	Model Code.....1GY69		

Star

☐ Compare
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[SAVE](#)
[Create Your Deal](#)
[CLICK HERE FOR EPRICE](#)
[VIEW DETAILS](#)

NEW 2017 Chevrolet Impala Premier

19 City*	Stock Number.....HA1934	MSRP.....	\$39,180.
	Exterior.....Siren Red Tintcoat	Sale Price.....	\$35,626.
	Engine.....3.6L V6 CYLINDER	Savings.....	\$3,554.
29 Hwy	Interior.....Jet Black/dark Titanium		
	Model Code.....1GZ69		

Star

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Item # 3

Page 1 of 2

new Chevrolet Cars, Trucks for Sale Augusta, GA, Wrens, Greensboro, Aiken | Chevy | %M... 2/14/2017 3:44:50 PM



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Service: (844) 311-5040
2031 Gordon Highway Augusta, GA 30909

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NEW USED SPECIALS FINANCING SERVICE / COLLISION CONTACT US ALL STATE

CLEAR ALL

5 Vehicles Found

Sort by: Select Sort By

My Saved Vehicles (0)

- ☒ New
☐ Used

TYPE [CLEAR]

- ☒ Car
☐ SUV
☐ Truck
☐ Van

MODEL [CLEAR]

- ☐ Camaro
☐ Corvette
☐ Cruze
☐ Cruze Limited
☒ Impala

Show More

TRIM

- ☐ 1LT
☐ LS

BODY COLOR



YEAR

- ☐ 2017
☐ 2015

PRICE RANGE

- ☐ \$20k - \$25k
☐ \$30k - \$35k

MPG HWY

- ☐ 28 - 30
☐ 30 - 32

FEATURES

- ☐ Heated Front Seat (s)
☐ Bluetooth Connection
☐ WIFI Hotspot
☐ Smart Device Integration
☐ Satellite Radio

Show More

SPECIAL OFFERS

- ☐ Yes

FUEL TYPE

- ☐ Hybrid/Flexible Fuel
☐ Gas

TRANSMISSION

- ☐ Automatic

DRIVETRAIN

- ☐ Front Wheel Drive

ENGINE

- ☐ 2.5 L
☐ 3.6 L

CYLINDERS

Share Search Results

2015

NEW 2015 Chevrolet Impala LS



22 City* Exterior: Champagne Silver Metallic Dealer Price: \$28,675
Engine: 2.5L Internet Price: \$22,675
Interior: Jet Black/dark Titanium TODAY'S SPECIALS! \$200
31 Hwy Model Code: 1GX69
Stock Number: 52186T Sale Price: \$22,475
Savings: \$6,200

Disclosure



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NEW 2017 Chevrolet Impala 1LT

Sale Price : \$30,050



19 City* Exterior: Silver Ice Metallic MSRP: \$33,250
Engine: 3.6L Internet Price: \$30,250
Interior: Jet Black TODAY'S SPECIALS! \$200
29 Hwy Model Code: 1GY69
Stock Number: 104705 Sale Price: \$30,050
Savings: \$3,200

Disclosure



☐ Compare PRICE WATCH SAVE Create Your Deal VIEW DETAILS

NEW 2017 Chevrolet Impala 1LT

Sale Price : \$31,100



19 City* Exterior: Summit White MSRP: \$34,300
Engine: 3.6L Internet Price: \$31,300
Interior: Jet Black TODAY'S SPECIALS! \$200
29 Hwy Model Code: 1GY69
Stock Number: 102557 Sale Price: \$31,100
Savings: \$3,200

Disclosure



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NEW 2017 Chevrolet Impala 1LT

Sale Price : \$31,495



19 City* Exterior: Siren Red Tintcoat MSRP: \$34,695
Engine: 3.6L Internet Price: \$31,695
Interior: Jet Black TODAY'S SPECIALS! \$200
29 Hwy Model Code: 1GY69
Stock Number: 102234 Sale Price: \$31,495
Savings: \$3,200

Disclosure



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Item # 3

new Chevrolet Cars, Trucks for Sale Augusta, GA, Wrens, Greensboro, Aiken | Chevy | %M... 2/14/2017 3:44:50 PM

- ☐
- 4
-
- ☐
- 6

WITH VIDEO

- ☐
- Yes

VIN OR STOCK #

Enter VIN or Stock #

NEW 2017 Chevrolet Impala 1LT



19 City*

29 Hwy

Exterior.....	Siren Red Tintcoat	MSRP.....	\$36,130.
Engine.....	3.6L	Internet Price.....	\$33,130.
Interior.....	Jet Black/dark Titanium	TODAY'S SPECIALS ¹	\$200.
Model Code.....	1GY69	Sale Price.....	\$32,930.
Stock Number.....	107830	Savings.....	\$3,200.

Sale Price : \$32,930

[Disclosure](#)☐ Compare

PRICE WATCH

SAVE

[Create Your Deal](#)

VIEW DETAILS

Chevrolet, New, Used and Pre-Owned Cars, Trucks, SUVs and Vans for sale at Malcolm Cunningham Chevrolet in Augusta Serving Wrens, Greensboro, Aiken.

new Chevrolet Camaro, City Express Cargo Van, Colorado, Corvette, Cruze, Cruze Limited, Equinox, Express Cargo Van, Express Commercial Cutaway, Express Passenger, Impala, Malibu, Malibu Limited, SS, Silverado 1500, Silverado 2500HD, Silverado 3500HD, Sonic, Spark, Suburban, Tahoe, Traverse, Trax, Volt

Search new Chevrolet. Here you will find new Cars for Sale Augusta, GA, Wrens, Greensboro, Aiken.

Prices do not include government fees which include tax, tag, title and WRA (Warranty Rights Act) fees. All prices, specifications and availability subject to change without notice. Contact dealer for most current information.

*EPA Estimates Only

**Not available with special finance, lease and some other offers. Take delivery by 2/28/17. See dealer for details.

**Must qualify through GM Financial. Not available with special finance, lease and some other offers. Take delivery by 2/28/17. See dealer for details.

*** Tax, title, license (unless itemized above) are extra. Not available with special finance, lease and some other offers.

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Malcolm Cunningham Chevrolet

2031 Gordon Highway, Augusta, GA 30909

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HOURS OF OPERATION

Sales		Service		Parts	
Sunday	Closed	Sunday	Closed	Sunday	Closed
Monday	9:00 AM - 8:00 PM	Monday	7:30 AM - 6:00 PM	Monday	7:30 AM - 6:00 PM
Tuesday	9:00 AM - 8:00 PM	Tuesday	7:30 AM - 6:00 PM	Tuesday	7:30 AM - 6:00 PM
Wednesday	9:00 AM - 8:00 PM	Wednesday	7:30 AM - 6:00 PM	Wednesday	7:30 AM - 6:00 PM
Thursday	9:00 AM - 8:00 PM	Thursday	7:30 AM - 6:00 PM	Thursday	7:30 AM - 6:00 PM
Friday	9:00 AM - 8:00 PM	Friday	7:30 AM - 6:00 PM	Friday	7:30 AM - 6:00 PM
Saturday	9:00 AM - 8:00 PM	Saturday	7:30 AM - 3:00 PM	Saturday	7:30 AM - 3:00 PM

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☆ 2017 Chevrolet Impala

Your TrueCar Average is \$2,392 off of MSRP, now view real pricing on local inventory.

Average ①
\$26,958

[View Local Inventory](#)

How TrueCar Works



1. See what others paid

Tell us what you're looking for and we share what your neighbors paid.



2. Real pricing on actual cars

Browse pre-priced inventory from the comfort of your home.



3. Get competitive pricing

Local dealers provide pricing in advance on every vehicle they sell.

See what others paid near Augusta, GA

A price in this range (less than 15% of sales transactions) represents an outstanding deal for the buyer, but the dealer may be selling at a loss due to aged inventory, less popular colors, demo vehicles, etc.

Exceptional Price
Less than \$26,179

Great Price
Less than \$27,179

Good Price
Less than \$27,893

Above Market
\$27,893 or more

Average
\$26,958

3 Certified Dealers found!

[View Inventory](#)

Local National
Showing 11 Sales

Market Average
\$27,316

Factory Invoice
\$28,722

MSRP
\$29,350

Price Certainty
Item # 3



Central Services Department

Takiyah A. Douse, Director
Ron Crowden, Fleet Manager

Fleet Management
1568-C Broad Street
Augusta GA 30904
Phone: (706) 821-2892

MEMORANDUM

To: ~~Ms~~ Geri Sams, Procurement Director
Through: Takiyah A. Douse, Director, Central Services Department
From: Ron Crowden, Fleet Manager, Central Services Department
Subject: Partial Bid Award Request-Bid 16-257
Date: December 8, 2016

Fleet Management would like to request the following portion of bid 16-257, Dodge Charger Police Automobile, which opened on December 2nd at 11:00 pm, be awarded to Akins Ford corporation of Winder, Georgia. The vendor was the low bidder on these items and met all required specifications:

Sec 2 Item 6.03 – Marshal Package @ \$26,570.00

Sec 2 Item 6.04 – Patrol Package @ \$28,845.00

Sec 2 Item 6.05 – Traffic Package @ \$29470.00

Please see attachment.

Please let us know when the vendor paperwork is completed on this award so that we may move forward with the purchase process.

If you have any questions or concerns, please contact me.

Best Personal Regards,

Ron Crowden
Fleet Manager

16 DEC 08 4:11:14

2017 DODGE CHARGER POLICE AUTOMOBILES

2017 DODGE POLICE AUTOMOBILE-BID OPENING 12/2/16 @ 11:00

BID 16-257

Delivery Date

Akins Ford Corp

Thomson Chrysler

12-14 Weeks

8-12 Weeks

6.03 Marshal Package

6.04 Patrol Package

6.05 Traffic Package

\$26,570.00

\$26,684.00

\$28,845.00

\$28,968.00

\$29,470.00

\$29,593.00

Invitation to Bid

Sealed bids will be received at this office until Friday, December 2, 2016 @ 11:00 a.m. for furnishing:

Bid Item #16-257 2017 Dodge Charger Police Automobile – Central Services Department – Fleet Maintenance Division

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.

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 Friday, November 18, 2016 @ 5:00 P.M. No bid will be accepted by fax, all must be received by mail or hand delivered.

No bids may be withdrawn for a period of sixty (60) days after bids have been opened, pending the execution of contract with the successful bidder.

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	October 27, November 3, 10, 17, 2016
Metro Courier	November 2, 2016

 Bid Item #16-257 Dodge Charger Police Automobile for Augusta, Georgia - Central Services Department- Fleet Management Division Bid Due: Friday, December 2, 2016 at 11:00 a.m.		
Total Number Specifications Mailed Out: 7 Total Number Specifications Download (Demandstar): 7 Total Electronic Notifications (Demandstar): 125 Mandatory Pre-Bid Conference/Telephone Conference Attendees: NOT APPLICABLE Total packages submitted: 2 Total Noncompliant: 0		
Vendors	AKINS FORD CORP 220 WEST MAY STREET WINDER, GA 30680	THOMSON MOTOR CENTRE 2158 WASHINGTON ROAD NE THOMSON, GA 30824
Attachment B	Yes	Yes
E-Verify #	388164	369935
SAVE Form	Yes	Yes
6.00 VEHICLE/OPTIONS REQUIRED		
6.01 Administrative package	\$23,415.00	\$23,397.00
6.02 Civil package	\$24,597.00	\$24,476.00
6.03 Marshal package	\$26,570.00	\$26,684.00
6.04 Patrol package	\$28,845.00	\$28,968.00
6.05 Traffic package	\$29,470.00	\$29,593.00
7.00 OPTIONAL ITEMS:		
7.01 HEMI 5.7 Liter engine	\$918.00	\$1,985.00
7.02 All-wheel drive	\$918.00 + \$1340.00	MINIMUM \$4,447.00
7.03 Special exterior paint colors each	\$445.00	\$445.00
7.04 Police Charger "Convenience Group"	\$427.00	\$427.00
7.05 Park Assist Group	\$312.00	\$312.00
8.00 OUTFITTER'S SPECIALTY ITEMS:		
8.01 1 each Whelen model SX8BBB thin line LED light bar	\$1,785.00	\$1,785.00
8.02 1 each Jotto Desk 425-6175	\$395.00	\$395.00
8.03 1 each Jotto Desk 425-6260 armrest	\$67.00	\$67.00

Vendors	AKINS FORD CORP 220 WEST MAY STREET WINDER, GA 30680	THOMSON MOTOR CENTRE 2158 WASHINGTON ROAD NE THOMSON, GA 30824
8.04 1 each Jotto Desk 425-3704 cup holder	\$60.00	\$60.00
8.05 1 each Havis Shields	\$410.00	\$410.00
8.06 1 each Sho-Me model 05.6000 six control switch power	\$120.00	\$120.00
8.07 1 each Outlet receptacle	\$57.00	\$57.00
8.08 2 each Talon rocker switches	\$10.00	\$10.00
8.09 Jumper cable connection	\$210.00	\$210.00
8.10 Corner Lighting	\$540.00	\$540.00
8.11 1 each Whelen model SLPMMBB Blue/Blue dual LED flasher light	\$210.00	\$210.00
8.12 1 each Whelen model SLPMMBA dual LED flasher light	\$210.00	\$210.00
8.13 1 each Whelen model Alpha	\$190.00	\$190.00
8.14 1 each Whelen model	\$165.00	\$165.00
8.15 1 each Setina #10S-C	\$585.00	\$585.00
8.16 1 each full lower extension plate with toe kick	\$70.00	\$70.00
8.17 Rear door panels	\$160.00	\$160.00
8.18 Rear side window barriers	\$200.00	\$200.00
8.19 Rear seat	\$390.00	\$390.00
8.20 Floor Pan	\$165.00	\$165.00
8.21 Shotgun mount and lock	\$345.00	\$345.00
8.22 Shotgun mount	\$95.00	\$95.00
8.23 Push bumper	\$410.00	\$410.00
8.24 Headlight guard	\$410.00	\$410.00
8.25 # 35 window tint film application	\$125.00	\$125.00
8.26 Fire extinguisher	\$50.00	\$50.00
2017 DODGE CHARGER POLICE AUTOMOBILE:		
APPROXIMATE DELIVERY SCHEDULE:	12-14 wks	8-12 wks
The followng venodr did not respond: BUTLER CHRYSLER DODGE JEEP / 1555 SALEM ROAD / BEAUFORT, SC 29902		

MILTON RUBEN CHRYSLER DODGE
ATTN: DAVID PERIVAL
3518 WASHINGTON ROAD
AUGUSTA, GA 30907

THOMSON CHRYSLER DODGE JEEP
ATTN: MAC MCALLISTER
2158 WASHINGTON ROAD
THOMSON, GA 30824

AKINS FORD CORP
ATTN: ROZ ICENHOUR
220 WEST MAY STREET
WINDER, GA 30680

BUTLER CHRYSLER DODGE JEEP
ATTN: AMY HILL
1555 SALEM ROAD
BEAUFORT, SC 29902

ED VOYLES AUTOMOTIVE GROUP
ATTN: GLENN PETERSON
789 COBB PARKWAY SE
MARIETTA, GA 30060

HARRY LEWIS CHRYSLER DODGE
JEEP
ATTN: MIKE MASTERS
196 ALABAMA BLVD, PO BOX 74
JACKSON, GA 30233

LANDMARK CHRYSLER DODGE JEEP
6850 MOUNT ZION BLVD
MORROW, GA 30260

BID ITEM 16-257
DODGE CHARGER POLICE VEHICLE
FOR CENTRAL SERVICEA-FLEET
MANAGEMENT
MAILED 27 OCT 20165

BID ITEM 16-257
DODGE CHARGER POLICE VEHICLE
FOR FLEET MANAGEMENT
BID DUE: TUE.,12/02/16 @ 11: 00 A.M.

