



Administrative Services Committee Commission Chamber- 12/12/2017- 1:20 PM Meeting

ADMINISTRATIVE SERVICES

1. Motion to **approve** the following individuals to serve on the ad-hoc Monitoring/Oversight Committee for the Commercial and Retail Project established with the Augusta Economic Development Authority. This oversight and monitoring shall include employee hiring, firing, compensation, strategic direction, and evaluation. This committee shall serve as the Commission's ability to directly input the needs of the Augusta constituency. Monitoring/oversight described herein is reserved for the Project only and is not intended to be interpreted as applying to the Development Authority normal operations. Effective day of appointment is January 1, 2018. The term of each member shall be three years unless reappointed, extended or removed. Delete **Commissioner Ben Hasan** from consideration.
Mayor Pro Tem Mary Davis
Commissioner Sammie Sias
The Mayor shall serve an ex-officio member of this ad-hoc committee. **(Deferred from the December 5, 2017 Commission Meeting)**  [Attachments](#)
2. Motion to **approve** the Regency Mall location as the site for the new civic center and to reject the deal for its construction with the continuation of negotiations along with the establishment of a timeframe of 45 calendar days for action, a committee with named participants who will continue with the negotiations and the identification of a funding process/source. **(Requested by Commissioner Marion Williams)**  [Attachments](#)
3. Motion to approve the new compensation schedule developed by the Archer Company as part of the Classification and Compensation Study effective January 1, 2018 (Exhibit I); authorize the implementation plan as outlined by the Administrator in a budget summary document dated November 21, 2017 (Exhibit II-page 4); and, authorize the transfer of funds  [Attachments](#)

from contingency in order to implement the plan.

4. Motion to approve Housing and Community Development Department's (HCD's) contract procedural process relative to authorization of agreements/contracts/HUD forms for the various federal programs administered by the Department for program/calendar year 2018.  [Attachments](#)
5. Motion to approve the minutes of the Administrative Services Committee held on November 28, 2017.  [Attachments](#)
6. Motion to Deny the Protest of Humdinger Equipment, LTD regarding ITB 17-273 Landfill Compactor for the Augusta, Georgia - Environmental Services Department and to lift the stay of procurement in accordance with Augusta, GA Code.  [Attachments](#)
7. Update/status report from the General Counsel regarding pay differentials between staff attorneys assigned to certain city departments to include the request from Procurement Department for a dedicated attorney and related documents requested by the commission. **(Requested by Commissioner Marion Williams)**  [Attachments](#)
8. Consider prioritization of the project to approve award of contract for renovations to the Central Services Department administrative offices on Peach Orchard Road to Contract Management Inc. of Augusta in the amount of \$529,584 in conjunction with the Facility Space Allocation Plan Recommendations. (Bid Item 17-209A) (Referred from November 28 Administrative Services Committee)  [Attachments](#)
9. Receive a prioritized list from the Administrator and staff regarding the recommendations outlined within the Facility Space Allocation Plan. (Referred from November 28 Administrative Services Committee)  [Attachments](#)



**Administrative Services Committee Meeting
12/12/2017 1:20 PM
ad-hoc Cmte. Commercial and Retail Project**

Department:

Presenter:

Caption:

Motion to **approve** the following individuals to serve on the ad-hoc Monitoring/Oversight Committee for the Commercial and Retail Project established with the Augusta Economic Development Authority. This oversight and monitoring shall include employee hiring, firing, compensation, strategic direction, and evaluation. This committee shall serve as the Commission's ability to directly input the needs of the Augusta constituency. Monitoring/oversight described herein is reserved for the Project only and is not intended to be interpreted as applying to the Development Authority normal operations. Effective day of appointment is January 1, 2018. The term of each member shall be three years unless reappointed, extended or removed. Delete **Commissioner Ben Hasan** from consideration.

Mayor Pro Tem Mary Davis

Commissioner Sammie Sias

The Mayor shall serve an ex-officio member of this ad-hoc committee. **(Deferred from the December 5, 2017 Commission Meeting)**

Background:

This committee is established in accordance with Memorandum of Understanding approved by the Augusta Commission on October 3, 2017.

Analysis:

Effective day of the appointment is 1 January 2018. The term of each member shall be three years unless reappointed, extended or removed.

Financial Impact:

Alternatives:

Recommendation:

Cover Memo

Item # 1

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

REVIEWED AND APPROVED BY:



**Administrative Services Committee Meeting
12/12/2017 1:20 PM
Cardinal Management New Arena Proposal**

Department:

Presenter: Commissioner Marion Williams

Caption: Motion to **approve** the Regency Mall location as the site for the new civic center and to reject the deal for its construction with the continuation of negotiations along with the establishment of a timeframe of 45 calendar days for action, a committee with named participants who will continue with the negotiations and the identification of a funding process/source.
(Requested by Commissioner Marion Williams)

Background: The Augusta Coliseum approved this offer on Tuesday, 28 November 2017. This Augusta Commission set a deadline of 30 November 2017 for the Coliseum Authority to act. The authority met that deadline. The Augusta Commission now should with even great urgency to approve or reject this offer. Our community has been on edge much to long and should no longer be held hostage to this on going saga.

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Regency Mall LLC
c/o Cardinal Management
10095 Main Road – Mattituck Plaza
Mattituck NY 11952
(631)298-8494 - Fax (631)298-6316

November 27, 2017

To: Augusta Richmond County Coliseum Authority

Dear Board Members:

Please know it is our intention to work diligently in cooperation with the Coliseum Authority and Augusta Commissioners to develop the Regency Mall site as expeditiously as possible. It is our belief that a public private partnership with the building of the new JBA arena and complimentary mixed use facilities (shops, restaurants, hotel and residential) will be a catalyst to the revitalization, growth, and prosperity of the Gordon Highway corridor and the City of Augusta.

Thank you

Alan A Cardinale

Cardinal Management Offer

1. **Property Gift.** Cardinal will gift to the City the tract of land where the Montgomery Wards was, which is 10.18 acres.
2. **Easement.** Cardinal will sign Cross Easement for parking as set forth hereinbelow.
3. **Authority Obligations.** Authority will perform the following:
 - a. Maintain all existing parking areas in all four parcels that constitute the Regency Mall for a period of five years. After five years, Authority's obligations are limited to the parking lots designated to their use (+/- 29 acres). Maintenance will include an initial re-asphalting and re-lamping of all parking, and providing drainage, utilities, landscaping and all other maintenance repair or replacement required.
 - b. Authority will construct an entertainment/sports arena with an occupancy of 12,000-15,000 seats and sufficient parking for the arena without use of any parking retained by Grantor.
4. **Cross-Easements.** Cardinal and Authority would enter into a cross-easement agreement for access and use of their respective parking areas with coliseum authority assuming all responsibilities including but not limited to maintenance, insurance and real estate taxes for +/- 29 acres of parking designated for its use for the useful life of the arena.
5. **City Obligations.** The City will perform the following:
 - a. Grant full tax abatement to the property Cardinal retains for **10 years**;
 - b. Confirm to the satisfaction of Cardinal's attorney Cardinal's right to develop the remaining 860,000 square feet of the original developed property and the additional 200,000 square feet of property approved as part of the original Mall plan;
 - c. Confirm to the satisfaction of Cardinal's attorney that the zoning and parking for the retained property will be appropriate for uses compatible with and complimentary to an entertainment/sports arena including but not limited to shops, restaurants, office space, hotels, and residential.



**Administrative Services Committee Meeting
12/12/2017 1:20 PM
Compensation Schedule and Implementation Plan**

Department: Administrator's Office

Presenter: Administrator Jackson

Caption: Motion to approve the new compensation schedule developed by the Archer Company as part of the Classification and Compensation Study effective January 1, 2018 (Exhibit I); authorize the implementation plan as outlined by the Administrator in a budget summary document dated November 21, 2017 (Exhibit II-page 4); and, authorize the transfer of funds from contingency in order to implement the plan.

Background: The Augusta Richmond Consolidated Government (“Augusta”) retained the services of the Archer Company to conduct a Classification and Compensation Study. The study had the following goals: (1) ensure that all positions are properly classified and ranked according to duties and responsibilities of the position (internal equity); (2) determine a competitive pay range for each position that enables Augusta to attract and retain qualified employees; (4) update job documentation and position descriptions to reflect current duties and responsibilities; and (5) provide recommendations to management regarding the implementation and administration of the pay plan. The results of the study were discussed with the Commission at the Commission meeting of November 7, 2017.

Analysis: In order to assess the impact of current labor market and related economic conditions on Augusta’s pay plan, the Archer Company compiled wage and salary data for one hundred and forty-eight (148) benchmarks from nine (9) organizations representative of Augusta’s competitive market. Additional data was compiled from the Economic Research Institute to factor private sector data into the analysis. Representative organizations were selected in accordance with the following characteristics: (1) organizations with which Augusta competes for employees; (2) organizations which are recognized as important, or influential, in the local market place; (3) organizations which are within proximity to Augusta’s competitive market (i.e. the same geographic region);

Cover Memo

Item # 3

and/or (4) organizations with similar population, demographics, and scope of services. In addition to the organizations specifically targeted, the market data was compared to published market data to ensure consistency. Market data was compiled from the following organizations: Immediate Market • Columbia County (GA) • Aiken County (SC) • City of North Augusta (SC) • Economic Research Institute (Private Sector) Regional / Consolidated Govts • Athens-Clarke County (GA) • Macon-Bibb County (GA), • Columbus-Muscogee (GA) • Chatham County (GA) • Greenville County (SC) • Henry County (GA) The schedule for implementing the pay adjustments for 2018 is as follows: 1.5% across the board adjustment January 19 paycheck Adjustments to new minimum and implementation March 16 paycheck of Sheriff's pay plan adjustments Sheriff's plan will vary from general government Adjustments for Years of Service – pay grades 1- 14 March 30 paycheck The years of service adjustments will be awarded in accordance with the percentage differences outlined in the below table. Years of Service Longevity Pay Adjustment 0-9 years No Additional ATB 10-14 years Additional 4% ATB 15-19 years Additional 5% ATB 20+ years Additional 6% ATB

Financial Impact: \$2,802,050 is included in the 2018 adopted budget for pay adjustments for the General Fund and Law Enforcement. Amounts necessary to cover implementation for employees in other funds are included the adopted budget for those Funds.

Alternatives: 1.Adopt the new pay structure and authorize implementation as outlined herein. 2.Do not adopt the plan.

Recommendation: Adopt the new pay structure and authorize implementation as outlined herein.

Funds are Available in the Following Accounts: Available from contingency for the various funds as per adopted budget action.

REVIEWED AND APPROVED BY:

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

Effective January 2018

**Augusta Richmond Consolidated Government
Classification and Compensation Study, 2017**

Grade	Minpts	Midpts	MaxPts	Min	Mid	Max
1	100	113	124	20,000	22,672	27,207
2	125	138	149	19,433	24,292	29,150
3	150	163	174	20,729	25,911	31,093
4	175	188	199	22,024	27,531	33,037
5	200	213	224	23,320	29,150	34,980
6	225	238	249	24,615	30,769	36,923
7	250	263	274	25,911	32,389	38,866
8	275	288	299	27,206	34,008	40,810
9	300	313	324	28,502	35,628	42,753
10	325	338	349	29,798	37,247	44,696
11	350	363	374	31,093	38,866	46,640
12	375	388	399	32,389	40,486	48,583
13	400	413	424	33,684	42,105	50,526
14	425	438	449	34,980	43,725	52,469
15	450	463	474	36,275	45,344	54,413
16	475	488	499	37,571	46,963	56,356
17	500	513	524	38,866	48,583	58,299
18	525	538	549	40,162	50,202	60,243
19	550	575	599	45,738	52,599	68,607
20	600	625	649	48,554	55,838	72,832
21	650	675	699	51,371	59,076	77,056
22	700	725	749	54,187	62,315	81,281
23	750	775	799	57,003	65,554	85,505
24	800	825	849	59,820	68,793	89,730
25	850	875	899	62,636	72,032	93,954
26	900	925	949	65,453	75,270	98,179
27	950	975	999	68,269	78,509	102,403
28	1000	1050	1099	75,789	83,367	113,683
29	1100	1150	1199	81,677	89,845	122,516
30	1200	1250	1299	87,566	96,323	131,349
31	1300	1350	1399	93,455	102,800	140,182
32	1400	1500	1599	102,288	112,517	153,432
33	1600	1650	1699	111,121	122,233	166,681
34	1700	1750	1799	117,010	128,711	175,514



Office of the Administrator

Janice Allen Jackson, Administrator
Chester Brazzell, Deputy Administrator

Ste. 910 - Municipal Building
535 Telfair Street - AUGUSTA, GA 30901
(706) 821-2400 - FAX (706) 821-2819

November 21, 2017

The Honorable Hardie Davis, Jr., Mayor
Members of the Augusta, Georgia Commission
535 Telfair Street
Augusta, GA 30901

Dear Honorable Mayor and Honorable Commissioners,

We used the following themes to guide us as we prepared the recommended budget:

- 1. Invest in ourselves**
 - a. Implement the Compensation Study to the greatest extent possible
 - b. Commit to a healthier workforce to reduce our health related expenditures over the long term
 - c. Place people before operations
- 2. Refine financial and administrative practices**
 - a. Abolish long term vacant positions
 - b. Realistically fund financial liabilities (Transit, Street Lights, Probation Services)
 - c. Review various procedures which could result in indirect cost savings through tighter management
- 3. Adjust to new realities**
 - a. Electric franchise fees continue to decrease
 - b. Tag Ad Valorem Taxes continue to decrease
 - c. There is continued uncertainty related to other revenue sources (ex: LOST)

Since I presented the recommended budget on October 17, the subsequent discussion has led to changes and/or ratification of proposals we constructed consistent with these themes. Please accept this narrative, as well as the attached supporting documentation (see shaded areas), as a summary of the updated proposed budget. Specifically, we call to your attention the most significant changes and/or recommendations:

RATIFIED BY COMMISSION

Healthcare Premium Increases and Focus on Wellness

In accordance with our recommendations, you have approved the following material changes to our health plan: 5% rate increases for participants in our wellness program, 15% rate increases in our Standard plan, new deductibles, and higher co-pays. We will also allow our employees to use of our recreation facilities free when presenting employee IDs, and require more use of the YMCA and other gyms to receive discounts.

