



Administrative Services Committee Meeting Commission Chamber - 7/25/2017

ATTENDANCE:

Present: Hons. Hardie Davis, Jr., Mayor; M. Williams, Chairman;
Jefferson, Vice Chairman; D. Williams, member.
Absent: Hon. Davis, member.

ADMINISTRATIVE SERVICES

1. Approve proposal from McMillan, Pazdan, Smith Architecture in the amount of \$150,000.00 to design renovations and additions to the Maxwell Branch Library at 1927 Lumpkin Road. (RFP 17-173) **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Dennis Williams	Commissioner Andrew Jefferson	Passes

2. Approve request for two (2) Victim Advocate positions and Supplemental Pay for one (1) State-Paid Assistant District Attorney (ADA). **Item Action:**
Disapproved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Mr. Jefferson votes No. Motion Fails 2-1.	Commissioner Dennis Williams	Commissioner Marion Williams	Fails

3. Approve request for three (3) Assistant District Attorney (ADA's) positions. **Item Action:**
Disapproved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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Approve	Motion to approve. Mr. Jefferson votes No. Motion Fails 2-1.	Commissioner Dennis Williams	Commissioner Marion Williams	Fails
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4. Request to approve by Resolution the FY 2017 Annual Action Plan for the following programs funded by the U.S. Department of Housing and Urban Development (HUD): Community Development Block Grant (CDBG) Program, Home Investment Partnerships (HOME) Program, Emergency Solutions Grant (ESG) Program, Housing Opportunities for Persons with AIDS (HOPWA) Program. (Originally Approved by Commission on October 4, 2016). **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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Approve	Motion to approve. Motion Passes 3-0.	Commissioner Andrew Jefferson	Commissioner Dennis Williams	Passes
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5. Motion to approve the minutes of the Administrative Services Committee held on July 11, 2017. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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Approve	Motion to approve. Motion Passes 3-0.	Commissioner Dennis Williams	Commissioner Andrew Jefferson	Passes
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6. Request Commission approval of Municipal Campus Phase II renovations for the following purposes: Creating options for additional parking and selective demolition; adapting Municipal Building space to accommodate evolving department and commission needs; and renovating satellite buildings to consolidate operations in a single location. **Item Action:** Rescheduled

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Delete	Motion to delete this item from the agenda and refer it to the next meeting.	Commissioner Andrew Jefferson	Commissioner Dennis Williams	Passes

It was the consensus of the committee that this item be deleted from the agenda.

7. Consider a request from Ms. Faye Smith on behalf of the "Early Risers Walking Group" to name the walking track at the Henry H. Brigham Community Center in honor of former Commissioner Bill Lockett. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Andrew Jefferson	Commissioner Dennis Williams	Passes

8. Receive information on the following emergency Procurement actions concerning the South Augusta Planning & Development Office: 1. Issuance of a contract for renovations to the building located at 1803 Marvin Griffin Road by RCN Construction Inc. in the amount of \$563,000; and 2. Purchase of furniture for the facility from Modern Business Systems of Augusta in the amount of \$77,744.39. Both actions fall under Section 1-10-57 of the Augusta Georgia Code for Emergency Procurement Selection. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information. Motion Passes 3-0.	Commissioner Dennis Williams	Commissioner Andrew Jefferson	Passes

9. Discuss Procurement Code Section **1-10-53** Competitive Selection procedures for professional and consultant services; **Section 1-10-6** Preference for local suppliers, professional services and contractors and other related code sections. **Item Action:** Approved
(Requested by Commissioner Ben Hasan)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve authorizing the staff to draft a code amendment to improve the bid evaluation process and bring it back to the Administrative Services Committee for review. Motion Passes 3-0.	Commissioner Andrew Jefferson	Commissioner Dennis Williams	Passes

10. Approve award for replacement of the roof on the Richmond County Sheriff's Office (RCSO) South Augusta Precinct Building to the lowest compliant bidder, Horizon Roofing of Monroe, GA, in the amount of \$147,777. (Bid 17-179)
- Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Andrew Jefferson	Commissioner Dennis Williams	Passes

11. Approve award for replacement of the roofs on the three Richmond County Sheriff's Office (RCSO) Special Operations Buildings to the lowest compliant bidder, Roofing Professionals, Inc. of Grovetown, GA, in the amount of \$167,400. (Bid 17-193)
- Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Andrew Jefferson	Commissioner Dennis Williams	Passes



**Administrative Services Committee Meeting
7/25/2017 1:15 PM
Attendance 7/25/17**

Department:

Presenter:

Caption:

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Request for Proposal

Request for Proposals will be received at this office until Tuesday, May 2, 2017 @ 11:00 a.m. for furnishing:

RFP Item # 17-173 Design Services – Renovations and Additions to Maxwell Branch Library for Central Services Department – Facilities Division

RFPs will be received by: The Augusta 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

RFP documents may be viewed on the Augusta Georgia web site under the Procurement Department **ARCbid**. RFP documents may be obtained at the office of the Augusta, GA Procurement Department, 535 Telfair Street – Room 605, Augusta, GA 30901.

Pre Proposal Conference will be held on Thursday, April 13, 2017, @ 10:00 a.m. in the Procurement Department, 535 Telfair Street, Room 605.

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 Monday, April 17, 2017, @ 5:00 P.M. No RFP will be accepted by fax, all must be received by mail or hand delivered.

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

Request for proposals (RFP) and specifications. An RFP 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 request for proposal 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 RFP number on the outside of the envelope.

Proponents are cautioned that acquisition of RFP documents through any source other than the office of the Procurement Department is not advisable. Acquisition of RFP documents from unauthorized sources places the proponent 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**

GERI A. SAMS, Procurement Director

Publish:

Augusta Chronicle March 16, 23, 30, April 6, 2017
Metro Courier March 22, 2017



RFP Item #17-173
 Design Services – Renovations and Additions to
 Maxwell Branch Library for Augusta, Georgia
 Central Services Department-Facility Maintenance Division
 RFP Date: Tuesday, May 2, 2017 @ 11:00 a.m.

Total Number Specifications Mailed Out: 20
 Total Number Specifications Download (Demandstar): 15
 Total Electronic Notifications (Demandstar): 222
 Pre-Qualifications/Telephone Conference Attendees: 7
 Total packages submitted: 2
 Total Noncompliant: 0

VENDORS	Attachment "B"	E-Verify #	SAVE Form	Addendum 1	Original	6 copies	Fee Proposal
McMillan Pazdon Smith Architecture 400 Augusta Street, Suite 200 Greenville, SC 29601	YES	296478	YES	YES	YES	YES	YES
2KM Architects, Inc. 529 Greene Street Augusta, GA 30901	YES	312290	YES	YES	YES	YES	YES

 RFP Opening Item #17-173 Design Services – Renovations and Additions to Maxwell Branch Library for Augusta, Georgia Central Services Department-Facility Maintenance Division Date: Wednesday, May 24, 2017 @ 3:00 p.m.			
Vendors		2KM Architects, Inc. 529 Greene Street Augusta, GA 30901	McMillan Pazdon Smith Architecture 400 Augusta Street, Suite 200 Greenville, SC 29601
RANKING - First Round Elimination (MUST PASS FOR CONTINUED CONSIDERATION)			
Submittal and Quality of RFP			
A. Package submitted by the deadline	Pass/Fail	PASS	PASS
B. Package is complete (includes requested information as required per this solicitation)	Pass/Fail	PASS	PASS
Second Round Elimination (Total Points 50) (MUST ACHIEVE 35 POINTS FOR CONTINUED CONSIDERATION)			
Quality of RFP			
C. Overall Quality of RFP (concise and to-the-point)	50	43.3	46.7
Proposer's Overall Ability to Provide the Services (Total Points 470)			
D. Narrative			
1. Technical Approach	100	90.0	90.0
2. Financial Responsibility	100	46.7	56.7
3. Project Management	95	80.0	86.7
4. Key Personnel & Staff	90	88.3	90.0
5. Organizational Qualifications	75	65.0	71.7
6. Optional Interview (Potential Bonus Points)	10		
D. TOTAL	470	370.0	395.0
Scope of Services (Total Points 200)			
E. Scope of Services			
1. Prior Library Experience	75	53.3	75.0
2. Evidence that the firm fully understands the scope of work to be performed.	50	40.0	50.0
3. Past performance on similar projects with Augusta, GA	50	50.0	50.0
4. Past performance on similar projects with others	25	25.0	25.0
Total	200	168.3	200.0
Proximity to Area (Total Points 10)			
F. Proximity to Area			
Within Richmond County	10	10	
Within CSRA	8		
Within Georgia	6		
Within SE United States (includes AL, TN, NC, SC, FL)	4		4
• All Others	2		
TOTAL	10	10.0	4.0
Cost/Fee Consideration			
G. Proximity to Area			
Lowest Fees	10	10	
Second	8		8
Third	6		
Forth	4		
Fifth	2		
TOTAL	10	10	8
Reference(s) (Total Points 10)			
H. References	10	10	10
Total (Total Possible Score 750)			
Total	750	611.7	663.7
Note: Respondent/Offeror(s) receiving 600 or more points will be invited to do presentations to provide			
Internal Use Only			
Evaluator:	Cumulative	Date:	5/24/17
Procurement Department Representative: _____ Nancy Williams _____			
Procurement Department Completion Date: _____ 5/24/17 _____			



Central Services Department

Takiyah A. Douse, Director
Rick Acree, Project Manager

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

MEMORANDUM

A handwritten signature in dark ink, appearing to be "TAD" or similar, located to the right of the memorandum header.

TO: Ms. Geri Sams, Director, Procurement Department
THROUGH: Mrs. Takiyah A. Douse, Director, Central Services
DATE: June 29, 2017
SUBJECT: RFQ #17-173 RFQ for Design Services – Maxwell Branch Library - Recommendation

Ms. Sams:

The proposals for the referenced RFQ were received on May 2, 2017. We received two compliant proposals.

The qualifications presented by each firm were carefully reviewed by the Evaluation Committee. The assessment resulted in McMillan, Pazdan, Smith out of Greenville, SC being judged the best qualified firm. Pricing did not alter the qualifications based results and Central Services recommended contacting the vendor to discuss the fee proposal.

On June 23, 2017 we met with representatives from the firm. They subsequently submitted a fee proposal of \$150,000 to complete the design work discussed. Central Services recommends award of the contract to McMillan, Pazdan, Smith. Please request the appropriate paperwork so that we can prepare an Agenda Item for Commission approval.

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

Cc: Takiyah A. Douse
Mashelle Fashion

FYI: Process Regarding Request for Proposals

Sec. 1-10-51. Request for proposals.

Request for proposals shall be handled in the same manner as the bid process as described above for solicitation and awarding of contracts for goods or services with the following exceptions:

- (a) Only the names of the vendors making offers shall be disclosed at the proposal opening.
- (b) Content of the proposals submitted by competing persons shall not be disclosed during the process of the negotiations.
- (c) Proposals shall be open for public inspection only after the award is made.
- (d) Proprietary or confidential information, marked as such in each proposal, shall not be disclosed without the written consent of the offeror.
- (e) Discussions may be conducted with responsible persons submitting a proposal determined to have a reasonable chance of being selected for the award. These discussions may be held for the purpose of clarification to assure a full understanding of the solicitation requirement and responsiveness thereto.
- (f) Revisions may be permitted after submissions and prior to award for the purpose of obtaining the best and final offers.
- (g) In conducting discussions with the persons submitting the proposals, there shall be no disclosure of any information derived from the other persons submitting proposals.

Sec. 1-10-52. Sealed proposals.

- (a) *Conditions for use.* The competitive sealed proposals method may be utilized when the Augusta, Georgia Administrator approves the written justification of the Procurement Director or using agency head that the sealed bid method is not in the best interest of Augusta, Georgia. Generally, this method may be used when competitive sealed bidding (involving the preparation of detailed and specific specifications) is either not practicable or not advantageous to Augusta, Georgia. Augusta, Georgia is not restricted from using alternative procurement methods for obtaining the best value on any procurement, such as Construction Management at Risk, Design/Build, etc.
- (b) *Request for proposals.* Competitive sealed proposals shall be solicited through a request for proposals (RFP).

- (c) *Public notice.* Adequate public notice of the request for proposals shall be given in the same manner as provided in section 1-10- 50(c)(Public Notice and Bidder's List); provided the normal period of time between notice and receipt of proposals minimally shall be fifteen (15) calendar days.
- (d) *Pre-proposal conference.* A pre-proposal conference may be scheduled at least five (5) days prior to the date set for receipt of proposals, and notice shall be handled in a manner similar to section 1-10-50(c)-Public Notice and Bidder's List. No information provided at such pre-proposal conference shall be binding upon Augusta, Georgia unless provided in writing to all offerors.
- (e) *Receipt of proposals.* Proposals will be received at the time and place designated in the request for proposals, complete with bidder qualification and technical information. No late proposals shall be accepted. Price information shall be separated from the proposal in a sealed envelope and opened only after the proposals have been reviewed and ranked.

The names of the offerors will be identified at the proposal acceptance; however, no proposal will be handled so as to permit disclosure of the detailed contents of the response until after award of contract. A record of all responses shall be prepared and maintained for the files and audit purposes.

- (f) *Public inspection.* The responses will be open for public inspection only after contract award. Proprietary or confidential information marked as such in each proposal will not be disclosed without written consent of the offeror.
- (g) *Evaluation and selection.* The request for proposals shall state the relative importance of price and other evaluation factors that will be used in the context of proposal evaluation and contract award. (Pricing proposals will not be opened until the proposals have been reviewed and ranked). Such evaluation factors may include, but not be limited to:
 - (1) The ability, capacity, and skill of the offeror to perform the contract or provide the services required;
 - (2) The capability of the offeror to perform the contract or provide the service promptly or within the time specified, without delay or interference;
 - (3) The character, integrity, reputation, judgment, experience, and efficiency of the offeror;
 - (4) The quality of performance on previous contracts;
 - (5) The previous and existing compliance by the offeror with laws and

ordinances relating to the contract or services;

- (6) The sufficiency of the financial resources of the offeror relating to his ability to perform the contract;
 - (7) The quality, availability, and adaptability of the supplies or services to the particular use required; and
 - (8) Price.
- (h) *Selection committee.* A selection committee, minimally consisting of representatives of the procurement office, the using agency, and the Administrator's office or his designee shall convene for the purpose of evaluating the proposals.
- (i) *Preliminary negotiations.* Discussions with the offerors and technical revisions to the proposals may occur. Discussions may be conducted with the responsible offerors who submit proposals for the purpose of clarification and to assure full understanding of, and conformance to, the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussions and revision of proposals and such revisions may be permitted after submission and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of information derived from proposals submitted by competing offerors.
- (j) From the date proposals are received by the Procurement Director through the date of contract award, no offeror shall make any substitutions, deletions, additions or other changes in the configuration or structure of the offeror's teams or members of the offeror's team.
- (k) *Final negotiations and letting the contract.* The Committee shall rank the technical proposals, open and consider the pricing proposals submitted by each offeror. Award shall be made or recommended for award through the Augusta, Georgia Administrator, to the most responsible and responsive offeror whose proposal is determined to be the most advantageous to Augusta, Georgia, taking into consideration price and the evaluation factors set forth in the request for proposals. No other factors or criteria shall be used in the evaluation. The contract file shall contain a written report of the basis on which the award is made/recommended. The contract shall be awarded or let in accordance with the procedures set forth in this Section and the other applicable sections of this chapter.