TAKIYAH DOUSE
CENTRAL SERVICES

RON CROWDEN
FLEET MANAGEMENT

KELLI IRVING
COMPLIANCE

RUSSELL SANDERS
FLEET MANANGEMENT

[My DemandStar](#)[Buyers](#)[Account Info](#)[Log Bid](#)[\[View Bids\]](#)[View Quotes](#)[Supplier Search](#)[Build Broadcast List](#)

Planholders List

Member Name City of Augusta, GA (Augusta Commission)

Bid Number ITB-16-257-0-2016/nw

Bid Name 2017 Dodge Charger Police kAutomobile

1 Document(s) found for this bid

5 Planholder(s) found.

[Add Planholder](#)

Supplier Name ▲	Phone	Fax	Doc Count	Attributes	Programs	Actions
ACME AUTO LEASING LLC	2032346850	2032346858	1	1. Small Business 2. Veteran Owned		Documents
ACME AUTO LEASING, LCC						Documents
Dana Safety Supply Operating as Southern Public Safety Equipment & Southern Firearms	3368545536	3368543884	1	1. Small Business		Documents
NAPA Auto Parts Of Augusta	6189803689		1			Documents
Soundoff Signal	6166626195		1			Documents

Page 1 of 1

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**Administrative Services Committee Meeting
2/28/2017 1:05 PM
2017 Annual Bid Items**

Department:	Procurement
Presenter:	Geri Sams
Caption:	Motion to approve five (5) annual bid items. The items require Commission approval due to the fact that purchases on the individual items will exceed \$25,000.00.
Background:	The following items require Commission approval: 17-016 Various Sizes of Rock – Environmental Svcs. Dept. – Vendors to be Awarded: Martin Marietta Augusta Quarry and Martin Marietta Appling Quarry – Estimated dollars to be spent: \$50,000.00; 17-027 - Rock Hauling Services – Environmental Svcs Dept. - Vendor to be Awarded: Jeffery Harris Construction - Estimated dollars to be spent: \$50,000.00; 17-063 Athletic Clothing & Equipment – Recreation & Parks Department – Vendors to be Awarded: Johannsen Sporting Goods (local vendor), Riddell/All American, BSN Sports Passon’s Sports & US Games, S & S Worldwide; 17-113 Vacant Lot Cleaning Services – Environmental Svcs. Dept. – Vendor to be Awarded: Augusta Quality Lawn Care - Estimated dollars to be spent: \$200,000.00; 17-129 Landscape Maintenance Services – Environmental Svcs. Dept. – Vendor to be Awarded: Jacob Land Management – Estimated dollars to be spent: \$40,000.00.
Analysis:	Each item was bid through the sealed bid process as directed in the Augusta Procurement Code. The user departments reviewed the submittals and presented a recommendation of award to the Procurement Department.
Financial Impact:	Each department will be responsible for the purchase of the items listed on their bid.
Alternatives:	Not to award and required the department to follow the purchasing guidelines as llisted in the Augusta Procurement Code for each individual purchase.

Recommendation: Approve the recommendations as submitted by each user department.

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

REVIEWED AND APPROVED BY:

Finance.

Law.

Administrator.

Clerk of Commission



Procurement Department

Mrs. Geri Sams, Director

2017 Annual Bid Approval Request – Phase I – C

ARTICLE 6

PROCUREMENT SOURCE SELECTION METHODS AND CONTRACT AWARDS

Sec. 1-10-48. Generally:

The following sections provide detailed information concerning the use of the seven (7) source selection methods available for use for the procurement of commodities, services and construction products for Augusta, Georgia. The seven methods are: (1) sealed bids, (2) sealed proposals, (3) special services, (4) quotations or informal bids, (5) sole source, (6) emergency procurement and (7) annual contracts.

Purpose. A significant portion of the Augusta, Georgia Annual Budget is committed each year to various purchase contracts such as raw materials, equipment, equipment parts or components, general supplies, and professional and non-professional services. Therefore, it is essential that maximum value be obtained for each public tax dollar spent. A proven technique for obtaining this goal is through the annual bid contract process.

Sec. 1-10-58. Annual Contracts:

Upon approval of an annual contract by the Board of Commissioners (or the Administrator for annual bids of up to \$25,000), any using agency may order supplies or services under such annual contract as needed up to the maximum amount approved in the annual bid.

Purchases on the following annual bid items will exceed \$25,000.00 per purchase order:

No.	Bid Item Number	Item Description	Department	Recommended Vendor	Local Vendor YES/NO	Local Vendor submittals	Estimated Dollar Amount
1	17-016	Various Sizes of Rock	Environmental Services	1) Martin Marietta Augusta Quarry 2) Martin Marietta Appling Quarry	YES	1	\$50,000.00
2	17-027	Rock Hauling Services	Environmental Services	Jeffery Harris Construction (JHC)	YES	1	\$50,000.00
3	17-063	Athletic Clothing and Equipment	Recreation and Parks Department	1) Johannsen Sporting Goods 2) Riddell/All American 3) BSN Sports Passon's Sports & US Games 4) S&S Worldwide	YES	1	\$10,000.00
4	17-113	Vacant Lot Cleaning Services	Environmental Services	Augusta Quality Lawn Care	YES	6	\$200,000.00
5	17-129	Landscape Maintenance Services	Environmental Services	Jacob Land Management	YES	2	\$40,000.00

Room 605 - 535 Telfair Street, Augusta Georgia 30901
(706) 821-2422 - Fax (706) 821-2811

www.augustaga.gov

Register at www.demandstar.com/supplier for automatic bid notification



Scan this QR code with your smartphone or camera equipped tablet to visit the Augusta Georgia website

Item #94

**ENVIRONMENTAL SERVICES DEPARTMENT****Mark Johnson**
Director**MEMORANDUM**

TO: Ms. Geri Sams
Director - Procurement

FROM: Mark Johnson *[signature]*
Director

DATE: November 1, 2016

SUBJECT: Award Recommendation for Annual Bid 17-016, Various Size of Rock

In response to Annual Bid 17-016, Various Size of Rock, two bids were received. The bids were opened on October 18, 2016 and the results and specific pricing of each item are listed on the attached pages. Upon thorough examination and comparison of each bid it is my recommendation to award the bid to Martin Marietta, Augusta, GA and Grovetown, GA. By awarding the bid to both locations it affords us the option of manufactured vs. natural rock, greater availability when needed, as well as more control of transportation cost which could affect the cost benefit to Augusta.

Thank you in advance for your time and attention. Please feel free to contact me at 706-592-3201, should you have any questions or require any additional information.

MJ/tgh

Cc: Phyllis Johnson

Sandra Robinson
File

Attachment

Environmental Services Department
4330 Deans Bridge Road, Blythe, GA 30805
(706) 592-3200 – Fax (706) 592-3255
WWW.AUGUSTAGA.GOV

Item # 4

OFFICIAL

		Bid Item #17-016 Various Size of Rocks - Annual Contract for Environmental Services Department Bid Date: Tuesday, October 18, 2016 @ 11:00 a.m.	
Vendors		Martin Marietta Augusta Quarry 3098 Superior Road Augusta, GA 30907	Martin Marietta Appling Quarry 5607 Columbia Road Grovetown, GA 30813
Total Number Specifications Mailed Out: 9 Mandatory Pre-Bid Conference: N/A Total packages submitted: 2 Total Noncompliant: 0			
ATTACHMENT "B"		YES	YES
E-Verify		160384	160384
SAVE Form		YES	YES
DESCRIPTION	UNIT	COST	COST
A. Coarse Aggregate #4	TON	\$16.00	\$16.00
B. Coarse Aggregate #5	TON	\$16.00	N/A
C. Coarse Aggregate #7	TON	\$17.00	N/A
D. Coarse Aggregate #57	TON	\$16.00	\$16.00
E. Coarse Aggregate #89	TON	\$17.00	\$17.00
F. Graded Aggregate (crusher run)	TON	\$12.00	\$12.00
G. Stone Rip Rap Type 1	TON	N/A	\$21.00
H. Stone Rip Rap Type II	TON	\$21.00	N/A
I. Surge Stone	TON	\$16.00	\$16.00

Invitation To Bid

Sealed bids will be received at this office until Tuesday, October 18, 2016 @ 11:00 a.m. for furnishing:

BID ITEMS FOR ENVIRONMENTAL SERVICES - ANNUAL CONTRACT- COMMODITY CODE (Bid Items may have more parent codes) -

17-016	Various Sizes of Rock	013-745-77
17-027	Rock Hauling Services	018-962-39
17-053	Welding & Fabrication	022-910-76;022-914-85
17-054	Scrap Tire Waste Disposal	018-962-84
17-077	Overhead Door Repair & Maintenance	022-910-55
17-078	Lawn Fertilizer, Weed & Bug Control Products	022-335-00
17-082	HVAC Maintenance	016-941-55
17-113	Vacant Lot Cleaning Services	022-913-75
17-103	Gates, Hoses & Fittings	012-460-10; 028-659-00

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

Gerri 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.

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 Friday, October 7, 2016, @ 5:00 P.M. No bid will be accepted by fax; all must be received by mail or hand delivered.

The local bidder preference program is applicable to this project. No bid may be withdrawn for a period of 60 days after bids have been opened, pending the execution of contract with the successful bidder(s).

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 waivable 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: Gerri 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.

ERI A. SAMS, Procurement Director

Publish:

Augusta Chronicle September 15, 22, 29 and October 6, 2016
Metro Courier September 21, 2016

**ENVIRONMENTAL SERVICES DEPARTMENT****Mark Johnson**
Director**MEMORANDUM**

TO: Ms. Geri Sams
Director - Procurement

FROM: Mark Johnson *gry*
Director

DATE: October 31, 2016

SUBJECT: Annual Bid 17-027, Rock Hauling Services

In response to Annual Bid 17-027, Rock Hauling Services, two bids were received. The bids were opened on October 18, 2016 and the results and specific pricing of each item are listed on the attached page. Upon thorough examination and comparison of each bid it is my recommendation to award the bid to Jeffery Harris Construction.

Thank you in advance for your time and attention. Please feel free to contact me at 706-592-3201, should you have any questions or require any additional information.

MJ/tgh

Cc: Phyllis Johnson
Nancy Williams
Sandra Robinson
File

Environmental Services Department
4330 Deans Bridge Road, Blythe, GA 30805
(706) 592-3200 – Fax (706) 592-3255
WWW.AUGUSTAGA.GOV

OFFICIAL

		Bid Item #17-027 Rock Hauling Services - Annual Contract for Augusta, Georgia - Environmental Services Department Bid Date: Tuesday, October 18, 2016 @ 11:00 a.m.					
Total Number Specifications Mailed Out: 15 Mandatory Pre-Bid Conference: NOT APPLICABLE Total packages submitted: 2 Total Noncompliant: 0							
VENDORS	Attachment B	Addendum #1	E-Verify #	SAVE Form	Cost Per Ton		
					Riverwatch Site	Appling Site	
JEFFERY HARRIS CONSTRUCTION (JHC) 1736 BARTON CHAPEL ROAD AUGUSTA GA 30906	YES	YES	623412	YES	#4 Stone #57 Stone Crusher Run other small stone	#4 Stone #57 Stone Crusher Run other small stone	\$9.00
					Rip Rap 2 Man Stone other larger stone	Rip Rap 2 Man Stone other larger stone	
AUGUSTA READY MIX/ DAVIS HAULING 100 APAC INDUSTRIAL WAY AUGUSTA, GA 30907	YES	YES	229968	YES	\$6.00	\$7.00	\$10.35 (type I) \$8.83 (type III)
					\$9.30 (type I) \$7.85 (type III)	\$7.25	

Invitation To Bid

Sealed bids will be received at this office until Tuesday, October 18, 2016 @ 11:00 a.m. for furnishing:

BID ITEMS FOR ENVIRONMENTAL SERVICES - ANNUAL CONTRACT- COMMODITY CODE (Bid Items may have more parent codes) -

17-016	Various Sizes of Rock	013-745-77
17-027	Rock Hauling Services	018-962-39
17-053	Welding & Fabrication	022-910-76;022-914-85
17-054	Scrap Tire Waste Disposal	018-962-84
17-077	Overhead Door Repair and Maintenance	022-910-55
17-078	Lawn Fertilizer, Weed and Bug Control Products	022-335-00
17-082	HVAC Maintenance	016-941-55
17-113	Vacant Lot Cleaning Services	022-913-75
17-103	Gates, Hoses & Fittings	012-460-10; 028-659-00

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

Gerri 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.

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 Friday, October 7, 2016, @ 5:00 P.M. No bid will be accepted by fax; all must be received by mail or hand delivered.

The local bidder preference program is applicable to this project. No bid may be withdrawn for a period of 60 days after bids have been opened, pending the execution of contract with the successful bidder(s).

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 waivable 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: Gerri 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.

JERI A. SAMS, Procurement Director

Publish:

Augusta Chronicle	September 15, 22, 29 and October 6, 2016
Metro Courier	September 21, 2016



RECREATION AND PARKS DEPARTMENT

H. Glenn Parker
Director

#PlayAUGUSTA

November 4, 2016

Geri A. Sams, Director
Procurement Department
535 Telfair Street – Room 605
Augusta, GA 30901

Re: Bid Item #17-063 – Athletic Clothing and Equipment

Geri,

Based on the low bid, the Augusta Recreation and Parks Department would like to submit our recommendation for Johannsen Sporting Goods to receive items # 1A, 1B, 2A, 10B, 15, 16A, 16B, and 21 on the athletic clothing and equipment annual bid. For items 2B, 11, 13B, and 14B we recommend Riddell/All American be awarded the bid. For items 3, 7A, 7B, 7C, 10A, 12A, 12B, 12C, 12D, 13A, 14A, and 18 the Recreation Department would recommend that BSN Sports Inc. be awarded the bid. The Recreation Department recommends S & S Worldwide be awarded the following items, 5 and 8. Finally the Recreation Department recommends that Johannsen Sporting Goods have the opportunity to match the low bid on the following items due to the local vendor option, 4, 6, 9, 17, 19, and 20. In addition, our recommendation is based on the satisfactory work with these vendors in the past. As always, we thank you and your staff for all the help during this process.

Sincerely,

A handwritten signature in blue ink, appearing to read "H. Glenn Parker".

H. Glenn Parker
Director, Recreation and Parks

Cc: Joanie D. Smith, Recreation Deputy Director
Robert P. Martin II, Athletic Manager

Augusta Recreation and Parks Department
Post Office Box 5605 - Augusta, GA 30916-5605
(706) 796-5025 - Fax (706) 796-4099
WWW.AUGUSTAGA.GOV

Item # 4

OFFICIAL

		Bid Item #17-063 Athletic Clothing and Equipment - Annual Contract Augusta, Georgia - Recreation and Parks Department Bid Date: Wednesday, October 26, 2016 @ 3:00 p.m.									
Total Number Specifications Mailed Out: 46 Total packages submitted: 7 Total Noncompliant: 1											
VENDORS	Johannsen Sporting Goods 1116 Broad Street Augusta, GA 30901	Aluminum Athletic Equipment Co. 1000 Enterprise Drive Royersford, PA 19468	Riddell/Air American 669 Sugar Lane Elyria, OH 44035	BSN Sports Passon's Sports & US Games P.O. Box 49 Jenkintown, PA 19046	Pyramid School Products 6510 N 54th Street Tampa, FL 33610	S&S Worldwide 75 Mill Street Colchester, CT 06415	American Soccer Co., Inc. dba Score Sports 726 E Anaheim St. Wilmington, CA 90744				
Attachment B	YES	YES	YES	YES	YES						
E-Verify Number	295434	297642	862205	491633	238899	254802	685481				
SAVE Form	YES	YES	YES	YES	non compliant	YES	YES				
DESCRIPTION WITH ESTIMATED QUANTITIES	COST	EXTENSION	COST	EXTENSION	COST	EXTENSION	COST	EXTENSION			
1 BASEBALL CHEST PROTECTORS (NAVY OR BLACK)											
Youth - Sizes 10 & Under (QTY 24 EA)	\$16.79	\$402.96	NB	NB	\$18.85	\$452.40	\$23.59	\$565.92			
Youth Sizes 12 & Under (QTY 24 EA)	\$17.90	\$429.60	NB	NB	\$22.05	\$529.20	\$24.67	\$592.08			
2 CATCHER'S MITT											
Youth Sized 24 EA (6 left handed)	\$32.50	\$780.00	NB	NB	\$34.65	\$832.60	\$34.26	\$822.24			
Adult Sized 24 EA (6 left handed)	\$49.95	\$1,198.80	NB	NB	\$38.55	\$925.20	\$39.16	\$839.84			
3 BATTERS HELMET w/FACE MASK Attached											
Each (100 each)	\$29.45	\$2,945.00	NB	NB	\$29.58	\$2,958.00	\$22.88	\$2,288.00			
4 FOOTBALL - JUNIOR SIZE											
QTY 96 EA	\$4.08	\$391.68	NB	NB	\$5.89	\$565.44	\$4.08	\$391.68			