In the near future, we will present a full proposal to expand our Wellness Center, so that more employees and their family members will be able to get appointments in a timely fashion.

Mayor Davis and Members of the Commission
November 21, 2017
Page 2

We estimate a net savings of \$400,000 to the health plan because of these adjustments. Healthcare costs did not decrease by this amount in that the savings were used to offset expected increases.

PROPOSED IN 10/17/17 RECOMMENDED BUDGET

Status Quo Operations budgets

To the greatest extent possible, we have held 2018 operations expenditures constant with 2017 expenditures. In previous years, we have increased operational funding to meet demands of providing services, while making minimal or no adjustments to personnel related expenditures. This year's budget emphasizes "people first," with the goal of holding operational expenditures flat so that any additional revenue can go towards our workforce.

This approach is not as simple as it seems, due to factors beyond our control. For example, we cannot avoid the additional costs associated with next year's elections (\$300,000+), and new programs which commenced this year and now have to be funded for a full year, such as our new camp ground at Diamond Lakes. In addition, some departments, particularly smaller ones, have been impacted when employees select a different level of health insurance coverage (i.e. selecting family coverage over individual coverage). After budget approval, we will work with individual departments on a case-by-case basis to determine if any adjustments beyond the status quo are necessary.

Given our status quo approach, the General Fund (non-Law Enforcement) expenditures level increases by \$498,000. Law Enforcement expenditures increase by \$36,720.

Fire District property tax increase

The Augusta Fire Department faces two challenges:

- Generating sufficient funds to compensate personnel at market levels
- Opening and operating two new stations to ensure appropriate service in growing areas of the county

To pay for those, we propose a one-half mill increase in the Fire Services Millage rate. You would officially approve this next summer. Because the Department has earned a Class One ISO rating, we believe many of our homeowners will experience a reduction in their insurance rates, which could offset this increase in the millage.

Total increase in amount to be collected is projected at \$1,750,000; the owner of a \$100,000 property would pay an additional \$17.50 per year.

Recreation and Parks Facilities' Rental Revenue

Included in the recommended budget are increased rental rates for various facilities. We project an increase of approximately \$100,000 from these changes.

ADJUSTED DURING WORKSHOPS

Elimination of vacant, full time positions

Mayor Davis and Members of the Commission
November 21, 2017
Page 3

At the time I presented the recommended budget, I projected elimination of at least 25 positions. Our Human Resources, Finance, and Administrator's teams performed a comprehensive review of long-term vacant positions (those vacant for two years or longer). This review identified 79 positions, across all funds, which could be eliminated. In deference to the concerns of department directors, we will review the listing a third time in December and January; if I conclude there is a need for any changes to the list, I will present you with a revised listing. However, we are confident we can and should eliminate 2.5 to 3% of our full time positions. The projected reduction in our headcount for all funds would move us from 2842 to 2763.

Savings in General and Law Enforcement funds is approximately 893,731. (We have moved the General Fund savings of \$150,000 to the Pay and Comp Implementation line item; savings for the Law Enforcement Fund remain there for redistribution in accordance with the RCSO pay plan)

In addition, we will focus on reducing expenses related to Overtime and Temporary Workers, though there is not a specific budget reduction at this time. We will ask directors to monitor expenses closely, and put controls in place as needed, to ensure we incur these expenses only when necessary.

Updated Franchise Fee Revenue Strategy/Recommendation for Option C

During the November 15 workshop, we discussed not imposing the energy excise tax, but instead increasing the franchise fee for our internal utilities from 5% currently and the 5.5% in the recommended budget to 6%, reducing our fund balance installment from \$1,125,000 to \$250,000, and reducing contingency from \$1,000,000 to \$750,000. We also discussed increasing NGO funding (see below) by \$30,640. The net increase in the internal Franchise fee is \$647,380.

Collectively, all proposed adjustments would yield an additional \$492,300. While we started the budget process with \$2.3M for pay adjustments, after the various changes, we now have a total of \$2.802M. *We recommend we place this amount in contingency for implementation of the compensation study. (See below.)*

Revised funding for Non-Governmental Organizations

Also during the November 15 workshop, we discussed the following adjustments to NGO funding:

- Reduction of \$37,470 to Project Access; final amount of \$225,000
- Increase of \$5,000 to Lamar Medical Center; final amount of \$48,310
- Increase of \$48,960 to Miracle Making Ministries; final amount of \$90,000
- Increase of \$3,800 to Safe Homes; final amount of \$12,000
- Reduction of \$9,650 to Historic Augusta; final amount of \$0
- Increase of \$25,000 to Bethlehem Center; final amount of \$25,000
- Reduction of \$5,000 to Central Savannah River Land Trust; final amount of \$48,380

The net increase is \$30,640, which is identified on Option C.

Additional compensation for Part Time workers

In our Personnel Policy and Procedures Manual (PPPM), a part-time worker is defined as an employee who is to work on a continuing basis, but will work less than thirty (30) hours per week, and is not eligible for any benefits. This additional \$130,000 would allow us to increase their hourly compensation.

Mayor Davis and Members of the Commission
November 21, 2017
Page 4

to the rate paid to full time employees for similar work, after implementation of the compensation study. There are approximately 134 part-time workers.

Implementation of Compensation Study

Please see page 6 of 88 of the Expense Budget -- \$2,802,050 is now available for pay adjustments.

As Chip King noted during his November 7 presentation, the study is in draft form. We are reviewing the study for any errors, omissions, or other issues that might require changes. Once that review is complete, we will request your formal adoption of the study. At that time, we will also provide specific implementation costs for the strategy described below.

Our proposed implementation strategy includes the following in 2018:

- 1.5% increase for all employees, effective with the paychecks issued on January 19
- Adjustments to the new market minimums, for all employees currently below the new minimums, effective with the paychecks issued on March 16
- Adjustments above the minimums, as appropriate, for those employees with at least 10 years of service, in grades 4-14, effective with the paychecks issued on March 30.

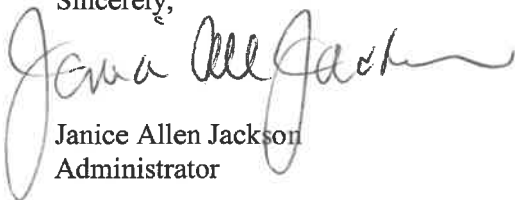
There are approximately 917 employees below new minimum pay levels for their respective grades. The remaining employees, approximately 1573, have been compensated in accordance with the market expectations.

RCSO compensation – As referenced in the section regarding elimination of vacant positions, the Mayor, Finance, and I have proposed that RCSO eliminate 30 positions, and use that funding (approximately \$743,731) in addition to the \$860,000 (including benefits) allocated as part of our \$2.8M. Discussion also included potential overtime savings to get to the \$1.8M Sheriff Roundtree indicates he needs.

Overall, the General Fund budget decreases from \$155,165, 810 in the recommended budget, to \$154, 763,190, due largely to your decision not to pursue the Energy Excise Tax, as well as other adjustments made since October 17.

I hope this summary is helpful.

Sincerely,



Janice Allen Jackson
Administrator



Administrative Services Committee Meeting

12/12/2017 1:20 PM

**Housing and Community Development Department's (HCDs)_Federal Contract/Agreement Procedure
for 2018**

Department: Housing and Community Development Department

Presenter: Mr. Hawthorne Welcher, Jr.- Director

Caption: Motion to approve Housing and Community Development Department's (HCD's) contract procedural process relative to authorization of agreements/contracts/HUD forms for the various federal programs administered by the Department for program/calendar year 2018.

Background: Each year the City receives Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), HOME Investment Partnership (HOME), and Housing Opportunities for Persons with AIDS (HOPWA), Neighborhood Stabilization Program (NSP 1 and 3), Supportive Housing Program (SHP), Continuum of Care Program (CoC) funds from the U. S. Department of Housing and Urban Development. These funds are used to fund agencies and projects, to assist low to moderate income persons, and revitalize low-income neighborhoods. The Augusta Housing and Community Development Department (HCD) annually solicits proposals from agencies and develops CDBG, ESG, HOME and HOPWA budgets which are incorporated into the City's Annual Action Plan that is presented to the Augusta Commission for approval. To carry out the projects presented in the Action Plan, HUD requires the City to have agreements with each agency that is to be funded. If a project involves construction, a construction contract and/or professional service contracts may also be required. HUD regulations require grantees to meet a federally mandated spend-down threshold (Timeliness Standard). It is calculated by HUD each year at the end of October. Unfortunately, Congress' failure to approve a federal budget in a timely manner for its entitlement communities to receive grant agreements early in the year is not an acceptable reason for failing to meet this expenditure requirement. To facilitate the execution of agreements/contracts, we are proposing the following Agreement/Contract Execution Procedure for the Housing and Community Department for Program Year 2018. The Mayor be given authorization to execute all necessary grant

Cover Memo
Item # 4

agreements (wherein 1 City of Augusta signature is requested) relative to the approved Consolidated Plan/Annual Action Plan and other federal programs stated above as required by HUD; The Mayor, Administrator, and Director of HCD will be given authorization to execute all the necessary agency grant agreements and contracts required to implement the Consolidated Plan/Annual Action Plan as approved by the Commission. All agreements, forms, and/or certifications, unless specified on HUD generated or other federally generated documents which requires only the Mayor's signature, will require the signatures of all 3 parties. All City of Augusta Procurement Policies will be complied with and acknowledgement given by the appropriate staff of the Procurement Department.

Analysis: The current process was approved initially by the Augusta Commission in January 2017 and has worked well. Thus, we seek your approval to continue in program/calendar year 2018.

Financial Impact: The City receives funding from the US Housing and Urban Development Department on an annual basis. Last year's HUD agreements granted the City the use of CDBG funds in the amount of \$1,649,350.00, HOME Investment Partnership funds in the amount of \$708,217.00, Emergency Solutions Grant funds in the amount of \$150,876.00, Housing Opportunities for Persons With AIDS funds in the amount of \$1,052,968.00 and Continuum of Care funding in the amount of \$202,475.00

Alternatives: Do not approve HCD's agreement/contract/HUD Form procedural process.

Recommendation: Motion to approve HCD's procedural process relative to authorization of agreements/contracts/HUD forms for the various federal programs administered for program/calendar Year 2018

Funds are Available in the Following Accounts: Funds are available in the respective HUD Program Accounts.

REVIEWED AND APPROVED BY:

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



Office of the Administrator

Janice Allen Jackson, Administrator
 Chester Brazzell, Deputy Administrator
 William E. Rhinehart, Deputy Administrator

Ste. 910 - Municipal Building
 535 Telfair Street - AUGUSTA, GA 30901
 (706) 821-2400 - FAX (706) 821-2819

February 7, 2017

Mr. Hawthorne Welcher
 Housing Community & Development Director
 925 Laney Walker Road
 Augusta, GA 30901

Dear Hawthorne:

The Augusta, Georgia Commission, at their regular meeting held on Tuesday, February 7, 2017 approved Housing and Community Development Department's contract procedure relative to authorization of agreements/contracts/HUD forms for the various federal programs administered by the Department for program/calendar year 2017. (Approved by Administrative Services Committee January 31, 2017)

If you have any questions, please contact me.

Yours truly,

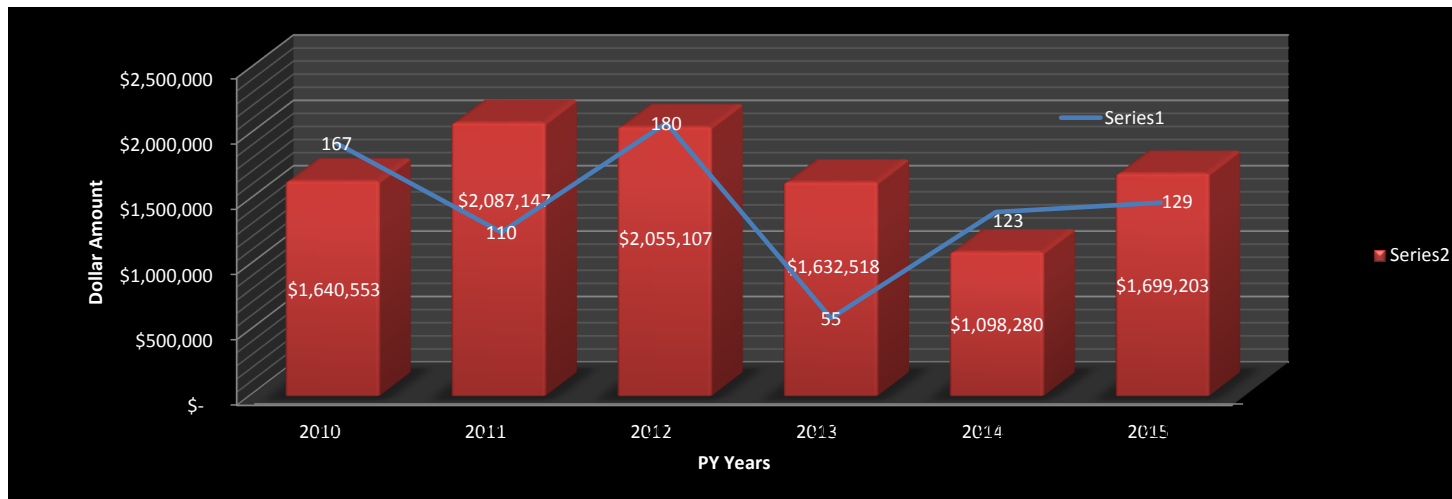
Janice Allen Jackson
 Administrator

02-07-17: #9

Commission Meeting Visual for Contract Process

	Date Grant Received	Deadline to Meet 1.5	Grant Amount	Funds from Prior Year	Program Income	1.5 Threshold to Meet	Amount to Spend to Meet 1.5	Days to Meet 1.5
2010	5/17/2010	10/31/2010	\$ 2,448,329.00	\$ 2,706,197.44	\$ 158,520.13	\$ 3,672,493.50	\$ 1,640,553	167
2011	7/13/2011	10/31/2011	\$ 2,040,442.00	\$ 2,952,261.31	\$ 155,106.58	\$ 3,060,663.00	\$ 2,087,147	110
2012	5/4/2012	10/31/2012	\$ 1,723,227.00	\$ 2,708,067.61	\$ 208,652.49	\$ 2,584,840.50	\$ 2,055,107	180
2013	9/6/2013	10/31/2013	\$ 1,758,771.00	\$ 2,025,141.53	\$ 486,761.47	\$ 2,638,156.50	\$ 1,632,518	55
2014	6/30/2014	10/31/2014	\$ 1,703,221.00	\$ 1,494,363.89	\$ 455,526.48	\$ 2,554,831.50	\$ 1,098,280	123
2015	6/24/2015	10/31/2015	\$ 1,689,993.00	\$ 2,429,043.28	\$ 115,156.40	\$ 2,534,989.50	\$ 1,699,203	129
2016	9/7/2016	10/31/2016	\$ 1,675,892.00	\$ 1,886,200.51	\$ 191,119.49	\$ 2,513,838.00	\$ 1,239,374	54

According to 24 CFR 570.902, HUD grantees cannot have more than 1.5 times their current grant amount in their line of credit 60 days before the end of the Program Year.
 Program Years run from Jan. 1- Dec. 31. this means that grantees must meet their 1.5 threshold no later than Oct. 31
 Funds are subject to any Program Income that the grantee received throughout the Program Year



Number of Days to Complete Commission Approval Process ¹	Submit to Novus Agenda	Admin Services Meeting	Commission Meeting	Receive Administrator's Letter	Legal Department	Administrator	Mayor	Clerk of Commission	Returned	Total Number of Days
Current Process ²	12/4/2017	12/12/2017	12/19/2017	12/20/2017	1/2/2018	1/9/2018	1/16/2018	1/23/2018	1/30/2018	57
					1/2/2018	1/9/2018	1/16/2018	1/23/2018	1/30/2018	28

Notes:

1. This is a very rough estimate of the process. Allows for one week between departments for signatures.
2. This is a very rough estimate of the process. It removes going before Commission with each contract.
3. Neither takes into account the time for the Subrecipients to have their Board Members sign the contracts and return to us.