Pre-Proposal Conference Sign-in Sheet
RFP Item #17-173 Design Services-Renovations and Additions to Maxwell Branch Library
for Central Services Department- Facilities Division
Thursday, April 13, 2017, @ 10:00 a.m.
PLEASE PRINT

1 of 2
Original

NAME	COMPANY/DEPT.	ADDRESS/CITY/STATE/ ZIP CODE	TELEPHONE NUMBER	FAX NUMBER	EMAIL	Prime/Sub
1. Darrell White	Procurement	535 Telfair Street, Suite 605 Augusta, GA 30901	706-821-2423	706-821-2811	procbidandcontract @augustaga.gov	
2. Nancy Williams	Procurement	535 Telfair Street, Suite 605 Augusta, GA 30901	706-821-2888	706-821-2811	procbidandcontract @augustaga.gov	
3. Salasha Singleton	Procurement	535 Telfair Street, Suite 605 Augusta, GA 30901	706-821-4251	706-821-2811	procbidandcontract @augustaga.gov	
4. Ed Boyer	CHRISTOPHER BOYER + ASSOC.	670 Broad St Augusta GA 30901	706.798.6792		edeborn@tchpc .com	P
5. MICHAEL DURY	JMD ARCHITECTS	1002 E. WASHINGTON- TOWN ST GREENVILLE, SC	864.483.6826		mdury@ jmdarchn- itects.com	P
6. DEE PERARD	STUDIO3 DESIGN GROUP	1617 WATSON WAY AUGUSTA 30901	706.667.9784		DEE@DEE 3DPG. com	P
7. CURTIS WILLIAMS	JOHNSON, LAWSON & ASSOC.	1296 BROAD ST. AUGUSTA 30901	706.724-5756		CWILLIAMS@ THESTAGAN. com	P

Pre-Proposal Conference Sign-in Sheet
RFP Item #17-173 Design Services-Renovations and Additions to Maxwell Branch Library
for Central Services Department- Facilities Division
Thursday, April 13, 2017, @ 10:00 a.m.
PLEASE PRINT

NAME	COMPANY/DEPT.	ADDRESS/CITY/STATE/ ZIP CODE	TELEPHONE NUMBER	FAX NUMBER	EMAIL	Prime/Sub
8. Megan Poston	2KM Architects, Inc.	529 Greene Street Augusta GA 30901	706-736-3333		mposton@2kmarchitects.com	P
9. Tamar Dalton	Compliance	535 Telfair St. Suite 710 Augusta, GA 30901	706 821-2400	706 823-4395	tdalton@augustaga.gov	
10. Rick Acree	CENTRAL SERVICES		706-821-1595		racree@augustaga.gov	
11. Mashell Fashion	Library	823 Telfair Street Augusta, GA 30901	706-821-2602	706-724-6762	fashionm@arcps.org	County
12. Kristin Eberhart	Library	823 Telfair St. Augusta, GA 30901	706-821-2604	706-724-6762	eberhartk@arcps.org	County
13. Anita Trout	Carlson Inc. Const. Cost Estimators Women Owned	PO Box 520246 Langston, TX 75750 - opening office in Augusta 6/1/17	407-792-9988 407-792-9988	same	anita.trout@carlsoninc.com	Sub
14. Michele Reil	Epston Group	399 Edgewood Ave Atlanta GA 30312	404 577.0370		mreil@epstongroup.com	P
15.						

User: Mills, Phyllis

Organization:

City of Augusta, GA (Augusta Commission)

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Planholders List

Member Name City of Augusta, GA (Augusta Commission)

Bid Number RFP-17-173-0-2017/nw

Bid Name Design Services - Renovations and Additions to Maxwell Branch Library

2 Document(s) found for this bid

15 Planholder(s) found.

[Add Planholder](#)

Supplier Name ▲	Phone	Fax	Doc Count	Attributes	Programs	Actions
Advanced Starlight International	5032225718	5032225700	1			Documents
CAS Architecture	6786467736		1			Documents
CMD Group	8009018687	8775633534	1			Documents
Cooper Carry	4042372000	4042370276	2			Documents
Jacobs Land Management	7063643004	7067558990	1			Documents
McCall & Associates, Inc.	2292422551	2292448358				Documents
McKnight Construction Co.	7068637784	7068632031	1			Documents
McMillan Pazdan Smith						Documents
MG Contracting & Sons inc.	3234702122	0000000000	1			Documents
NetPlanner Systems, nc.	7065506007		2			Documents

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User: Mills, Phyllis

Organization: City of Augusta, GA (Augusta Commission)

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Planholders List

Member Name City of Augusta, GA (Augusta Commission)

Bid Number RFP-17-173-0-2017/nw

Bid Name Design Services - Renovations and Additions to Maxwell Branch Library

2 Document(s) found for this bid

15 Planholder(s) found.

[Add Planholder](#)

Supplier Name ▲	Phone	Fax	Doc Count	Attributes	Programs	Actions
Pierce Goodwin Alexander & Linville, Inc.						Documents
Pond & Company	6783367740	6783367744	2			Documents
Raymond Engineering- Georgia, Inc.	7704839592	7704838082	1			Documents
The Epsten Group	4045770370		2			Documents
Williams & Associates	7067269706		1			Documents

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Bidders List

Bid Item # 17-173 Cost \$ _____

#	Company Name	Complete Mailing Address	Date	Spec. #	Initials	Mailed By
1	Attn: Michael Duty JMD Architects	<i>Phone</i> 864-467-9871	3/24/17	17-173	DW	U.S. ma: 1
2	1002 E. Washington Street Greenville, SC 29601					
3						
4						
5						
6						
7						
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10						
11						
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13						
14						
15						
16						

Cheatham, Fletcher, Scott
Architects
420 8th Street
Augusta, GA 30901

2KM Architects
529 Greene Street
Augusta, GA 30901

Woodhurst Architects
607 15th Street
Augusta, GA 30901

Harley & Associates Architects
718 Broad Street
Augusta, GA 30901

Definitive Designs Group
4270 Frontage Road
Augusta GA 30909

MSR Architectural Firm
710 South 2nd Street
8th Floor
Minneapolis, MN 55401

Liollio Architects
147 Wappoo Creek Dr.
Charleston, SC 29412

Rick Acree
Central Services

RFP Item 17-173
Renovations and Additions to Maxwell
Branch Library for Central Services
Facilities Division
RFP Item Due: 5/2/17@ 11:00 a.m.

Studio 3 Design Group
1617 Walton Way
Augusta, GA 30904

Virgo Gambill Architects
2531 Augusta West Pkwy
#200
Augusta, GA 30909

Johnson Laschober & Associates
1296 Broad Street
Augusta, GA 30901

Hughes, Beatty, O'Neal and Law
718 Broad Street
Augusta, GA 30901

HBM Architects
1382 W. 9th Street
Cleveland OH 44113

VMDO Architects
200 East Market St
Charlottesville, VA 22902

Tappe Architects
6 Edgerly Place
Boston, MA 02116

Kellie Irving
Compliance

RFP Item 17-173
Renovations and Additions to Maxwell
Branch Library for Central Services
Facilities Division
RFP Item Due: 5/2/17@ 11:00 a.m.

Dickinson Architects
771 Broad Street, Suite 200
Augusta, GA 30901

Chris Booker & Associates
670 Broad Street
Augusta, GA 30901

Alan Venable Architects
309 11th Street
Augusta, GA 30901

Veteran Design Group
2531 Center West Pkwy
#202
Augusta GA, 30909

McMillan, Pazdan, Smith
121 Calhoun Street
Charleston, SC 29401

BCHW Architects
1840 Broad Street #400
Richmond, VA 23220

Takiyah Douse
Central Services



Administrative Services Committee Meeting
7/25/2017 1:15 PM
Design Services for Maxwell Library Renovations

Department:	Central Services
Presenter:	Takiyah A. Douse
Caption:	Approve proposal from McMillan, Pazdan, Smith Architecture in the amount of \$150,000.00 to design renovations and additions to the Maxwell Branch Library at 1927 Lumpkin Road. (RFP 17-173)
Background:	The Augusta Richmond County Public Library System (ARCPLS) desires to renovate and add onto the Maxwell Branch Library in order to better serve their constituents. Procurement issued a request for proposals for design services relative to the proposed scope.
Analysis:	Proposals for design services were received by Procurement on May 2, 2017. The submitting firms were evaluated and ranked based upon qualifications. Price proposals were then considered separately. The combined scores used to determine McMillan, Pazdan, Smith Architecture of Greenville, SC to be the best firm to provide these services for ARCPLS.
Financial Impact:	The cost of design services is \$150,000.00
Alternatives:	1. Approve proposal from McMillan, Pazdan, Smith Architecture in the amount of \$150,000.00 to design renovations and additions to the Maxwell Branch Library at 1927 Lumpkin Road. 2. Do not approve the proposal.
Recommendation:	Approve proposal from McMillan, Pazdan, Smith Architecture in the amount of \$150,000.00 to design renovations and additions to the Maxwell Branch Library at 1927 Lumpkin Road.
Funds are Available in the Following Accounts:	This project is funded through SPLOST VI.

REVIEWED AND APPROVED BY:

Finance.

Procurement.

Law.

Administrator.

Clerk of Commission



**Administrative Services Committee Meeting
7/25/2017 1:15 PM**

District Attorney's Office - Request for New Personnel via Alternate Funding Source

Department:	District Attorney
Presenter:	Natalie S. Paine
Caption:	Approve request for two (2) Victim Advocate positions and Supplemental Pay for one (1) State-Paid Assistant District Attorney (ADA).
Background:	Crime Victim Assistance Program (CVAP) funds as of March 2017 totaled \$689,279.00. With minimal spending since 2011 – a total of \$90,000.00 has been distributed in four disbursements to three local agencies, i.e. Child Enrichment, Rape Crisis and Safe Homes – this account has averaged collections of \$121,805.00 during the past five years. In addition to providing ongoing financial support to the agencies named above, utilization of these funds does include Victim Advocate salaries and Supplemental Pay for Assistant District Attorneys.
Analysis:	Change the funding of two recent hires, i.e. March 2017, in the Victim Assistance Program to CVAP funding. Currently job titled, “Legal Assistant,” their title would change to “Victim Advocate.” With specialized functions among our ADA staff, Supplemental Pay would be allocated to one ADA whose primary task involves victims.
Financial Impact:	With a Victim Advocate base salary of \$32,243.00, benefits would increase this amount to \$41,916.00 x 2 for a sub-total of \$83,832.00 yearly. With \$14,300.00 the average supplemental pay for a State-paid ADA, benefits would increase this amount to \$14,334.00 yearly. The total cost would yield \$98,166.00 annually.
Alternatives:	Not applicable given the nature of this request.
Recommendation:	Approve this request for these three positions to commence when feasible to do so, i.e. mid-September to early-October 2017, as

well as including these positions in the District Attorney's Office yearly budgets thereafter.

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

Based on funding currently available, as well as projected annual collections, sufficient funds exist in the CVAP for the foreseeable future.

REVIEWED AND APPROVED BY:



Administrative Services Committee Meeting
7/25/2017 1:15 PM
District Attorney's Office - Request for Personnel

Department:	District Attorney
Presenter:	Natalie S. Paine
Caption:	Approve request for three (3) Assistant District Attorney (ADA's) positions.
Background:	Two events in 2011 significantly increased court demands on the District Attorney's Office. First, on April 1st, our judge count increased from five to six, to seven on October 1st to eight on April 1, 2012. Second was the opening of the Judicial Center which increased courtrooms from two to eight. Our attorney staffing have maintained the same level, i.e. 22 ADA's, since 2012. Three additions in 2013, 2014 and 2015 are attributable to Juvenile Court, Accountability Court and Juvenile Court, respectively. In 2008, our ADA population totaled 20.
Analysis:	With Judge David Roper's retirement in January 2017 and his appointed successor former District Attorney Ashley Wright, his three-county caseload was redistributed among the other seven judges which increased their case counts exponentially. As a result, the two ADA's assigned to the Roper Team were reassigned to other teams; the third team member was DA Wright. Continually adding to each judge's case count is due to Judge Wright's exclusion from the assignment/rotation of criminal cases until September 2017. Court appearances have dramatically increased in the past five years. Expansion of Accountability Courts from one to three, i.e. Drug Court, Veteran's Court and Mental Health Court. With Burke County building a new courthouse and Columbia County expanding theirs, additional courtrooms are included in construction. Of 25 ADA's, 15 have less than three years of experience as a prosecutor.
Financial Impact:	With a base salary of \$53,674.00, benefits would increase this amount to \$69,134.00 x 3 for a total of \$207,402.00. As circuit-wide positions, Burke and Columbia Counties are accountable for their customary percentages of 6.7% at \$13,896.00 and 35.66% at \$73,960.00, respectively to Richmond County's 57.64% at

\$119,547.00 annually.

Alternatives: No alternatives realistically exist.

Recommendation: Approve these three ADA positions for four months of funding in 2017 as well as their inclusion in the District Attorney's Office yearly budgets thereafter. Approval should be contingent upon participation from Burke and Columbia Counties.

Funds are Available in the Following Accounts: Cost to Richmond County for the three positions after reimbursement from the other two counties in the circuit is \$119,547.00. Savings of \$56,583.00 will be realized from the transfer of two full-time positions which will be funded by the Crime Victim Assistance Program. The remainder has been identified in other areas of the District Attorney's Budget and one ADA Supplemental-Pay Salary.

REVIEWED AND APPROVED BY:

2017 One Year Action Plan - Program Allocations Summary		
Community Development Block Grant - Poverty Reduction Programs (8.8%)		
Kids Restart	\$31,422.88	1.75%
Salvation Army	\$31,422.88	1.75%
Hope House	\$31,422.88	1.75%
MACH Academy	\$31,422.88	1.75%
United Way	\$31,422.88	1.75%
Total Proposed funding for Poverty Reduction Programs		\$157,114.40
Community Development Block Grant - Special Purpose Programs (5.3%)		
CSRA EOA	\$31,422.88	1.75%
Asociacion Latina	\$31,422.88	1.75%
Financial Literacy	\$31,422.84	1.75%
Total Proposed funding for Special Purpose Programs		\$94,268.60
2017 One Year Action Plan - Program Allocations Summary		
Community Development Block Grant - Housing Development Programs (52.2%)		
Permanent Supportive Housing Project	\$25,000	1.39%
Housing Rehabilitation	\$714,330	39.70%
Volunteer & Special Purpose Improvements	\$50,000	2.78%
Rental Rehabilitation	\$50,000	2.78%
Emergency Code Compliance Program	\$75,000	4.17%
Vacated Properties Initiative	\$25,000	1.39%
Total Proposed Funding for Housing Development Programs		\$939,330
Community Development Block Grant - Economic Development Programs (11.1%)		
Small Business Development Lending Program	\$60,000	3.33%
Economic Development	\$140,000	7.78%
Total Proposed Funding for Economic Development Programs		\$200,000
2017 One Year Action Plan - Program Allocations Summary		
Community Development Block Grant - Programmatic Contingency (4.1%)		
Real Property Activity	\$73,458	4.08%
Total Proposed Funding for Contingency Programs		\$73,458
Community Development Block Grant - Planning & Grants Administration (18.6%)		
Planning & Entitlement Grants Administration	\$305,179	16.96%
Fair Housing	\$30,000	1.67%
Total Proposed Funding for Planning & Grants Administration		\$335,179
Total CDBG Funding Proposed for Program Activities		\$1,799,350
2017 One Year Action Plan - Program Allocations Summary		
HOME Investment Partnership Grant - Housing Development		
Housing Redevelopment Initiative	\$560,686	59.44%
Homeowner Assistance Program	\$161,388	17.11%
Community Housing Development Organization: Operations	\$41,388	4.39%
Community Housing Development Organization: Projects	\$107,853	11.43%
HOME Program Administration	\$71,902	7.62%
Total HOME Funding Proposed for Housing Development		\$943,217
2017 One Year Action Plan - Program Allocations Summary		
Emergency Solutions Grant - Rapid Rehousing and Homelessness Prevention (49.7%)		
United Way	\$25,000	16.57%

Safe Homes	\$25,000	16.57%
Action Ministries	\$25,000	16.57%
Total Street Outreach/Shelter Operations		\$75,000
Emergency Solutions Grant - Street Outreach/Shelter Operations (42.8%)		
Augusta Outreach	\$2,338	1.55%
Salvation Army	\$25,000	16.57%
Safe Homes	\$25,000	16.57%
CSRA EOA	\$12,223	8.10%
Total Street Outreach/Shelter Operations		\$64,561
Emergency Solutions Grant - Program Administration (7.5% cap)		
ESG Administration	\$11,315	7.50%
Total ESG Funding Proposed for Homeless Services		\$150,876
2017 One Year Action Plan - Program Allocations Summary		
Housing Opportunities for Persons with AIDS Grant - Program Activities (97%)		
St. Stephens Ministry	\$155,000	14.64%
Family Initiative	\$155,000	14.64%
East Augusta CDC	\$155,000	14.64%
Antioch Ministry	\$100,000	9.44%
HOPWA Community Residences	\$462,500	43.67%
Total HOPWA Proposed for Program Activities		\$1,027,500
Housing Opportunities for Persons with AIDS Grant - Program Administration (3% cap)		
HOPWA Program Administration	\$31,468	2.97%
Total HOPWA Funding Proposed for Housing and Services		\$1,058,968
TOTAL PROPOSED 2017 ONE YEAR ACTION PLAN BUDGET		\$3,952,411



Administrative Services Committee Meeting
7/25/2017 1:15 PM
HCD Annual Action Plan Final Approval__Fiscal Year 2017

Department: Housing and Community Development

Presenter: Mr. Hawthorne E. Welcher, Jr.