Page 1 of 3

VENDORS		Johannsen Sporting Goods 1116 Broad Street Augusta, GA 30901	Aluminum Athletic Equipment Co. 1000 Enterprise Drive Royersford, PA 19468	Riddell/Air American 689 Sugar Lane Elyria, OH 44035	BSN Sports Passon's Sports & US Games P.O. Box 49 Jenkintown, PA 19048	Pyramid School Products 6510 N 54th Street Tampa, FL 33610	S&S Worldwide 75 Mill Street Colchester, CT 06415	American Soccer Co., Inc. dba Score Sports 726 E Anaheim St. Wilmington, CA 90744
5	KICKING TEES 2' Molded Heavy Duty Rubber							
	QTY 48 EA	\$1.95	NB	NB	\$93.80			
6	STOP WATCHES Accusplit 825 KCL							
	QTY 12 EA	\$13.95	\$22.00	NB	\$167.40			
7	SOCCER BALLS Rubber Soccer Balls							
(A)	Size 3 (QTY 48 EA)	\$4.74	NB	NB	\$227.52			
(B)	Size 4 (QTY 36 EA)	\$4.74	NB	NB	\$170.64			
(C)	Size 5 (QTY 24 EA)	\$4.74	NB	NB	\$113.76			
8	SOCCER CONES assorted colors low profile field Cones							
	QTY 100 EA	\$0.74	\$0.60	\$60.00	\$74.00			
9	KICKING BLOCKS 2' Molded Heavy Duty Rubber							
	QTY 48 EA	\$1.82	NB	NB	\$87.36			

OFFICIAL

VENDORS	Johannsen Sporting Goods 1116 Broad Street Augusta, GA 30901	Aluminum Athletic Equipment Co. 1000 Enterprise Drive Royersford, PA 19468	Riddell/Air American 689 Sugar Lane Elyria, OH 44035	BSN Sports Passon's Sports & US Games P.O. Box 48 Jenkintown, PA 19046	Pyramid School Products 6510 N 54th Street Tampa, FL 33610	SAS Worldwide 75 Mill Street Colchester, CT 06415	American Soccer Co., Inc. dba Score Sports 726 E Anaheim St. Wilmington, CA 90744
10 SOFTBALLS-FAST PITCH-RAISED SEAM Restricted Flight/ Core-44 / Solid Core Compression/ Low Bounce Max. 375							
(A) Size: 11" (24 Dozen)	\$37.95	NB	NB	\$47.45	\$1,138.80	NB	NB
(B) Size: 12" (24 Dozen)	\$37.95	NB	NB	\$48.65	\$1,167.60	NB	NB
11 FOOTBALL HELMET JAW PADS 3/4" 4 straps							
QTY 100 EA	\$3.74	NB	NB	\$32.26	\$129.20	NB	NB
12 BASEBALL BATS 28" LENGTH (1- BALL)	NB	NB	NB	\$19.69	\$236.28	NB	NB
A QTY 12 EA				\$15.98	\$191.76	NB	NB
B QTY 12 EA	NB	NB	NB	\$29.25	\$351.00	NB	NB
C QTY 12 EA	NB	NB	NB	\$41.45	\$497.40	\$16.85	\$202.20
D QTY 12 EA	NB	NB	NB	\$42.59	\$511.08	\$16.85	\$202.20
13 HOME PLATES (White, Ribbed, Black, beveled edges)							
A HOME PLATES QTY 24 EA	\$15.75	NB	NB	\$21.25	\$510.00	\$17.13	\$411.12
B YOUTH SIZE -12 & UNDER QTY 24 EA	\$15.75	NB	NB	\$12.18	\$292.32	NB	NB

Page 3 of 4

OFFICIAL

VENDORS	Johannsen Sporting Goods 1116 Broad Street Augusta, GA 30901	Aluminum Athletic Equipment Co. 1000 Enterprise Drive Royersford, PA 19468	Riddell/AI American 689 Sugar lane Elyria, OH 44035	BSN Sports Passon's Sports & US Games P.O.Box 49 Jenkintown, PA 19046	Pyramid School Products 6510 N 54th Street Tampa, FL 33610	S&S Worldwide 75 Mill Street Colchester, CT 06415	American Soccer Co., Inc. dba Score Sports 728 E Anshelm St. Wilmington, CA 90744
14 SHIN GUARDS (Navy or Black)							
Youth Sizes - 10 & Under QTY 24 EA	\$17.90	NB	\$25.05	\$601.20		NB	NB
(A)				\$354.72		NB	NB
Youth Sizes - 12 & Under QTY 24 EA	\$23.50	NB	\$21.00	\$504.00		NB	NB
(B)				\$534.96		NB	NB
15 BASE-HOLLYWOOD- PRO STYLE (3 BASES PER SET)							
QTY 6 SETS	\$95.75	\$170.00 (per set)	\$125.00	\$750.00		NB	NB
16 SOFTBALL CHEST PROTECTOR							
YOUTH SIZE (QTY 12 EA)	\$21.44	NB	\$35.39	\$424.68		NB	NB
(A)				\$24.32		NB	NB
ADULT SIZE- 12 & UNDER (QTY 12 EA)	\$25.19	NB	\$31.50	\$378.00		NB	NB
(B)				\$26.25		NB	NB
17 Football Pylons							
32 EA	\$23.25	\$384.00	\$23.25	\$186.00		NB	NB
	\$186.00			\$610.00			
18 HAND HELD GAME TIMERS							
QTY 24 EA	\$9.45	\$17.95	NB	\$8.16		NB	NB
(A)				\$195.84		NB	NB
19 BASKETBALL (ADULT)							
WILSON WAVE BASKETBALL QTY 12 EA	\$52.59	NB	\$77.00	\$924.00		NB	NB
(A)				\$631.08		NB	NB
20 FOOTBALL SIDELINE YARDLINE MARKERS							
QTY 2 SETS (11 PIECE SET)	\$128.76	NB	\$144.50	\$289.00		NB	NB
	\$257.52			\$128.76		NB	NB
				\$257.52		NB	NB

Page 4 of 5

OFFICIAL

VENDORS	Johannsen Sporting Goods 1116 Broad Street Augusta, GA 30901		Aluminum Athletic Equipment Co. 1000 Enterprise Drive Royersford, PA 19488		Riddell/All American 689 Sugar Lane Elyria, OH 44035		BSN Sports Passon's Sports & US Games P.O.Box 49 Jenkintown, PA 19046		Pyramid School Products 6510 N 54th Street Tampa, FL 33610		S&S Worldwide 75 Mill Street Colchester, CT 06415		American Soccer Co., Inc. dba Score Sports 726 E Anaheim St. Wilmington, CA 90744	
	DOUBLE FIRST 21 BASE HOLLYWOOD PRO STYLE SET McGregor, Rawlings or Equivalent QTY 18 SETS													
		\$79.95	\$1,439.10	NB	NB	NB	\$101.56	\$1,828.08			NB	NB	NB	NB

Invitation To Bid

Sealed bids will be received at this office until Wednesday October 26, 2016 @ 3:00 p.m. for furnishing:

BID ITEMS FOR RECREATIONS AND PARKS - ANNUAL CONTRACT- COMMODITY CODE (Bid Items may have more parent codes) -

17-063 Athletic Clothing and Equipment

006-200-10; 016-931-11

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.

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 Friday, October 14, 2016, @ 5:00 P.M. No bid will be accepted by fax; all must be received by mail or hand delivered.

The local bidder preference program is applicable to this project. No bid may be withdrawn for a period of 60 days after bids have been opened, pending the execution of contract with the successful bidder(s).

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 September 22, 29, October 6, and 13, 2016
Metro Courier September 28, 2016



ENVIRONMENTAL SERVICES DEPARTMENT

Mark Johnson
Director

MEMORANDUM

TO: Ms. Geri Sams
Director - Procurement

FROM: Mark Johnson *[Signature]*
Director

DATE: November 2, 2016

SUBJECT: Annual Bid Item 17-113, Vacant Lot Cleaning Services - Award Recommendation

In response to Annual Bid Item 17-113, Vacant Lot Cleaning Services, six bids were received. The bids were opened on October 18, 2016 and the results and specific pricing are listed on the attached page. In reviewing the bid submittals, it has been determined that only one vendor, Augusta Quality Lawncare, possesses the licenses as required in the bid document. Therefore, it is my recommendation to award the bid to Augusta Quality Lawncare. They submitted an acceptable bid and after thorough examination, we found all aspects of the submitted bid documents to have met the specifications as requested.

Thank you in advance for your time and attention. Please feel free to contact me at 706-592-3201, should you have any questions or require any additional information.

MJ/tgh

Attachment

Cc: Nancy Williams
Phyllis Johnson
Sandra Robinson
File

Environmental Services Department
Augusta Solid Waste & Recycling Facility
4330 Deans Bridge Road, Blythe, GA 30805
(706) 592-3200 - Fax (706) 592-3255
WWW.AUGUSTAGA.GOV

Item # 4

OFFICIAL



Bid Opening Bid Item #17-113
Vacant Lot Cleaning Services – Annual Contract
for Augusta, Georgia - Environmental Services Department
Bid Opening Date: Tuesday, October 18, 2016 @ 11:00 a.m.

Total Number Specifications Mailed Out: 38

Total packages submitted: 6

Total Non-compliant: 5

VENDORS	Attachment B	E-Verify #	SAVE Form	Monthly/160hr Rate per crew	Weekly/40hr Rate per crew
AUGUSTA QUALITY LAWN CARE 1540 KERON WAY HEPHZIBAH, GA 30815	YES	639585	YES	\$8,540.00	\$2,135.00
CSRA LANDSCAPING 2321-H PEACH ORCHARD ROAD AUGUSTA GA 30906	non compliant	352373	YES		
RISE & SHINE LAWN CARE & LANDSCAPING SERVICE 159 WALTON TRAIL 1 PO BOX 443 HEPHZIBAH, GA 30815	non compliant	905907	YES		
KEMP LAWN SERVICE 2453 YATES DRIVE AUGUSTA, GA 30906	non compliant	non compliant	YES		
GEORGIA'S GREEN LAWN CARE 1433 HUNTER STREET AUGUSTA, GA 30901	non compliant	812285647 1131193	YES		
JENKINS & JONES ENTERPRISE 3002 HOLLINS DRIVE HEPHZIBAH, GA 30815	non compliant	58-1789159 1135739	YES		

Invitation To Bid

Sealed bids will be received at this office until Tuesday, October 18, 2016 @ 11:00 a.m. for furnishing:

BID ITEMS FOR ENVIRONMENTAL SERVICES - ANNUAL CONTRACT- COMMODITY CODE (Bid Items may have more parent codes) -

17-016	Various Sizes of Rock	013-745-77
17-027	Rock Hauling Services	018-962-39
17-053	Welding & Fabrication	022-910-76;022-914-85
17-054	Scrap Tire Waste Disposal	018-962-84
17-077	Overhead Door Repair and Maintenance	022-910-55
17-078	Lawn Fertilizer, Weed and Bug Control Products	022-335-00
17-082	HVAC Maintenance	016-941-55
17-113	Vacant Lot Cleaning Services	022-913-75
17-103	Gates, Hoses & Fittings	012-460-10; 028-659-00

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.

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 Friday, October 7, 2016, @ 5:00 P.M. No bid will be accepted by fax; all must be received by mail or hand delivered.

The local bidder preference program is applicable to this project. No bid may be withdrawn for a period of 60 days after bids have been opened, pending the execution of contract with the successful bidder(s).

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 September 15, 22, 29 and October 6, 2016
Metro Courier September 21, 2016

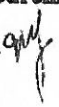


ENVIRONMENTAL SERVICES DEPARTMENT

Mark Johnson
Director

MEMORANDUM

TO: Geri Sams
Director - Procurement

FROM: Mark Johnson 
Director

DATE: November 8, 2016

SUBJECT: Bid Item 17-129 – Landscape Maintenance Services - Award Recommendation

In response to Annual Bid 17-129, Landscape Maintenance Services, three compliant bids were received. The bids were opened on October 26, 2016 and the results and specific pricing of each item are listed on the attached page. Upon thorough examination, it is my recommendation to award the bid to Jacobs Land Management.

Thank you in advance for your time and attention. Please feel free to contact me at 706-592-3201, should you have any questions or require any additional information.

MJ/tgh

Cc: Sandra Robinson
Phyllis Johnson
File

Environmental Services Department
4330 Deans Bridge Road, Blythe, GA 30805
(706) 592-3200 – Fax (706) 592-3255
WWW.AUGUSTAGA.GOV

Item # 4

OFFICIAL

	Bid Item #17-129 Landscape Maintenance Service – Annual for Augusta, Georgia - Environmental Services Department Bid Date: Wednesday October 26, 2016 @ 11:00 a.m.		
Total Number Specifications Mailed Out: 62			
Mandatory Site Visit Attendees: 6			
Total packages submitted: 3			
Total Noncompliant: 0			
Vendors	JACOBS LAND MANAGEMENT 733 SCOTT NIXON MEMORIAL DRIVE AUGUSTA GA 30907	RISE & SHINE LAWN CARE/LANDSCAPING SERVICES, LLC 1159 WALTONS TRAIL HEPHZIBAH, GA 30815	SEASONS LANDSCAPES, INC P.O. BOX 33222 DECATUR, GA 30033
Attachment "B"	YES	YES	YES
Addendum #1	YES	YES	YES
E-Verify #	417873	905907	831323
SAVE Form	YES	YES	YES
FEES	PRICE	PRICE	PRICE
Monthly Fee	\$2,445.00	\$7,375.00	\$3,245.00
Annual Fee (x12 Months)	\$29,340.00	\$88,500.00	\$38,940.00
The following vendors did not submit bids: AUGUSTA QUALITY LAWN CARE/1540 KERON WAY/HEPHZIBAH,GA 30815 LAWN CARE SPECIALIST-A-ACTION INC./2301 SANTA ANNA CT./CONYERS,GA 30013 LUMBER JACK LANDSCAPING/2430 NORFOLK DRIVE/AUGUSTA,GA 30906			

Invitation To Bid

Sealed bids will be received at this office until Wednesday October 26, 2016 @ 11:00 a.m. for furnishing:

BID ITEMS FOR ENVIRONMENTAL SERVICES - ANNUAL CONTRACT- COMMODITY CODE (Bid Items may have more parent codes) -

17-129	Landscape Maintenance Service	018-906-56; 022-910-52
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Bids will be received by Augusta, GA Commission hereinafter referred to as the OWNER at the offices of:

Gerl 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.

Mandatory Site visit will be held on Friday, October 14, 2016, @ 10:00 a.m. at the Solid Waste and Recycling Facility 4330 Deans Bridge Road, Blythe, GA 30805.

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, October 18, 2016 @ 5:00 P.M. No bid will be accepted by fax; all must be received by mail or hand delivered.

The local bidder preference program is applicable to this project. No bid may be withdrawn for a period of 60 days after bids have been opened, pending the execution of contract with the successful bidder(s).

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: Gerl 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	September 22, 29, October 6, and 13, 2016
Metro Courier	September 28, 2016



Administrative Services Committee Meeting
2/28/2017 1:05 PM
2017- Boxing Club Donation

Department: Central Services Department - Fleet Management Department

Presenter: Ron Crowden

Caption: Consider a request from the Head Coach & Director of the Augusta Boxing Club for a donation of one 28- passenger bus and 9-passenger van in order to transport members of the Augusta Boxing Club to and from competitions.

Background: The Augusta Boxing Club Director, Mr. Rayonta Whitfield, has requested the donation of two vehicles of the Augusta Transit Department to support the transportation needs of the Club (see attachment). The Transit Department has indicated they intend to surplus 3 running paratransit vehicles and 2 running APT buses and 2 that are not running. The request is for one bus and one 9-passenger van. Fleet Management does not have a van to support this request. It could support it with a paratransit van, given the Augusta Commission approves the request. The Augusta Commission has supported the Boxing Club in the past by authorizing the donation of one 15-passenger van. It is customary to pay one dollar per vehicle. If the Commission approves the request the Boxing Club would assume all liability and responsibility for the operation, maintenance, proper licensing of drivers and appropriate insurance of the vehicles.