**Administrative Services Committee Meeting
12/12/2017 1:20 PM
Minutes**

Department: Clerk of Commission

Presenter:

Caption: Motion to approve the minutes of the Administrative Services Committee held on November 28, 2017.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



Administrative Services Committee Meeting Commission Chamber - 11/28/2017

ATTENDANCE:

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

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

ADMINISTRATIVE SERVICES

1. Motion to approve 2017 Christmas Eve and Christmas Day Holiday Schedule.

Item
Action:
Approved

Motions

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

2. Approve a 1-year extension of the existing fleet maintenance contract with First Vehicle Services.

Item
Action:
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Mr. M. Williams votes No. Motion Passes 3-1.	Commissioner Dennis Williams	Commissioner Mary Davis	Passes

3. Consider prioritization of the project to approve award of contract for renovations to the Central Services Department administrative offices on Peach Orchard Road to Contract Management Inc. of Augusta in the amount of \$529,584 in conjunction with the Facility Space Allocation Plan

Item
Action:
Rescheduled

Item # 5

Recommendations. (Bid Item 17-209A) (Referred from November 14 Administrative Services Committee)

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 committee meeting. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner Dennis Williams	Passes

4. Receive a prioritized list from the Administrator and staff regarding the recommendations outlined within the Facility Space Allocation Plan. (Referred from November 14 Administrative Services Committee) **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 committee meeting. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner Dennis Williams	Passes

5. Motion to approve the minutes of the Administrative Services Committee held on November 14, 2017. **Item Action:** Approved

Motions

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

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**Administrative Services Committee Meeting
12/12/2017 1:20 PM
Motion to Deny the Protest of Humdinger Equipment**

Department: Procurement

Presenter: Geri A. Sams

Caption: Motion to Deny the Protest of Humdinger Equipment, LTD regarding ITB 17-273 Landfill Compactor for the Augusta, Georgia - Environmental Services Department and to lift the stay of procurement in accordance with Augusta, GA Code.

Background: Bid item 17-273 Landfill Compactor for the Environmental Services was opened on Friday, October 27, 2017. Humdinger Equipment, Ltd. submittal was deemed as non-compliant due to the vendor not supplying a Business license number or an E-Verify number. Both items are a requirement of the bid submittal. A non-compliant letter was sent to Humdinger Equipment on October 27, 2017. The Procurement Department received a protest letter from Humdinger Equipment on November 2, 2017. The letter stated that they were not required to have a business license or an E-verify number. The Procurement Department responded to the vendor on November 2, 2017 stating that we had confirmed that they were not required to have a business license for License; however, the E-verify number was required at the time of submittal. The vendor responded on November 3, 2017 requesting to appeal the decision to deny their protest request.

Analysis: The specifications stated that the E-verify number is required from any vendor at the time of submittal. The invitation to bid stated that An invitation for bids shall be issued by the Procurement Office and shall include specifications prepared in accordance with Article 4 (Product Specification), and all contractual terms and conditions, applicable to the procurement. All specific requirements contained in the invitation to bid including, but not limited to, the number of copies needed, the timing of the submission, the required financial data, and any other requirements designated by the Procurement Department are considered material conditions of the bid which are not waivable or modifiable by the Procurement Director.

Cover Memo

Financial Impact: Undetermined at this time.

Alternatives: Uphold the Protest of Humdinger Equipment, Ltd. regarding ITB 17-273 Landfill Compactor for Augusta, Georgia's Environmental Services Department and allow there bid to be included in the evaluation process.

Recommendation: Deny the protest of Humdinger Equipment Ltd – and lift the stay of procurement in accordance with the Augusta, GA Code.

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

REVIEWED AND APPROVED BY:

		Bid Opening Item #17-273 Landfill Compactor for Augusta, Georgia -Environmental Services Bid Due: Friday, October 27, 2017 @11:00 a.m.			
Total Number Specifications Mailed Out: 13 Total Number Specifications Download (Demandstar):1 Total Electronic Notifications (Demandstar): 79 Mandatory Pre-Bid/Telephone Conference:NA Total packages submitted: 5 Total Non-Compliant: 1					
VENDORS	H.O Penn Machinery Company, Inc. 122 Noxon Road Poughkeepsie, NY 12603	Humdinger Equipment, Ltd 3202 Clovis Road Lubbock, TX 79415	Tractor &Equipment Co. 3809 Mike Padgett Hwy Augusta, GA 30906	Flint Construction & Forrestry Division 1900 William Few Parkway Grovetown, GA 30813	Yancy Brothers 4165 Mike Padgett Hwy Augusta, GA 30906
Attachment B	NO BID	YES	YES	YES	YES
E-Verify Number		NO/ Non-Compliant	49526	344722	686717
SAVE Form		YES	YES	YES	YES
Caterpillar 836K Compactor or Approved Equal					
Year		2017-2018	2018 R	2017	2018
Make/ Brand		TANA	ALJON	BOMAG	CATEPILLAR
Model		E520ECO	ADV600	BC1172RB4	836K
Bid Price		\$944,020.00	\$675,000.00	\$912,824.00	\$1,093,683.00
Optional Equipment					
Carlson GPS System		\$61,500.00	\$104,975.00	\$61,500.00	\$107,980.00
TRADE IN VALUE 2008 CATEPILLAR		\$30,000.00	\$42,000.00	\$40,000.00	\$32,000.00
TRADE IN VALUE 2007 ALJON		\$25,000.00	\$37,000.00	\$10,000.00	\$30,000.00
Cone Shaped Wheels w/ Plug		NA	NO BID	NO BID	NA
Approximate Delivery Time		120-150 DAYS ARO	90-120 DAYS ARO	120 DAYS ARO	20-23 WEEKS ARO



Procurement Department

Mrs. Geri Sams, Director

Faxed (806.771.9945) and Mailed

October 27, 2017

Chad Phares
Humdinger Equipment, Ltd.
3202 Clovis Road
Lubbock, TX 79415

Ref: Bid Item #17-273 Landfill Compactor for Augusta, GA- Environmental Services Department
Bid Date: Friday, October 27, 2017 @ 11:00 a.m.

Dear Mr. Phares:

Thank you for your submittal in response to the above referenced Bid Item. After reviewing your submittal, it was noted that your company failed to provide an E-Verify number. We have included all corresponding forms from the specifications and the forms submitted for your review. In accordance to the Bid specifications and the Augusta, Georgia Code, your company's submittal has been deemed non-compliant.

I wish to call your attention to **ARTICLE 6, Sec. 1-10-50 and ARTICLE 9, 1-10-81 and 1-10-82** of our Augusta, Georgia Code as it relates to handling claims:

ARTICLE 6: PROCUREMENT SOURCE SELECTION METHODS AND CONTRACT AWARDS

Sec. 1-10-50. Sealed bids selection method.

- (a) **Conditions for use.** All contracts of Augusta, Georgia shall be awarded by competitive sealed bidding except as otherwise provided elsewhere in this article (see section 1-10-52-Sealed Proposals; 1-10-53-Professional Services; 1-10-54-Quotations; 1-10-56-Sole Source Procurement; and 1-10-57-Emergency Procurements, of this chapter).
- (b) **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.

ARTICLE 9: APPEALS, PROTESTS AND REMEDIES: Sec. 1-10-81 and Sec. 1-10-82.

Procurement protests. Authority to Resolve Protested Solicitations and Awards.

- (a) **Right to Protest.** Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the Procurement Director.
- (b) **1-10-82. Filing of Protest.** Protests shall be made in writing to the Procurement Director and shall be filed in within five (5) business days after the protestor knows or should have known of the facts giving rise thereto. A protest is considered filed when received by the Procurement Department. **Protests filed after the five (5) day period shall not be considered and are deemed a failure on the part of the protestor to exhaust administrative remedies.**

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

www.augustaga.gov

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



Scan this QR code with your
smartphone or camera equipped
tablet to visit the Augusta, Georgia
Item # 6

- (c) *Stay of Procurements During Protests or Appeals. In the event of a timely protest under section 1-10-82 of this Article, the Procurement Director shall not proceed further with the solicitation or with the award of the contract unless the Administrator, after consultation with the head of the using agency and General Counsel, makes determination that the award of the contract without delay is necessary to protect substantial interests of Augusta, Georgia. Such a determination may be made orally in a Committee Meeting, a Commission Meeting or may be provided to the protestor in writing.*

We sincerely appreciate your interest in doing business with Augusta, Georgia and look forward to your continued participation in future business opportunities. Any Correspondence concerning this matter or questions concerning future procurements 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
Or
Fax: 706-821-2811
Email: procbidandcontract@augustaga.gov

Sincerely,



Geri A. Sams, Director
Procurement Department

GAS/ss

Attachments

cc: Chester Brazzell, Deputy Administrator
Lori Videtto, Environmental Services Department

- (c) *Stay of Procurements During Protests or Appeals.* In the event of a timely protest under section 1-10-82 of this Article, the Procurement Director shall not proceed further with the solicitation or with the award of the contract unless the Administrator, after consultation with the head of the using agency and General Counsel, makes determination that the award of the contract without delay is necessary to protect substantial interests of Augusta, Georgia. Such a determination may be made orally in a Committee Meeting, a Commission Meeting or may be provided to the protestor in writing.

We sincerely appreciate your interest in doing business with Augusta, Georgia and look forward to your continued participation in future business opportunities. Any Correspondence concerning this matter or questions concerning future procurements must be submitted via mail, fax or email as follows:

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

Sincerely,



Geri A. Sams, Director
Procurement Department

GAS/ss

Attachments

cc: Chester Brazzell, Deputy Administrator
Lori Videtto, Environmental Services Department

Invitation to Bid

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

Bid Item #17-273 Landfill Compactor for Augusta, Georgia – Environmental Services Department

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

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

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

All questions must be submitted in writing by fax to 706 821-2811 or by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by Friday, October 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.

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

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

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

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

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

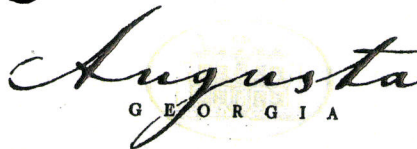
GERI A. SAMS, Procurement Director

Publish:

Augusta Chronicle	September 21, 28, October 5, 12, 2017
Metro Courier	September 27, 2017

cc: Louis Brazzell	Deputy Administrator
Lori Videtto	Environmental Services

Revised: 8/15/2011



NOTICE TO ALL BIDDERS

(PLEASE READ CAREFULLY)

ADHERE TO THE BELOW INSTRUCTIONS AND DO NOT SUBSTITUTE FORMS

PLEASE READ CAREFULLY:

Attachment B is a consolidated document consisting of:

1. Business License Number Requirement (must be provided)
2. Acknowledgement of Addenda (must be acknowledged, if any)
3. Statement of Non-Discrimination
4. Non-Collusion Affidavit of Prime Bidder/Offeror
5. Conflict of Interest
6. **Contractor Affidavit and Agreement (E-Verify User ID Number must be provided)**

Attachment B Must be Notarized & the 2 Pages Must be returned with your submittal - No Exceptions.

Business License Requirement: Contractor must be licensed in the Governmental entity for where they do the majority of their business. Your **company's business license number must** be provided on Page 1 of Attachment B. If your Governmental entity (State or Local) does not require a business license, your company will be required to obtain a Richmond County business license if awarded a Bid. For further information contact the License and Inspection Department @ 706 312-5050.

Acknowledgement of Addenda: You Must acknowledge all Addenda. See Page 1 of Attachment B.

E-Verify * User Identification Number (Company I.D.) The recommended awarded vendor will be required to provide a copy of Homeland Security's Memorandum Of Understanding (MOU)

Affidavit Verifying Status for Augusta Benefit Application (S.A.V.E. Program) (Must Be Returned With Your Submittal)

Return Only If Applicable:

1. The Exception Sheet (if applicable)

The successful vendor will submit the following forms to the Procurement Department no later than five (5) days after receiving the "Letter of Recommendation"
(Vendor's letter will denote the date forms are to be received)

1. Georgia Security and Immigration Subcontractor Affidavit
2. Non-Collusion Affidavit of Sub-Contractor

WARNING:

Please review "Notice to Bidders" regarding Augusta Georgia's Local Small Business Opportunity Program Bidder Requirements.