Caption: Request to approve by Resolution the FY 2017 Annual Action Plan for the following programs funded by the U.S. Department of Housing and Urban Development (HUD): Community Development Block Grant (CDBG) Program, Home Investment Partnerships (HOME) Program, Emergency Solutions Grant (ESG) Program, Housing Opportunities for Persons with AIDS (HOPWA) Program. (Originally Approved by Commission on October 4, 2016).

Background: In order to fulfill statutory and regulatory requirements mandated by the U.S. Department of Housing and Urban Development with regard to the FY 2017 Annual Action Plan, the City of Augusta, Georgia is required to make available for public comment the FY 2017 Annual Action Plan that provides the jurisdiction an opportunity to review the City of Augusta's Housing and Community Development Department's local strategy to address needs in the areas of community development, economic development, affordable housing and homelessness. The amendment is necessary due to a change in the City of Augusta's FY 2017 CDBG, HOME, HOPWA and ESG Federal HUD allocations. It was anticipated that the City of Augusta would receive \$3,595,996 in Federal HUD funds for FY 2017. However, the actual allocation is \$3,567,411. Below is a listing of the estimated allocations and the actual allocations:

Funding Program	Proposed \$	Actual \$	Change from Proposed \$
CDBG	\$ 1,675,892	\$ 1,649,350	(26,542)
HOME	\$ 719,023	\$ 708,217	(10,806)
HOPWA	\$ 1,048,948	\$ 1,058,968	10,020
ESG	\$ 152,133	\$ 150,876	(1,257)
Total FY17 Allocation	\$ 3,595,996	\$ 3,567,411	(28,585)

This proposal includes an Annual Action Plan for 2017 with a budget that includes proposed funding allocations for the Community Development Block Grant (\$1,649,350), HOME (\$708,217), ESG (\$152,133) and HOPWA (\$1,058,968) plus CDBG Program Income from loan repayments of \$150,000 and HOME loan repayments of \$235,000. In compliance with the U.S. Department of Housing and Urban Development regulatory

requirements, any amendments to the Consolidated Plan / Annual Action Plan constituting a “substantial change” must be presented to the public for a 30-day comment period; this requirement was waived for FY 2017 Annual Action Plan submissions in favor of a 14-Day comment period requirement to allow for submission in advance of the mandatory August 16th submission contained in the Federal statute. A “substantial change” is defined as a change that affects the purpose, scope, location, beneficiaries, and / or administration of an activity or the transfer of \$50,000 or more from any activity identified in the Consolidated Plan / Annual Action Plan.

Analysis: If approved by the Augusta – Richmond County Commission, the Housing and Community Development Department will be capable of funding these projects in accordance with the submission of the FY 2017 Annual Action Plan to the U. S. Department of Housing and Urban Development(HUD).

Financial Impact: If approved by the Augusta – Richmond County Commission, the FY 2017 Annual Action Plan will allow for the Housing and Community Development Department to continue to provide funding of needed services and housing projects for low- to moderate-income households throughout the City of Augusta, Georgia.

Alternatives: None recommended.

Recommendation: Accept and Approve the FY 2017 Annual Action Plan by Resolution.

Funds are Available in the Following Accounts: Not Applicable.

REVIEWED AND APPROVED BY:

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



Administrative Services Committee Meeting Commission Chamber - 7/11/2017

ATTENDANCE:

Present: Hons. Hardie Davis, Jr., Mayor; M. Williams, Chairman;
Jefferson, Vice Chairman; Davis and D. Williams, members.

ADMINISTRATIVE SERVICES

1. Discuss locating a permanent James Brown memorabilia display in the gate area of Augusta Regional Airport. This would include relocating the display currently housed in the main entrance to the airport to the gate area. **(Commissioner M. Williams & Mayor Davis)** **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information. Motion Passes 4-0.	Commissioner Andrew Jefferson	Commissioner Mary Davis	Passes

2. Motion to designate the corridor between 8th Street and 9th Street from Laney Walker Blvd to Reynolds St as the James Brown Heritage Trail. **(Commissioner M. Williams & Mayor Davis)** **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve designating the corridor as the James Brown Heritage Trail and start the process. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner Andrew Jefferson	Passes

3. Motion to amend phase II James Brown Blvd sidewalk project to include painted record images of the Godfather of Soul's greatest hits. Painted record images would be located on both sides of the street along James Brown Blvd. Approved
(Commissioner M. Williams & Mayor Davis)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve amending the project and to receive a report back in 30 days from the DDA, the Arts Council and Housing & Community Development as to how the City can move forward with the project utilizing funding from GDOT as a primary source or another grant if GDOT funding cannot be used. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner Andrew Jefferson	Passes

4. Receive project update on Riverwalk paint and cleanup efforts from Central Services, Parks and Recreation and Administrator. (Mayor Davis)
- Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner Andrew Jefferson	Passes

5. Discuss parking proposal for Municipal Bldg employees and visitors. (Mayor Davis)
- Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Motion to approve receiving this item as	Commissioner	Commissioner	

Approve	information. Motion Passes 4-0.	Mary Davis	Andrew Jefferson	Passes
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- | | |
|--|------------------------------------|
| 6. Provide status update on Augusta implementation of What Works Cities agreement. (Mayor Davis) | Item Action:
Rescheduled |
|--|------------------------------------|

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Motion to approve waiving on this item at this time. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner Andrew Jefferson	Passes

- | | |
|--|---------------------------------|
| 7. Approve request for five (5) Assistant District Attorney (ADA's) positions. | Item Action:
Approved |
|--|---------------------------------|

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Delete	Motion to delete this item from the agenda. Motion Passes 4-0.	Commissioner Dennis Williams	Commissioner Mary Davis	Passes

- | | |
|---|---------------------------------|
| 8. Discuss appointing a subcommittee to develop an appropriate evaluation tool for the Administrator. (Requested by Commissioner Dennis Williams) | Item Action:
Approved |
|---|---------------------------------|

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve holding a work study session of the Administrative Services Committee regarding the development of an evaluation tool for the Administrator and direct reports. Mr. M. Williams votes No. Motion Passes 3-1.	Commissioner Dennis Williams	Commissioner Mary Davis	Passes

- | | |
|--|-------------|
| 9. Motion to approve the minutes of the Administrative Services Committee held | Item |
|--|-------------|

on June 13, 2017.

Action:
Approved

Motions

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

10. Approve New Position in the Juvenile Court (Administrative Assistant II, Salary Grade 43). **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to delete this item from the agenda. Motion Passes 4-0.	Commissioner Andrew Jefferson	Commissioner Mary Davis	Passes

11. Motion to **approve** requiring all Augusta, GA employees to sign a statement of acknowledgement concerning Augusta, GA Rules and Regulations on the destruction, theft, or unauthorized use or removal of Augusta, GA property. **Item Action:**
Approved
(Requested by Commissioner Sean Frantom)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information. Motion Passes 4-0.	Commissioner Andrew Jefferson	Commissioner Dennis Williams	Passes

12. Motion to approve amendment to Augusta, Georgia Procurement Code to include the adoption of Public-Private Partnership (P3) "Unsolicited Proposals". **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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Approve	Motion to approve. Motion Passes 4- 0.	Commissioner Mary Davis	Commissioner Andrew Jefferson	Passes
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**Administrative Services Committee Meeting
7/25/2017 1:15 PM
Minutes**

Department: Clerk of Commission

Presenter:

Caption: Motion to approve the minutes of the Administrative Services Committee held on July 11, 2017.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



Administrative Services Committee Meeting
7/25/2017 1:15 PM
Municipal Building Campus Phase II Projects

Department:	Central Services - Facilities
Presenter:	Takiyah A. Douse
Caption:	Request Commission approval of Municipal Campus Phase II renovations for the following purposes: Creating options for additional parking and selective demolition; adapting Municipal Building space to accommodate evolving department and commission needs; and renovating satellite buildings to consolidate operations in a single location.
Background:	Departments sometimes need to adapt to ongoing operations to effectively meet Commission goals and objectives. These changes frequently require modifications to existing space to make efficient use of existing resources.
Analysis:	Central Services, in concert with the Administrator's Office and Finance Department, have looked at various options to meet current and future needs. We believe the recommendations outlined herein represent the best options at this time.
Financial Impact:	The total for the projects under consideration will be within the remaining SPLOST funding allocated to the Municipal Building Campus. In addition, we call Commission's attention to the fact that the attachments outline project budgets. The final costs will not be available until firm bids are taken.
Alternatives:	Receive as information, a report on proposed projects and options for the Municipal Building Campus, to include: • Options for additional parking and selective demolition • Municipal Building space modifications to adapt to evolving department and commission needs • Renovation of satellite buildings to consolidate operations in a single location
Recommendation:	Authorize staff to proceed with the Phase II project as outlined herein. All bid awards requiring Commission approval will be

placed on subsequent agendas.

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

Funding is to come from \$1,100,000 in SPLOST allocated to
Municipal Building Campus Projects.

REVIEWED AND APPROVED BY:

Finance.

Procurement.

Law.

Administrator.

Clerk of Commission

REGULAR MEETING

COMMISSION CHAMBER
DECEMBER 6, 2016

Augusta Richmond County Commission convened at 2:00 p.m., December 6, 2016, the Hon. Hardie Davis Jr., Mayor, presiding.

PRESENT: Hons. Lockett, Guilfoyle, Sias, Frantom, M. Williams, Smith, Fennoy, D. Williams, Hasan and Davis, members of Augusta Richmond County Commission.

Mr. Mayor: All right, what a fantastic day in the City of Augusta. So much happening, great things are going on and affecting the lives of the people in a very positive way. Last week the groundbreaking on the Cyber Command Headquarters, today we take a step forward as a community addressing the issue of our homeless veterans with the groundbreaking there at the Freedoms Path, we'll be a 98 to 110-unit facility to house our veterans. I'd say, Sylvia, this is a great place to live, work, learn and raise a family, fantastic. The Chair recognizes Madam Clerk as we call this meeting to order.

The Clerk: Yes, sir, at this time, Mr. Mayor, I ask that you join the Administrator to recognize our employees of service of this month, Mr. Loeser.

Mr. Loeser: Thank you. My name is Michael Loeser, your Human Resources Director. Today we are happy to recognize our Years of Service recipients. For the month of December there are 30, 5 to 20-year recipients and 11, 25 to 50-year recipients of which four are here this afternoon. With 30 years of service Debra Beasley from Utilities. (APPLAUSE) Also with 30 years experience Ricky Turner from RCCI. With 35 years of service Douglas Neal of the Fire Department. (APPLAUSE) Also with 35 years of service Rhonda Evans of the Marshal's Department. (APPLAUSE)

The Clerk: Ready, Mr. Mayor?

Mr. Mayor: Yes, ma'am.

The Clerk: At this time we would ask Rev. Dr. Julia D. Crim, Minister of Missions and Discipleship, Trinity on the Hill United Methodist Church to please come forward and deliver our invocation after which we'll have the Pledge of Allegiance. Please stand.

The invocation was given by Rev. Dr. Julia D. Crim, Minister of Missions and Discipleship, Trinity on the Hill United Methodist Church.

The Pledge of Allegiance to the Flag of the United States of America was recited.

Mr. Mayor: Dr. Crim, on behalf of the Augusta Commission we want to thank you for not only your service on today to come and render our invocation but thank you for your work as Minister of Missions and Discipleship. For many of you who may not be aware when we became home to over 2,500 evacuees from Savannah, Chatham County, Trinity on the Hill was one of the first shelters that we stood up. And it was because of their willingness to sow seeds of love and

Mr. Mayor: All right. Voting.

Motion Passes 10-0.

The Clerk: Regular agenda, Mr. Mayor?

Mr. Mayor: Yes, ma'am.

The Clerk:

ADMINISTRATIVE SERVICES

13. Request the Commission approve the Public Defender Office Building be named the William H. Mays, III Public Defender's Office.

14. Request the Commission approve the name change of the Diamond Lakes Regional Park Community Center to the Robert Howard Community Center at Diamond Lakes Regional Park.

Mr. Mayor: All right, Madam Clerk, let's roll up 13 and 14.

The Clerk: Okay.

Mr. Mayor: Very good, okay all right, here's our posture. I'm going to recognize before Ms. Douse the Commissioner from the 6th to speak to item 13 about how we got to this point and then I'm going to recognize the Commissioner from the 14th I believe, I'm sorry not from the 14th but from the 1st. All right I know he did, I know he did. All right very good but the Commissioner from the 1st item number 14. All right very good. I'm going to recognize the Finance Chair to speak to his concerns about both of these and we'll go to these gentlemen here. The Chair recognizes the Commissioner from the 8th.

Mr. Guilfoyle: Thank you, Mr. Mayor.

Mr. Mayor: Yes, sir.

Mr. Guilfoyle: Mr. Mayor, I couldn't agree more with the two distinguished people that we have on here, Mr. Mays and Mr. Howard, I don't have a problem with it whatsoever. My challenge is in listening to the last two agenda items you know if we're going to do it right, let's do it right in the beginning so we don't have a problem in the future. We passed a policy back on March 5th of 2013 when it comes to guidelines, procedures, process on naming a building. In it it clarifies not a living person so I'm not here to stop the process or naming of these buildings whatsoever. What I would like to do since I did vote for this back on March 5th let's amend this policy to where it does show living and extract the extraordinary or whatever could be deemed as whatever. I think the Attorney could help me out with the wording on it but if we could change this policy, it's not only for now but we're talking about two, three, four years from now. We've got something in place that we could follow within the guidelines so we're not contradicting

ourselves when it comes to these policies and I'm just asking for understanding from my colleagues on this.

Mr. Mayor: All right, so I'm going to ask a series of questions to the distinguished Finance Chair.

Mr. Guilfoyle: Yes, sir.

Mr. Mayor: What changes are you proposing?

Mr. Guilfoyle: To where it shows actually living people.