Analysis: If Augusta were to auction the bus and paratransit bus we could expect a bid of approximately \$1,000 to \$1,500 for each vehicle depending on the mileage of each. This estimate is derived from like type vehicles on the GovDeals website

Financial Impact: Potential loss of revenue.

Alternatives: 1) Support the request with one bus and one paratransit van, (2) deny the request, (3) approve the request in part.

Recommendation: Commission consideration.

Cover Memo

Item # 5

**Funds are Available
in the Following None Required
Accounts:**

REVIEWED AND APPROVED BY:

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



"It's better to sweat in the Gym than to bleed in the street"

AUGUSTA BOXING CLUB

1929 WALTON WAY

AUGUSTA GEORGIA 30905-5735

GYM – OFFICE: (706) 550-0382/ FAX: (706) 550-0481

EMAIL: ABCLUB1@COMCAST.NET WWW.AUGUSTABOXINGCLUB.ORG



Dear Pat Stephens,

The Augusta Boxing Club is a nonprofit organization that serves categorically disadvantaged homes in our community. We are able to go beyond the athletic aspects of the program and provide tutoring and drug counseling, field trips and variety of educational programs. Through the boxing tournaments, many of our participants have had the opportunity to travel extensively in the United States and abroad. Several members of our team have qualified to represent the United States Olympic Boxing Association and have competed in locations such as Russia, Germany, Sweden, Poland and England. Our program operates year round. We average between 70 to 100 participants at all times. During our peak periods (the school year), we can work with up to 200 children. The majority of these young men and women are between the ages of 7 to 16.

Mission Statement

The Augusta Boxing Club has been a superior program in the Augusta community for over two decades. The Club has maintained its commitment to serving youth. We are proud to report that comprehensive evaluation of progress of our youth has revealed positive results worthy of high lightening. Objective evidence supports the fact our program is successful. Not only are students of the boxing club healthier, they remain at lower risks for poor lifestyle choices, maintain a higher level of academic excellence when compared to similar youth. The Augusta Boxing Club was started in 1976 in the personal garage of Tom Moraetes. At the time Tom was working in the Juvenile Court as a Probation Officer for the City of Augusta. In 1995, the City of Augusta decided that it was time to bring the Augusta Boxing Club on full time with the Augusta Recreation Parks Department. In 2011 the Augusta Recreation and Parks Department decided to cut the Augusta Boxing Program it was then left to the management of the Augusta Boxing Club to "sink or swim". They began to dig deep into their own pockets and look for community support, and they found it. Several sponsors pooled together with the aid of the Infamous Ray Whitfield. With Tom Moraetes retirement in close view, the Augusta Boxing Club became the Augusta Boxing Club, Inc.

We would appreciate transfer from the Augusta Transit Services to the Augusta boxing Club of a 28 passenger bus as well as a 9 passenger van. Currently we don't have enough funding to purchase transportation for our members. With the help of the Augusta Transit Services, we can provide transport for our youth to and from competitions.

Thank you for considering this letter of request.

Rayonta Whitfield
Head Coach & Director
Augusta Boxing Club



**Administrative Services Committee Meeting
2/28/2017 1:05 PM
2017- Public Safety Vehicles-Marshal/Probation**

Department: Central Services Department - Fleet Management Division

Presenter: Ron Crowden

Caption: Approve a request from Fleet Management for the replacement of four Marshal's Office vehicles, purchase one new vehicle and to replace one vehicle in the Probation Office using SPLOST Phase VII – Public Safety Vehicles.

Background: Each year Fleet Management assess vehicles of the Public Safety Offices to determine recommendations for replacement. The Marshal's Office has 4 older model vehicles that meet the replacement criteria as follows: Asset 207067- 2007 Ford Crown Victoria with 148,899 miles, 207071 – 2007 Ford Crown Victoria with 153,934 miles, 210071 – 2010 Ford Crown Victoria with 157,152 miles and 210072 – 2010 Ford Crown Victoria with 141,036 miles. The Marshal has requested one additional car to support the Administration Division. The Probation Office was instituted in 2016. To support this requirement Fleet Management used a 2005 Ford Crown Victoria turned in by the Sheriff's Office. This car, 205093- 2005 Crown Victoria has 176,244 miles on it and an extensive repair record.

Analysis: The Procurement Department published a competitive bid using the Demand Star application for the Dodge Charger Bid Number 16-257. Bid 16-257 – Dodge Charger : Akins Ford Corp = \$26,570.00 each (patrol type); Thomson Chrysler = \$26,684.00 Bid 16-257 – Dodge Charger : Akins Ford Corp = \$24,760.00 each (administrative package); Thomson Chrysler - \$25,809.00. Note: cost difference is due to difference in emergency equipment to be installed

Financial Impact: Five Dodge Chargers at \$26,570 for a total of \$132,850.00 and one Dodge Charger at \$24,760.00. The total cost of the 6 vehicles is \$157,610.00. Funds for these vehicles will come from SPLOST Phase VII – Public Safety Vehicles

Alternatives: (1) Approve the request; (2) Do not approve the request; (3) Approve the request in part.

Recommendation: Approve the request to replace 4 vehicles of and one new vehicle for the Marshal's Office and 1 replacement vehicle from the Probation Office. Approve declaring the replaced vehicles surplus and available for auction

Funds are Available in the Following Accounts: SPLOST VII - Phase VII - Public Safety Vehicles

REVIEWED AND APPROVED BY:

Finance.
Procurement.
Law.
Administrator.
Clerk of Commission

AUGUSTA, GEORGIA
FINANCE DEPARTMENT-FLEET MANAGEMENT DIVISION
REPLACEMENT CRITERIA FORM

Department Name: Marshal's Office		Department Number 101-02-2610		Date: 2/14/2017	
Vehicle Description: 2007 Ford Crown Victoria			Asset #: 207067		
Assigned Use: Assigned to Deputy Marshal serve Court papers, oversee evictions, other related duties					
Actual Age: 9		Current miles: 148,899		Purchase Price: \$24,717.00	
Life Expectancy Criteria Requirements -(Policy Evaluation)					
Age:	Miles or Hours	Type of Service	Reliability	Maint/Repair	Condition:
9	14	1	2	2	2
Evaluation Points 30			Policy Evaluation Results: Needs immediate consideration for replacement		
Fleet Managers Recommendation: This vehicle is past its life expectancy, has a total of \$7,490.76 in maintenace repairs over the 9 ye in service. Recommend replacing this vehicle					
					
Ron Crowden Fleet Manager					
Replacement Date: 2017			Fiscal Year Replacement: 2017		
Estimated Replacement Cost: \$26,570.00			Funding Source: Phase VII Sales Tax-Public Safety Vehicles		

RANGES

Under 18 Points	Excellent	18 to 22 Points	Good
23 to 27 Points	Qualifies for Replacement		
28 Points or more	Needs immediate consideration for replacement		

AUGUSTA, GEORGIA
FINANCE DEPARTMENT-FLEET MANAGEMENT DIVISION
REPLACEMENT CRITERIA FORM

Department Name: Marshal's Office		Department Number 101-02-2610		Date: 2/14/2017	
Vehicle Description: 2007 Ford Crown Victoria			Asset #: 207071		
Assigned Use: Assigned to Deputy Marshal serve Court papers, oversee evictions, other related duties					
Actual Age: 9		Current miles: 153,934		Purchase Price: \$24,717.00	
Life Expectancy Criteria Requirements -(Policy Evaluation)					
Age:	Miles or Hours	Type of Service	Reliability	Maint/Repair	Condition:
9	15	1	2	2	2
Evaluation Points 31			Policy Evaluation Results: Needs immediate consideration for replacement		
Fleet Managers Recommendation: This vehicle is past its life expectancy, has a total of \$6,430.18 in maintenace repairs over the 9 ye in service. Recommend replacing this vehicle					
					
Ron Crowden Fleet Manager					
Replacement Date: 2017			Fiscal Year Replacement: 2017		
Estimated Replacement Cost: \$26,570.00			Funding Source: Phase VII Sales Tax-Public Safety Vehicles		

RANGES

Under 18 Points	Excellent	18 to 22 Points	Good
23 to 27 Points	Qualifies for Replacement		
28 Points or more	Needs immediate consideration for replacement		

AUGUSTA, GEORGIA
FINANCE DEPARTMENT-FLEET MANAGEMENT DIVISION
REPLACEMENT CRITERIA FORM

Department Name: Marshal's Office		Department Number 101-02-2610		Date: 2/14/2017	
Vehicle Description: 2010 Ford Crown Victoria			Asset #: 210071		
Assigned Use: Assigned to Deputy Marshal serve Court papers, oversee evictions, other related duties					
Actual Age: 6		Current miles: 157,152		Purchase Price: \$25,942.00	
Life Expectancy Criteria Requirements -(Policy Evaluation)					
Age: 6	Miles or Hours 15	Type of Service 1	Reliability 2	Maint/Repair 2	Condition: 2
Evaluation Points 28			Policy Evaluation Results: Needs immediate consideration for replacement		
Fleet Managers Recommendation: This vehicle has a total of \$9,285.84 in maintenance repairs over the 6 years. in service. Recommend replacing this vehicle					
					
Ron Crowden Fleet Manager					
Replacement Date: 2017			Fiscal Year Replacement: 2017		
Estimated Replacement Cost: \$26,570.00			Funding Source: Phase VII Sales Tax-Public Safety Vehicles		

RANGES

Under 18 Points	Excellent	18 to 22 Points	Good
23 to 27 Points	Qualifies for Replacement		
28 Points or more	Needs immediate consideration for replacement		
28 Points or more	Needs immediate consideration for replacement		

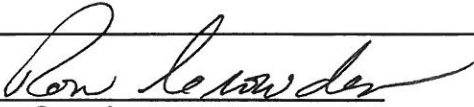
AUGUSTA, GEORGIA
FINANCE DEPARTMENT-FLEET MANAGEMENT DIVISION
REPLACEMENT CRITERIA FORM

Department Name: Marshal's Office		Department Number 101-02-2610		Date: 2/14/2017	
Vehicle Description: 2010 Ford Crown Victoria			Asset #: 210072		
Assigned Use: Assigned to Deputy Marshal serve Court papers, oversee evictions, other related duties					
Actual Age: 6		Current miles: 141,036		Purchase Price: \$25,942.00	
Life Expectancy Criteria Requirements -(Policy Evaluation)					
Age: 6	Miles or Hours 14	Type of Service 1	Reliability 2	Maint/Repair 2	Condition: 2
Evaluation Points 27			Policy Evaluation Results: Needs immediate consideration for replacement		
Fleet Managers Recommendation: This vehicle has a total of \$6,227.49 in maintenace repairs over the 6 years in service. Recommend replacing this vehicle					
					
Ron Crowden Fleet Manager					
Replacement Date: 2017			Fiscal Year Replacement: 2017		
Estimated Replacement Cost: \$26,570.00			Funding Source: Phase VII Sales Tax-Public Safety Vehicles		

RANGES

Under 18 Points	Excellent	18 to 22 Points	Good
23 to 27 Points	Qualifies for Replacement		
28 Points or more	Needs immediate consideration for replacement		
28 Points or more	Needs immediate consideration for replacement		

AUGUSTA, GEORGIA
FINANCE DEPARTMENT-FLEET MANAGEMENT DIVISION
REPLACEMENT CRITERIA FORM

Department Name: Adult Probation		Department Number 151-03-3510		Date: 2/14/2017	
Vehicle Description: 2005 Ford Crown Victoria			Asset #: 205093		
Assigned Use: Assigned to Probation Office -shared car					
Actual Age: 11		Current miles: 176,244		Purchase Price: \$25,152.00	
Life Expectancy Criteria Requirements -(Policy Evaluation)					
Age:	Miles or Hours	Type of Service	Reliability	Maint/Repair	Condition:
11	17	1	2	3	2
Evaluation Points 35			Policy Evaluation Results: Needs immediate consideration for replacement		
Fleet Managers Recommendation: This vehicle was used as a Road Patrol car of the Sheriff's Office for 10 years, replaced in 2016 and preped for use by the Probation Office until new Government pricing was available. This vehicle has a total of \$22,182.41 in maintenace repairs over the 11 years in service. Recommend replacing this vehicle					
					
Ron Crowden Fleet Manager					
Replacement Date: 2017			Fiscal Year Replacement: 2017		
Estimated Replacement Cost: \$26,570.00			Funding Source: Phase VII Sales Tax-Public Safety Vehicles		

RANGES

Under 18 Points	Excellent	18 to 22 Points	Good
23 to 27 Points	Qualifies for Replacement		
28 Points or more	Needs immediate consideration for replacement		
28 Points or more	Needs immediate consideration for replacement		

AUGUSTA, GEORGIA
FINANCE DEPARTMENT-FLEET MANAGEMENT DIVISION
REPLACEMENT CRITERIA FORM

Department Name: Probation Office		Department Number 151033510		Date: 2/15/2017	
Vehicle Description: 2005 Ford Crown Victoria			Asset #: 205093		
Assigned Use: Assigned to an investigator within the District Attorney's Office. Duties include investigation, transportation of evidence, transportation of witnesses and other related duties					
Actual Age: 11		Current miles: 175,754		Purchase Price: \$25,152.00	
Life Expectancy Criteria Requirements -(Policy Evaluation)					
Age: 11	Miles or Hours 17	Type of Service 1	Reliability 2	Maint/Repair 4	Condition: 2
Evaluation Points 37			Policy Evaluation Results: Needs immediate consideration for replacement		
Fleet Managers Recommendation: This vehicle was turned in by the Sheriff's Road Patrol and put in surplus. Fleet was tasked to provide a public safety type vehicle to the New Probation Office to start the program. This car was provided with the intent of replacing it in 2017. It has an extensive maintenance history.					
					
Ron Crowden Fleet Manager					
Replacement Date: 2017			Fiscal Year Replacement: 2017		
Estimated Replacement Cost: \$26,570.00			Funding Source: Phase VII Sales Tax-Public Safety Vehicles		

RANGES

Under 18 Points	Excellent	18 to 22 Points	Good
23 to 27 Points	Qualifies for Replacement		
28 Points or more	Needs immediate consideration for replacement		

2017 DODGE CHARGER POLICE AUTOMOBILES**2017 DODGE POLICE AUTOMOBILE-BID OPENING 12/2/16 @ 11:00**

BID 16-257	Akins Ford Corp	Thomson Chrysler
Delivery Date	12-14 Weeks	8-12 Weeks
6.03 Marshal Package	\$26,570.00	\$26,684.00

2017 DODGE CHARGER POLICE AUTOMOBILES

2017 DODGE POLICE AUTOMOBILE-BID OPENING 12/2/16 @ 11:00
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BID 16-257 Delivery Date 6.03 Marshal Package	<table> <tr> <td style="text-align: center; padding: 2px;">Akins Ford Corp</td><td style="text-align: center; padding: 2px;">Thomson Chrysler</td></tr> <tr> <td style="text-align: center; padding: 2px;">12-14 Weeks</td><td style="text-align: center; padding: 2px;">8-12 Weeks</td></tr> <tr> <td style="text-align: center; padding: 2px;">\$26,570.00</td><td style="text-align: center; padding: 2px;">\$26,684.00</td></tr> </table>	Akins Ford Corp	Thomson Chrysler	12-14 Weeks	8-12 Weeks	\$26,570.00	\$26,684.00
Akins Ford Corp	Thomson Chrysler						
12-14 Weeks	8-12 Weeks						
\$26,570.00	\$26,684.00						

2017 DODGE CHARGER POLICE VEHICLES

SHERIFF-2017 DODGE POLICE AUTOMOBILE-BID OPENING 12/2/16 @ 11:00

BID 16-257	Akins Ford Corp	Thomson Chrysler
Delivery Date	8-10 Weeks	90-120 Days
6.01 Administrative Package	\$23,415.00	\$23,397.00
7.00 OPTIONAL ITEMS		
7.01 Hemi Engine	918.00	1,985.00
7.04 Charger Convenience Group	427.00	427.00
TOTAL	\$24,760.00	\$25,809.00

Invitation to Bid

Sealed bids will be received at this office until Friday, December 2, 2016 @ 11:00 a.m. for furnishing:

Bid Item #16-257 2017 Dodge Charger Police Automobile – Central Services Department – Fleet Maintenance Division

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.

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 Friday, November 18, 2016 @ 5:00 P.M. No bid will be accepted by fax, all must be received by mail or hand delivered.