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 places the bidder at the risk of receiving incomplete or inaccurate information upon which to base his qualifications. Bids are publicly opened. It is your responsibility to ensure that your company has met the Specifications and Licenses' requirements prior to submitting a Bid.

Rev. 8/6/2015

Conflict of Interest

By submission of a proposal, the responding firm certifies, under penalty of perjury, that to the best of its knowledge and belief:

1. No circumstances exist which cause a Conflict of Interest in performing the services required by this BID, and
2. That no employee of the County, nor any member thereof, not any public agency or official affected by this BID, has any pecuniary interest in the business of the responding firm or his sub-consultant(s) has any interest that would conflict in any manner or degree with the performance related to this BID.

By submission of a proposal, the vendor certifies under penalty of perjury, that to the best of its knowledge and belief:

- (a) The prices in the proposal have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.
- (b) Unless otherwise required by law, the prices which have been quoted in the proposal have not knowingly been disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or competitor.
- (c) No attempt has been made, or will be made, by the vendor to induce any other person, partnership or cooperation to submit or not to submit a proposal for the purpose of restricting competition. For any breach or violation of this provision, the County shall have the right to terminate any related contract or agreement without liability and at its discretion to deduct from the price, or otherwise recover, the full amount of such fee, commission, percentage, gift, payment or consideration.

Contractor Affidavit and Agreement

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with Augusta, Georgia Board of Commissioners has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. §13-10-91. The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Augusta, Georgia Board of Commissioners, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. §13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the Augusta, Georgia Board of Commissioners at the time the subcontractor(s) is retained to perform such service.

Georgia Law requires your company to have an E-Verify* User Identification Number (Company I.D.) on or after July 1, 2009.

For additional information or to enroll your company, visit the State of Georgia website:

<https://e-verify.uscis.gov/enroll/> and/or http://www.dol.state.ga.us/pdf/rules/300_10_1.pdf

**** E-Verify * User Identification Number (Company I.D.)**

NOTE: E-VERIFY USER IDENTIFICATION NUMBER (COMPANY I.D.) MUST BE PROVIDED: IN ADDITION, THE RECOMMENDED AWARDED VENDOR WILL BE REQUIRED TO PROVIDE A COPY OF HOMELAND SECURITY'S MEMORANDUM OF UNDERSTANDING (MOU)

The undersigned further agrees to submit a notarized copy of Attachment B and any required documentation noted as part of the Augusta, Georgia Board of Commissioners specifications which govern this process. In addition, the undersigned agrees to submit all required forms for any subcontractor(s) as requested and or required. I further understand that my submittal will be deemed non-compliant if any part of this process is violated.

Company Name _____

BY: Authorized Officer or Agent
(Contractor Signature) _____

Title of Authorized Officer or Agent of Contractor _____

Printed Name of Authorized Officer or Agent _____

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 20____

Notary Public _____

NOTARY SEAL

My Commission Expires: _____

You Must Complete and Return the 2 pages of Attachment B with Your Submittal. Document Must Be Notarized.

REV. 2/17/2016

Conflict of Interest

By submission of a proposal, the responding firm certifies, under penalty of perjury, that to the best of its knowledge and belief:

1. No circumstances exist which cause a Conflict of Interest in performing the services required by this BID, and
2. That no employee of the County, nor any member thereof, nor any public agency or official affected by this BID, has any pecuniary interest in the business of the responding firm or his sub-consultant(s) has any interest that would conflict in any manner or degree with the performance related to this BID.

By submission of a proposal, the vendor certifies under penalty of perjury, that to the best of its knowledge and belief:

- (a) The prices in the proposal have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.
- (b) Unless otherwise required by law, the prices which have been quoted in the proposal have not knowingly been disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or competitor.
- (c) No attempt has been made, or will be made, by the vendor to induce any other person, partnership or cooperation to submit or not to submit a proposal for the purpose of restricting competition. For any breach or violation of this provision, the County shall have the right to terminate any related contract or agreement without liability and at its discretion to deduct from the price, or otherwise recover, the full amount of such fee, commission, percentage, gift, payment or consideration.

Contractor Affidavit and Agreement

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with Augusta, Georgia Board of Commissioners has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A §13-10-91. The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Augusta, Georgia Board of Commissioners, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A §13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the Augusta, Georgia Board of Commissioners at the time the subcontractor(s) is retained to perform such service.

Georgia Law requires your company to have an E-Verify* User Identification Number (Company I.D.) on or after July 1, 2009.

For additional information or to enroll your company, visit the State of Georgia website:

<https://e-verify.uscis.gov/enroll/> and/or http://www.dol.state.ga.us/pdf/rules/300_10_1.pdf

****E-Verify * User Identification Number (Company I.D.)** Not required in Texas will get one if awarded

NOTE: E-VERIFY USER IDENTIFICATION NUMBER (COMPANY I.D.) MUST BE PROVIDED: IN ADDITION, THE RECOMMENDED AWARDED VENDOR WILL BE REQUIRED TO PROVIDE A COPY OF HOMELAND SECURITY'S MEMORANDUM OF UNDERSTANDING (MOU)

The undersigned further agrees to submit a notarized copy of Attachment B and any required documentation noted as part of the Augusta, Georgia Board of Commissions specifications which govern this process. In addition, the undersigned agrees to submit all required forms for any subcontractor(s) as requested and or required. I further understand that my submittal will be deemed non-compliant if any part of this process is violated.

Humdinger Equipment, Ltd.

Company Name

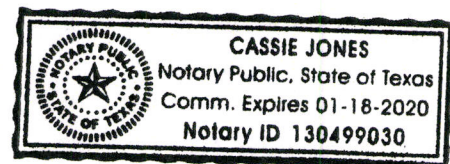
BY: Authorized Officer or Agent
(Contractor Signature)

Vice President

Title of Authorized Officer or Agent of Contractor

Chad Phares

Printed Name of Authorized Officer or Agent



SUBSCRIBED AND SWORN BEFORE ME ON THIS THE 25 DAY OF October, 2017

Notary Public

NOTARY SEAL

My Commission Expires:

1-18-20

You Must Complete and Return the 2 pages of Attachment B with Your Submittal. Document Must Be Notarized.

REV. 2/17/2016

Salasha Singleton

From: Salasha Singleton
Sent: Friday, October 27, 2017 4:24 PM
To: 'chad@humdingerequipment.com'
Subject: Bid Item# 17-273 Landfill Compactor for Augusta, GA Environmental Services Department
Attachments: Humdinger Equipment, Ltd.pdf
Importance: High

Good afternoon Mr. Phares,

Thank you for your interest in doing business with the city of Augusta, GA. Please review the attachment in regards to Bid Item# 17-273 Landfill Compactor for Augusta, GA Environmental Services Department. Should you have any questions concerning the information provided you can email us at procbidandcontract@augustaga.gov or call 706.821.2423, 706.821.2888, or 706.821.4251. Thank you.

Salasha D. Singleton
Purchasing Technician II
Procurement Department
535 Telfair Street, Room 605
Augusta, GA 30901
(706) 821-4251
ssingleton@augustaga.gov

TX Result Report

P 1

10/27/2017 16:21

Serial No. A2X1011001043

TC: 1409144

Addressee	Start Time	Time	Prints	Result	Note
918067719945	10-27 16:20	00:00:57	000/009	No Ans	

Note

TMR:Timer TX, POL:Polling, ORG:Original Size Setting, FME:Frame Erase TX,
 DPG:Page Separation TX, MIX:Mixed Original TX, CALL:Manual TX, CSAC:CSAC,
 FWD:Forward, PC:PC-FAX, BND:Double-Sided Binding Direction, SP:Special Original,
 FCODE:F-code, RTX:Re-TX, RLV:Relay, MEX:Confidential, BUL:Bulletin, SIP:SIP Fax,
 IPADR:IP Address Fax, I-FAX:Internet Fax

Result

OK: Communication OK, S-OK: Stop Communication, PW-OFF: Power Switch OFF,
 TEL: RX from TEL, NG: Other Error, Cont: Continue, No Ans: No Answer,
 Refuse: Receipt Refused, Busy: Busy, M-Full:Memory Full, LOVR:Receiving length over,
 POVR:Receiving page over, FIL:File Error, DC:Decode Error, MDN:MDN Response Error,
 DSN:DSN Response Error, PRINT:Compulsory Memory Document Print,
 DEL:Compulsory Memory Document Delete, SEND:Compulsory Memory Document Send,

535 Telfair Street Room 605
 Augusta, GA 30901
 Phone: 706 821 2422
 Fax: 706 821 2811

City of Augusta
Procurement Department

Fax

To:	Humdinger Equipment, Ltd.	From:	Geri Sams
Fax:	806.771.9945	Date:	October 27, 2017
Contact:	Chad Phares	Pages:	9 including cover page
Re:	Bid Item# 17-273 Landfill Compactor for Augusta, GA Environmental Service Department	CC:	

☐ Urgent ☒ For Review ☐ Please Comment ☐ Please Reply ☐ Please Recycle

Comments Please see attached documents

Item # 6

535 Telfair Street Room 605
Augusta, GA 30901
Phone: 706 821 2422
Fax: 706 821 2811

**City of Augusta
Procurement Department**

Fax

To: Humdinger Equipment, Ltd.

From: Geri Sams

Fax: 806.771.9945

Date: October 27, 2017

Contact Chad Phares

Pages: 9 including cover page

Re: Bid Item# 17-273 Landfill Compactor for
Augusta, GA Environmental Service
Department

CC:

☐ Urgent ☒ For Review ☐ Please Comment ☐ Please Reply ☐ Please Recycle

Comments Please see attached documents



3202 CLOVIS ROAD • LUBBOCK, TX 79415
 OFFICE: 806-771-9944 • TOLL FREE: 888-999-4909

November 2, 2017

Augusta Procurement Department
 Attn: Geri A Sams, Director of Procurement
 535 Telfair Street, Room 605
 Augusta, GA 30901

Ms. Sams,

I received your notification Friday, October 27, 2017 informing our company that we were being considered non-compliant with our bid submittal for Bid Item #17-273 Landfill Compactor.

Please accept this letter as an official protest to the decision that we were non-compliant.

I do realize the bid documents stated the "E-verify User ID Number" was required. The bid documents also required a Georgia business license. Our company is based in Texas. We are not required to have a Georgia business license and we are not required by Law to have an E-verify User ID Number. The bid documents stated if we were not required to have a Georgia business license we would be required to obtain one if the bid was awarded to our company. Since it is not required by law for us to have an E-verify User ID Number, the rule about obtaining one should apply to this portion as it does to the Georgia business license portion of the bid. We understood it would apply to both areas based on the bid documents and we think it was reasonable to make that conclusion.

We would ask for your Procurement department to let our bid be considered with the other bids received. If there are reasons are equipment is not chosen because of specification reasons or other reasons related to the equipment our bid considered being non-compliant and our protest will not matter. If our equipment is chosen based on it being the best option for the County, we would hope to be considered non-compliant will be reconsidered.

If the Procurement department will not let our equipment be considered, then we will take the next steps in the protest.

We appreciate your consideration in our request and hope to hear back from you soon with positive news. Please contact me through email or telephone to discuss this matter.

Sincerely,

Chad Phares
 Vice President



www.humdingerequipment.com

EARTH MOVING • WASTE MGT • RECYCLING

Item # 6



Procurement Department

Mrs. Geri Sams, Director

November 2, 2017

Mailed/E-MAIL (806.771.9945)
chad@humdingerequipment.com

Chad Phares, Vice President
 Humdinger Equipment, Ltd.
 3202 Clovis Road
 Lubbock, TX 79415

Ref: Bid Item #17-273 Landfill Compactor for Augusta, GA- Environmental Services Department
 Bid Date: Friday, October 27, 2017 @ 11:00 a.m.

Dear Mr. Phares:

We are in receipt of your protest letter dated November 2, 2017. In your letter, you have stated that you realize the E-verify User ID Number and the Georgia business license is required. You have stated that by law due to the fact that your company is located in Texas that you are not required to have a business license. You have also stated that by law your company is not required to have an E-verify number. Please allow me the opportunity to address your concerns.

The Procurement Department has carefully reviewed your submittal and the requirements of the Augusta, Georgia ITB process. The ITB specifications clearly state on page 3 that **"...All specific requirements contained in the request for qualifications 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."** We have also reviewed the specifications in reference to your company not including your business license and the E-verify number. Please be advised that we have verified that the City of Lubbock, TX does not require a business license; however, you are required to supply your E-Verify number in order to acquired funds from a municipality of the State of Georgia. The specifications for ITB 17-273 clearly states on page 5-7, the requirement of providing your E-verify number. Specifically page 7 which states**"The undersigned further agrees to submit a notarized copy of Attachment B and any required documentation noted as part of the Augusta, Georgia Board of Commissions specifications which govern this process. In addition, the undersigned agrees to submit all required forms for any subcontractor(s) as requested and or required. I further understand that my submittal will be deemed non-compliant if any part of this process is violated."** We have reviewed your submittal and it has been determined that you failed to provide your E-verify number with your ITB submittal. Due to the fact that your submittal did not include your E-verify number, I must concur with the initial decision of deeming your submittal as non-compliant. Regretfully, the Procurement Department has no choice but to deem your submittal as non-compliant, and accordingly your request to have your submittal considered eligible for the ITB process is denied.

I wish to call your attention to **ARTICLE 6, Sec. 1-10-50 and ARTICLE 9, 1-10-81 and 1-10-82** of our Augusta, Georgia Code as it relates to handling claims:

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

www.augustaga.gov

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



Scan this QR code with your
 smartphone or call the required
 tablet to visit the Augusta, Georgia
Item # 6

ARTICLE 9: APPEALS, PROTESTS AND REMEDIES:

Sec. 1-10-83. Decision by the Procurement Director

Time for Decisions. A written decision on a protest shall be made by the Procurement Director within ten (10) business days after receiving all relevant, requested information. If a protest is sustained, the Procurement Director may determine that the solicitation or award violates the law; or may make a determination that the solicitation should be cancelled in order to comply with the applicable law.

Sec. 1-10-84. Appeals.

Appeal of a decision of the Procurement Director may be requested by the protestor or any department involved in the protest. The appeal shall contain a detailed statement of the factual and legal grounds upon which reversal or modification is deemed warranted.