Mr. Mayor: Okay.

Mr. Sias: Dead or living?

Mr. Guilfoyle: Under Section B it says building or property shall not be named or renamed for living persons with exception of living persons who had made a significant monetary contribution to development of a public building or contributed land with the intent and agreement of Augusta Commission that the said building would be named for the contributor or except other extraordinary circumstances.

Mr. Mayor: Okay.

Mr. Guilfoyle: The only thing I'm asking is for it to be clarified to where three years, two years down the road we're going, this is going to come up again.

Mr. Mayor: All right ---

Mr. Guilfoyle: And that's what I'm asking, Mr. Mayor, something simple.

Mr. Mayor: --- okay I understand. All right hold on, I think we're going to be fine. I do I want to say it I just want to say it I think we're going to be fine. Everybody if you don't mind just pump your brakes a bit. Okay all right very good yes, ma'am, okay well those are the proposed changes. So okay I don't want, I know I know ---

Mr. M. Williams: (inaudible).

Mr. Mayor: --- yes, she's going to put it up there. Okay all right so all right so everybody just pump your brakes. I promise you it's going to be fine, it's going to be fine. All right so, Attorney MacKenzie, can you speak to this, the changes?

Mr. MacKenzie: Sure. These changes would just reflect that it is permissible to name buildings after living persons. So it just makes a minor adjustment to eliminate the restrictions on that.

Mr. Mayor: All right okay now, I think our posture's a friendly one so I'm not going and that's why I want everybody just be fine. I think our posture is a friendly one right now. I think we're going to accomplish what we want to accomplish today without fail. Given our posture, Attorney MacKenzie, while this is extremely important probably more important than my next question I almost want to ask the question of germaneness we, it's the same subject matter in we're talking about a policy that will be affected. And if we would just take the basic action which I think everybody supports what I've heard is that everybody supports this so that's why if everybody kind of be good I think everybody supports this. Is it germane for us to deal with this matter at the same time?

Mr. MacKenzie: Yeah. Ideally if you had unanimous consent and this is an ordinance so you do a motion to approve item 14 and 15 and to adopt and amendment to ordinance number, I don't see an ordinance number but ---

The Clerk: 7386.

Mr. MacKenzie: --- and waive the second reading.

Mr. Mayor: All right, okay all right, history's going to note that we're going to do things the right way. I don't want anybody to feel like something's funny's about to happen because it's not. We're going to be fine but I want to make sure that we do it the right way, okay? All right the Chair goes all the way down to the end recognizing the distinguished Dean of the Commission short-timer Commissioner Lockett.

Mr. Lockett: Thank you very much, Mr. Chair.

Mr. Mayor: Yes, sir.

Mr. Lockett: The living part came up a few years back, we wanted to name the Sheriff's Administration Building. At that time I felt that he was not only living but he was still doing the job at that particular time but I can support the recommendation by Commissioner Guilfoyle. However this policy needs to be changed because let me give you a good example. Just suppose that there were only four or five people on this Commission that supported those two name changes. Where would we be, you see? So, I won't be here to bother ya'll but what ya'll need to do is get together. If you want to name something after somebody make sure that there's a consensus before it goes to any committee and then once you got the consensus now you know this is something that's going to pass then go on and put it out there because you put some of us in a precarious position right now. And half of the governing body was unaware of it and this Commissioner in particular until I saw it on the news. So there has to be a better way. Now I support both people. They both have done an outstanding job but I just don't like the way we went about doing it so there has to be a better system. If we can't come up with a better system then my recommendation is from after we make the vote today don't name any more buildings. Thank you, Mr. Chairman.

Mr. Mayor: All right okay all right, Commissioner from the 4th you're recognized.

Mr. Sias: Thank you, sir. In reference to the change to ordinance rather than scratch through that and the 'may' and the other item there I think it would be more prudent just to delete Item B.

1st. Mr. Mayor: All right, okay all right, so the Chair recognizes the Commissioner from the

Mr. Fennoy: Would it be appropriate at this time to call for the question?

Mr. Mayor: All right okay, so here's our posture. All right okay ---

Mr. M. Williams: Motion to approve the naming the two buildings and then approve the change to the ordinance ---

Mr. Mayor: And waive the second reading.

Mr. M. Williams: --- **and waive the second reading.**

Mr. Mayor: All right, very good. All right, Attorney MacKenzie, are you tracking? All right, outstanding.

Mr. Guilfoyle: Point of privilege, Mr. Mayor.

Mr. Mayor: Okay.

Mr. Guilfoyle: I would like to thank my colleagues for understanding what just happened.

Mr. Mayor: All right absolutely it puts us in a better posture than what happened in the past, much better. Okay now all right this is a good day for Augusta, a good day for this body. Chairman Guilfoyle, thank you for bringing that to the table. All right, we have a motion and a second. Voting.

Motion Passes 10-0.

Mr. Mayor: All right, the Chair recognizes the Commissioner from the 5th.

Mr. Guilfoyle: Thank you, Mr. Mayor, Point of Personal Privilege please?

Mr. Mayor: State your inquiry.

Mr. Lockett: I'd like to first of all thank my colleague, Commissioner Guilfoyle. I called down and asked him for support and he delivered, I want to thank him in public. And another thing I'd like to do is tomorrow will be December the 7th, Pearl Harbor Day. December 7th 1941. I think it was about 75 years ago that many lives were lost and many survivors their lives were changed forever. So, I think we should remember and never forget December the 7th 1941 and

ORDINANCE 7386

An Ordinance to amend the Augusta Georgia Code for the purpose of providing a uniform policy for the naming and renaming of building and properties owned by Augusta, Georgia:

THE AUGUSTA, GEORGIA COMMISSION HEREBY ORDAINS:

Section I: The Augusta Commission hereby ordains that the Code be amended to include the following policies:

CHAPTER 10 BUILDING AND PROPERTY NAMING/RENAMING POLICY

8-10-1 PURPOSE

The purpose of this article is to provide a uniform policy for the naming and renaming of buildings and properties owned by Augusta, Georgia. After the effective date of this article, no building or property whether owned at that time by Augusta, Georgia, or subsequently constructed, developed, or acquired by Augusta, Georgia, shall be assigned a name or renamed unless it is done pursuant to this article. This article shall apply to buildings, parts of buildings, bridges, parks, and any other property owned by Augusta, Georgia except for streets, roads, alleys or similar thoroughfares.

8-10-2 GUIDELINES

These guidelines shall be followed when the naming or renaming of buildings or properties is to be considered:

- (a) Names of such buildings or properties shall be based upon geographical, historical, ecological, or functional factors. Buildings and properties may also be named or renamed for persons who have made significant monetary or land contributions or other significant contributions to the well-being and betterment of Augusta, Georgia.
- (b) Buildings or properties shall not be named or renamed for living persons with the exception of living persons who have made a significant monetary contribution to the development of a public building or contributed land with the intent and agreement of the Augusta Commission that said building or property will be named for the contributor, or except for other extraordinary circumstances.
- (c) Renaming of buildings or properties should not be considered unless overwhelming evidence is provided by a proponent that the existing name lacks significance and that the proposed name bears significant importance to the well-being and betterment of Augusta, Georgia as determined by the Augusta Commission.

- (d) Renaming of buildings or properties shall not be considered for at least 50 years after naming unless there are extraordinary circumstances warranting such consideration.
- (e) As provided for or referenced within these guidelines “significant importance or significant contribution to the well-being and betterment of Augusta, Georgia” shall include, but not be limited to, the following, as it relates to Augusta, Georgia, State of Georgia and/or the Unites States of America:
 - 1) Acts of heroism, valor or self-sacrifice;
 - 2) Outstanding military accomplishment;
 - 3) Acts of national or local humanitarianism;
 - 4) Outstanding record of civil service with historic or critical significance; and/or
 - 5) Professional accomplishment which greatly impacted the public good/welfare.

8-10-3 PROCEDURES

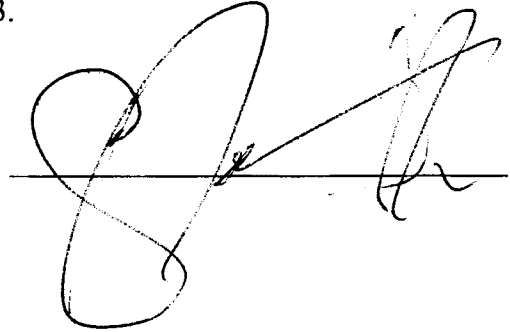
- (a) The naming or renaming of a public building or property may be proposed in the following manner:
 - (1) Members of the Augusta Commission may recommend a name.
 - (2) Staff of the Augusta Commission may recommend a name.
 - (3) The Commission may set in place a public process for soliciting input in the naming;
or
 - (4) Any person, firm, or associates may propose a name.
- (b) The naming or renaming of a public building or property shall be submitted to the City Administrator on forms provided by that office and accompanied by the necessary documentation. The purpose of the documentation is to provide a full background on the proposed names. The City Administrator shall consult with the City Engineer, Planning and Development Director, and the Facilities Director regarding the proposed name after the information has been received.
- (c) The City Administrator shall cause a public hearing to be held regarding the proposed name after giving at least 15 days’ notice consisting of an advertisement in the legal organ and a sign placed upon the property. Such public hearings may be held as an item on the agenda of the Augusta Planning Commission.
- (d) After the public hearing, the City Administrator shall with the City Engineer, Planning and Development Director, and the Facilities Director and cause a report to be prepared which shall include a recommendation for the naming or renaming of a public building or property.
- (e) The report of the City Administrator shall be distributed to the proposer of the name as well as to all members of the Augusta Commission. It shall be placed on the next possible agenda of the Administrative Services Committee. Administrative Services will make a recommendation to the full Augusta Commission, which will make the final decision.

Section II. All Ordinance or parts of Ordinance in conflict with this Ordinance are hereby repealed.

Done in Open Meeting under the Common Seal thereof this 5 day of March 2013.

APPROVED THIS March 5, 2013.

Mayor

A large, stylized handwritten signature in black ink, written over a horizontal line.

ATTEST
AUGUSTA-RICHMOND COUNTY
Percy W. Morawski
Dep. Clerk of Commission

Published in the Augusta Chronicle March 14, 2013

Lena Bonner

From: Takiyah A. Douse
Sent: Thursday, June 29, 2017 10:51 AM
To: Lena Bonner
Subject: FW: William "Bill" Lockett
Attachments: Bill Lockett.docx

Mrs. Bonner,

Please review the attached naming request as discussed. Please also forward me an updated copy of the revised ordinance for my file and future reference.

TAD

From: smithfa@comcast.net [mailto:smithfa@comcast.net]
Sent: Thursday, June 01, 2017 6:27 PM
To: Takiyah A. Douse <TDouse@augustaga.gov>
Subject: William "Bill" Lockett

Ms. Douse,
Attached is the information about Mr. Lockett. Please call me if you have questions or concerns.

Thanks,
Faye Smith
706.951.8989

Please consider the environment before printing this email.

This e-mail contains confidential information and is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. The City of Augusta accepts no liability for the content of this e-mail or for the consequences of any actions taken on the basis of the information provided, unless that information is subsequently confirmed in writing. Any views or opinions presented in this e-mail are solely those of the author and do not necessarily represent those of the City of Augusta. E-mail transmissions cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. The sender therefore does not accept liability for any errors or omissions in the content of this message which arise as a result of the e-mail transmission. If verification is required, please request a hard copy version.
AED:104.1

The “Early Risers”, a group of approximately 20 people who age from 50 to 84 and who have been committed to living healthy lifestyles by exercising daily at the Henry H. Brigham Center Track since 2007, honored former Augusta Commissioner and fellow member, Bill Lockett, for his distinguished service to the District 5 residents. During his tenure as commissioner, he consistently informed the group about community and county issues at quarterly breakfast meetings and daily exercise gatherings. Lockett further demonstrated his commitment to District 5 by providing several improvements to the Brigham Center that included adding exercise equipment to the track, securing approval for a generator to be placed at the Center, attaching a gazebo to the Senior Building, resurfacing the track, placing benches around the track, and creating Heartbreak Hill and Grace and Mercy Track for senior walkers to improve their cardiovascular health.

Mr. Lockett was instrumental in helping to maintain the track by positioning secured trash cans, extra lighting, and the cutting back of bushes that were on the edges of the track. Even when a portion of the soil that goes down into the retention area had eroded, he contacted the proper authorities to get that area reinforced. Our track is a cleaner, safer, and more inviting place with all of the improvements mainly because of Former Commissioner Lockett. For his unwavering commitment and stellar service to District 5, the “Early Risers” would like to name the Walking Track in his honor.



**Administrative Services Committee Meeting
7/25/2017 1:15 PM
Naming Walking Tract Henry Brigham Community Center**

Department:

Presenter:

Caption: Consider a request from Ms. Faye Smith on behalf of the "Early Risers Walking Group" to name the walking track at the Henry H. Brigham Community Center in honor of former Commissioner Bill Lockett.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Invitation to Re-Bid

Sealed re-bids will be received at this office until Tuesday, May 30, 2017 @ 3:00 p.m. for furnishing:

Re-Bid Item #17-169A Emergency Renovations for ARC Planning and Development Project Located at 1803 Marvin Griffin Road – South Augusta Office for Augusta Central Services Department – Facilities Division

Re-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

Re-Bid documents may be examined at the office of the Augusta, GA Procurement Department, 535 Telfair Street – Room 605, Augusta, GA 30901. **Plans and specifications for the project shall be obtained by all prime, subcontractors and suppliers exclusively from Augusta Blue Print. The fees for the plans and specifications which are non-refundable is \$75.00.**

It is the wish of the Owner that all businesses are given the opportunity to submit on this project. To facilitate this policy the Owner is providing the opportunity to view plans online (www.augustablue.com) at no charge through Augusta Blue Print (706 722-6488) beginning Friday, May 12, 2017. Bidders are cautioned that submitting a package without Procurement of a complete set are likely to overlook issues of construction phasing, delivery of goods or services, or coordination with other work that is material to the successful completion of the project. Bidders are cautioned that acquisition of documents through any other source is not advisable. Acquisition of documents from unauthorized sources places the bidder at the risk of receiving incomplete or inaccurate information upon which to base his qualifications.

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 Thursday, May 18, 2017 @ 5:00 P.M. No re-bid will be accepted by fax, all must be received by mail or hand delivered.

No re-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. **A 5% Bid Bond is required to be submitted along with the bidders' qualifications; a 100% performance bond and a 100% payment bond will be required for award.**

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

Bidders are cautioned that acquisition of RE-BID documents through any source other than the office of the Procurement Department is not advisable. Acquisition of RE-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 re-bid will be accepted by fax, all must be received by mail or hand delivered.

GERI A. SAMS, Procurement Director



Re-Bid Item #17-169A Emergency Renovations for ARC Planning and Development Project
 Located at 1803 Marvin Griffin Road for Augusta, GA
 Central Services Department – Facilities Division
 Bid Date: Tuesday, May 30, 2017 @ 3:00 p.m.