No bids may be withdrawn for a period of sixty (60) days after bids have been opened, pending the execution of contract with the successful bidder.

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	October 27, November 3, 10, 17, 2016
Metro Courier	November 2, 2016

 Bid Item #16-257 Dodge Charger Police Automobile for Augusta, Georgia - Central Services Department- Fleet Management Division Bid Due: Friday, December 2, 2016 at 11:00 a.m.		
Total Number Specifications Mailed Out: 7 Total Number Specifications Download (Demandstar): 7 Total Electronic Notifications (Demandstar): 125 Mandatory Pre-Bid Conference/Telephone Conference Attendees: NOT APPLICABLE Total packages submitted: 2 Total Noncompliant: 0		
Vendors	AKINS FORD CORP 220 WEST MAY STREET WINDER, GA 30680	THOMSON MOTOR CENTRE 2158 WASHINGTON ROAD NE THOMSON, GA 30824
Attachment B	Yes	Yes
E-Verify #	388164	369935
SAVE Form	Yes	Yes
6.00 VEHICLE/OPTIONS REQUIRED		
6.01 Administrative package	\$23,415.00	\$23,397.00
6.02 Civil package	\$24,597.00	\$24,476.00
6.03 Marshal package	\$26,570.00	\$26,684.00
6.04 Patrol package	\$28,845.00	\$28,968.00
6.05 Traffic package	\$29,470.00	\$29,593.00
7.00 OPTIONAL ITEMS:		
7.01 HEMI 5.7 Liter engine	\$918.00	\$1,985.00
7.02 All-wheel drive	\$918.00 + \$1340.00	MINIMUM \$4,447.00
7.03 Special exterior paint colors each	\$445.00	\$445.00
7.04 Police Charger "Convenience Group"	\$427.00	\$427.00
7.05 Park Assist Group	\$312.00	\$312.00
8.00 OUTFITTER'S SPECIALTY ITEMS:		
8.01 1 each Whelen model SX8BBB thin line LED light bar	\$1,785.00	\$1,785.00
8.02 1 each Jotto Desk 425-6175	\$395.00	\$395.00
8.03 1 each Jotto Desk 425-6260 armrest	\$67.00	\$67.00

Vendors	AKINS FORD CORP 220 WEST MAY STREET WINDER, GA 30680	THOMSON MOTOR CENTRE 2158 WASHINGTON ROAD NE THOMSON, GA 30824
8.04 1 each Jotto Desk 425-3704 cup holder	\$60.00	\$60.00
8.05 1 each Havis Shields	\$410.00	\$410.00
8.06 1 each Sho-Me model 05.6000 six control switch power	\$120.00	\$120.00
8.07 1 each Outlet receptacle	\$57.00	\$57.00
8.08 2 each Talon rocker switches	\$10.00	\$10.00
8.09 Jumper cable connection	\$210.00	\$210.00
8.10 Corner Lighting	\$540.00	\$540.00
8.11 1 each Whelen model SLPMMBB Blue/Blue dual LED flasher light	\$210.00	\$210.00
8.12 1 each Whelen model SLPMMBA dual LED flasher light	\$210.00	\$210.00
8.13 1 each Whelen model Alpha	\$190.00	\$190.00
8.14 1 each Whelen model	\$165.00	\$165.00
8.15 1 each Setina #10S-C	\$585.00	\$585.00
8.16 1 each full lower extension plate with toe kick	\$70.00	\$70.00
8.17 Rear door panels	\$160.00	\$160.00
8.18 Rear side window barriers	\$200.00	\$200.00
8.19 Rear seat	\$390.00	\$390.00
8.20 Floor Pan	\$165.00	\$165.00
8.21 Shotgun mount and lock	\$345.00	\$345.00
8.22 Shotgun mount	\$95.00	\$95.00
8.23 Push bumper	\$410.00	\$410.00
8.24 Headlight guard	\$410.00	\$410.00
8.25 # 35 window tint film application	\$125.00	\$125.00
8.26 Fire extinguisher	\$50.00	\$50.00
2017 DODGE CHARGER POLICE AUTOMOBILE:		
APPROXIMATE DELIVERY SCHEDULE:	12-14 wks	8-12 wks
The followng venodr did not respond: BUTLER CHRYSLER DODGE JEEP / 1555 SALEM ROAD / BEAUFORT, SC 29902		

MILTON RUBEN CHRYSLER DODGE
ATTN: DAVID PERIVAL
3518 WASHINGTON ROAD
AUGUSTA, GA 30907

THOMSON CHRYSLER DODGE JEEP
ATTN: MAC MCALLISTER
2158 WASHINGTON ROAD
THOMSON, GA 30824

AKINS FORD CORP
ATTN: ROZ ICENHOUR
220 WEST MAY STREET
WINDER, GA 30680

BUTLER CHRYSLER DODGE JEEP
ATTN: AMY HILL
1555 SALEM ROAD
BEAUFORT, SC 29902

ED VOYLES AUTOMOTIVE GROUP
ATTN: GLENN PETERSON
789 COBB PARKWAY SE
MARIETTA, GA 30060

HARRY LEWIS CHRYSLER DODGE
JEEP
ATTN: MIKE MASTERS
196 ALABAMA BLVD, PO BOX 74
JACKSON, GA 30233

LANDMARK CHRYSLER DODGE JEEP
6850 MOUNT ZION BLVD
MORROW, GA 30260

BID ITEM 16-257
DODGE CHARGER POLICE VEHICLE
FOR CENTRAL SERVICEA-FLEET
MANAGEMENT
MAILED 27 OCT 20165

BID ITEM 16-257
DODGE CHARGER POLICE VEHICLE
FOR FLEET MANAGEMENT
BID DUE: TUE.,12/02/16 @ 11: 00 A.M.

TAKIYAH DOUSE
CENTRAL SERVICES

RON CROWDEN
FLEET MANAGEMENT

KELLI IRVING
COMPLIANCE

RUSSELL SANDERS
FLEET MANANGEMENT

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Planholders List

Member Name City of Augusta, GA (Augusta Commission)

Bid Number ITB-16-257-0-2016/nw

Bid Name 2017 Dodge Charger Police kAutomobile

1 Document(s) found for this bid

5 Planholder(s) found.

[Add Planholder](#)

Supplier Name ▲	Phone	Fax	Doc Count	Attributes	Programs	Actions
ACME AUTO LEASING LLC	2032346850	2032346858	1	1. Small Business 2. Veteran Owned		Documents
ACME AUTO LEASING, LCC						Documents
Dana Safety Supply Operating as Southern Public Safety Equipment & Southern Firearms	3368545536	3368543884	1	1. Small Business		Documents
NAPA Auto Parts Of Augusta	6189803689		1			Documents
Soundoff Signal	6166626195		1			Documents

Page 1 of 1

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Central Services Department

Takiyah A. Douse, Director
Ron Crowden, Fleet Manager

Fleet Management
1568-C Broad Street
Augusta GA 30904
Phone: (706) 821-2892

MEMORANDUM

To: ~~Ms.~~ Geri Sams, Procurement Director
Through: Takiyah A. Douse, Director, Central Services Department
From: Ron Crowden, Fleet Manager, Central Services Department
Subject: Partial Bid Award Request-Bid 16-257
Date: December 8, 2016

Fleet Management would like to request the following portion of bid 16-257, Dodge Charger Police Automobile, which opened on December 2nd at 11:00 pm, be awarded to Akins Ford corporation of Winder, Georgia. The vendor was the low bidder on these items and met all required specifications:

Sec 2 Item 6.03 – Marshal Package @ \$26,570.00

Sec 2 Item 6.04 – Patrol Package @ \$28,845.00

Sec 2 Item 6.05 – Traffic Package @ \$29470.00

Please see attachment.

Please let us know when the vendor paperwork is completed on this award so that we may move forward with the purchase process.

If you have any questions or concerns, please contact me.

Best Personal Regards,

A handwritten signature in dark ink, appearing to read "Ron Crowden", written in a cursive style.

Ron Crowden
Fleet Manager

16 DEC 08 4:11:14

2017 DODGE CHARGER POLICE AUTOMOBILES

2017 DODGE POLICE AUTOMOBILE-BID OPENING 12/2/16 @ 11:00

BID 16-257

Delivery Date

Akins Ford Corp

Thomson Chrysler

12-14 Weeks

8-12 Weeks

6.03 Marshal Package

6.04 Patrol Package

6.05 Traffic Package

\$26,570.00

\$26,684.00

\$28,845.00

\$28,968.00

\$29,470.00

\$29,593.00



Central Services Department

Takiyah A. Douse, Director
Ron Crowden, Fleet Manager

Fleet Management
1568-C Broad Street
Augusta GA 30904
Phone: (706) 821-2892

MEMORANDUM

To: ~~Ms.~~ Geri Sams, Procurement Director
Through: Takiyah A. Douse, Director, Central Services Department
From: Ron Crowden, Fleet Manager, Central Services Department
Subject: Partial Bid Award Request-Bid 16-257
Date: December 8, 2016

Fleet Management would like to request the following portion of bid 16-257, Dodge Charger Police Automobile, which opened on December 2nd at 11:00 pm, be awarded to Thomson Motor Centre of Thomson, Georgia. The vendor was the low bidder on these items and met all required specifications:

Sec 2 Item 6.01 – Administrative Package @ \$23,397.00
Sec 2 Item 6.02 – Civil Package @ \$24,476.00

Please see attachment.

Please let us know when the vendor paperwork is completed on this award so that we may move forward with the purchase process.

If you have any questions or concerns, please contact me.

Best Personal Regards,


Ron Crowden
Fleet Manager

16 DEC 09 11:13:14

2017 DODGE CHARGER POLICE AUTOMOBILES

2017 DODGE POLICE AUTOMOBILE-BID OPENING DECEMBER 2, 2016 @ 11:00

BID 16-257	Akins Ford Corp	Thomson Chrysler
Delivery Date	12-14 Weeks	8-12 Weeks
6.01 Administrative Package	\$23,415.00	\$23,397.00
6.02 Civil Package	\$24,597.00	\$24,476.00



**Administrative Services Committee Meeting
2/28/2017 1:05 PM
John C. Calhoun Expressway Renaming**

Department: Clerk of Commission

Presenter:

Caption: Discuss a resolution changing the name of the John C. Calhoun Expressway. **(Requested by Commissioner Bill Fennoy)**

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



**Administrative Services Committee Meeting
2/28/2017 1:05 PM
PPPM**

Department:

Presenter: Commissioner Sammie Sias

Caption: Motion to approve the recommended revisions to the Personnel Policy & Procedures Manual (PPPM), Chapter III, Grievances, Discipline, & Appeals. **(Referred from February 21 Commission meeting)**

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Lena Bonner

From: Commissioner Sammie Sias
Sent: Wednesday, February 15, 2017 7:11 PM
To: Lena Bonner
Cc: Andrew G. Mackenzie; Janice Allen Jackson
Subject: Amendments to the PPPM

Ms Bonner,

Please add the following item to the Commission Agenda on 21 February 2017.

- **Motion to the Personnel Policy & Procedures Manual, Chapter III, Grievances, Discipline, & Appeals.**

Additional information for this agenda item will be sent to you for inclusion or distribution prior to or on 21 February 2017 at the meeting.

Thanking you in advance for you attention to this matter

Sammie L. Sias
 Commissioner,
 Augusta Richmond County
"Failure is not an Option"

Please consider the environment before printing this email.

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 AED:104.1

Summary of Proposed Changes to Chapter III, Grievances, Discipline, & Appeals

The main purpose of these changes was to remove the HR Director from the chain of command. The Human Resources' role as defined throughout the PPPM is to ensure that all proper procedures and guidelines are followed, to ensure proper and timely processing of all matter pertaining to disciplinary matters, and to advise all parties involved.

- Section 300.011
- Section 300.012
- Section 300.013
- Section 300.014 (deleted entirely)
- Section 300.015 (deleted entirely)
- Section 300.016 (deleted entirely)
- Update of accompanying form letters is required
- These changes should also reflect that they supersede any other conflicts within the PPPM where the HR Director's role is chain of command versus advisor.

CHAPTER III.

GRIEVANCES, DISCIPLINE, & APPEALS

Section 300.001 Objective

It is the practice of Augusta, Georgia to:

1. Provide fair, equitable, and timely grievance procedures for all regular employees;
2. Facilitate free discussion of employment concerns between employees and supervisors to foster better understanding of administrative policies, procedures, and practices;
3. Promote reaching a fair and equitable decision and doing so in a climate of mutual understanding and objective fact-finding; and to
4. Assure that those who file grievances are not retaliated against.

Section 300.002 Grievance Policy Scope

This grievance procedure applies to all regular full-time employees, with the exception of temporary employees, some elected officials, and members of the Senior Executive Service (SES). Additionally, contract employees and persons in Grant Funded positions are not covered.

Augusta, Georgia reserves the right to depart from this grievance policy in its sole discretion. All employees are employed at will, and both they and Augusta, Georgia may terminate the employment relationship at any time, with or without cause, without following any specific procedure.

Section 300.003 Grievance Policy Undertakings

No punitive, discriminatory, adverse, or retaliatory action shall be taken against any employee on account of the filing of a grievance or an appeal unless such grievance or appeal is frivolous. Frivolous is defined as a grievance or appeal that is completely unsubstantiated or falsified.

All employees involved in processing a grievance will work diligently to insure that all grievances are handled fairly and expeditiously and that all required deadlines are met. Every effort shall be made to resolve grievances at the lowest possible level in the Augusta, Georgia organization. Grievances shall be resolved by making decisions that are best for the organization and employees. Not every grievance will be resolved to the employee's satisfaction, but each grievance will be investigated and the employee will receive a response.

Department Directors shall be responsible for the administration of this grievance policy in their respective departments.

Section 300.004 Grievance Policy Definitions

A “grievance” is a disagreement regarding an interpretation and/or application of administrative rule, regulation, policy, plan or procedure which exists under the personnel administration system of Augusta, Georgia which an employee feels is unjust or unfair.

A “working day” for this policy is defined as any day of business between workings hours of 8:00 a.m. and 5:00 p.m. excluding Saturday, Sunday and Augusta, Georgia observed Holidays.

Section 300.005 Exclusions From the Grievance Procedure

1. Formal Disciplinary Actions (i.e. written warnings, PIPs, suspensions without pay, demotions, and terminations) handled through the appeal process defined in the Appeal Section of this policy.
2. Complaints of Sexual Harassment (These allegations should be filed with and will be processed according to the Policies and Procedures established by the Commission for the Augusta, Georgia Equal Employment Office (EEO Office)).
3. Complaints of Discrimination (Allegations regarding discrimination based on race, age, sex, national origin, religion, veteran status and disability should be filed with and will be processed according to the Policies and Procedures established by the EEO Office).
4. Wage/compensation issues pertaining to pay or benefits; validity of established salary ranges of the current Augusta, Georgia pay plan; or salary, title, or duties and grade of a position or job evaluation.
5. Hours of work and work schedules or performance appraisals/ratings/performance standards.
6. Non-selection from a bona-fide referral list of qualified and/or highly qualified candidates provided to the selecting official from HR.

Section 300.006 Grievance Policy General Provisions

Grievances may be initiated only by the employee concerned and may not be pursued without the affected employee’s consent.

Repeated filing of grievances concerning the same issue which has been denied will not be considered.

The employee filing a grievance may, at any step in the procedure, request the assistance from the HR Department or from an advisor/advocate of his or her choosing. If this advocate is a current employee, the advocate must obtain his or her supervisor’s permission to participate. The advocate can only present or prepare for the panel hearing during the advocate’s off-duty hours.

Supervisors or Administrators hearing a grievance are urged to call upon the HR Director for advice of assistance in the appropriate interpretation of Augusta, Georgia rules and procedures.

This procedure is normally intended for the use of individual employees. Should a number of employees file separate grievances on the same matter, such grievances may be combined. A final determination on the combined grievance shall be binding on all such similar grievances, and a copy of the final

determination shall be provided to all complainants.

Any grievance shall be considered resolved at the completion of any step if all parties are satisfied or if neither party appeals the matter to the next step of the procedure with the prescribed period.

Section 300.007 Presenting a Grievance

Grievances must be presented, in writing, to the appropriate supervisor/manager in the chain-of-command within ten (10) working days from the date of the act or from the date the employee became aware of the occurrence. Grievances submitted after this time are untimely and will not be considered. Grievances must be submitted on the grievance form prescribed by the HR Director for this purpose.