Sec. 1-10-85. Time for filing appeal.

Appeals of a decision of the Procurement Director shall be filed in the Procurement Department not later than five (5) business days after receipt of such decision.

Sec. 1-10-86. Request for hearing and effect of untimely appeal.

A contractor or prospective contractor that has been notified of a denial of its protest action may request in writing an appeal to the Augusta, Georgia Commission. All appeals must be received by the Procurement Department within five (5) business days. Appeals filed after the five (5) day period shall not be considered and are deemed a failure on the part of the protestor to exhaust administrative remedies. Where no appeal (or an untimely appeal) is filed, the Procurement Director's decision is considered final and the award shall proceed.

Sec. 1-10-87. Notice of hearing.

If a timely appeal is filed by the protestor, the Procurement Director shall place the protest on the agenda of the Administrative Services Committee. The Clerk of Commission's Office shall provide public notice of the Administrative Services Committee agenda as required by law. In addition, the protestor shall be sent written notice of the time and place of the hearing. Copies of such notice shall be sent to the Augusta, Georgia General Counsel and the Department Director of the appropriate user department.

Sec. 1-10-88. Administrative Services Committee hearing procedures and effect of failure to appear at hearing. (Ordinance 7439 - Approved 11-19-13)

- (a) Protests appearing on the Administrative Services Committee shall be treated as any other Committee agenda item, except that the Protestor, or his or her representative, shall have the right to address the Committee and to present evidence in support of the protest for a maximum of ten (10) minutes. The Procurement Director and user department, or their representative, shall also have the opportunity to present evidence relating to the protest for a maximum of ten (10) minutes. The Chairman of the Administrative Services Committee may grant additional time equally to each party at his or her discretion.
- (b) After considering the evidence presented, the Administrative Services Committee shall make a recommendation to grant or deny the protest, or to send the item to the full Augusta, Georgia Commission without recommendation. Regardless of the action taken by the Committee, the protest shall be forwarded to the full Commission agenda for a final decision. The Clerk of Commission shall make an audio recording of the protest hearing and shall make such recording available to Commissioners within two (2) business days following the hearing.
- (c) *Procedure to Speak to Full Commission Regarding Protest.*
A protestor seeking to speak to the full Commission regarding his or her protest must submit a request in writing, including his/her address and the name of the procurement being protested, no later than 5:00 p.m. on the
item # 6

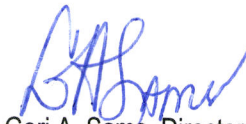
Wednesday preceding the next regularly scheduled Commission meeting that follows the Administrative Services Committee protest hearing. Such request shall be provided to the Clerk of Commission with a copy to be provided to the Procurement Director. When the protest is heard by the Commission, the protestor and the Procurement Director shall each have five (5) minutes to summarize the arguments and evidence presented to the Administrative Services Committee. The Commission will not hold a new hearing and will not accept new evidence. If the protestor has not made a timely request to address the full Commission, the Commission may, at its discretion, dispose of the agenda item via the Consent Agenda.

- (d) *Effect of Failure to Appear at Hearing.* Failure on the part of the Protestor to appear before either the Administrative Services Committee or the full Augusta, Georgia Commission is considered an abandonment of their right to appeal and a failure on the part of the protestor to exhaust administrative remedies. The Procurement Director's decision is considered final and the award shall proceed accordingly. However, the Chairman of the Administrative Services Committee or the Mayor may, at his or her discretion, grant the Protestor one continuance to the next regularly scheduled Committee or Commission Meeting. Such continuance may only be granted during the Committee or Commission meeting and shall be recorded on the minutes of such meeting.

We would like to thank you for your interest in doing business with Augusta and look forward to your company participating in future projects. Any correspondence concerning this matter or questions concerning future procurements 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
Or
Fax: 706-821-2811
Email: procbidandcontract@augustaga.gov

Sincerely,



Geri A. Sams, Director
Procurement Department

GAS/ss

Attachments

cc: Janice Allen Jackson, Administrator
Andrew MacKenzie, General Counsel
Lori Videtto, Environmental Services Department

Invitation to Bid

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

Bid Item #17-273 Landfill Compactor for Augusta, Georgia – Environmental Services Department

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

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

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

All questions must be submitted in writing by fax to 706 821-2811 or by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by Friday, October 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.

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 places the bidder at the risk of receiving incomplete or inaccurate information upon which to base his qualifications.

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

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

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

GERI A. SAMS, Procurement Director

Publish:

Augusta Chronicle	September 21, 28, October 5, 12, 2017
Metro Courier	September 27, 2017

cc:	Louis Brazzell	Deputy Administrator
	Lori Videtto	Environmental Services

Revised: 8/15/2011



NOTICE TO ALL BIDDERS

(PLEASE READ CAREFULLY)

ADHERE TO THE BELOW INSTRUCTIONS AND DO NOT SUBSTITUTE FORMS

PLEASE READ CAREFULLY:

Attachment B is a consolidated document consisting of:

1. Business License Number Requirement (must be provided)
2. Acknowledgement of Addenda (must be acknowledged, if any)
3. Statement of Non-Discrimination
4. Non-Collusion Affidavit of Prime Bidder/Offeror
5. Conflict of Interest
6. **Contractor Affidavit and Agreement (E-Verify User ID Number must be provided)**

Attachment B Must be Notarized & the 2 Pages Must be returned with your submittal - No Exceptions.

Business License Requirement: Contractor must be licensed in the Governmental entity for where they do the majority of their business. Your **company's business license number must** be provided on Page 1 of Attachment B. If your Governmental entity (State or Local) does not require a business license, your company will be required to obtain a Richmond County business license if awarded a Bid. For further information contact the License and Inspection Department @ 706 312-5050.

Acknowledgement of Addenda: You Must acknowledge all Addenda. See Page 1 of Attachment B.

E-Verify * User Identification Number (Company I.D.) The recommended awarded vendor will be required to provide a copy of Homeland Security's Memorandum Of Understanding (MOU)

Affidavit Verifying Status for Augusta Benefit Application (S.A.V.E. Program) (Must Be Returned With Your Submittal)

Return Only If Applicable:

1. The Exception Sheet (if applicable)

The successful vendor will submit the following forms to the Procurement Department
no later than five (5) days after receiving the "Letter of Recommendation"
(Vendor's letter will denote the date forms are to be received)

1. Georgia Security and Immigration Subcontractor Affidavit
2. Non-Collusion Affidavit of Sub-Contractor

WARNING:

Please review "Notice to Bidders" regarding Augusta Georgia's Local Small Business Opportunity Program Bidder Requirements.

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 places the bidder at the risk of receiving incomplete or inaccurate information upon which to base his qualifications. Bids are publicly opened. It is your responsibility to ensure that your company has met the Specifications and Licenses' requirements prior to submitting a Bid.

Rev. 8/6/2015



Attachment B

You Must Complete and Return the 2 pages of Attachment B with Your Submittal. Document Must Be Notarized.

Augusta, Georgia Augusta Procurement Department

ATTN: Procurement Director

535 Telfair Street, Suite 605

Augusta, Georgia 30901

Name of Proponent: _____

Street Address: _____

City, State, Zip Code: _____

Phone: _____ Fax: _____ Email: _____

Do You Have A Business License? Yes: _____ No: _____

Augusta, GA Business License # for your Company (Must Provide): _____

And/or Your State/Local Business License # for your Company (Must Provide): _____

Utility Contractors License # (Must Provide if applicable): _____ **MUST BE LISTED ON FRONT OF ENVELOPE**

General Contractor License # (Must Provide if applicable): _____

Additional Specialty License # (Must Provide if applicable): _____

NOTE: Company must be licensed in the Governmental entity for where they do the majority of their business. If your Governmental entity (State or Local) does not require a business license, please state above (Procurement will verify), your company will be required to obtain a Richmond County business license if awarded a BID. For further information regarding Augusta, GA license requirements, please contact the License and Inspection Department @ 706 312-5050.

List the State, City & County that issued your license: _____

Acknowledgement of Addenda: (#1) _____ : (#2) _____ : (#3) _____ : (#4) _____ : (#5) _____ : (#6) _____ : (#7) _____ : (#8) _____ :
NOTE: CHECK APPROPRIATE BOX(ES)- ADD ADDITIONAL NUMBERS AS APPLICABLE

Statement of Non-Discrimination

The undersigned understands that it is the policy of Augusta, Georgia to promote full and equal business opportunity for all persons doing business with Augusta, Georgia. The undersigned covenants that we have not discriminated, on the basis of race, religion, gender, national origin or ethnicity, with regard to prime contracting, subcontracting or partnering opportunities.

The undersigned covenants and agrees to make good faith efforts to ensure maximum practicable participation of local small businesses on the proposal or contract awarded by Augusta, Georgia. The undersigned further covenants that we have completed truthfully and fully the required forms regarding good faith efforts and local small business subcontractor/supplier utilization.

The undersigned further covenants and agrees not to engage in discriminatory conduct of any type against local small businesses, in conformity with Augusta, Georgia's Local Small Business Opportunity Program. Set forth below is the signature of an officer of the proposer/contracting entity with the authority to bind the entity.

The undersigned acknowledge and warrant that this Company has been made aware of understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company;

That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;

That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;

That the failure of this Company to satisfactorily discharge any of the promises of nondiscrimination as made and set forth herein shall constitute a material breach of contract entitling Augusta, Georgia to declare the contract in default and to exercise any and all applicable rights remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on a contract.

Non-Collusion of Prime Proponent

By submission of a proposal, the vendor certifies, under penalty of perjury, that to the best of its knowledge and belief:

- The prices in the proposal have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.
- Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or to any competitor.
- No attempt has been made, or will be made, by the vendor to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition. Collusions and fraud in proposal preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

Conflict of Interest

By submission of a proposal, the responding firm certifies, under penalty of perjury, that to the best of its knowledge and belief:

1. No circumstances exist which cause a Conflict of Interest in performing the services required by this BID, and
2. That no employee of the County, nor any member thereof, nor any public agency or official affected by this BID, has any pecuniary interest in the business of the responding firm or his sub-consultant(s) has any interest that would conflict in any manner or degree with the performance related to this BID.

By submission of a proposal, the vendor certifies under penalty of perjury, that to the best of its knowledge and belief:

- (a) The prices in the proposal have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.
- (b) Unless otherwise required by law, the prices which have been quoted in the proposal have not knowingly been disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or competitor.
- (c) No attempt has been made, or will be made, by the vendor to induce any other person, partnership or cooperation to submit or not to submit a proposal for the purpose of restricting competition. For any breach or violation of this provision, the County shall have the right to terminate any related contract or agreement without liability and at its discretion to deduct from the price, or otherwise recover, the full amount of such fee, commission, percentage, gift, payment or consideration.

Contractor Affidavit and Agreement

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with Augusta, Georgia Board of Commissioners has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. §13-10-91. The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Augusta, Georgia Board of Commissioners, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. §13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the Augusta, Georgia Board of Commissioners at the time the subcontractor(s) is retained to perform such service.

Georgia Law requires your company to have an E-Verify* User Identification Number (Company I.D.) on or after July 1, 2009.

For additional information or to enroll your company, visit the State of Georgia website:

<https://e-verify.uscis.gov/enroll/> and/or http://www.dol.state.ga.us/pdf/rules/300_10_1.pdf

**** E-Verify * User Identification Number (Company I.D.)**

NOTE: E-VERIFY USER IDENTIFICATION NUMBER (COMPANY I.D.) MUST BE PROVIDED: IN ADDITION, THE RECOMMENDED AWARDED VENDOR WILL BE REQUIRED TO PROVIDE A COPY OF HOMELAND SECURITY'S MEMORANDUM OF UNDERSTANDING (MOU)

The undersigned further agrees to submit a notarized copy of Attachment B and any required documentation noted as part of the Augusta, Georgia Board of Commissions specifications which govern this process. In addition, the undersigned agrees to submit all required forms for any subcontractor(s) as requested and or required. **I further understand that my submittal will be deemed non-compliant if any part of this process is violated.**

Company Name

BY: Authorized Officer or Agent
(Contractor Signature)

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE ____ DAY OF _____, 20__

Notary Public

My Commission Expires: _____

NOTARY SEAL

You Must Complete and Return the 2 pages of Attachment B with Your Submittal. Document Must Be Notarized.

REV. 2/17/2016



3202 CLOVIS ROAD • LUBBOCK, TX 79415
OFFICE: 806-771-9944 • TOLL FREE: 888-999-4909

November 3, 2017

Augusta Procurement Department
Attn: Geri A Sams, Director of Procurement
535 Telfair Street, Room 605
Augusta, GA 30901

Ms. Sams,

I received your notification Thursday, November 2, 2017 informing our company that you were not accepting our request to have our bid considered. I appreciate your quick response but was disappointed with your decision.

As I stated in my protest letter, we are not protesting based on a claim we are not required by Georgia law to have an E-verify User ID Number. In fact, in our bid submission we had the E-Verify User ID Number page signed and notarized. Our statement on that page was we would provide an E-Verify number if the bid was awarded to us, just like we would provide a Georgia business license. We understand now that the City required the E-verify User ID Number at the time of the bid was due; however, we believe it was a reasonable assumption that we would provide the number if the bid was awarded to our company; just like the City allows for the business license.

We still believe this is a reasonable assumption; therefore, we would like to appeal your decision to the Augusta, Georgia Commission.

We appreciate your time in this matter. Please contact me through email or telephone to discuss this matter.