Total Number Specifications Mailed Out: 25
 Total Number Specifications Download (Demandstar): 1
 Total Electronic Notifications (Demandstar): 430
 Mandatory Pre-Bid Conference Attendees: NA
 Total packages submitted: 3
 Total Non-Compliant: 0

VENDORS		S.D Clifton Construction PO Box 949 Evans, GA 30809	RCN Contracting 1115 Franke Place Court Augusta, GA 30909	Larry Pittman & Associates 1249 Gordon Park Road Augusta, GA 30901
Attachment "B"		YES	YES	YES
E-Verify		212153	146983	230014
Bid Bond		YES	YES	YES
SAVE Form		YES	YES	YES
Addendum 1		YES	YES	YES
Bid Price		\$584,042.00 Non-Compliant	\$563,000.00	\$659,000.00
		\$575,526.00 (minus alternates 4 & 7)	\$458,117.00 (minus alternates 4 & 7)	\$653,000.00 (minus alternates 4 & 7)
ALTERNATES		BID PRICE REDUCTION		
Delete exterior canopies and related flashings	alternate (1)	\$13,973.00	\$13,973.00	\$15,838.00
Eliminate furring strips and drywall on masonry exterior walls. Paint existing walls instead.	alternate (2)	\$3,025.00	\$4,350.00	\$3,150.00
Leave existing windows and doors in place, re-caulk existing window and door frames, paint doors. Do not eliminate and fill in any existing openings.	alternate (3)	\$2,354.00	\$36,000.00	\$27,000.00
Eliminate one of the restrooms in the Waiting Room (#101)	alternate (4)	\$3,516.00	\$4,297.00	\$1,000.00
Install VCT Flooring instead of LVT	alternate (5)	\$8,600.00	\$8,700.00	\$10,600.00
Reduce Site Allowance from \$40,000 to \$15,000	alternate (6)	\$25,000.00	\$25,000.00	\$25,000.00
Eliminate the \$5000 allowance for appliances	alternate (7)	\$5,000.00	\$5,000.00	\$5,000.00
Eliminate changes to the exterior, paint existing configuration only	alternate (8)	\$41,686.00	\$7,800.00	\$2,100.00
Substitute laminate countertops for the specified solid surface	alternate (9)	\$5,876.00	\$8,366.00	\$8,366.00
Eliminate sink and related plumbing in large conference room	alternate (10)	\$694.00	\$694.00	\$800.00



Re-Bid Item #17-169A Emergency Renovations for ARC Planning and Development Project
 Located at 1803 Marvin Griffin Road for Augusta, GA
 Central Services Department – Facilities Division
 Bid Date: Tuesday, May 30, 2017 @ 3:00 p.m.

Total Number Specifications Mailed Out: 25
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 Total Electronic Notifications (Demandstar): 430
 Mandatory Pre-Bid Conference Attendees: NA
 Total packages submitted: 3
 Total Non-Compliant: 0

VENDORS		S.D Clifton Construction PO Box 949 Evans, GA 30809	RCN Contracting 1115 Franke Place Court Augusta, GA 30909	Larry Pittman & Associates 1249 Gordon Park Road Augusta, GA 30901
Alternate Total		\$109,724.00	\$114,180.00	\$98,854.00
The following Vendor: SD Clifton was Non-Compliant due to not satisfying good faith efforts and is non-compliant with Local Small Business Opportunities Program				



Central Services Department

Takiyah A. Douse, Director
Rick Acree, Project Manager

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

MEMORANDUM

TO:  **Ms. Geri Sams, Director, Procurement Department**

THROUGH: **Mrs. Takiyah A. Douse, Director, Central Services**

DATE: **May 26, 2017**

SUBJECT: **Bid Item #17-169A Emergency Renovations for ARC Planning and Development – Recommendation and update**

Ms. Sams:

Bids were received on May 30 for the referenced Bid Item. RCN Contracting of Augusta submitted the lowest responsible base bid at \$563,000.000. Bids included ten (10) deductive alternates to permit us to lower the cost to keep it within funding available for the project. We recommend accepting all deductive alternates **except** numbers 4 and 7. The revised contract amount is \$458,117.00 and we recommend award at that price.

As time is of the essence on this project, Central Services is entering an emergency requisition for Purchase Order to RCN Contracting of Augusta in the amount of \$458,117.00, to RCN Construction. Our goal is to issue the Notice to Proceed no later than July 1, 2017.

The bid allows 120 calendar days to complete the work. This would set the tentative completion date at the beginning of November. Central Services has contacted the Sheriff's Office requesting an extension of the deadline for Planning to vacate the Special Operations building off Highway 56 until mid-November so the renovations may be completed and the staff can be moved.

Central Services will work with RCN to improve on this project delivery as much as possible.

Thank you for your assistance in securing these prices and your hard work moving us to this point. Please do not hesitate to call if you have any questions or need additional clarification.

Cc: Takiyah A. Douse
Melanie Wilson
Chester Brazzell
Rob Sherman
Chris Booker

KUHLKE CONSTRUCTION
3704 BENCHMARK DRIVE
AUGUSTA, GA 30909

SHEARER-MURTIMER
ATTN: ROBBIE SHEARER
P. O. BOX 2570
EVANS, GA 30809

R.D BROWN CONSTRUCTION
410 CAROLINA SPRINGS ROAD
NORTH AUGUSTA, SC 29841

SOMMERS CONSTRUCTION
ATTN: PATRICK SOMMERS
4889 SOMERSET DRIVE
EVANS, GA 30809

LARRY PITTMAN
1249 GORDON PARK ROAD
AUGUSTA, GA 30901

CONTRACT MANAGEMENT
ATTN: JAMES WILLIAMS
1827 KILLINGSWORTH ROAD
AUGUSTA, GA 30904

ALLEN BATCHELOR CONSTRUCTION
1063 FRANKE INDUSTRIAL DRIVE
AUGUSTA, GEORGIA 30909

RCN CONTRACTING
ATTN: Mark Burt/Skip Newman
1115 FRANKE PLACE CT
AUGUSTA, GA 30909

HEAVENER CONSTRUCTION
ATTN: RICHARD PIECZYNSKI
1530 CRESCENT COURT
AUGUSTA, GA 30909

MRC CONSTRUCTION COMPANY
2203 WILLIS FOREMAN ROAD
HEPHZIBAH, GA 30815

W. A. BRAGG
ATTN: DARRELL BRAGG
2513 MIKE PADGETT HIGHWAY
AUGUSTA, GA 30906

DABB WILLIAMS
319 S WALNUT STREET
STATESBORO, GA 30459

R.W. ALLEN LLC
1015 BROAD STREET
AUGUSTA, GA 30901

JBC CONSTRUCTION
118 N BELAIR ROAD SUITE 1
EVANS GA 30809

MCKNIGHT CONSTRUCTION
635 NORTHWEST FRONTAGE RD.
AUGUSTA, GA 30901

TWENTIETH CENTURY CONST.
ATTN: CARL JORDAN
2106 KELLY STREET
AUGUSTA, GA 30904

CONTINENTAL CONSTRUCTION
ATTN: ROBBIE HORTON
4190 CROSSTOWNE CT
EVANS, GA 30809

BLOUNT'S COMPLETE HOME SERVICE
ATTN: JIMMY BLOUNT
2907C TOBACCO ROAD
HEPHZIBAH, GA 30815

J & B CONSTRUCTION
ATTN: JEROME JONES
3550 GORDON HWY
GROVETOWN, GA 30813

HORIZON CONSTRUCTION
ATTN: HENRY HENDERSON
P.O. BOX 798
EVANS, GA 30809

ACC CONSTRUCTION CO
635-A NORTHWEST FRONTAGE RD
AUGUSTA, GA 30907

ATTAWAY CONSTRUCTION
ATTN: MELISSA TYLER
3810 OAK DRIVE
MARTINEZ, GA 30907

SERVANTS HANDS CSRA
ATTN: STANLEY BECKETT
P. O. BOX 51
AUGUSTA, GA 30903

MCKELS SUPPLIES INC
ATTN: DEXTER MARTIN
2946 BRIDGEPORT DR.
AUGUSTA, GA 30909

DUCKWORTH DEVELOPMENT
P. O. BOX 212597
MARTINEZ, GA 30917

Janice Allen Jackson
Administrator

Chester Brazzell
Deputy Administrator

PAGE 1 OF 2
BID ITEM 17-169A
Bids Due: 5/30/17 @ 3:00p.m.

Rick Acree
Central Services Dept.- Facilities

Takiyah Douse
Central Services Dept.

Kelli Irving
Compliance

Bid Item #17-169A
Emergency Renovations for ARC
Planning and Development Project
Located at 1803 Marvin Griffin Road for
Central Services-Facilities Div.
Mailed Out 5/12/17

PAGE 2 OF 2
BID ITEM 17-169A
Bids Due: 5/30/17 @ 3:00p.m.



Compliance Department

Kellie Irving
Compliance Director

MEMORANDUM

To: Takiyah Douse, Director, Central Services Department
Geri Sams, Director, Procurement

From: Kellie Irving, Director, Compliance Department
Gerald K. Jefferson, DBE & LSBOP Officer, Compliance Department

Date: June 7, 2017

Subject: Emergency Renovations for ARC Planning & Development at 1803 Marvin Griffin Road
Package for Augusta, Georgia
Re-Bid Item #17-169A

☒ This bidder/offeror IS eligible for award.

☐ This bidder/offeror IS NOT eligible for award.

This memo is to transmit the review and concurrence of responsiveness and compliance by the bidder/offeror, **RCN Contracting**. The Augusta, Georgia code requires a contractor to meet the assigned LSBOP Utilization Goal or provide evidence of completing good faith efforts.

The goal established for the **Emergency Renovations for ARC Planning & Development at 1803 Marvin Griffin Road Package** for Augusta, Georgia, Re-Bid Item #17-169A, is 10%. The bidder/offeror has committed to a minimum of 10% and has satisfied the good faith efforts. The bidder/offeror is responsive and compliant with the Local Small Business Opportunity Program; therefore, **this bidder/offeror is eligible for award.**

Should this bidder/offeror be selected for this bid, upon award, the DBE Unit will monitor the Contractor on a monthly basis to help ensure that they meet or exceed their committed goal for this project.

Should you have questions, please contact me at (706) 826-1325.

Compliance Department
535 Telfair Street – Suite 610 - Augusta, GA 30901-4414
(706) 821-2406– Fax (706) 821-4228
WWW.AUGUSTAGA.GOV



Tab Sheet - Emergency Bid Item #17-159F
Furniture for Planning and Development Building -
1803 Marvin Griffin Road
For Augusta, GA - Planning and Development Department
Bid Opening Date: Wednesday, April 8, 2017 @ 2:00 p.m.

Vendor Name			Modern Business Dianne Tant		
ITEM #	MANUFACTURER	TYPE	QTY	UNIT PRICE	EXT PRICE
AREA 1					
CH-4	SITONIT	GUEST CHAIR	12	\$121.60	\$1,459.20
CH-5	IDEON	BENCH	1	\$629.85	\$629.85
Total Area 1					\$2,089.05
AREA 2					
CH-3	SITONIT	CONF CHAIR	12	\$251.28	\$3,015.36
TB-2	ABCO	TRAINING TABLES	6	\$893.10	\$5,358.60
Total Area 2					\$8,373.96
AREA 3					
INSP-2	HAWORTH	WORKSTATIONS	1	\$20,943.13	\$20,943.13
CH-1	SITONIT	TASK CHAIR	6	\$342.95	\$2,057.70
Total Area 3					\$23,000.83
AREA 4					
INSP-1	HAWORTH	WORKSTATIONS	1	\$24,082.18	\$24,082.18
CH-1	SITONIT	TASK CHAIR	7	\$342.95	\$2,400.65
CH-3A	SITONIT	WORK TBL CHAIR	2	\$251.28	\$502.56
TB-3	LOGIFLEX	REVIEW TABLE	2	\$388.09	\$776.18
Total Area 4					\$27,761.57
AREA 5					
OFF-117	LOGIFLEX	DESK	1	\$3,365.32	\$3,365.32
CH-1A	SITONIT	EXEC. CHAIR	1	\$503.50	\$503.50
CH-1B	SITONIT	EXEC. CHAIR	1	\$503.50	\$503.50
CH-2A	IDEON	GUEST CHAIR	2	\$500.18	\$1,000.36
Total Area 5					\$5,372.68
AREA 6					
OFF-106	LOGIFLEX	DESK	1	\$2,320.21	\$2,320.21
CH-1	SITONIT	TASK CHAIR	1	\$342.95	\$342.95
CH-2	IDEON	GUEST CHAIR	2	\$447.93	\$895.86
Total Area 6					\$3,559.02
AREA 7					
TB-1	JSI	BREAK TABLE	2	\$357.68	\$715.36
CH-6	JSI	BREAK CHAIR	8	\$216.13	\$1,729.04
Total Area 7					\$2,444.40
AREA 8					
OPNOFF	HAWORTH	WORKSTATIONS	1	\$6,587.86	\$6,587.86
CH-1	SITONIT	TASK CHAIR	2	\$342.95	\$685.90
CH-3A	SITONIT	CONF CHAIR	4	\$251.28	\$1,005.12
TB-4	LOGIFLEX	CONF TABLE	1	\$573.37	\$573.37
Total Area 8					\$8,852.25
AREA 9					
OFF-109	LOGIFLEX	DESK	1	\$2,320.21	\$2,320.21
STOR-1	LOGIFLEX	CABINET	1	\$1,173.46	\$1,173.46
CH-1	SITONIT	TASK CHAIR	1	\$342.95	\$342.95
CH-2	IDEON	GUEST CHAIR	2	\$447.93	\$895.86
Total Area 9					\$4,732.48
AREA 10					
CH-1	SITONIT	TASK CHAIR	5	\$342.95	\$1,714.75
Total Area 10					\$1,714.75
Total All Areas					\$87,900.99



Tab Sheet - Emergency Bid Item #17-159F
Furniture for Planning and Development Building -
1803 Marvin Griffin Road
For Augusta, GA - Planning and Development Department
Bid Opening Date: Wednesday, April 8, 2017 @ 2:00 p.m.