If the supervisor does not comply with the time limits within a step of the procedure, the employee filing the grievance may proceed to the next level of review. A supervisor who is not responsive to the time limits set forth in this procedure maybe subject to disciplinary action.

Failure of the grievant to comply with established time limits shall constitute abandonment of the grievance and an exhaustion of such employee's administrative remedies as to the issue grieved. Since it is important that grievances be resolved as rapidly as possible, time limits, as set forth in the previous paragraphs, shall be considered a maximum and efforts shall be made to expedite the process.

If either party wishes to extend any time limit at any step a request for extension should be made in writing to the Department Director, indicating justification for the request at least twenty-four (24) hours prior to the deadline established for the various steps.

Section 300.008 Grievance Process

Step One: Immediate Supervisor

Augusta, Georgia's position is that issues are best resolved when there is open communication between employees and supervisors. It is the responsibility of any employee who believes that he/she has a bona-fide grievance to promptly discuss the issue with his or her immediate supervisor and attempt to resolve the matter at this level. It is recommended that the employee verbally express the suggested solution. The immediate supervisor shall give an oral response to the employee. Every reasonable effort shall be made to resolve the problem at this step. If the employee is not satisfied with a supervisor's oral response, or chooses to bypass this step, then the employee may proceed to step two.

Step Two: Chain of Command

The employee shall complete a written Employee Grievance Form and submit it to the immediate supervisor within five (5) working days of the event that gave rise to the grievance or when the employee first became aware of the issue. Upon receipt of a written grievance, the immediate supervisor shall consult with their immediate supervisor (if appropriate) and immediately forward a copy of the grievance to the Department Director. If there are other supervisory levels between the immediate supervisor and the Department Director, (i.e. field supervisor, assistant director, etc.) these levels should participate in resolving the grievance at this Step since the next step is the Department Director. The immediate supervisor and other supervisors in the employee's chain of command shall enter their joint comments on the Employee Grievance Form and return it to the employee within five (5) working days of receipt of the grievance by the employee's immediate supervisor. Where a grievance concerns the content of the

immediate supervisor, the next supervisor in the chain of command may choose to respond at this step.

If the written response of the immediate supervisor and/or other supervisors does not satisfy the complainant, the employee may proceed to the next level by presenting the grievance to the Department Director within five (5) working days of receiving the step two response.

Step Three: Department Director

Upon receipt of a timely submitted step two exhausted grievance, the Department Director will conduct whatever investigation they deem necessary as part of their review of the grievance.

Within ten (10) working days of having received the written grievance, the Department Director shall submit a written response to the complainant. A copy of the response shall also be provided to the supervisors in the employee's chain of command at the Department level and to the HR Director.

If the Department Director's response is not acceptable to the complainant, the complainant may request that the Administrator (or appropriate designee) review the grievance through a request to the HR Director. Such a request must be made on the Employee Grievance Form, within five (5) working days after the employee receives the Department Director's response.

Step Four: Administrative Review

Upon receipt of a timely submitted step three exhausted grievance, the HR Director will investigate the grievance and recommend a solution to the Administrator. The HR Director will have ten (10) workdays to provide a recommendation to the Administrator.

The Administrator may accept the HR Director's recommendations, conduct his or her own investigation, and/or hold an Administrative Review hearing. The Administrator or his or her designee will present a final decision within ten (10) working days of receipt of the grievance from the HR Director. The Administrator's decision is final. Such final decision shall be sent to the employee via U.S. Certified Mail.

Section 300.009 Grievance Witnesses

The grievant and the department may call witnesses to testify at a grievance hearing. Falsifying a statement is considered "serious misconduct" and may result in the employee's suspension or separation from employment.

Section 300.010 Grievance Documentation

Once a grievance submitted to the Administrator has been resolved, all documentation associated with the grievance will be forwarded to the Human Resources Department. Although grievance documentation is part of the employees' records, the documentation will be maintained in a file separate from the employee's official personnel file in the HR Department.

Section 300.011 Discipline

Purpose:

To establish a uniform, fair, and standardized means by which Augusta, Georgia may administer a program of disciplinary procedures and guidelines.

Disclaimer:

1. Disciplinary action may be taken against an employee when a rule of Augusta, Georgia or the Department is violated, when work performance is not satisfactory, when counter-productive or inappropriate behavior is exhibited, or violation of lawful orders, work rules/standards, organizational Standard Operating Procedures (SOPs), administrative rules, organizational policies and procedures, ordinances, and/or statutes. A discipline program should exhibit promptness, impartiality, consistency, and fairness, where employees know what to expect as the result of certain behaviors on the job (See Recommended Guidelines for Disciplinary Actions- Table I).
2. Augusta, Georgia generally follows a policy of progressive discipline. The purpose of a progressive disciplinary procedure is to give the employee adequate notice and opportunity to correct any deficiencies, and its focus is on prevention of future violations rather than on punishment. The disciplinary action taken is normally to be the least serious **action** needed to prevent future instances of inappropriate behavior. If inappropriate behavior continues, the employee can expect further and more serious discipline. This policy does not restrict the imposition of a suspension, demotion, or termination in matters that are outside the progressive discipline policy.

Augusta, Georgia reserves the right to depart from this discipline policy in its sole discretion. All employees are employed at will, and both they and Augusta, Georgia may terminate the employment relationship at any time, with or without cause, without following any specific procedure.

Types of Discipline:

The types of disciplinary action, in order of their severity, are:

A. Informal Discipline

1) Letter of Warning

A Letter of Warning is a type of informal disciplinary action and may be used to admonish an employee for committing a minor violation. It is often used when verbal counseling, admonishments, on the job training, and/or guidance has failed to provide the necessary corrective action. The “Notice of Warning Letter” (See Form HR-ER 1) provides documentation that the counseling occurred, outlining the shortcomings or violations and then offering recommendations for improvement. Informal discipline documentation is maintained at the department level.

Informal disciplinary actions are not subject to the grievance or appeals processes.

B. Formal Discipline

1) Written Reprimand

A Written Reprimand is an admonishment given to the employee in writing, and is always placed in the official personnel file in Human Resources. This form of discipline is more serious than a Letter of Warning, but less serious than a suspension. A Written Reprimand often serves as the type of discipline given for a repeated offense of minor violations or for the first offense of a moderately serious infraction. The “Notice of Written Reprimand” (See Form HR-ER II) will be completed by the Department Director and forwarded to Human Resources for inclusion in the employee’s official personnel file. If a Letter of Warning or any other relevant disciplinary actions has been issued previously, a copy may be attached as supporting documentation. The letter of Written Reprimand may be used to support further disciplinary actions for a period no longer than three (3) years from the date of receipt.

2) Performance Improvement Plans

The Performance Improvement Plan (PIP) is designed to facilitate constructive discussion between a staff member and his or her supervisor and to clarify the work performance to be improved. It is implemented, at the discretion of the supervisor and Department Director, when it becomes necessary to help a staff member improve his or her performance.

A PIP will be conducted for period of ninety (90) days and must be approved by the Department Director. If an employee shows improvement but not enough that the employee meets the status of “satisfactory”, the PIP may be extended for a period of ninety (90) days within a one (1) year cycle for a total of no more than two (2) PIP plans. If an employee does not show improvement after the initial PIP or does not meet the status of “satisfactory” after two (2) PIPs, the Department Director can recommend the employee for demotion or termination.

3) Suspension Without Pay

A suspension is the most severe form of discipline, short of demotion or termination, and involves time off without pay. It is used when a written reprimand has not corrected the inappropriate behavior or when an offense is more serious than that warranting a reprimand. A suspension may last from one (1) to thirty (30) days depending on the seriousness of the infraction. Any suspension shall utilize the “Notice of Proposed Disciplinary Action” form (Form HR-ER III) and must be approved by the Department Director, or equivalent, prior to issuance to the employee. A copy will be processed through the HR Director.

4) Demotion With A Pay Reduction

Performance-Based Demotion

An involuntary demotion may occur based on poor performance and is appropriate where:

1. The employee's inability to perform current job duties has been demonstrated and documented in the employee's record through one or more PIPs;
2. The employee's record is otherwise satisfactory and no other active rule violations exist, e.g. attendance, punctuality, etc.;
3. The employee is qualified for the lower grade or alternative position;
4. The employee has the ability, is qualified, and a vacancy exists, the employee may be demoted to another position which may be in a lower pay grade or transferred to another job within the employee's functional unit; and
5. The Administrator or designee ~~Director of Human Recourses~~ has final approval for a demotion.

If an employee has been promoted or transferred in the last year and the employee is not performing at a level expected in the new job, then the employee may request to return to the previous job or a job similar to the previous job and their salary will return to what it was prior to the promotion or transfer. The availability of such a job may depend upon mitigating circumstances, such as whether the job has already been filled within the same department. Augusta, Georgia will assist the employee in finding a suitable job that corresponds to their experience, skills, and knowledge. Should the job previously held by the employee be filled and no other comparable position exists, the employee will be placed on lay-off status until a comparable position may be found. However, if within six (6) months a comparable position is not found the employee will be placed on permanent lay-off status.

Performance-Based Demotions with pay reductions may be considered in cases where moving the person out of their current position is more appropriate than termination.

Conduct-Based Demotions

An involuntary demotion may also occur based on poor or unacceptable conduct. With this type of demotion, a Performance Improvement plan is not necessary or required.

1. Unacceptable personal conduct violations are outlined in the violations and recommended disciplinary actions in Table I. These conduct violations may include but are not limited to: personal conduct that disrupts work or the work environment, jeopardizes the safety of persons or property, or creates other serious disruptions in the workforce.
2. There are circumstances in which unacceptable or bad conduct could warrant imposing disciplinary action that is more severe than suspension but less severe than termination. An acceptable alternative disciplinary action for this type of conduct can be demotion in lieu of termination.

Provided the employee is qualified, a funded vacancy exists, and the Department Director believes that demotion would be a more appropriate disciplinary action than termination; the employee may be involuntarily demoted to another position which may be in a lower pay grade or transferred to another job within the employee's functional unit. In either case the demotion in pay and/or grade would require a minimum ten percent (10%) reduction in base pay. Prior to demotion, the proposed action must be reviewed ~~and approved~~ by the Director of Human Resources.

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5) Termination

Termination from employment is the most severe form of discipline. It is normally used when an employee has been disciplined repeatedly and commits yet another infraction. It may also be used when the employee has committed any infraction that falls outside progressive discipline, regardless of disciplinary history. For every termination the “Notice of Proposed Termination” form should be filled out completely by the Department Director and should be delivered to the HR Director for review and processing. The request for termination will be approved/disapproved by the ~~HR-Director~~ Administrator who will issue a final “Notice of Decision.”

Section 300.012 Discipline Guidelines and Procedure

1. An employee for whom formal disciplinary action (i.e. written reprimand, PIP, suspension, demotion, or termination) is being considered should, when possible, be allowed notice prior to imposition of such action by the use of the “**Notice of Proposed Disciplinary Action**” form. The employee will have five (5) working days in which to respond in writing or orally to the Department Director explaining why the action should not be taken. Failure to respond within that period will not delay administering of the disciplinary action.
2. Suspensions (for any reason), terminations, and demotions are permanent actions and will be retained in the official personnel file indefinitely.
3. Any disciplinary action recommending a suspension, demotion, or termination must be in writing and must be approved by the HR Director prior to disciplinary action being imposed.
4. An effective discipline program is characterized by the uniform application of rules and regulations. Generally, like offenses should result in similar disciplinary actions. At the same time, the supervisor administering the discipline may consider additional factors such as years of service and internal consistency.
5. It is recognized that similar offenses may result in different disciplinary actions, depending on work history, circumstances, and the severity of the offense. For example, an employee who is charged with “absence without approved leave” (AWOL) for a two-week absence may be terminated while an employee who is charged with AWOL for a two-hour absence may only receive a one-day suspension. Both employees are charged with the same offense, but receive different disciplinary actions.
6. Other factors that may influence the severity of disciplinary action include, but are not limited to, the following: the length of the employee’s service, the quality of the employee’s service, the cost involved, and the cooperation of the employee in the investigation of the specific incident. Ensuring that disciplinary actions are administered in a fair, consistent, and non-discriminatory manner is ultimately the responsibility of the Administrator ~~HR-Director~~.
7. An employee may not be punished more than once for the same offense by any other management official of Augusta, Georgia. Previous offenses may, however, be taken into account when considering future discipline. Disciplinary actions by law enforcement or any other outside agency does not prohibit Augusta, Georgia from also taking disciplinary action. For example, if an employee is issued a citation by law enforcement during the investigation

of an “at fault” accident, this does not prohibit Augusta, Georgia from imposing disciplinary action as well.

8. In determining the proper level of disciplinary action, which would be suitable to a particular offense, refer to the “Recommended Guidelines for Disciplinary Actions. This Table of Guidelines (Table I) provides examples of misconduct but may not be all-inclusive. Augusta, Georgia has the right to discipline an employee for offenses not specifically listed. If an act or violation is of a very serious nature, intermediate levels of progressive discipline may be bypassed with more severe penalties imposed.
9. In addition to a thorough narrative with any supporting evidence as necessary, supporting the reason(s) for the charges or offense in question, the Department Director should cite any applicable “Violation Reference” code found on the table of guidelines. (HR-ER Form). More than one reference may be cited in making record of the disciplinary action. The specific action or punishment to be taken is at the discretion of the Department Director; particularly egregious violations may bypass the progressive discipline process.

~~Note: The Personnel Board shall consider only Appeals of employees as it relates of dismissals or terminations. Decisions of the Personnel Board may be appealed to the Administrator.~~

Review and Approval Process

Formal Discipline	Submitter	Approver	Time to Appeal	1 st Appeal	2 nd Appeal
Written Reprimand	Supervisor/ Manager	Deputy Department Director	5 Days	<u>Department Director</u> HR Director	None
PIP	Supervisor/ Manager	Deputy Department Director	5 Days	<u>Department Director</u> HR Director	None
1-3 Days Suspension	Supervisor/ Manager	Deputy / Department Director	5 Days	<u>Department Director</u> HR Director	None
4 Days or more Suspension	Supervisor/ Manager	Department Director	5 Days	<u>Deputy Administrator</u>	None
Demotion	<u>Deputy or Department Director</u>	<u>Department Director</u> HR Director	5 Days	<u>Administrator</u>	None
Termination	<u>Deputy or Department Director</u>	<u>Department Director</u> HR Director	5 days	<u>Administrator</u> Personnel Board	None

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1. If the actions necessary are not time-sensitive, the supervisor shall notify the employee (Notice of Pending Disciplinary Action” form) that formal disciplinary action, i.e. suspension, demotion, or termination, is being considered. This notification shall provide facts and a description of the alleged infraction(s) and the consequences under consideration. The employee shall be given five (5) working days in which to provide a written response to the Department Director, with a copy to HR, showing cause as to why disciplinary action should not be taken.
2. When a regular employee is charged with misconduct that serves as a basis for termination or demotion, the Department Director may (but is not required to) place the employee on up to three (3) days Administrative Leave with pay. The administrative leave will be unpaid if the employee is otherwise unavailable to perform his or her job duties or if unpaid Administrative Leave is approved by the ~~HR-Director~~ Deputy Administrator
3. Infractions of a serious nature may require prompt action, not allowing for advance notification. Any written communication from the employee will permanently accompany the relevant disciplinary action.
4. The Department Director must coordinate with the HR Director to assure procedural compliance prior to issuance of any proposed or final decision. Within ten (10) workdays of receipt of the employee’s written response, the Department Director or Deputy Administrator, or Administrator ~~-HR-Director~~ will decide and issue the disposition in the matter using the “**Notice of Final Decision Form HR- ER IV.**”
5. Upon receipt, the employee should sign and date a “Receipt Acknowledged” of Notice of Final Decision. A copy of all documentation associated with the case will be furnished by the Department Director to the HR Department for filing in the Official Personnel File.