Sincerely,

Chad Phares
Vice President

EARTH MOVING • WASTE MGT • RECYCLING



www.humdingerequipment.com

Item # 6



**Administrative Services Committee Meeting
12/12/2017 1:20 PM
Staff Attorneys**

Department:

Presenter: Commissioner Marion Williams

Caption: Update/status report from the General Counsel regarding pay differentials between staff attorneys assigned to certain city departments to include the request from Procurement Department for a dedicated attorney and related documents requested by the commission. **(Requested by Commissioner Marion Williams)**

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



**Administrative Services Committee Meeting
12/12/2017 1:20 PM
Central Services Department Office Renovations**

Department: Central Services Department

Presenter: Takiyah A. Douse

Caption: Consider prioritization of the project to approve award of contract for renovations to the Central Services Department administrative offices on Peach Orchard Road to Contract Management Inc. of Augusta in the amount of \$529,584 in conjunction with the Facility Space Allocation Plan Recommendations. (Bid Item 17-209A) (Referred from November 28 Administrative Services Committee)

Background: The Central Services Department (est. June 2016) administrative employees are operating out of the former Utilities Payment Center on Peach Orchard Road. This building, circa 1971, currently houses the distribution pumps, water treatment and data hub for Augusta Utilities Department (AUD) distribution system for South Augusta. Use and occupancy of this building by Central Services is valuable to AUD for operations and maintenance of the water system. To improve operational efficiency, Augusta 311, one of five divisions of Central Services, will be collocated with other Central Services Department operations at this location. The relocation of Augusta 311 will allow for proposed future expansion of the Compliance Department from the seventh floor to the fifth floor and the Marshall's Office. Pricing for bid item 17-209A was received on September 14, 2017. Contract Management Inc. submitted the only compliant bid.

Analysis: Contract Management Inc. of Augusta submitted the only compliant bid of \$529,584. The bid price is in line with the anticipated budget costs for this work.

Financial Impact: The cost of the renovation project is \$529,584.

Alternatives: 1. Approve award of contract for renovations to the Central Services Department Offices on Peach Orchard Road to Contract Management Inc. of Augusta in the amount of \$529,584. 2. Do not award contract.
Contract Memo
Item # 8

not approve the purchase.

Recommendation:

Approve award of contract for renovations to the Central Services Department administrative offices on Peach Orchard Road to Contract Management Inc. of Augusta in the amount of \$529,584.

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

This project is funded through current year capital and SPLOST 7 designated for Existing Facility Upgrades.

REVIEWED AND APPROVED BY:



Attachment number 1 in Page 1 of 1

Invitation to Re-Bid

Sealed re-bids will be received at this office until Thursday, September 14, 2017 @ 11:00 a.m. for furnishing:

Re-Bid Item #17-209A Augusta Central Services Department Office Renovations - 2760 Peach Orchard Road for Augusta Central Services Department

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 contractors, subcontractors and suppliers exclusively from ARC. The fees for the plans and specifications which are non-refundable are \$125.00.**

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.e-arc.com) at no charge through ARC Southern (706 821-0405) beginning Monday, August 28, 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.

A Mandatory Pre Bid Conference for Re-Bid Item #17-209A will be held on Friday, September 1, 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 Tuesday, September 5, 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 RE-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

OFFICIAL

**Re-Bid Item #17-209A**

Augusta Central Services Department Office-2760 Peach Orchard Road for Augusta, GA- Central Services Department-Facilities Division

Re-Bid Date: Thursday, September 14, 2017 @ 11:00 a.m.

Total Number Specifications Mailed Out:

Total Number Specifications Download (Demandstar):

Total Electronic Notifications (Demandstar):

Mandatory Pre-Bid Attendees:

Total packages submitted: 1

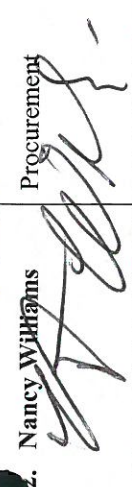
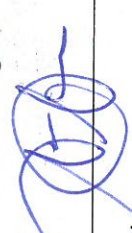
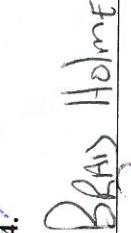
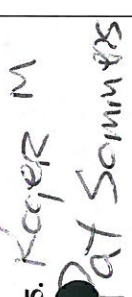
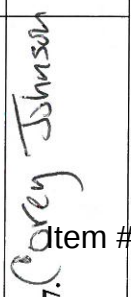
Total Noncompliant: 0

VENDORS	Attachment "B"	E-Verify	Bid Bond	SAVE Form	Addendum #1	Bid Price	Alternate Deduct No. 1	Alternate Deduct No. 2
Contract Management Inc. 1827 Killingsworth Road Augusta, GA 30904	YES	225306	YES	YES	YES	\$525,312.00	\$4272.00 (ADD)	-\$2,250.00
First Choice Home Inspection & Construct 2321 Peach Orchard Rd Suite 2 Augusta, GA 30906								
RW Allen 1015 Broad Street Augusta, GA 30901								
Sommers Construction 6320 Old Belair Rd Grovettown, GA 30813								
HBJ Enterprises 2124 Pepperidge Dr Augusta, GA 30906								

Contract Management was the only eligible vendor to submit on this project.

ITB Mandatory Pre-Bid Conference Sign-in Sheet
Bid Item #17-209A Augusta Central Services Department Office Renovations-
2760 Peach Orchard Road for Augusta Central Services Department
Friday, September 1, 2017 @ 10:00 a.m.
PLEASE PRINT

Original 1 of 2

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	probidandcontract @augustaga.gov	
2. Nancy Williams 	Procurement	535 Telfair Street, Suite 605 Augusta, GA 30901	706-821-2888	706-821-2811	probidandcontract @augustaga.gov	
3. Salasha Singleton 	Procurement	535 Telfair Street, Suite 605 Augusta, GA 30901	706-821-4251	706-821-2811	probidandcontract @augustaga.gov	
4. BRAD HOLMES 	RW ALLEN	1015 BROWN STREET Augusta, GA 30901	706-733-2800	706-733-3879	bholmes@rwallen.com	PRIME
5. KAGER M PAT SUMMERS 	SUMMERS CONST	633 C Old Belair Rd South old belair Gravettown 7930813	706 831 5133	888 260 1674	psummers@summerscc.com	PRIME
6. Tamlar WALTON	compliance	535 Telfair St. Suite 710 Augusta, GA 30901	706 821-2400	706 823-4395	Twalton@augustaga.gov	
7. Carey Johnson 	First Choice Home Inspection + Construction, LLC	2321 Peach Orchard Rd STE 2 Augusta, GA 30906	706-736-4435	706) 550-0952	FirstChoiceInspection@hotmail.com	Sub

ITB Mandatory Pre-Bid Conference Sign-in Sheet
Bid Item #17-209A Augusta Central Services Department Office Renovations-
2760 Peach Orchard Road for Augusta Central Services Department
Friday, September 1, 2017 @ 10:00 a.m.
PLEASE PRINT

2 of 2

NAME	COMPANY/DEPT.	ADDRESS/CITY/STATE/ ZIP CODE	TELEPHONE NUMBER	FAX NUMBER	EMAIL	Prime/Sub
8. Patrick Carter	CES Flooring Tech	811 Laney Walker Blvd Augusta GA	706-664-5085		cesflooring@belle @gmail.com	Sub
9. Rick Acree	CENTRAL SERVICES		706-821-1595		racree@ augustaga.gov	
10. Barrett Bourden	Contract Management INC.	1927 Kimmisubari Road Augusta GA 30804	706 667 9033	706 667 9034	Barrett@ Contract mgmtinc.com	Prime
11. Ronnie Green	HBJ Enterprises Henry Bryant		706-840-4696		www HBJ-Enterprises	
12. Sam Bentley	Rockledge Services Inc	1831 Old Savannah Rd Augusta	706-741 8472	706-741 8472	Bentley@ Rockledge services inc	Sub
13. Gerald K. Jefferson	Compliance	535 Telfair St Augusta, GA 30901	706-432- 5249	706- 823-4395	gjefferson@ augustaga.gov	
14. Ann Helms	Fogels Fine Flowers	2825 Washington Rd Augusta, GA 30909	706-738-4703		Fogels@juno. com	Sub
15. Melissa Chavis	Christopher Booker's Associates PC	170 Broad Street Augusta GA 30901	(706) 748-6742	(706) 748-2886	melissa@ christopherbooker.com	Architect Firm

Item # 8



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", located to the right of the "MEMORANDUM" heading.

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

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

DATE: **October 19, 2017**

SUBJECT: **Bid Item #17-209A Central Services Department Office Renovations - Recommendation**

Bids were received on the referenced project on September 14, 2017. One compliant bid was received from Contract Management of Augusta, Ga in the amount of \$529,584. We recommend award of this project to the this 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 Douse

KUHLKE CONSTRUCTION
3704 BENCHMARK DRIVE
AUGUSTA, GA 30909

SHEARER CONSTRUCTION
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: JIM 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

S. D. CLIFTON CONSTRUCTION
ATTN: MAX KNIGHT
4324 WHEELER ROAD
MARTINEZ, GA 30907

LARRY MCCORD DESIGN/BUILD
ATTN: LARRY MCCORD
2016 HIGHLAND AVE
AUGUSTA, GEORGIA 30904

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 OLD 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

DABBS-WILLIAMS
ATTN: JAY JAMES
319 S WALNUT STREET
STATESBORO, GA 30459

Rick Acree
Central Services Dept.- Facilities

Takiyah Douse
Central Services Dept.- Facilities

RR&B ASSOCIATES INC.
6120 HWY 85
RIVERDALE, GA 30274

Kelli Irving
Compliance

Bid Item #17-209A
Augusta Central Services Department
Office Renovations for Central Services-
Facilities Div.
Mailed Out 08/24/17

Bid Item #17-209A
Augusta Central Services Department
Office Renovations for Central Services-
Facilities Div.
Bid Due: Thurs 9/14/2017 @ 11:00 a.m.



Compliance Department

Kellie Irving
Compliance Director

MEMORANDUM

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

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

Date: September 18, 2017

Subject: Augusta Central Services Department Office Renovations - 2760 Peach Orchard Road
Package for Augusta, Georgia
Re-Bid Item #17-209A

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 compliancy by the bidder/offeror, **Contract Management, 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 **Augusta Central Services Department Office Renovations - 2760 Peach Orchard Road Package** for Augusta, Georgia, Re-Bid Item #17-209A, is 10%. The bidder/offeror has committed to a minimum of 10% and has satisfied the good faith efforts. This 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

Item # 8



**Administrative Services Committee Meeting
12/12/2017 1:20 PM
Facility Space Allocation Plan Recommendations**

Department:	Central Services Department
Presenter:	Takiyah A. Douse
Caption:	Receive a prioritized list from the Administrator and staff regarding the recommendations outlined within the Facility Space Allocation Plan. (Referred from November 28 Administrative Services Committee)
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. The modifications presented will allow for future growth and assess the current needs of each Department respectfully.-Expand the Law Department by utilizing space vacated by the Engineering Department relocating to Walker Street. -Renovate Traffic Engineering Building to relocate the Wellness Center from 4th Street -Relocate Compliance Department from the 7th floor to the 5th floor - Demolish Engineering Administrative building; construct additional parking to improve traffic flow -Irrigate landscaping islands -Relocate Marshal's Operation Center (MOC) from Deans Bridge Rd to the 7th floor (Compliance Suite) and expand the Marshal's Suite to include the offices for additional staffers -Designate space on the 5th floor vacated by Augusta 311 for Keep Augusta Beautiful -Renovate the Central Services Department offices located on Peach Orchard – new Department June 2016 -Relocate Augusta 311 from the 5th floor of the Municipal Building to the Central Services Department offices
Analysis:	Central Services, in concert with the Administrator 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:	Municipal Campus Projects \$651,085 SPLOST 7 Central Services Renovations \$529,584 SPLOST 7 and 2017 Capital

Cover Memo

Item # 9

Alternatives: 1.Receive as information 2. Do not approve the recommendations

Recommendation: -Expand the Law Department by utilizing space vacated by the Engineering Department relocating to Walker Street -Renovate Traffic Engineering Building to relocate the Wellness Center from 4th Street -Relocate Compliance Department from the 7th floor to the 5th floor -Demolish Engineering Administrative building; construct additional parking to improve traffic flow -Irrigate landscaping islands -Relocate Marshal's Operation Center (MOC) from Deans Bridge Rd to the 7th floor (Compliance Suite) and expand the Marshal's Suite to include the offices for additional staffers -Designate space on the 5th floor vacated by Augusta 311 for Keep Augusta Beautiful -Renovate the Central Services Department offices located on Peach Orchard – new Department June 2016 -Relocate Augusta 311 from the 5th floor of the Municipal Building to the Central Services Department offices

Funds are Available in the Following Accounts: Municipal Campus Projects \$651,085 SPLOST 7 Central Services Renovations \$529,584 SPLOST 7 and 2017 Capital

REVIEWED AND APPROVED BY:

Facility Space Allocation Plan Recommendations

Central Services Department
Takiyah A. Douse, Director

Properties leased to ARC

Department	Annual Payment	Square Footage	Expiration Date
Augusta Utilities (Peach Orchard Rd)	\$218,750.00	17,500	October, 2024
Housing & Development (ANIC)	\$113,016.24	5,870	Month to Month
Land Bank Authority (ANIC)	\$84,819.00	5,330	Month to Month
Tag Office/AUD (ANIC)	\$76,725.00	4,650	June, 2018
Tax Commissioner's Office (Washington Rd)	\$72,459.96	2,600	January, 2022

Properties leased to ARC

Department	Annual Payment	Square Footage	Expiration Date
Probation - Land Lease (Walton Way and 4th)	\$42,000.00	1.61 Acres	June, 2021
Cooperative Extension (Greene St)	\$30,000.00	4,502	Month to Month

* The above listed leases do not include AFD, RCSO, or various R&P Facilities

Properties leased by ARC

Lessee	Annual Payment	Square Footage	Expiration Date
DFACS	TBD	79,301	TBD
Riverwalk, Marina Store & Warehouse	\$41,400.00	2.97Acres Land 39,004 Warehouse	June, 2020
Historic Augusta Inc. (Synagogue)	\$10.00		July, 2021
Department of Driver Services	\$1.00	4,141	July, 2018
Green Jackets Baseball, LLC	\$25,000.00		September, 2018

Former Lease Agreements

Lessee	Annual Payment	Square Footage	Expiration Date
AUD (Bay Street)	\$157,220.64	11,389	September, 2016
Juvenile Court (Broad Street)	\$161,076.00	11,891	December, 2016

Current Space Needs - Funded

- **Fleet Shop:** Age of facility, SPLOST 7 funding for maintenance design and upgrades
- **Fire Department Training Center and EOC:** creation of a training center and relocation of EOC from 911
- **911:** Expansion and upgrades of current facility
- **Animal Services:** HVAC, roof work, water intrusion issues and building envelope
- **Records Retention:** Additional facility to house records due to lack of storage (1815 Marvin Griffin Rd)