Vendor Name			Modern Business Dianne Tant		
ITEM #	MANUFACTURER	TYPE	QTY	UNIT PRICE	EXT PRICE
AREA 1					
CH-4	SITONIT	GUEST CHAIR	12	\$121.60	\$1,459.20
CH-5	IDEON	BENCH	1	\$629.85	\$629.85
Total Area 1					\$2,089.05
AREA 2					
CH-3	SITONIT	CONF CHAIR	12	\$251.28	\$3,015.36
TB-2	ABCO	TRAINING TABLES	6	\$893.10	\$5,358.60
Total Area 2					\$8,373.96
AREA 3					
INSP-2	HAWORTH	WORKSTATIONS	1	\$16,343.50	\$16,343.50
CH-1	SITONIT	TASK CHAIR	6	\$342.95	\$2,057.70
Total Area 3					\$18,401.20
AREA 4					
INSP-1	HAWORTH	WORKSTATIONS	1	\$18,553.85	\$18,553.85
CH-1	SITONIT	TASK CHAIR	7	\$342.95	\$2,400.65
CH-3B	SITONIT	WORK TBL STOOL	2	\$312.55	\$625.10
TB-3	MAYLINE	DRAFTING TABLE	2	\$909.50	\$1,819.00
Total Area 4					\$23,398.60
AREA 5					
OFF-117	LOGIFLEX	DESK	1	\$3,365.32	\$3,365.32
CH-1A	SITONIT	EXEC. CHAIR	1	\$503.50	\$503.50
CH-1B	SITONIT	EXEC. CHAIR	1	\$503.50	\$503.50
CH-2A	IDEON	GUEST CHAIR	2	\$500.18	\$1,000.36
Total Area 5					\$5,372.68
AREA 6					
OFF-106	LOGIFLEX	DESK	1	\$2,320.21	\$2,320.21
CH-1	SITONIT	TASK CHAIR	1	\$342.95	\$342.95
CH-2	IDEON	GUEST CHAIR	2	\$447.93	\$895.86
Total Area 6					\$3,559.02
AREA 7					
TB-1	JSI	BREAK TABLE	2	\$357.68	\$715.36
CH-6	JSI	BREAK CHAIR	8	\$216.13	\$1,729.04
Total Area 7					\$2,444.40
AREA 8					
OPNOFF	HAWORTH	WORKSTATIONS	1	\$5,393.86	\$5,393.86
CH-1	SITONIT	TASK CHAIR	2	\$342.95	\$685.90
CH-3A	SITONIT	CONF CHAIR	4	\$251.28	\$1,005.12
TB-4	LOGIFLEX	CONF TABLE	1	\$573.37	\$573.37
Total Area 8					\$7,658.25
AREA 9					
OFF-109	LOGIFLEX	DESK	1	\$2,320.21	\$2,320.21
STOR-1	LOGIFLEX	CABINET	1	\$1,173.46	\$1,173.46
CH-1	SITONIT	TASK CHAIR	1	\$342.95	\$342.95
CH-2	IDEON	GUEST CHAIR	2	\$447.93	\$895.86
Total Area 9					\$4,732.48
AREA 10					
CH-1	SITONIT	TASK CHAIR	5	\$342.95	\$1,714.75
Total Area 10					\$1,714.75
Total All Areas					\$77,744.39



Administrative Services Committee Meeting

7/25/2017 1:15 PM

Planning South Augusta – Emergency Construction & Furniture POs

Department:	Central Services
Presenter:	Takiyah A. Douse
Caption:	Receive information on the following emergency Procurement actions concerning the South Augusta Planning & Development Office: 1. Issuance of a contract for renovations to the building located at 1803 Marvin Griffin Road by RCN Construction Inc. in the amount of \$563,000; and 2. Purchase of furniture for the facility from Modern Business Systems of Augusta in the amount of \$77,744.39. Both actions fall under Section 1-10-57 of the Augusta Georgia Code for Emergency Procurement Selection.
Background:	Pricing for both Procurement actions were determined by the competitive bid process .
Analysis:	The Augusta Planning & Development Department vacated their former location at 1815 Marvin Griffin Road February 2017. Staffers were relocated to temporary offices off Mike Padgett Highway in a building intended to house the Richmond County Sheriff's Office special operations units. The RCSO plans to renovate these buildings once vacated by Planning & Development later this year.
Financial Impact:	The contract for renovation is \$563,000 and the cost of the furniture is \$77,744.39.
Alternatives:	Receive information on the following emergency Procurement actions concerning the South Augusta Planning & Development Office: 1. Issuance of a contract for renovations to the building located at 1803 Marvin Griffin Road by RCN Construction Inc. in the amount of \$563,000; and 2. Purchase of furniture for the facility from Modern Business Systems of Augusta in the amount of \$77,744.39. Both actions fall under Section 1-10-57 of the Augusta Georgia Code for Emergency Procurement Selection.

Recommendation: Receive information on the following emergency Procurement actions concerning the South Augusta Planning & Development Office: 1. Issuance of a contract for renovations to the building located at 1803 Marvin Griffin Road by RCN Construction Inc. in the amount of \$563,000; and 2. Purchase of furniture for the facility from Modern Business Systems of Augusta in the amount of \$77,744.39. Both actions fall under Section 1-10-57 of the Augusta Georgia Code for Emergency Procurement Selection.

Funds are Available in the Following Accounts: Funding is available in 2017 capital, 2017 General Fund Operating and 2016 carry forward.

REVIEWED AND APPROVED BY:

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

6-30-11

ORDINANCE NO. 7271

AN ORDINANCE TO AMEND THE AUGUSTA, GEORGIA CODE, ARTICLE ONE, CHAPTER TEN, RELATING TO THE PROCUREMENT OF GOODS AND SERVICES, THE LOCAL SMALL BUSINESS OPPORTUNITIES PROGRAM AND THE DBE PROGRAM FOR FEDERALLY ASSISTED PROJECTS SO AS TO PROVIDE UPDATES AND TO ESTABLISH POLICIES, PROCEDURES AND GUIDELINES REGARDING THE PROCUREMENT PROCESS AND THE LOCAL SMALL BUSINESS OPPORTUNITIES PROGRAM; TO REPEAL ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HERewith; TO PROVIDE AN EFFECTIVE DATE AND FOR OTHER PURPOSES.

WHEREAS, it is the desire of the Augusta, Georgia Commission to update Code provisions relating to the procurement of goods and services so as to reflect changes in Georgia law and to improve the efficiency of the procurement process;

WHEREAS, it is the desire of the Augusta, Georgia Commission to increase the effectiveness of the Local Small Business Opportunities Program and to broaden the number of businesses eligible to participate in the program and to implement race and general neutral measures to reduce discrimination in Augusta, Georgia;

WHEREAS, it is the desire of the Augusta, Georgia Commission to update and improve its DBE Program for Department of Transportation (DOT), Federal Transportation Administration (FTA), Federal Aviation Administration (FAA) and other federally funded projects and to ensure full compliance with state and federal regulations;

WHEREAS, the DBE Program for DOT, FTA and FAA funded projects is to be approved by the Department of Transportation before it is effective;

WHEREAS, based on the foregoing, the Augusta, Georgia Commission recommends amending Article one, Chapter ten of the AUGUSTA, GA CODE.

THE AUGUSTA, GEORGIA COMMISSION ordains as follows:

SECTION 1. AUGUSTA, GA. CODE Article one, Chapter ten as set forth in the AUGUSTA, GA. CODE, re-adopted July 10, 2007, is hereby amended by striking this

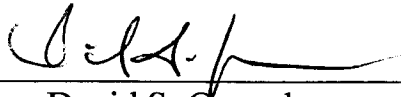
chapter in its entirety. A new Chapter ten is hereby inserted to replace the repealed Code Chapter ten as set forth in "Exhibit A" hereto.

SECTION 2. This ordinance shall become effective upon its adoption in accordance with applicable laws. Chapter 10B (DBE Program) shall be effective only following approval of the Department of Transportation.

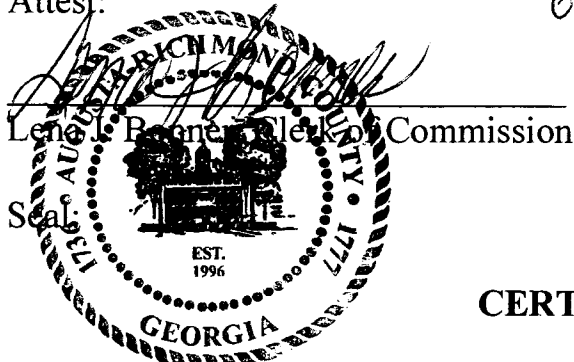
SECTION 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Adopted this 30 day of June, 2011.

1st reading June 21 2011

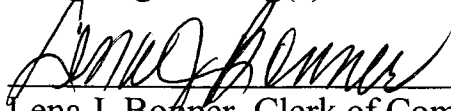

AGM David S. Copenhaver
As its Mayor
6/30/11

Attest:



CERTIFICATION

The undersigned Clerk of Commission, Lena J. Bonner, hereby certifies that the foregoing Ordinance was duly adopted by the Augusta, Georgia Commission on June 30, 2011 and that such Ordinance have not been modified or rescinded as of the date hereof and the undersigned further certifies that attached hereto is a true copy of the Ordinance which was approved and adopted in the foregoing meeting(s).


Lena J. Bonner, Clerk of Commission

Published in the Augusta Chronicle.

Date: July 14

technical proposals, open and consider the pricing proposals submitted by each offeror. Award shall be made or recommended for award through the Augusta, Georgia Administrator, to the most responsible and responsive offeror whose proposal is determined to be the most advantageous to Augusta, Georgia, taking into consideration price and the evaluation factors set forth in the request for proposals. No other factors or criteria shall be used in the evaluation. The contract file shall contain a written report of the basis on which the award is made/recommended. The contract shall be awarded or let in accordance with the procedures set forth in this Section and the other applicable sections of this chapter.

1-10-53. Competitive selection procedures for professional and consultant services.

As used in this section professional and consultant services, such as those provided by architects, engineers, investment banking, professional engineering, planning, landscape architects, land surveying, the medical arts, management and analysis, accounting or auditing, psychology or any other similar kind or type of professional practice which are normally obtained on a fee basis. This section shall not be applicable to services provided by attorneys or other professionals retained in connection with legal services. General Counsel shall be responsible for selecting attorneys and litigation related professionals.

- (a) *Conditions for use.* The Procurement Director, upon the request or recommendation of the using agency, shall procure professional and consultant services, in accordance with this section.
- (b) *Statement of qualifications.* The Procurement Director shall request and maintain statements of interest from persons interested in providing professional and consultant services that shall include a statement of qualifications and performance data for such persons. Each using agency shall encourage professional and consultant firms, which desire to provide services to the agency, to submit statements of qualifications to Procurement Director. Procurement Director may specify a uniform format for statements of qualifications. Persons may amend these statements at any time by filing a new statement. Any person placed on the qualifications list shall be removed if found in violation of any provision of this article or if such person is found in default under any contract with Augusta, Georgia.
- (c) *Public notice.* When requested by the using agency, Procurement Director shall issue public notice for requests for proposals from professional and consultant offerors as provided in section 1-10-50(c).

- (d) *Selection.* Procurement Director, in consultation and upon the recommendation of the head of the using agency, shall select from among the offerors no less than three (3) offerors (the "short-listed offerors") deemed to be the most responsible and responsive; provided, however, that if three (3) or less offerors respond to the solicitation, this requirement will not apply. The selection of the short-listed offerors shall be made in order of preference. From the date proposals are received by Procurement Director through the date the contract is awarded, no offeror may make substitutions, deletions, additions or other changes in the configuration or structure of the offeror's teams or members of offeror's teams prior to award. The selection criteria shall include, but not be limited to, those contained in section 1-10-52(g) and the following:
- (1) Previous experience demonstrating competence to perform work or services involved in the solicitation;
 - (2) Past performance of previous contracts with respect to time of completion and quality of work;
 - (3) The fee or compensation demanded for the services;
 - (4) The ability to comply with applicable laws;
 - (5) The ability to comply with the schedule of the commencement and completion of the services, as required by Augusta, Georgia;
 - (6) The financial ability to furnish the necessary bonds to the extent necessary;
 - (7) The financial condition of the offeror; and
 - (8) The ability to provide staffing of management personnel, satisfactory to Augusta, Georgia.
- (e) *Negotiations and award.* Procurement Director shall negotiate a contract with the most responsible and responsive short-listed offeror at compensation that Procurement Director determines in writing to be fair and reasonable to Augusta, Georgia. In making this decision, Procurement Director shall take into account the estimated value, the scope, the complexity and the professional nature of the services to be rendered. Should Procurement Director be unable to negotiate a satisfactory contract with the offeror considered to be the most responsible and responsive at a price for Procurement Director determines to be fair and reasonable to Augusta, Georgia; negotiations with that offeror shall be terminated. Procurement Director shall then undertake negotiations with the second most responsible and responsive short-listed offeror. If negotiations with the

second most responsible and responsive short-listed offeror are unsuccessful, negotiations shall be terminated and Procurement Director shall then undertake negotiations with the third most responsible and responsive short-listed offeror. Should Procurement Director be unable to negotiate a contract with any of the short-listed offerors, Procurement Director and the using agency may select from the additional offerors that were not short-listed in order of their responsibility and responsiveness and Procurement Director may continue negotiations in accordance with this section until an agreement is reached.

Sec. 1-10-54. Informal bids selection methods (standard and small purchases) and authority of Administrator and General Counsel.

- (a) *Conditions for use.* Any standard or small purchase contract or purchase order for supplies, services, and construction not exceeding ten thousand dollars (\$10,000) in total value may be made in accordance with the purchase procedures authorized in this Section and other applicable provisions of this Article. Contract requirements shall not be artificially divided so as to constitute a small purchase under this Section.
- (b) *Request for quotations and specifications.* Requests for quotations may be issued in writing or by telephone for purchases less than ten thousand dollars (\$10,000). In either case, specifications shall be prepared describing the item or service in a form suitable for an appropriate vendor response.
 - (1) Informal oral bid quotations. Quotes from a minimum of three (3) sources shall be obtained. Maximum purchase under this system is to be five thousand dollars (\$5,000), including sales tax. Vendor quotes are to be noted on the requisition for retention. The procurement requirement shall not be artificially divided so as to constitute a purchase to be made by this method.
 - (2) Informal written bid quotations. Solicitation for written bid quotes shall be obtained from three (3) sources, if available, from the vendor list. The maximum purchase under this system is to be ten thousand dollars (\$10,000), including sales tax.
 - (3) Selection is to be made from the list in the following manner:

with the terms and conditions of any grant, gift, donation or bequest that are otherwise consistent with state and federal laws.

Sec. 1-10-3. Supplementary laws.

The principles of law and equity, including those relative to contract, agency, fraud, duress, coercion, mistake, bankruptcy, and the Uniform Commercial Code of Georgia (O.C.G.A. 11-1-101 et. seq. as amended) and all other applicable federal, state and local laws shall apply, as appropriate, to the procurement process.

Sec. 1-10-4. Good faith provision.

All parties involved in the negotiation, performance, or administration of Augusta, Georgia contracts shall act in good faith. Good faith means honesty in fact in the conduct or transaction concerned and the observance of reasonable commercial standards of fair dealing. *See* O.C.G.A. § 11-2-201.

Sec. 1-10-5. Public access to procurement information.

- (a) Contract files. Written records pertaining to a solicitation, award or performance of a contract or purchase order shall be maintained by the Procurement Director.
- (b) Retention. All procurement records shall be maintained and disposed of in accordance with the Records Retention schedule as established by the Augusta, Georgia Commission.
- (c) Public access. Procurement information shall be considered public records to the extent required by the Georgia Open Records Act. A Request for Proposals (RFP) shall not become public record until the final contract is negotiated and awarded. Any financial, trade secrets or commercial data contained in Request for Proposals shall be considered privileged and confidential and shall not be disclosed.
- (d) Procurement opportunities will be posted on the Augusta, Georgia internet website under the Procurement Department: <http://www.augustaga.gov>

Sec. 1-10-6. Preference for local suppliers, professional services and contractors.

- (a) Augusta, Georgia encourages the use of local suppliers of goods, services and construction products whenever possible. Augusta, Georgia also vigorously supports the advantages of an open competitive market place. Nothing in this Section shall be interpreted to mean that the Augusta, Georgia Administrator or Procurement Director are restricted in any way from seeking formal bids or proposals from outside the Augusta market area.
- (b) When the quotation or informal bids selection method is used by the Procurement Director or using agency head to seek firms to quote on Augusta, Georgia commodities, services and construction products, local firms should be contacted, if possible, first. Where the Procurement Director or using agency head ascertains that there may not be at least three (3) qualified informal bidders, quotes may be sought from outside the Augusta, Georgia market.
- (c) In the event of a tie bid (see Section 1-10-50 (h)), when all other factors are equal, the Augusta, Georgia Administrator shall select the bid from within the local market area, except that the Administrator shall retain the flexibility to make the award of contract to a bidder outside of the local market area if there is sufficient evidence to support collusive bidding in favor of a local source.
- (d) The Local Vendor Preference policy shall only be applied to projects of one-hundred thousand dollars (\$100,000) or less and only when the lowest local qualified bidder is within 10% or \$10,000, whichever is less of the lowest non-local bidders. The lowest local qualified bidder will be allowed to match the bid of the lowest non-local bidder and, if matched, the lowest local qualified bidder will be awarded the contract.
- (e) For the purposes of this section, "local bidder" shall mean a business which:
 - (1) Has had a fixed office or distribution point in and having a street address within the geographic limits of Richmond County, Georgia for at least six (6) months immediately prior to the issuance of the request for bids or quotes by Augusta; and
 - (2) Holds any business license required by the AUGUSTA, GA. CODE; and
 - (3) Employees at least one full-time employee, or two part-time employees whose primary residence is within the geographic limits of

Richmond County, Georgia or if the business has no employees, the business shall be at least fifty percent (50%) owned by one or more persons whose primary residence is within the geographic limits of Richmond County, Georgia.