Section 300.013 Appeal of Submitted and Approved Discipline

1. In order to remain timely, the request from the employee for an Appeal to the Department Director, Deputy Administrator, ~~HR-Director~~, Administrator ~~or Personnel Board~~, must be written, signed and filed in the HR Department within five (5) business days of the employee receiving notice of the recommended disciplinary action, or Final Decision by the Department Director or ~~HR-Director~~ Deputy Administrator, or Administrator. The effect of an employee’s failure to request an Appeal within this five (5) day period is the waiver of their right to appeal the recommendation, action or decision and a failure on their part to exhaust their administrative remedies. In such instances, the recommendation for discipline made by the Department Director (or manager) or the Final Decision made by the ~~HR-Director~~ Deputy Administrator, or Administrator shall become a Final Decision which is not appealable.
2. A written statement by the employee specifically referencing suspension, demotion, or termination and providing their reasons, to include any relevant documentation, for recommending the disciplinary action be overturned, shall be forwarded to the HR Director. The HR Director will review the documents for timeliness and completeness and, if a timely appeal is made, shall forward a copy of the request to the next appeal level within ten (10) working days of receiving the request.

3. For suspensions of four (4) or more days, demotions, and terminations, the ~~HR-Director~~ Deputy Administrator, or Administrator shall hold an administrative review conference at which time the employee shall be authorized to present information that is pertinent to the charges on his or her behalf. (For suspensions of 1 to 3 days, the Department Director or designee shall hold an administrative review conference). If an employee wishes to have an attorney present at this conference, said employee must inform the ~~HR-Director~~ Deputy Administrator, or Administrator of such intentions at least forth-eight (48) hours prior to the conference. The ~~HR-Director~~ Deputy Administrator, or Administrator may seek legal representation from the Law Department in any such conference or Personnel Board Hearing irrespective of whether the employee has requested an attorney or not.
4. The ~~HR-Director, or designee~~ Department Director for suspensions of 1-3 days shall render a decision on the recommendation based on all of the relevant information. The ~~HR-Director's~~ ~~(or~~ Department Director's) decision is final, and, the employee shall be notified of this decision in writing.

Section 300.014 Appeals to the Personnel Board: Terminations Only

Note: ~~Only full-time regular employees may appeal Terminations. SES and Probationary employees may not appeal to the Personnel Board.~~

- ~~1. The employee shall have five (5) business days from notification by the HR Director to appeal a termination or dismissal (Form HR-ER-V) via the HR Department to the Personnel Board.~~
- ~~2. Upon receipt by the HR Director of a timely written request for appeal of termination by the employee, Human Resources will, within ten (10) working days, submit all documentation, including a statement of charges, to the Personnel Board.~~
- ~~3. At its next scheduled meeting, the Personnel Board will hold an open hearing and receive evidence in relation to the Appeal in accordance with the bylaws of the Personnel Board.~~
- ~~4. The employee or agents of the employee may not contact or have discussions with any member of the Personnel Board regarding the Employee's hearing, the facts surrounding the hearing, or the Employee's character outside the confines of the hearing while the Employee's appeal is pending. The employee's failure to comply with this regulation will result in the Employee's appeal being denied and the decision of the Human Resources Director being upheld.~~
- ~~5. If an employee wishes to have an attorney present at the Personnel Board hearing, said employee must inform the HR Director of such intention at least forty-eight (48) hours prior to the hearing. The HR Director may seek legal representation from the Law Department in any Personnel Board Hearing irrespective of whether the employee has requested an attorney or not.~~
- ~~6. If an employee has a conflict which will not allow the employee to attend the open hearing and needs to reschedule the date of the open hearing concerning their employment, the next~~

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~~regularly scheduled meeting of the Personnel Board, the employee must provide at least forty~~

~~eight (48) hours notice of the need to reschedule and must provide written verification of the conflict to the Director of Human Resources at least twenty-four (24) hours before the scheduled open hearing. Failure to provide adequate notice or written verification of a conflict will result in the open hearing to proceed as scheduled. If an employee fails to attend the scheduled open hearing, the employee's appeal will be denied and the decision of the Human Resources Director will be upheld.~~

~~7. Within ten (10) working days of the hearing, a written decision will be rendered by the Personnel Board. Such decision shall contain a descriptive statement by the Chairman of the Personnel Board describing the reasons the Board rendered the decision it made.~~

~~8. The HR Department will notify the employee in writing of the decision of the Personnel Board.~~

Section 300.015 Personnel Board By Laws

~~(A) Purpose.~~ ~~The purpose of these bylaws is to establish uniform procedures for the conduct of hearing and meeting of the Augusta, Georgia Personnel Board (hereinafter "Personnel Board" or "Board").~~

~~(B) General Provisions.~~

- ~~(1) After an appeal of a dismissal has been properly filed with the Human Resources Department, the appeal shall be forwarded to the Chairperson of the Personnel Board to be scheduled for a hearing before the Personnel Board.~~
- ~~(2) Notice of Hearing. Within seven (7) days from the filing of an appeal in accordance with the Employee Administrative Policy & Procedures Manual (hereinafter "Employee Manual"), the Chairperson of the Personnel Board shall designate an appropriate time and place to conduct the hearing and shall so notify all parties in writing. Such notification shall be mailed or served at least ten (10) calendar days in advance of the date set for the hearing. The Personnel Board will conduct an investigation into the charges based on the information provided by the Human Resources Department. At its next scheduled meeting, the Personnel Board will hold an open hearing and receive any additional evidence in relation to the Appeal. The Chairperson of the Personnel Board, or a majority vote of the Board, shall have the authority to postpone or to continue a hearing (either in the Chairperson's discretion, upon a motion by the Personnel Board or upon the motion of either party, orally or in writing).~~
- ~~(3) Representation. Opportunity shall be afforded both parties to represent themselves or to be represented by an attorney licensed to practice law in the State of Georgia. All arrangements for providing legal counsel shall be the responsibility of the party desiring such representation. An employee intending to have representation shall inform the Director of Human Resources of such intentions at least 48 hours prior to the scheduled date of such hearing.~~
- ~~(4) Pre-Hearing Conference. The Chairperson of the Personnel Board may arrange a pre-hearing conference for the purpose of reviewing the matter being appealed and establishing stipulations to expedite the hearing.~~
- ~~(5) Witnesses.~~

- ~~(a) The appellant or the Human Resources Director (or his or her designee) may request the attendance of employees or other persons as witnesses when their testimony will aid in establishing the facts in the case. Employees appearing as witnesses shall be released from duty without loss of pay or time and without effect on their service rating. However, the Personnel Board does not have subpoena powers to compel a witness's attendance.~~
- ~~(b) No person shall directly or indirectly use, or threaten to use, any official authority or other influence which would tend to discourage any other person from testifying.~~
- ~~(c) Each party shall provide the opposing party a witness list at least three (3) business days in advance of a scheduled Personnel Board hearing. A party seeking to have a witness testify that is not on their witness list may only do so with the consent of the opposing party.~~
- ~~(6) Record of Hearing. A recording shall be made of all hearings; however, such recording will not be transcribed unless the Personnel Board decision is appealed in accordance with the Augusta, Georgia Personnel Policies and Procedures Manual; or a transcript is requested by the Personnel Board or either party to the hearing. If the employee requests a copy of the transcript prior to appealing the Personnel Board's decision, the employee shall pay the cost of having the recording transcribed. In addition to the recording of the hearing, or a transcription thereof, all documents entered into the record during the hearing shall be made part of the official record of the hearing. It shall be the responsibility of the clerk of the Personnel Board to compile the official record of the hearing and, upon the filing of an appeal of the Personnel Board's decision, to have such record certified by the Chairperson of the Personnel Board.~~

~~(C) Hearing Process.~~

- ~~(1) Role of the Board. The Personnel Board shall have the authority to do the following in connection with any hearing:~~
 - ~~(a) To administer oaths and affirmations;~~
 - ~~(b) Regulate the course of the hearing;~~
 - ~~(c) Set the time and place for continued hearings and pre-hearing conferences;~~
 - ~~(d) Reprimand or exclude from the hearing any person for any indecorous or improper conduct committed in the presence of the Personnel Board;~~
 - ~~(e) To make informal disposition of any case by stipulation, agreed settlement, consent order or default, unless such disposition is precluded by law;~~
 - ~~(f) To render a decision as to issues properly presented to the Personnel Board; and~~
 - ~~(g) To file Answers to Writs of Certiorari properly filed in the Superior Court of Richmond County.~~
- ~~(2) Attendance at the Hearing. Any hearing at which the Personnel Board receives evidence or hears arguments on appeals of disciplinary actions, dismissals, or other purported violations of the rules shall be open to the public in accordance with Georgia Open Meetings Law. Witnesses may, however, be sequestered at the discretion of the Board.~~
- ~~(3) Evidence. With respect to all hearings before the Personnel Board:~~

- ~~(a) Irrelevant, immaterial or unduly repetitious evidence shall be excluded. The rules of evidence as applied to the trial of civil non-jury cases in the Superior Courts of Georgia shall be followed. Evidence not admissible there under may be admitted if it is of a type commonly relied upon by reasonably prudent persons in the conduct of their affairs. The Personnel Board shall give effect to the rule of privilege recognized by law;~~
- ~~(b) Objections to evidentiary offers may be made and shall be noted in the record;~~
- ~~(c) When a hearing will be expedited and the interest of the parties will not be prejudiced substantially, any part of the evidence may be received in written form;~~
- ~~(d) Documentary evidence may be received in the form of copies of excerpts if the original is not readily available; and~~
- ~~(e) The Director of Human Resources may proceed with the presentation of evidence first.~~
- ~~(4) Conduct of Hearings. In the hearing of an appeal, the proceeding shall be informal but orderly. The following procedure shall prevail:~~
 - ~~(a) The Chairperson of the Personnel Board shall open the hearing by explaining the procedure to be followed in the hearing.~~
 - ~~(b) Witness shall be sworn in and at the discretion of the Chairperson any or all witnesses may be sequestered;~~
 - ~~(c) The Chairperson shall read or cause to be read the charges and specifications of the issues to be determined by the Personnel Board;~~
 - ~~(d) The facts not in dispute may be stipulated;~~
 - ~~(e) Each party shall be given an opportunity to make a brief opening statement identifying the issues and indicating what is to be proven. The Human Resources Director shall present their opening statement first followed by the employee;~~
 - ~~(f) The Human Resources Director will begin its presentation of evidence followed by the employee;~~
 - ~~(g) All witnesses shall testify under oath or affirmation. The employee and the Human Resources Director may call witnesses to testify at a grievance hearing. Falsifying a statement is considered as "serious misconduct" and may result in the employee's suspension or separation from employment;~~
 - ~~(h) Each party may conduct such cross examination as shall be required for a full and true disclosure of the facts. In addition, the Personnel Board members may examine the witnesses;~~
 - ~~(i) Before closing the hearing, the Chairperson may allow both parties the opportunity to make brief oral or written closing statements. The employee may present his or her closing statement first;~~
 - ~~(j) At any point during the hearing, of his/her own accord or at the request of either party, the Chairperson may grant a fifteen (15) minute recess to allow the parties engage in confidential settlement negotiations. This initial fifteen (15) minute recess may be extended by the Chairperson if both parties signify that progress is being made in the settlement negotiations.~~
 - ~~(k) Within ten (10) working days of the hearing, a final decision will be rendered by the Personnel~~

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~~Board. Should the Board fail to overrule the dismissal decision, the dismissal shall stand. If the dismissal decision is reversed by the Personnel Board and the Personnel Board's decision is upheld in the review and appeal process (or no timely appeal is filed), the employee shall be "made whole" by being reinstated as an employee and provided back pay.~~

- ~~(4) The Human Resources Director will notify the employee in writing of the final decision of the Personnel Board and will be responsible for implementation of any action ordered by the Board.~~
- ~~(5) Time Limitations. In the hearing of an appeal, the parties are subjected to the following time limitations in the presentation of their cases and such time will be monitored by the clerk of the Personnel Board.~~
 - ~~(a) Opening Statements. Each party shall have a maximum of five (5) minutes to make an opening statement.~~
 - ~~(b) Presentation of Evidence. Each party shall have an initial time period of thirty (30) minutes to present evidence in support of their case. A party may be granted one or more extensions of time in fifteen (15) minute increments, upon motion and good cause shown, to complete presentation of evidence in support of their case.~~
 - ~~(c) Closing Statements. Each party shall have a maximum of five (5) minutes to make a closing statement.~~

~~**(D) Review of the Personnel Board's Decision.** A decision of the Personnel Board shall not limit the rights of either party to further review and such decision shall be stayed by the filing of a petition for review. Any party, including the Human Resources Director, who has exhausted all administrative remedies available before the Personnel Board and who is aggrieved by a final ruling or order of the Personnel Board on any hearing may seek further review of the decision or order of the Personnel Board in accordance with the Augusta, Georgia Personnel Policies and Procedures Manual.~~

- ~~(1) In the absence of an appropriate action for review of the Personnel Board's decision, within such time for review, the Personnel Board's decision shall, without further proceedings or notice, become the final decision of the Personnel Board and any right of additional appeals shall be extinguished.~~
- ~~(2) Record for Review of Board's Decision. Upon receipt by the Chairperson of the Personnel Board of an appropriate action for review of the Personnel Board's Decision, the Board Clerk and/or Human Resources Department representative shall transmit a certified copy of the entire record to the reviewing body.~~
- ~~(3) The Chairperson of the Personnel Board Shall Answer any Writ of Certiorari to the Superior Court of Richmond County.~~

Section 300.016 Appeals from the Personnel Board to the Administrator: Terminations Only

- ~~1. Should an employee or the HR Director disagree with the Personnel Board's decision, either may file an appeal to the Administrator, whose decision shall be the final administrative step in the appeals process. The employee and the HR Director shall have five (5) business days from notification of the decision of the Personnel Board being sent by the HR Department to the employee, to file a written appeal to the Administrator. The written appeal shall contain a short descriptive statement containing the reasons the appealing party believes the Personnel Board's decision should be overruled.~~

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- ~~2. Within ten (10) working days of a timely filed request for appeal to the Administrator, the Human Resources Department shall deliver a complete transcript of the Personnel Board hearing and all documents and items admitted as evidence by the Personnel Board in accordance with the Personnel Board bylaws.~~
- ~~3. The Administrator shall review the Personnel Board Record and render a written decision and within ten (10) working days of the delivery of the Personnel Board record. The Administrator may uphold, overturn, or modify the decision of the Personnel Board at his or her discretion. The Administrator's decision shall contain a descriptive statement describing the reasons the Administrator rendered the decision he or she made.~~

Section 300.017 Appeals from the Administrators Final Decision to Superior Court

1. Should an employee or the Augusta, Georgia Commission disagree with the Administrator's decision, either may file an appeal to Richmond County Superior Court in accordance with the laws of the State of Georgia.
2. In the event that an appeal to Superior Court is filed, it shall be the responsibility of the HR Director to ensure that a certified copy of the complete record is submitted to Superior Court in accordance with Georgia law and the Personnel Board Bylaws.

Notice of Letter of Warning
(Form HR-ER I)

Employee _____ Job Title _____
Date Hire _____

Supervisor _____ Job Title _____
Department _____ Date of Incident _____

I. Explanation

II. The following corrective action is expected of the employee:

I. Future infraction(s) may result in:

Signatures

Employee Date

Supervisor Date

Notice of Disciplinary Action Form
(Form HR-ER II)

Written Reprimand

Employee _____ Job Title _____

Date Hire _____

Supervisor _____ Job Title _____

Department _____ Date of Incident _____

II. Disciplinary action is being taken for the following reason(s) (include dates(s) of infraction and violation of stated policy):

III. Explanation (include dates and explanation of previous relevant discussions and/or discipline):

IV. The following corrective action is expected of the employee:

V. Future infraction(s) may result in:

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EMPLOYEE COMMENTS (To be completed by employee.)

Signatures_____
Employee_____
Date_____
Supervisor_____
Date

Employee's signature indicates receipt of form and does not necessarily indicate concurrence.

☐ Employee declined to sign.

A copy of this form will be placed in the employee's official personnel folder

Distribution of copies:

Original to employee

Departmental file

Human Resources employee file

Notice of Disciplinary Action
(Form HR-ER III)
(Suspension/Demotion)

Current Date:

Employees Name:
 Street Address
 City, State, Zip Code

RE: Notice of Proposed Disciplinary Action – Decision to Suspend Without Pay:

Dear Mr./Mrs./Ms: (Employees last Name)

This letter is to inform you that effective (date and time) you have been placed on suspension for () days. This is due to your violation of Augusta, Georgia Policies.

State violations:

Please be advised that in accordance with the Augusta, Georgia Grievance and Appeal Procedures, you have the right to file an appeal. Your request for an appeal must be submitted to the Director of Human Resources in writing within five (5) working days, of receipt of this letter.