Current Space Needs - Unfunded

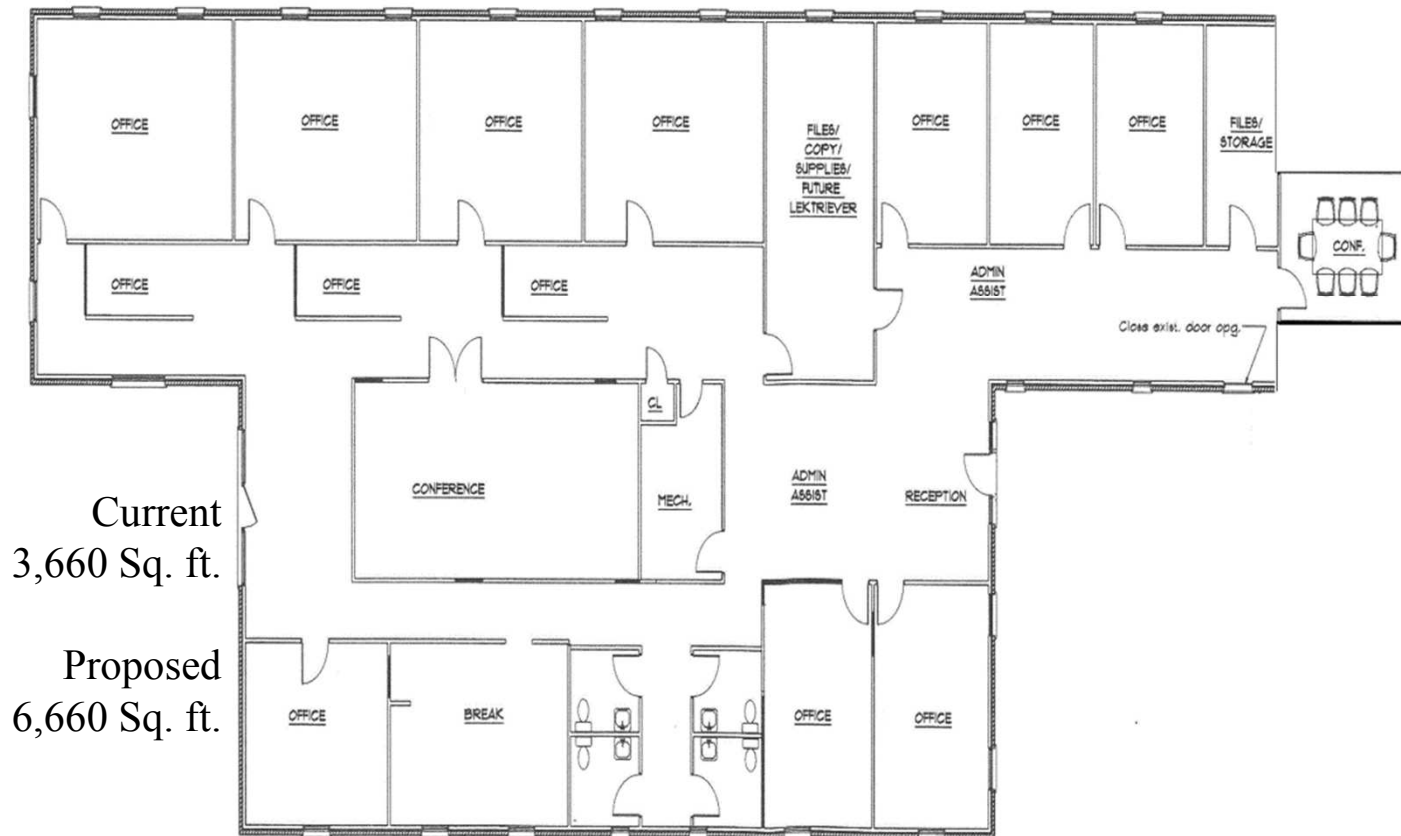
- **Juvenile Court:** lacks court room space, occupy shared offices within MB, lack programming space
- **Probation Services:** Modular offices, land lease
- **RCCI:** Age of facility, poor ventilation
- **Recreation & Parks:** Renovated Facility, ADA modifications
- **Keep Augusta Beautiful:** New program with two employees requiring space

Municipal Campus

- December, 2016 Juvenile Court relocated from expensive rental space; current space is overcrowded and staff is split between 2 floors
- Law Department lacks adequate space for existing staff and room for growth
- Wellness Center currently in modular office space; must be relocated due to future demolition plans of 401 Walton Way (LEC) and expected growth

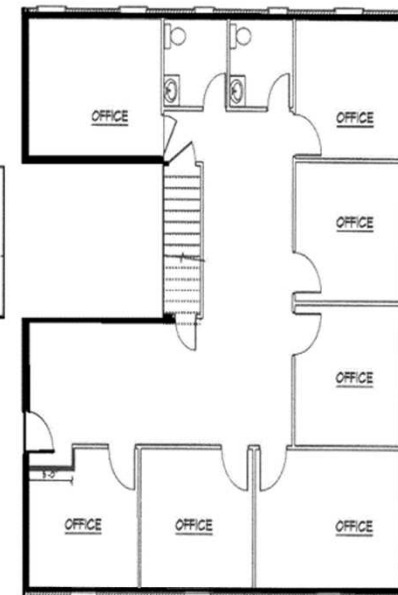
Municipal Campus

- Compliance Department lacks adequate space for existing staff and has confidentiality issues with existing setup; Department not in existence during renovation planning
- **New Request: Marshal's Office lacks space for 3 employees and a centralized Operation Center (currently on Deans Bridge Rd). Additional space needs were not requested with former Marshal Office Administration**



Current
3,660 Sq. ft.

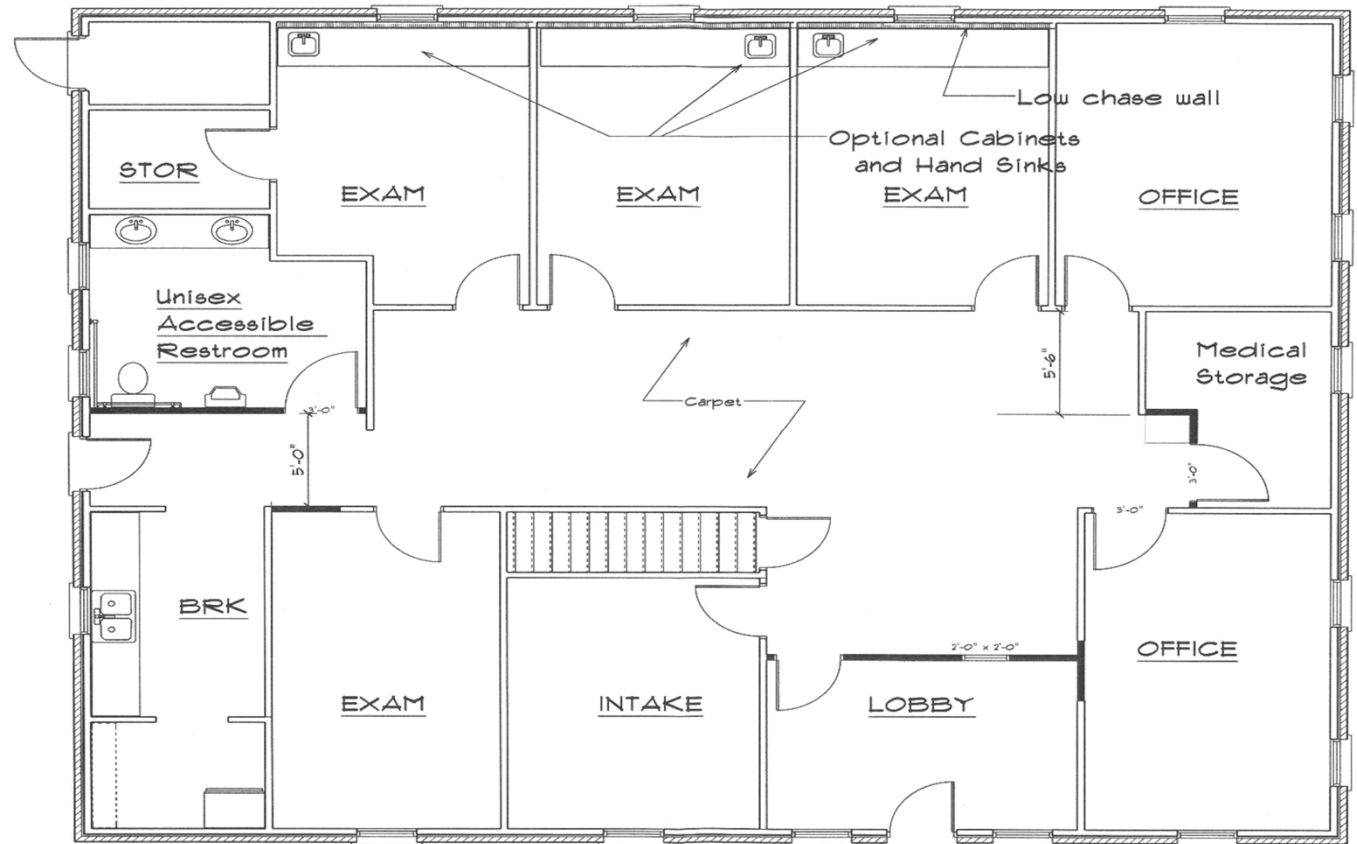
Proposed
6,660 Sq. ft.



1,571 Sq. ft.
Future Programming

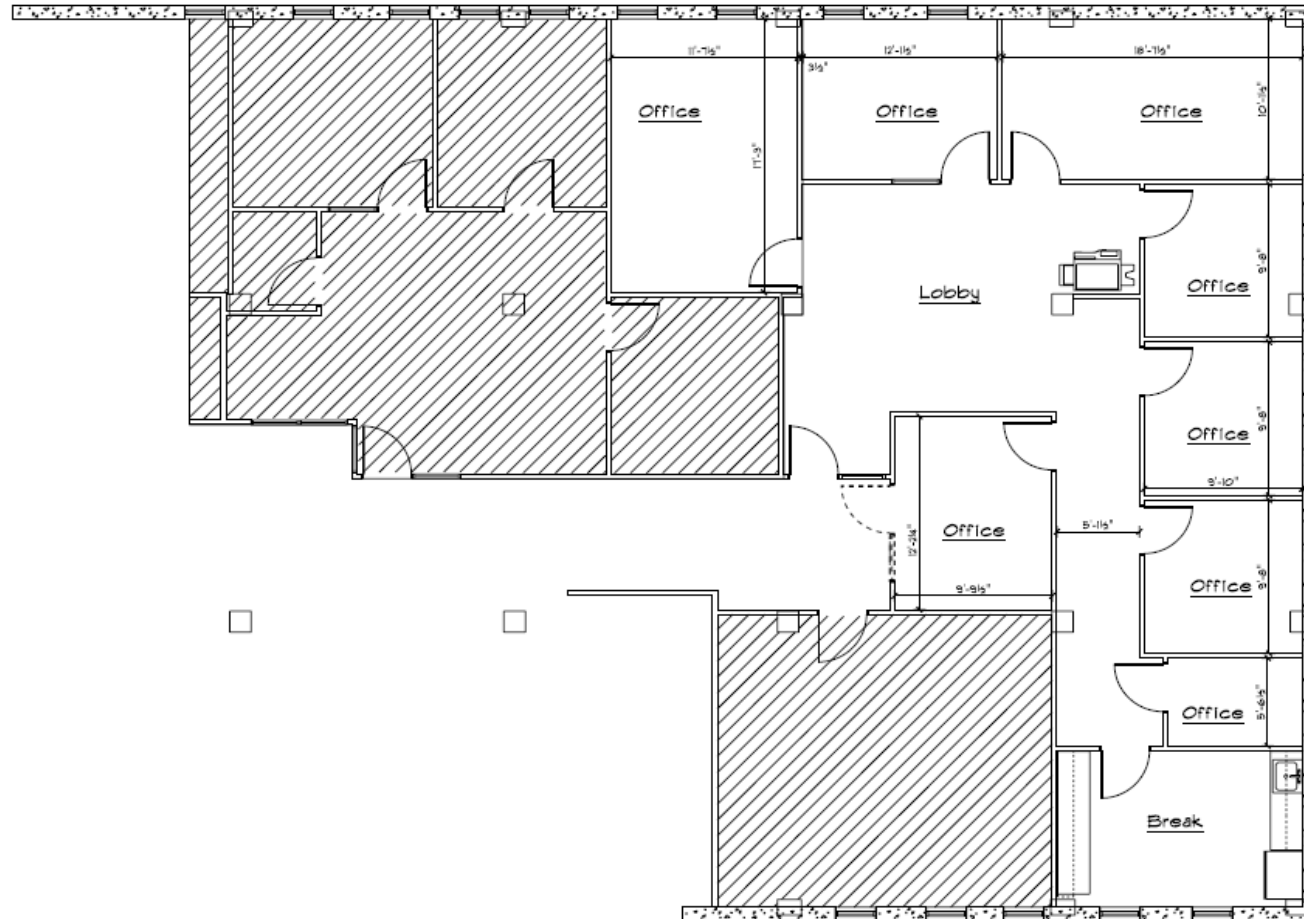
Current
1,000 Sq. ft.

Proposed
1,571 Sq. ft.