- (f) The Procurement Director shall develop a program to routinely search out local firms that offer products or services which Augusta, Georgia may purchase and encourage such firms to place themselves on the local bidder's list.
- (g) Registration as a local bidder. In order to be registered as a local bidder, a bidder must submit a completed application to the Procurement Department, and the applicant must be approved and registered by the Procurement Department. 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.
- (h) Criteria. To be registered as a local bidder, the eligible bidder must satisfy the criteria set forth in subsection (e) above.
- (i) Term. The certification as a local bidder shall expire two (2) years from the date of the approval of the application. Following the expiration date, a business is no longer a local bidder. An eligible bidder must submit a new application for certification as a local bidder to the Procurement Director and establish that it continues to meet the requirements contained in subparagraph (e) of this section in order to receive a bid preference on eligible local projects.
- (j) Continuing obligations of eligible bidders registered as local bidders. Eligible bidders registered as local bidders shall be under a continuing duty to immediately inform the Department of Procurement in writing of any changes in the eligible bidder's business if, as a result of such changes, the eligible bidder no longer satisfies the requirements of subparagraph (e) of this section.

- (k) Nothing in this section shall be interpreted to mean that the Augusta, Georgia Administrator or Commission may decline to follow the provisions of O.C.G.A. §§ 36-91-1 through 36-91-95, Public Works Contracts. O.C.G.A. § 36-91-22 requires that all Augusta, Georgia public works contracts of one-hundred thousand dollars (\$100,000) or more, as defined therein, be publicly advertised before letting out the contract to the lowest bidder. Further, nothing in this section shall be interpreted to mean Augusta, Georgia Administrator or Board of Commissioners may decline to follow the provisions of the AUGUSTA, GA. CODE requiring public advertising before letting certain contracts.
- (l) Georgia-made Preference: Augusta, Georgia shall provide a preference for Georgia-made products on the purchase of supplies, materials, equipment and agriculture products. The Georgia-made Preference policy shall only be applied to purchases of such items costing over one-hundred thousand dollars (\$100,000) and only when the vendor seeking this preference supplies sufficient proof that their product is Georgia-made. A vendors request for the Georgia-made Preference must be placed in the vendor's response to an applicable Augusta, Georgia bid. The Administrator shall determine whether the product is a Georgia-made product. The lowest bidder of a Georgia-made product will be allowed to match the bid of the lowest non-Georgia-made bidder. If matched the lowest bidder of a Georgia-made product will be awarded the contract.

Sec. 1-10-7. Value analysis.

- (a) *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 every public tax dollar spent. A proven technique for obtaining this goal is value analysis.
- (b) *Definition of value analysis.* Value analysis is the organized and systematic study of every element of cost in a part, material, or service to make certain it fulfills its function at the best value. It employs techniques which identify the functions the user wants from a product or service; establishes by comparison the appropriate cost for each function; then, it causes the required knowledge, creativity; and initiative to be used to provide each



**Administrative Services Committee Meeting
7/25/2017 1:15 PM
Procurement Code Section**

Department:

Presenter: Commissioner Ben Hasan

Caption: Discuss Procurement Code Section **1-10-53** Competitive Selection procedures for professional and consultant services; **Section 1-10-6** Preference for local suppliers, professional services and contractors and other related code sections. **(Requested by Commissioner Ben Hasan)**

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Invitation to Bid

Sealed bids will be received at this office until Thursday, April 27, 2017 @ 11:00 a.m. for furnishing:

Bid Item #17-179 Roof Replacement - Sheriff's South Precinct for Augusta Central Services Department – Facilities 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.

A Mandatory Pre Bid Conference will be held on Tuesday, April 11, 2017 @ 10:00 a.m. in the Procurement Department, 535 Telfair Street, Room 605.

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 Thursday, April 13, 2017 @ 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. **A 10% Bid Bond is required to be submitted along with the bidders' qualifications; a 100% performance bond and a 100% payment bond will be required for award.**

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

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

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

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

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

GERI A. SAMS, Procurement Director

Publish:

Augusta Chronicle March 16, 23, 30, April 6, 2017
Metro Courier March 22, 2017



Bid Item #17-179
Roof Replacement- Sheriff's South Precinct
for Augusta, Georgia-Augusta Central Services Department-
Facilities Division
Bid Date: Thursday, April 27, 2017 @ 11:00 a.m.

Total Number Specifications Mailed Out: 15
Total Number Specifications Download (Demandstar):
Total Electronic Notifications (Demandstar):
Mandatory Pre-Bid Attendees: 5
Total packages submitted: 3
Total Noncompliant: 0

VENDORS	Attachment "B"	Addendum 1	E-Verify	Bid Bond	SAVE Form	Original	4 Copies	Bid Price
Horizon Roofing 1557 South Broad Street Monroe, GA 36009	YES	YES	1124455	YES	YES	YES	YES	\$147,777.00
Roofing Professionals Inc. 505 CDP Industrial Drive Grovetown, GA 30812	YES	YES	63141	YES	YES	YES	YES	\$149,400.00
Dusty Greer Roofing Inc. Lakeshore Drive Monroe, GA 30065	YES	YES	75702	YES	YES	YES	YES	\$189,850.00

The following vendors did not respond:
Porter Roofing / 421 Ash Street / Murfreesboro, TN 37130
Young's Roofing / 311 Padrick St. / Martinez, GA 30907

ITB Mandatory Pre-Bid Conference Sign-in Sheet
Bid Item #17-179 Roof Replacement-Sheriff's South Precinct
For Augusta, GA -Central Services Department-Facilities Division
Tuesday, April 11, 2017, @ 10:00 a.m.
PLEASE PRINT

NAME	COMPANY/DEPT.	ADDRESS/CITY/STATE/ ZIP CODE	TELEPHONE NUMBER	FAX NUMBER	EMAIL	Prime/Sub
1. Darrell White <i>Darrell White</i>	Procurement	535 Telfair Street, Suite 605 Augusta, GA 30901	706-821-2423	706-821-2811	procbidandcontract @augustaga.gov	
2. Nancy Williams	Procurement	535 Telfair Street, Suite 605 Augusta, GA 30901	706-821-2888	706-821-2811	procbidandcontract @augustaga.gov	
3. Salasha Singleton <i>SS</i>	Procurement	535 Telfair Street, Suite 605 Augusta, GA 30901	706-821-4251	706-821-2811	procbidandcontract @augustaga.gov	
4. Justin C Beckler <i>Justin Beckler</i>	Horizon Roofing	1557 South Broad St Monroe GA 30605	770-207-2759	770-216 1770	justinc@ horizonroofsprime .com	
5. John Jessup	Dusty Greer Roofing, Inc	Lakeside Drive Monroe GA 30605	770-318-9891	770-554- 1832	Dustygrear roofing@ yahoo.com	Prime
6. LARRY ISBEL	Roofing PROFESSIONALS INC.	SOS CDP Inasman Bld. Gruetman Ga 30813	706- 945-0101	706- 945-0102	lisbel@primet. com	Prime
7. ROBERT CHABERTE	Robert Roofing	421 West St Milledgeville, TN 37130	605 867 8663	605 896 0593	ROBERT@ robert-roofing. com	PRIME

Original

1 of 2

ITB Mandatory Pre-Bid Conference Sign-in Sheet
Bid Item #17-179 Roof Replacement-Sheriff's South Precinct
For Augusta, GA -Central Services Department-Facilities Division
Tuesday, April 11, 2017, @ 10:00 a.m.
PLEASE PRINT

NAME	COMPANY/DEPT.	ADDRESS/CITY/STATE/ ZIP CODE	TELEPHONE NUMBER	FAX NUMBER	EMAIL	Prime/Sub
8. Summer Young	Youngs Roofing	311 Padrick St. ^{Martinez} Ga 30907	706-863-5853	706-863-5852	Youngsroofing@bellsouth.net	Prime
9. Rick Acree	CENTRAL SERVICES		706-821-1595		racree@augustaga.gov	
10. Tamara Walton	compliance	535 Telfair St. Suite 710 Augusta, GA 30901	706 821-2406	706 823-4395	twalton@augustaga.gov	
11.						
12.						
13.						
14.						
15.						



Central Services Department

Takiyah A. Douse, Director
Rick Acree, Project Manager

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

MEMORANDUM

TO: Mrs. Geri Sams, Director, Procurement Department
THROUGH: Mrs. Takiyah A. Douse, Director, Central Services Department
DATE: June 8, 2017
SUBJECT: Bid Item #17-179 Roof Replacement – Sheriff's South Precinct

Ms. Sams:

Bids were received for the referenced project on April 27, 2017. The lowest compliant bid was submitted by Horizon Roofing of Monroe, Georgia in the amount of \$147,777. The bid is within budget. We recommend award of this project to the low bidder.

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

Cc: Lonnie Wimberly
Takiyah A. Douse
Robert Partain

User: Mills, Phyllis

Organization:

City of Augusta, GA (Augusta Commission)

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Planholders List

Member Name City of Augusta, GA (Augusta Commission)

Bid Number ITB-17-179-0-2017/nw

Bid Name Roof Replacement - Sheriff's South Precinct

2 Document(s) found for this bid

4 Planholder(s) found.

Add Planholder

Supplier Name 	Phone	Fax	Doc Count	Attributes	Programs	Actions
Boulton Construction, Inc.	2393321128	2393327972	1			Documents
ConstructConnect	8772271680	8665708187	1			Documents
Construction Journal, Ltd.	8007855165	8005817204	1			Documents
Raymond Engineering- Georgia, Inc.	7704839592	7704838082	1			Documents

Page 1 of 1

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Bidders List

Bid Item # _____ **Cost \$** _____

#	Company Name	Complete Mailing Address	Date	Spec. #	Initials	Mailed By
	Dexter T. Martin McKels Supplies Inc. 706 399 3395 2948 Bridgeport Dr. Augusta GA 30909				PV NW 3/27/19	
	Stanley L. Beckett Servants hands CSRA 706-945-6451 P.O. Box 51 Augusta Ga 30903 stananddeeservices@yahoo.com	179			PV NW 3/24/17	
	KMT Services, Inc. 2804 Wilco Ave 30904 A.K. Hasan 706-726-7592 Kelly Peel, President 706-394-9001	17-179		XO 3.28.17	PW	

BARRETT COMPANY
260 BOBBY JONES EXPRESSWAY
AUGUSTA, GA 30907

MODERN ROOFING AND METAL WORK
1241 GORDON PARK ROAD
AUGUSTA, GA 30901

CARTER FLAT ROOF RECOATING
2434 WHEELLESS ROAD
AUGUSTA, GA 30906

THOMSON ROOFING & METAL CO.
2292 WASHINGTON RD.
P.O. BOX 185
THOMSON, GA 30824

DEPENDACOAT
4116 COLUMBIA RD
AUGUSTA, GA 30907

COMMERCIAL ROOF MANAGEMENT
125 TRADE STREET
BOGART, GA 30622

BONE DRY ROOFING
PO BOX 211106
AUGUSTA, GA 30917

THOMSON ROOFING
2292 WASHINGTON ROAD
P.O. BOX 185
THOMSON, GA 30824

I & E SPECIALTIES, INC.
141 RIVERCHASE WAY
LEXINGTON, SC 29072

RPI
505 CDP INDUSTRIAL BLVD
GROVETOWN, GA 30813

YOUNGS ROOFING
311 PATRICK ST
MARTINEZ, GA 30907

AUGUSTA METAL ROOFING
3751 PEACH ORCHARD RD
AUGUSTA, GA 30906

SIMON ROOFING
1721 DOUGLAS ST
AUGUSTA, GA 30901

COMMERCIAL ROOFING SPECIALTIES
INC
2703 PEACHTREE SQUARE
480 AIRPORT SOUTH PARKWAY
DORAVILLE, GEORGIA 30360

BONE DRY ROOFING
120 BEN BURTON ROAD
BOGART, GA 30622

HBJ ENTERPRISES
ATTN: HENRY BRYANT
2124 PEPPERIDGE DRIVE
AUGUSTA, GA 30906

JONES ROOFING
ATTN: SALES
2024 GARDNER ST
AUGUSTA, GA 30904

WILLIAMS ROOFING & CONSTRUCTION
4715 AUGUSTA ROAD
BEECH ISLAND, SC 29842

CROSBY ROOFING
3070 DAMASCUS ROAD
AUGUSTA, GA 30909

SOUTHERN ROOFING
511 SKYVIEW DRIVE
AUGUSTA, GA 30901

LOVELACE ROOFING
3850 WASHINGTON RD
MARTINEZ, GA 30907

TWENTIETH CENTURY CONSTRUCTION
2106 KELLY STREET
AUGUSTA, GA 30906

HBJ ENTERPRISES
2124 PEPPERIDGE DR.
AUGUSTA, GA 30906

HORIZON ROOFING
1557 S BROAD STREET
MONROE, GA 30655

TAKIYAH DOUSE
CENTRAL SERVICES DEPARTMENT

KELLI IRVING
COMPLIANCE OFFICE

RICK ACREE
CENTRAL SERVICES DEPARTMENT

BID ITEM 17-179
ROOF REPLACEMENT AT SHERIFF'S
SOUTH PRECINCT FOR CENTRAL
SERVICES DEPARTMENT-FACILITIES
BID DUE: THUR 04/27/17 @ 11:00 A.M.

BID ITEM 17-179
ROOF REPLACEMENT AT SHERIFF'S
SOUTH PRECINCT FOR CENTRAL
SERVICES DEPARTMENT-FACILITIES
MAILED THUR 3/16/17 @ 11:00 A.M.



Compliance Department

Kellie Irving
Compliance Director

MEMORANDUM

To: Takiyah Douse, Director, Central Services Department
Geri Sams, Director, Procurement

From: Kellie Irving, Director, Compliance Department
Gerald K. Jefferson, DBE & LSBOP Officer, Compliance Department

Date: May 10, 2017

Subject: Roof Replacement- Sheriff's South Precinct Package for Augusta, Georgia
Bid Item #17-179



This bidder/offeror **IS** eligible for award.



This bidder/offeror **IS NOT** eligible for award.

This memo is to transmit the review and concurrence of responsiveness and compliance by the bidder/offeror, **Horizon Roofing**. The Augusta, Georgia code requires a contractor to meet the assigned LSBOP Utilization Goal or provide evidence of completing good faith efforts.

The goal established for the **Roof Replacement- Sheriff's South Precinct Package** for Augusta, Georgia, Bid Item #17-179, is **5%**. The bidder/offeror submitted the required LSBOP forms; thus, the bidder/offeror is responsive. In addition, the bidder/offeror, after an earnest effort to identify eligible LSBOP firms, was not able to meet the minimum participation and has **0.3%** utilization.

Should this bidder/offeror be selected for this bid, upon award, the bidder/offeror is requested to contact the Compliance Department - DBE Division to assist in the identification and utilization of current LSBOP firms available for subcontracting work on this project. The bidder/offeror will be required to develop a plan of action to utilize firms to meet the proposed LSBOP Utilization Goal.

The bidder/offeror has met good faith efforts and is responsive and compliant with the Local Small Business Opportunity Program; **therefore, this bidder/offeror is eligible for award.**

Should you have questions, please contact me at (706) 826-1325.