If you have, any additional, questions or concerns related to this information do not hesitate to contact me or the Director of Human Resources at 706-821-2303.

Sincerely,

Name_____

Receipt acknowledged:_____Date:_____

Notice of Disciplinary Action
(Form HR-ER IV)
Recommendation for Termination

Current Date:

Employees Name:
 Street Address
 City, State, Zip Code

RE: Notice of Proposed Disciplinary Action – Termination:

Dear Mr./Mrs./Ms: (Employees last Name)

This letter is to inform you that effective (date and time) you have been recommended for termination. This is due to your violation of Augusta, Georgia Policies.

State violations:

If you disagree with this recommendation you may request that the HR Director conduct an administrative review of this request where you will be provided the opportunity to explain why you believe you should not be terminated. To request an administrative review of this recommendation, you must submit a written request to the Director of Human Resources within five (5) days of receipt of this letter. Your request for an administrative review should be forwarded to the attention of the Director of Human Resources, 530 Greene Street, Room 601, Augusta, Georgia 30901.

Should you not agree with the HR Director's decision following the administrative review, you have the right to appeal to the Augusta, Georgia Personnel Board within five (5) days of receipt of the written notification of the HR Director's decision.

If you have, any additional, questions or concerns related to this information do not hesitate to contact me or the Director of Human Resources at 706-821-2303.

Sincerely,

Name: _____

Receipt acknowledged: _____ Date: _____

Request for Admin Review or Appeal (Form HR-ER V)

Any regular employee in the Classified Service recommended for a written reprimand, performance improvement plan, suspension without pay, demotion, or termination has a right to Administrative Review by the Director of Human Resources or the Administrator (depending on the level of discipline). This request must be submitted to the Director of Human Resources in writing within five (5) working days of receiving notice of the recommended action.

Employee Name _____ Employee ID # _____

Employee Title _____ Date of Hire _____

Department No. _____ Department Name: _____

Department Head _____ Supervisor _____

Date of Incident _____ Nature of Incident _____

I am appealing the following disciplinary action (place an "X" in the appropriate box):

Suspension without Pay () Demotion () Termination ()

REASONS FOR THE ADMINISTRATIVE REVIEW

INSTRUCTIONS:

Please state exactly what happened to cause the disciplinary action, when it happened, who was involved and what policy, law, or contract clause you allegedly violated, and reason(s) you believe that the action taken against you by management was not justified (print or type): Note: You may attach additional documents or continue your written request on additional pages, but you must number and sign/date each additional page.

Employee Signature: _____ Date _____

Received by (Human Resources Department):

Human Resources Signature: _____ Date _____

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Was request filed within five (5) workdays of receipt of the disciplinary action?

Yes _____

No _____

If the employee's administrative review request was not received by the Human Resources Director within five (5) working days of receipt of the disciplinary action, it is untimely and will not be processed.

In this event, please sign below, copy and return the original of the appeal to the employee:

Human Resources Department

Date

Original to employee

Departmental file

Human Resources employee file

(NOTICE OF FINAL DECISIONS)
(Form HR-ER VI)

VIA CERTIFIED MAIL/RECEIPT REQUESTED

Current Date:

Employees Name:
 Street Address
 City, State, Zip Code

RE: Final Decision:

Dear Mr./Mrs./Ms: (Employees last Name)

An administrative review was conducted on _____(Date)_____for violation of Augusta, Georgia Policies and Procedures:

State violations as stated:

After considering all of the facts, I am in agreement with the Department Director's recommendation regarding the (Demotion, suspension, Termination) etc.

In accordance with the policies and procedures of Augusta, Georgia this decision may be appealed in accordance with the procedures provided in the Employee Handbook.

[Reference the sections in the handbook relevant to the type of decision rendered.]

Sincerely,

[Name], Human Resources Director

cc: [Name], Administrator
 [Name], General Counsel
 [Department Director, Title]

Table I Recommended Guidelines For Disciplinary Actions**LEGEND:**

L = Letter of Warning S = Suspension
W = Written Reprimand T = Termination

Reference	Infraction	Category	First Offense	Second Offense	Third Offense	Fourth Offense
IN-1	Disregard for or willful failure to follow the written instruction or direction of a supervisor or higher authority	Insubordination	W	S/T	T	
IN-2	Abusive verbal conduct directed at a supervisor within the employee's chain-of-command.	Insubordination	W/S	S/T	T	
IN-3	Failure to work overtime, special hours, or special shifts or be on stand-by, as directed	Insubordination	W-S	S/T	T	
ND-1	Violation of any Augusta, Georgia, department or division rule or directive	Neglect of Duty	L	W	S	T
ND-2	Inability to perform up to accepted work standards	Neglect of Duty	L	W	S	T
ND-3	Habitual tardiness, unscheduled absence (six (6) or more in a 180 day period), absenteeism, and/or abuse of leave privileges	Neglect of Duty	L	W	S	T
ND-4	Willful neglect in performance of duties	Neglect of Duty	W/S	S/T	T	
ND-5	Job abandonment for 3 consecutive scheduled workdays, or 2 consecutive 24-hour shifts.	Neglect of Duty	S/T	T		
ND-6	Leaving the assigned work area during regular working hours without permission or until relieved.	Neglect of Duty	L	W	S	T
ND-7	Absence without approved leave, including failure to call in or report an absence to a supervisor the day the absence begins.	Neglect of Duty	W	S	T	
ND-8	Being identified as "at fault" in an accident or collision by the Safety Review Committee while the operator of Augusta, Georgia vehicle or piece of equipment.	Neglect of Duty	See SRC Penalty Matrix	See SRC Penalty Matrix	See SRC Penalty Matrix	

Reference	Infraction	Category	First Offense	Second Offense	Third Offense	Fourth Offense
ND-9	Failure to maintain licenses, certifications and/or other professional credentials required for employment or failure to notify appropriate Augusta, Georgia officials of their loss, suspension, or revocation.	Neglect of Duty	S/T	T		
ND-10	Suspension or revocation of Driver License or Commercial Driver License (CDL) if it is required for the performance of job duties.	Neglect of Duty	W/S/T	S/T	T	
ND-11	Willful or negligent violation of a safety policy, which results in property/equipment damage or personal injury.	Neglect of Duty	W/S/T	S/T	T	
ND-12	Violating a safety rule or practice or any conduct which could endanger a co-worker or member of the public.	Neglect of Duty	W/S/T	S/T	T	
ND-13	Operating, or directing the operation, of an Augusta, Georgia vehicle or equipment without proper qualifications or supervision.	Neglect of Duty	W	S	T	
ND-14	Failure to immediately report any on-the-job accident to a supervisor or member of the chain-of-command.	Neglect of Duty	W	S	T	
ND-15	Failure to report to the Department a subpoena or request for information from a law firm that relates to Augusta, Georgia business.	Neglect of Duty	L	W	S	T
ND-16	Possession or sale of alcohol or illicit drugs on Augusta, Georgia property (including vehicles).	Neglect of Duty	T			
ND-17	Working under the influence of alcohol or illicit drugs.	Neglect of Duty	T			
ND-18	Violation of traffic laws while operating Augusta, Georgia vehicle, i.e. speeding, running traffic control device, failure to yield, etc.	Neglect of Duty	L	W	S	T

Reference	Infraction	Category	First Offense	Second Offense	Third Offense	Fourth Offense
ND-19	Motor Vehicle Record review with 10 points or more – impact on driving privileges	Neglect of Duty	T			
EV-1	Fraud, waste, and/or abuse of Augusta, Georgia property or time.	Ethics Violation	W/S/T	S/T	T	
EV-2	Falsification or misrepresentation of an official document or record.	Ethics Violation	W/S/T	S/T	T	
EV-3	Falsification or misrepresentation of any portion of a job application.	Ethics Violation	W/S/T	S/T	T	
EV-4	Violation of Augusta, Georgia policies relating to impartiality, use of public property, conflict of interest, disclosure or confidentiality.	Ethics Violation	W	S	T	
EV-5	Conviction of a felony, a misdemeanor conviction involving moral turpitude, or any misdemeanor while in the performance of Augusta, Georgia duties.	Ethics Violation	S/T	T		
EV-6	Unauthorized possession of firearms, explosives, or weapons on Augusta property.	Ethics Violation	W/S/T	S/T	T	
EV-7	Unauthorized vending or solicitation on property or from Augusta, Georgia vehicle.	Ethics Violation	L	W	S	T
EV-8	Attempting to coerce or influence a member of the public, fellow employees, subordinates or supervisor with gifts, services, loans or other consideration OR receipt of a fee, gift, or valuable item when such is given or accepted in the expectation of receiving a favor or preferential treatment.	Ethics Violation	S	T		
EV-9	Directing or permitting a subordinate to violate any rule, policy or regulation, whether explicit or condoned through inaction.	Ethics Violation	W/S	S/T	T	

Item # 8

Reference	Infraction	Category	First Offense	Second Offense	Third Offense	Fourth Offense
EV-10	Engaging in any employment, activity or enterprise which is illegal, incompatible, or in technical conflict with the employee's duties and responsibilities as Augusta, Georgia employee.	Ethics Violation	S/T	T		
EV-11	Engaged in outside employment activity while using sick leave, worker's compensation leave, or catastrophic leave.	Ethics Violation	T			
EV-12	Intentional destruction, theft or unauthorized removal of Augusta, Georgia property or assets for personal use.	Ethics Violation	W/S/T	S/T	T	
EV-13	Intentional destruction, theft (including stealing time) or unauthorized removal, possession or use of Augusta, Georgia property, tools or equipment without consent.	Ethics Violation	W/S/T	S/T	T	
EV-14	Violation of Augusta, Georgia's discrimination and/or unlawful harassment policies.	Ethics Violation	W/S/T	S/T	T	
EV-15	Gross misconduct to include, but not limited to, physical violence, threats of physical violence or engaging in offensive conduct or language toward the public, supervisory personnel, or fellow employees.	Ethics Violation	S/T			
EV-16	Membership in any organization that advocates the overthrow of the Government of the United States by force or violence.	Ethics Violation	T			
EV-17	Misconduct which undermines supervisory authority, productivity, or morale.	Ethics Violation	W	S	T	
EV-18	Off duty conduct (e.g. conviction of a felony) which reflects very unfavorably upon the image and ethical standards of Augusta, Georgia as an employer.	Ethics Violation	W/S/T	S/T	T	
WE-1	Violation of Augusta, Georgia Internet Use Policies (e.g. social media, pornographic sites, etc.)	Work Ethics Violation	W/S/T	S/T	T	

Item # 8

Reference	Infraction	Category	First Offense	Second Offense	Third Offense	Fourth Offense
WE-2	Violation of Augusta, Georgia Email Policies (e.g. Passing on inappropriate chain emails and non-work related content, etc.) and/or excessive personal email/web time.	Work Ethics Violation	W/S/T	S/T	T	
WE-3	Unauthorized use of Augusta, Georgia vehicles or equipment on or off-duty.	Work Ethics Violation	W	S	T	



**Administrative Services Committee Meeting
2/28/2017 1:05 PM
Resolution of Support Operation Teammate**

Department:

Presenter: Mr. Timothy Montijoy

Caption: Consider Resolution of Support - Operation Teammate.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

AGENDA ITEM REQUEST FORM

Commission/Committee: (Please check one)

☐ **Commission**
☐ **Public Services Committee**
☒ **Administrative Services Committee**
☐ **Engineering Services Committee**
☐ **Finance Committee**
☐ **Public Safety Committee**

Contact Information for Individual/Presenter Making the Request:

Name: Timothy Montjoy
 Address: 804 Ocean Forest Lane, Ste. 321 Augusta, GA 30907
 Telephone Number: 334-320-0577
 Fax Number: _____
 E-Mail Address: TimothyMontjoy@gmail.com

Caption/Topic of Discussion to be placed on the Agenda:

Seeking Augusta Commission's Resolution of Support for the local efforts of
Operation Teammate and its services offered to children of military personnel.

Please send this request form to the following address:

Ms. Lena J. Bonner	Telephone Number: 706-821-1820
Clerk of Commission	Fax Number: 706-821-1838
Room 806 Municipal Building	E-Mail Address: lbonner@augustaga.gov
530 Greene Street	
Augusta, GA 30911	

Requests may be faxed, e-mailed or delivered in person and must be received in the Clerk's Office no later than 5:00 p.m. on the Wednesday preceding the Commission or Committee meeting of the following week. A five-minute time limit will be allowed for presentations.

Commission meetings are held on the first and third Tuesdays of each month at 2:00 p.m. Committee meetings are held on the second and last Mondays of each month from 12:30 to 3:30 p.m.

Resolution of Support

FOR THE PUBLIC SUPPORT FROM THE AUGUSTA, GEORGIA ADMINISTRATIVE SERVICES COMMITTEE WHILE OPERATION TEAMMATE COORDINATES AND EXECUTES CHILDREN'S FOCUSED EVENTS THROUGHOUT AUGUSTA, GEORGIA IN CALENDAR YEAR 2017.

WHEREAS, Operation Teammate is applying to the Augusta, Georgia Administrative Services Committee to show public support to Operation Teammate while supporting the children of military and first responder parents during times of family separation; and

WHEREAS, Operation Teammate works with college and professional athletic organizations to have these children become honorary teammates during the family separation; and

WHEREAS, Operation Teammate events are open to all branches of the military (National Guard, Reserve, and active duty), Veterans, wounded warriors, and a variety of first responder professionals; and

WHEREAS, the preferred target audience for an Operation Teammate event is those school age children (ages 5-18) that have a U.S. Military or First Responder parent(s) away from home on duty, resulting in an extreme family separation; and

WHEREAS, the 2017 Operation Teammate goal is to conduct at least one event per calendar year quarter throughout the Augusta, Georgia area, which would involve a variety of college and professional athletic organizations; and

WHEREAS, Operation Teammate events consist of approximately 15-20 participating children, averaging a \$500.00 financial obligation to satisfy the requirements to properly execute each event; and

WHEREAS, an individual Operation Teammate event financial obligation consist of promotion material, admission/food vouchers, gear (shirts) for the participating children/parent(s), sports personality speakers fee, and Operation Teammate point of contact travel; and

WHEREAS, activity options during an Operation Teammate athletic event could possibly include, meet/greet with the athletes, sports personality speeches, arena tours, pre-game/half-time recognition, post game pictures/autographs, and memorabilia presentations; and

WHEREAS, Operation Teammate events are bonding experiences for families and promote a positive lifestyle that have lead to open dialogue between our children and the deployed parent, directly resulting in success of our mission; and

WHEREAS, attendee's engagement with athletic personalities at/during events further solidifies an event's success, and our program's mission is supported by overwhelming positive testimonial feedback from attending families; and

WHEREAS, a direct parental testimonial is "The kids are always excited when they attend an Operation Teammate event, interacting with the athletes really sets a fantastic example." *D. Corman, USAF parent – 2016*; and

WHEREAS, the Board and Commissioners of Augusta, Georgia are knowledgeable of and are in agreement with the proposed public support.

NOW, THEREFORE BE IT RESOLVED, that the Board and Commissioners of Augusta, Georgia does hereby:

Support the submission of an application by Operation Teammate to the Augusta, Georgia Administrative Services Committee for the purpose of public support while Operation Teammate coordinates and executes children's focused events throughout Augusta, Georgia in calendar year 2017.

RESOLVED this 28th day of February, 2017.

Augusta, Georgia Commission

Hardie Davis, Jr., Mayor



OPERATION TEAMMATE



Item # 9

“COMMUNITY IS A TEAM EFFORT”

Providing an opportunity for athletic organizations to welcome children of military and first responder parents as honorary teammates during times of family separations.

**Timothy D. Montjoy, US Air Force, Ret.
Founder, Operation Teammate**



MEMORABLE SPORTING EXPERINCES

➤ IRS Tax ID: 81-1271945
nonprofit charity



"I thought it was a great idea with a huge potential to reach out and impact the lives of the deployed military members and first responder youth."

➤ GA registration: CH012397

P.K. Nivens, USAF & parent - 2015



2.8k weekly exposures

We aim to build a better community while establishing that bridge between families and organizations.

info@operationteammate.org

www.operationteammate.org

Toll Free: (844) 884-6512

main office: 804 Ocean Forest Lane, ste. 321, Augusta, GA 30907

28 February 2017