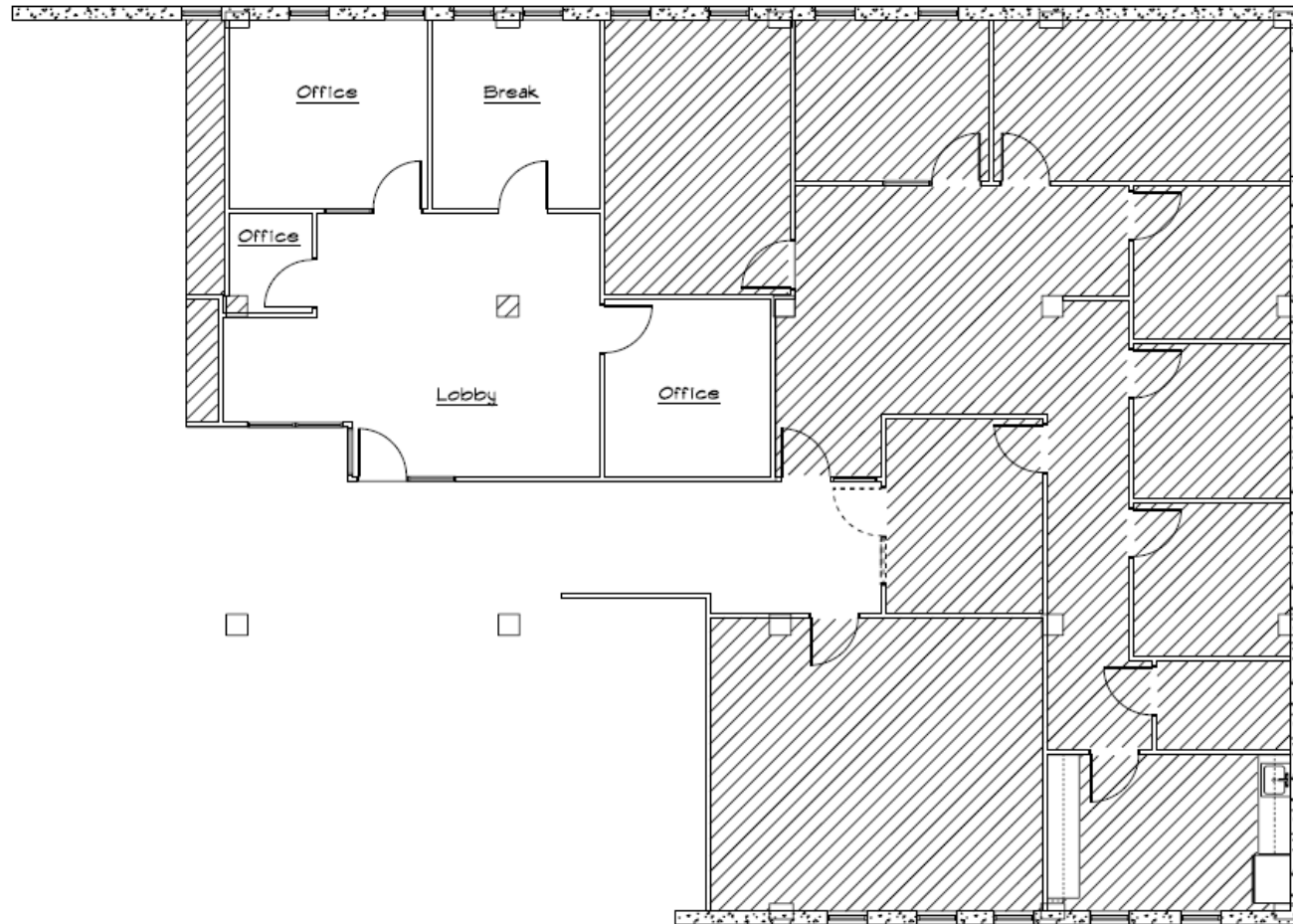
Current
1,114 Sq. ft.

Proposed
1,314 Sq. ft.

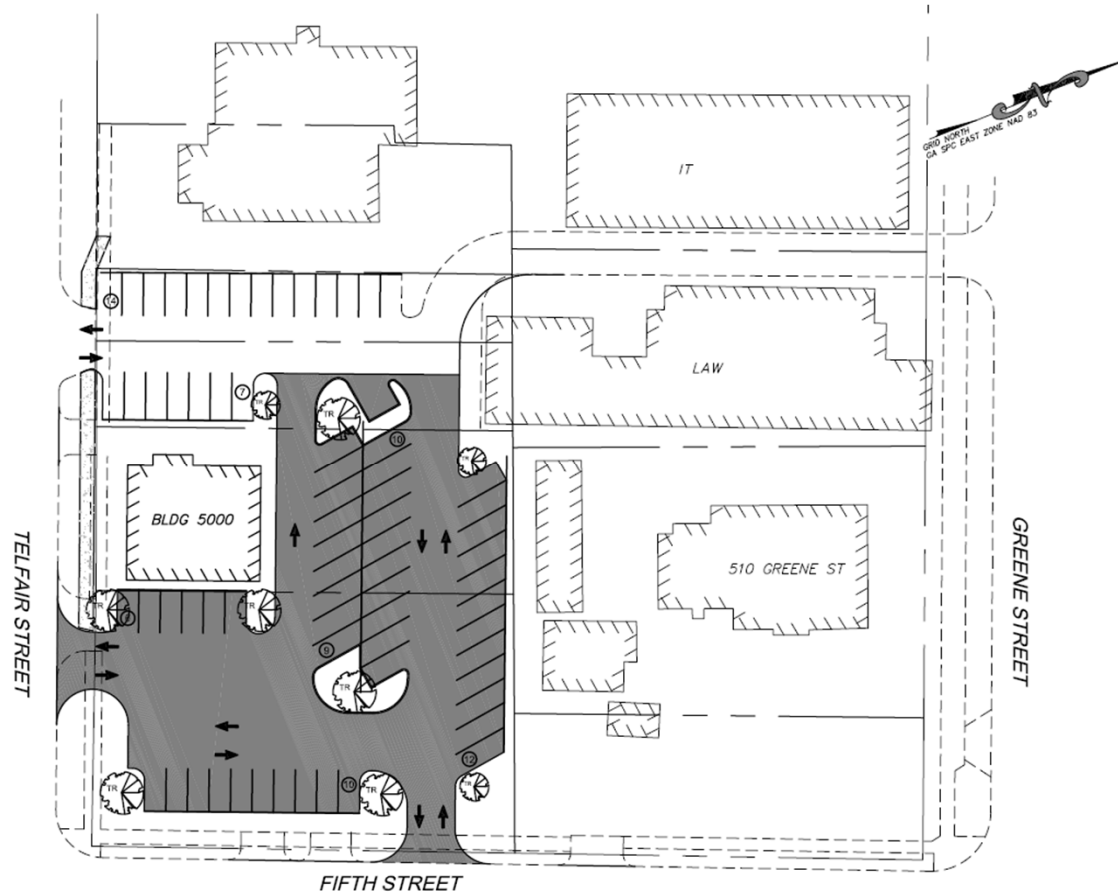


Current
0 Sq. ft.

Proposed
765 Sq. ft.

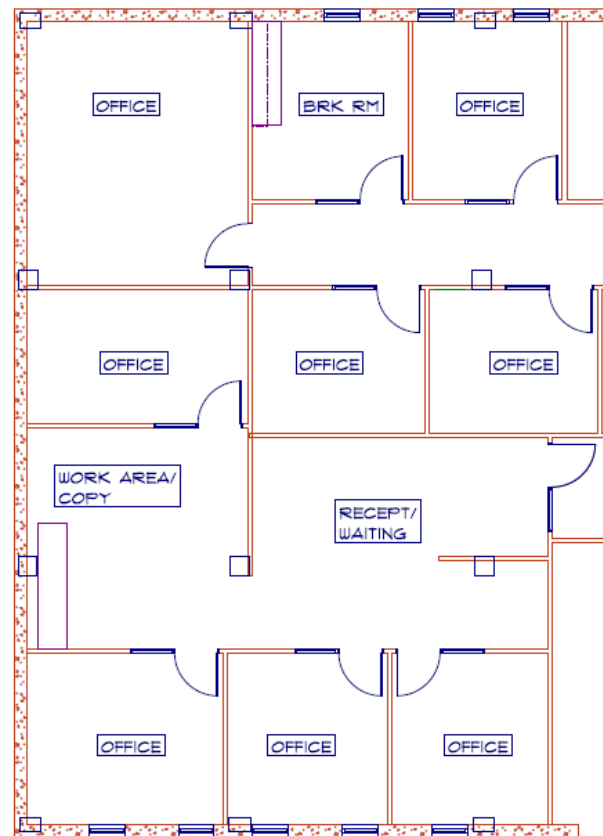


47 Proposed
Spaces 5 Net

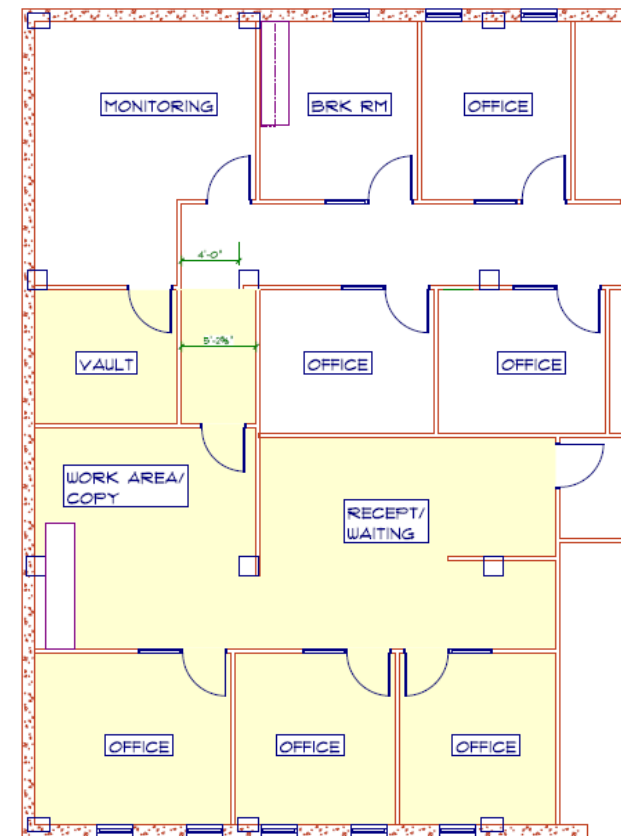


Current
3,303 Sq. ft.

Proposed
4,417 Sq. ft.

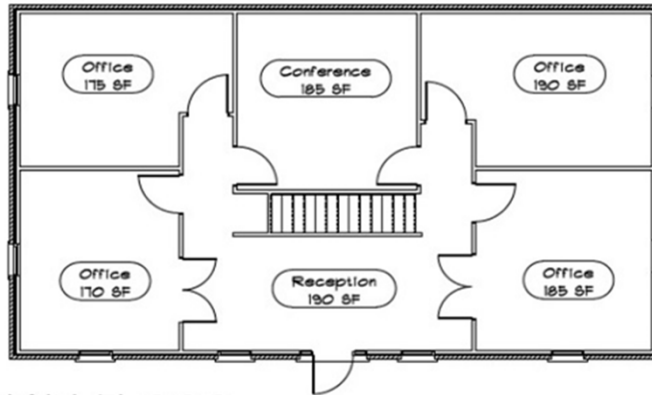


Existing Plan

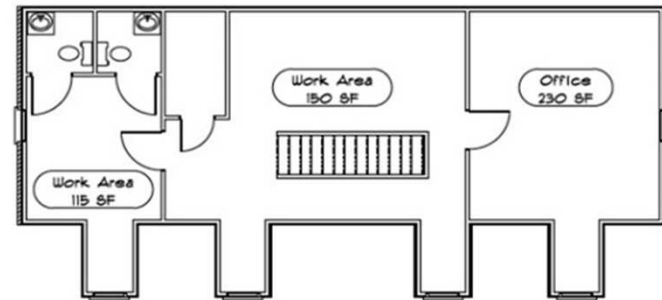


Proposed Plan

Current
1,590 Sq. ft.



MAIN FLOOR
SCALE: 1/8" = 1'-0"



SECOND FLOOR
SCALE: 1/8" = 1'-0"

Engineering Admin Challenges

- Main entrance and bathroom (2nd floor) is not ADA accessible
- Only facility restroom located on the second floor
- HVAC needs to be replaced due to age and operation
- Carpet, paint, other cosmetic upgrades needed
- Replace/repair windows and trim as necessary
- Elevator installation (retrofit options)

Estimated renovation cost: \$100k - \$150k

Planning & Development

Project Costs:

Construction	\$563,000.00
Property Acquisition	\$299,000.00
Furniture	\$ 77,744.39
Data Communications	<u>\$ 47,526.85</u>
Total	\$987,271.24

** Per the construction contract, this project will be completed no later than December 31, 2017 funded by Capital, SPLOST 7 and Operations*

Central Services Renovations

- Consolidate essential functions in one central location
- Relocating Augusta 311 to the central office creates expansion opportunities for the Compliance Department
- Facilities Maintenance - Construction Shop is located behind the building
- AUD Water Production Plant #1 pumps located in the rear of the facility, thus requiring utility services to the building
- Built in 1976 with limited renovation work since then

Recommendations

- Expand the Law Department by utilizing space vacated by the Engineering Department relocating to Walker Street
- Renovate Traffic Engineering Building to relocate the Wellness Center from 4th Street
- Relocate Compliance Department from the 7th floor to the 5th floor
- Demolish Engineering Administrative building; construct additional parking to improve traffic flow

Recommendations

- Irrigate landscaping islands
- Relocate Marshal's Operation Center (MOC) from Deans Bridge Rd to the 7th floor (Compliance Suite) and expand the Marshal's Suite to include the offices for additional staffers
- Designate space on the 5th floor vacated by Augusta 311 for Keep Augusta Beautiful

Recommendations

- Renovate the Central Services Department offices located on Peach Orchard – new Department June 2016
- Relocate Augusta 311 from the 5th floor of the Municipal Building to the Central Services Department offices

Municipal Campus Account

Balance available as of November 6, 2017	\$981,239
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Estimated Costs

Law Department	\$317,090
Wellness Center	\$100,000
Compliance Department	\$ 84,600
Parking Lot Addition & Design	\$ 80,500
Irrigation	\$ 33,895

Municipal Campus Account

Marshal's Office Buildout	\$ 25,000
Demolition of Engineering Building	\$ 10,000
Total	<u>\$651,085</u>
New Balance	<u><u>\$330,154</u></u>

Facility Space Allocation Plan:

1. Expand the Law Department by utilizing space vacated by the Engineering Department relocating to Walker Street
2. Renovate Traffic Engineering Building to relocate the Wellness Center from 4th Street
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8. Renovate the Central Services Department offices located on Peach Orchard – new Department June 2016
9. Relocate Augusta 311 from the 5th floor of the Municipal Building to the Central Services Department offices

**Administrative Services Committee
November 14, 2017
Central Services Department**