Compliance Department

535 Telfair Street – Suite 610 - Augusta, GA 30901-4414
(706) 821-2406– Fax (706) 821-4228
WWW.AUGUSTAGA.GOV



Administrative Services Committee Meeting
7/25/2017 1:15 PM
RCSO South Precinct Roof Replacement

Department:	Central Services
Presenter:	Takiyah A. Douse
Caption:	Approve award for replacement of the roof on the Richmond County Sheriff's Office (RCSO) South Augusta Precinct Building to the lowest compliant bidder, Horizon Roofing of Monroe, GA, in the amount of \$147,777. (Bid 17-179)
Background:	The membrane roof on the RCSO South Augusta Precinct building located on Mike Padgett Highway has reached the end of its useful life. Patches are no longer cost effective. The proposed scope involves increasing the insulation value for improved energy performance, replacing the roof membrane, and repairing damage incurred from leaks in the existing roofing system. Invitation to Bid (ITB) 17-179 was issued to obtain pricing for replacing the roof.
Analysis:	Horizon Roofing out of Monroe, GA submitted the low bid of \$147,777. The bid price is in line with the anticipated budget costs for this item.
Financial Impact:	The cost of the roof replacement is \$147,777.
Alternatives:	1. Approve award for replacement of the roof on the Richmond County Sheriff's Office (RCSO) South Augusta Precinct Building to the lowest compliant bidder, Horizon Roofing of Monroe, GA, in the amount of \$147,777. 2. Do not approve the purchase.
Recommendation:	Approve award for replacement of the roof on the Richmond County Sheriff's Office (RCSO) South Augusta Precinct Building to the lowest compliant bidder, Horizon Roofing of Monroe, GA, in the amount of \$147,777.
Funds are Available in the Following	This project is funded through SPLOST designated for the RCSO

Accounts: and Central Services.

REVIEWED AND APPROVED BY:

Finance.

Procurement.

Law.

Administrator.

Clerk of Commission

Invitation to Bid

Sealed bids will be received at this office until Tuesday, June 6, 2017 @ 11:00 a.m. for furnishing:

Bid Item #17-193 Roof Replacement – RCSO Special Operations Buildings for Augusta Central Services Department – Facilities 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.

A Mandatory Pre Bid Conference will be held on Tuesday, May 23, 2017 @ 10:00 a.m. in the Procurement Department, 535 Telfair Street, Room 605.

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 Wednesday, May 24, 2017 @ 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. **A 10% Bid Bond is required to be submitted along with the bidders' qualifications; a 100% performance bond and a 100% payment bond will be required for award.**

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

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

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

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

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

GERI A. SAMS, Procurement Director

Publish:

Augusta Chronicle April 27, May 4, 11, 18, 2017
Metro Courier May 3, 2017



Bid Opening Item #17-193
Roof Replacement-RCSO Special Operations Buildings for
Augusta Central Services Department-Facilities Division
Bid Due: Tuesday, June 6, 2017 @11:00 a.m.

Total Number Specifications Mailed Out: 25
 Total Number Specifications Download (Demandstar): 2
 Total Electronic Notifications (Demandstar): 272
 Mandatory Pre-Bid/Telephone Conference: 14
 Total packages submitted: 3
 Total Non-Compliant: 1

VENDORS	Roofing Professionals, Inc. 505 CDP Industrial Grovetown, GA 30813	I&E Specialties 3456 Augusta Hwy Gilert, SC 29073	Bone Dry Roofing 120 Burton Road Bogart, GA 30622
Attachment B	YES	YES	YES
E-Verify Number	63141	53877	230110
Original	YES	YES	YES
4 Copies	YES	YES	YES
Bid Bond	YES	YES	YES
SAVE Form	YES	YES	YES

Roof Replace For:

Building A	\$55,050.00	\$50,455.00	\$68,700.00
Building B	\$55,050.00	\$50,833.00	\$69,200.00
Building C	\$57,300.00	\$52,055.00	\$67,200.00
Total For All Three Buildings	\$167,400.00	\$153,343.00 / Non-Compliant	\$205,100.00

The following vendor: I & E Specialties was non-compliant due to not satisfying good faith efforts and is non-compliant with Local Small Business Opportunities Program

Mandatory Pre-Bid Conference Sign-in Sheet
Bid Item #17-193 Roof Replacement-RCSC Special Operations
For Augusta Central Services Department
Tuesday, May 23, 2017, @ 10:00 a.m.
PLEASE PRINT

NAME	COMPANY/DEPT.	ADDRESS/CITY/STATE/ ZIP CODE	TELEPHONE NUMBER	FAX NUMBER	EMAIL	Prime/Sub
8. Matthew Hittig	Bobbe Truitt Roofing	120 West Peachtree St Bogart, GA 30622	706 543 1275	706 543 9174	Matt.Hittig@bobbe-truitt.com	PRIME
9. Chely Isber	Roofing Associates INC.	505 EDP Industrial Blvd Austown, GA 30813	706 - 504-7923	706 945-0102	cissel@primot.com	PRIME
10. Jordan Bradford	Reefine Products, INC.	505 EDP Industrial Blvd. Austown, GA 30813	706-945-0101	706-945-0102	jbradford@primot.com	PRIME
11. Rick Acree	CENTRAL SERVICES		706-821-1595		racree@ augusta.gov	
12. Andres Saman	IE Specialties.	3456 Augusta Highway Gilbert, SC. 29073	803-892-2690	803 892-2693	wayne.f@ IandEspecia lties.com	PRIME.
13. Tanya Walter	Compliance	535 Telfair St. Suite 710 Augusta, GA 30901	706 821-2100	706 823-4395	TWalter@ augusta.gov	
14. Gerald K. Jefferson	Compliance	535 Telfair St. Suite 710 Augusta, GA 30901	706-821- 2406		gjefferson@ augusta.gov	
15.						

Original

Mandatory Pre-Bid Conference Sign-in Sheet
Bid Item #17-193 Roof Replacement-RCSC Special Operations
For Augusta Central Services Department
Tuesday, May 23, 2017, @ 10:00 a.m.
PLEASE PRINT

NAME	COMPANY/DEPT.	ADDRESS/CITY/STATE/ ZIP CODE	TELEPHONE NUMBER	FAX NUMBER	EMAIL	Prime/Sub
1. Darrell White <i>Darrell White</i>	Procurement	535 Telfair Street, Suite 605 Augusta, GA 30901	706-821-2423	706-821-2811	procbidandcontract @augustaga.gov	
2. Nancy Williams	Procurement	535 Telfair Street, Suite 605 Augusta, GA 30901	706-821-2888	706-821-2811	procbidandcontract @augustaga.gov	
3. Salasha Singleton <i>Salasha Singleton</i>	Procurement	535 Telfair Street, Suite 605 Augusta, GA 30901	706-821-4251	706-821-2811	procbidandcontract @augustaga.gov	
4. James Holmway <i>James Holmway</i>	Thomson Roofing	P.O. Box 185 Thomson GA 30824	706 545 2843		ctoburne & Thomson Roofing -com	
5. Kevin Fowler <i>Kevin Fowler</i>	Fercof USA	3807 Villa Rica Hwy Villa Rica, Ga 30180	970 500 9662		Kevin@fercofusa.com	
6. Marcus Cannon <i>Marcus Cannon</i>	Horizon Roofing	1557 S. Broad St Macon, Ga. 30655	770-207-0759		MarcusC@ horizonroofs.com	
7. Justin Chelmer <i>Justin Chelmer</i>	Horizon Roofing	1557 S. Broad St Macon Ga 30655	770-207-0759	770-217- 1770	JustinC@ horizonroofs.com	Prime



Central Services Department

Takiyah A. Douse, Director
Rick Acree, Project Manager

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

MEMORANDUM

A handwritten signature in black ink, appearing to be "TAD" or similar, located to the right of the memorandum header.

TO: Ms. Geri Sams, Director, Procurement Department

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

DATE: June 22, 2017

SUBJECT: Bid Item #17-193 Roof Replacement – Sheriff's Special Operations Buildings

Ms. Sams:

Bids were received for the referenced project on June 6, 2017. The lowest compliant bid was submitted by Roofing Professionals, Inc., of Grovetown, Georgia, in the amount of \$167,400.00. The bid is within budget. We recommend award of this project to the low bidder.

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

Cc: Lonnie Wimberly
Takiyah A. Douse
Robert Partain

User: Mills, Phyllis

Organization:

City of Augusta, GA (Augusta Commission)

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Planholders List

Member Name City of Augusta, GA (Augusta Commission)

Bid Number ITB-17-193-0-2017/nw

Bid Name Roof Replacement - RCSO Special Operations Building

1 Document(s) found for this bid

2 Planholder(s) found.

[Add Planholder](#)

Supplier Name 	Phone	Fax	Doc Count	Attributes	Programs	Actions
Boulton Construction, Inc.	2393321128	2393327972	1			Documents
ConstructConnect	8772271680	8665708187	1			Documents

Page 1 of 1

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Bidders List

Bid Item # 17-198 Cost \$

#	Company Name	Complete Mailing Address	Date	Spec. #	Initials	Mailed By
1	ALL SOUTH ROOFINGS SOLUTIONS ATTN: NICOLE GODDIN 4049 LAKE JACKSON ROAD MONTICELLO, GA 31064	<i>Phone</i> 706-468-069	5/17/17	17-193	DW	U.S. ma: 1
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						

RPI
505 CDP Industrial Blvd
Grovetown, GA 30613

MODERN ROOFING AND METAL WORK
1241 GORDON PARK ROAD
AUGUSTA, GA 30901

CARTER FLAT ROOF RECOATING
2434 WHEELLESS ROAD
AUGUSTA, GA 30906

THOMSON ROOFING & METAL CO.
2292 WASHINGTON RD.
P.O. BOX 185
THOMSON, GA 30824

DEPENDACOAT
4116 COLUMBIA RD
AUGUSTA, GA 30907

COMMERCIAL ROOF MANAGEMENT
125 TRADE STREET
BOGART, GA 30622

RDS Construction
3300 Cumberland Blvd
Atlanta, GA 30339

THOMSON ROOFING
2292 WASHINGTON ROAD
P.O. BOX 185
THOMSON, GA 30824

I & E SPECIALTIES, INC.
141 RIVERCHASE WAY
LEXINGTON, SC 29072

RPI
505 CDP INDUSTRIAL BLVD
GROVETOWN, GA 30813

YOUNGS ROOFING
311 PATRICK ST
MARTINEZ, GA 30907

AUGUSTA METAL ROOFING
3751 PEACH ORCHARD RD
AUGUSTA, GA 30906

SIMON ROOFING
1721 DOUGLAS ST
AUGUSTA, GA 30901

COMMERCIAL ROOFING SPECIALTIES
INC
2703 PEACHTREE SQUARE
480 AIRPORT SOUTH PARKWAY
DORAVILLE , GEORGIA 30360

BONE DRY ROOFING
120 BEN BURTON ROAD
BOGART, GA 30622

HBJ ENTERPRISES
ATTN: HENRY BRYANT
2124 PEPPERIDGE DRIVE
AUGUSTA, GA 30906

JONES ROOFING
ATTN: SALES
2024 GARDNER ST
AUGUSTA, GA 30904

WILLIAMS ROOFING & CONSTRUCTION
4715 AUGUSTA ROAD
BEECH ISLAND, SC 29842

CROSBY ROOFING
3070 DAMASCUS ROAD
AUGUSTA, GA 30909

SOUTHERN ROOFING
511 SKYVIEW DRIVE
AUGUSTA, GA 30901

LOVELACE ROOFING
3850 WASHINGTON RD
MARTINEZ, GA 30907

TWENTIETH CENTURY CONSTRUCTION
2106 KELLY STREET
AUGUSTA, GA 30906

HBJ ENTERPRISES
2124 PEPPERIDGE DR.
AUGUSTA, GA 30906

HORIZON ROOFING
1557 S BROAD STREET
MONROE, GA 30655

TAKIYAH DOUSE
CENTRAL SERVICES DEPARTMENT

KELLI IRVING
COMPLIANCE OFFICE

RICK ACREE
CENTRAL SERVICES DEPARTMENT

Enon Hopkins
1532 CRESCENT CT
AUGUSTA, GA 30909

BID ITEM 17-193
ROOF REPLACEMENT AT RCSO
BUILDING FOR CENTRAL SERVICES
DEPARTMENT-FACILITIES
BID DUE: TUES 06/6/17 @ 11:00 A.M.

BID ITEM 17-193
ROOF REPLACEMENT AT RCSO
BUILDING FOR CENTRAL SERVICES
DEPARTMENT-FACILITIES
MAILED: 04/27/17



Compliance Department

Kellie Irving
Compliance Director

MEMORANDUM

To: Takiyah Douse, Director, Central Services Department – Facilities Division
Geri Sams, Director, Procurement Department

From: Gerald K. Jefferson, DBE & LSBOP Officer, Compliance Department
Kellie Irving, Director, Compliance Department

Date: June 15, 2017

Subject: Roof Replacement-RCSO Special Operations Building Package for Augusta, Georgia
Bid Item #17-193

☒ X

This bidder/offeror **IS** eligible for award.



This bidder/offeror **IS NOT** eligible for award.

This memo is to transmit the review and concurrence of responsiveness and compliance by the bidder/offeror, **Roofing Professionals, Inc.** The Augusta, Georgia code requires a contractor to meet the assigned LSBOP Utilization Goal or provide evidence of completing good faith efforts.

The goal established for the **Roof Replacement-RCSO Special Operations Building Package** for Augusta, Georgia, Bid Item #17-193, is **5%**. The bidder/offeror has committed to a minimum of **5.4%** and has satisfied the good faith efforts. In addition, the bidder/offeror is responsive and compliant with the Local Small Business Opportunity Program; therefore, **this bidder/offeror is eligible for award.**

Should this bidder/offeror be selected for this bid, upon award, the DBE Unit will monitor the Contractor on a monthly basis to help ensure that they meet or exceed their committed goal for this project.

Should you have questions, please contact me at (706) 826-1325.

Compliance Department

535 Telfair Street – Suite 610 - Augusta, GA 30901-4414
(706) 821-2406 – Fax (706) 821-4228
WWW.AUGUSTAGA.GOV



Administrative Services Committee Meeting
7/25/2017 1:15 PM
RCSO Special Operations Roof Replacement

Department:	Central Services
Presenter:	Takiyah A. Douse
Caption:	Approve award for replacement of the roofs on the three Richmond County Sheriff's Office (RCSO) Special Operations Buildings to the lowest compliant bidder, Roofing Professionals, Inc. of Grovetown, GA, in the amount of \$167,400. (Bid 17-193)
Background:	The shingle roofs on the three buildings being converted into facilities for the RCSO Special Operations Group, located off Mike Padgett Highway have reached the end of their useful lives. The proposed scope involves replacing the shingles with standing seam metal, as well as replacement of damaged fascia, soffit and roof deck. Invitation to Bid (ITB) 17-193 was issued to obtain pricing for replacing the roof. Bids were received on June 6, 2017 .
Analysis:	Roofing Professional, Inc. of Grovetown, GA submitted the low bid of \$167,400. The bid price is in line with the anticipated budget costs for this item.
Financial Impact:	The cost of the roof replacement is \$167,400.
Alternatives:	1. Approve award for replacement of the roofs on three buildings for the RCSO Special Operations Group to the lowest compliant bidder, Roofing Professionals, Inc. of Grovetown, GA, in the amount of \$167,400. 2. Do not approve the purchase.
Recommendation:	Approve award for replacement of the roofs on the three Richmond County Sheriff's Office (RCSO) Special Operations Buildings to the lowest compliant bidder, Roofing Professionals, Inc. of Grovetown, GA, in the amount of \$167,400.
Funds are Available in the Following	This project is funded through SPLOST designated for the RCSO.

Accounts:

REVIEWED AND APPROVED BY:

Finance.

Procurement.

Law.

Administrator.

Clerk of Commission
