



Administrative Services Committee Commission Chamber- 3/13/2018- 1:15 PM
Meeting

ADMINISTRATIVE SERVICES

1. Approve the purchase of one Chevrolet Tahoe Pursuit using a sub-grant funded by the Federal Homeland Security Grant Program through the State of Georgia for the Richmond County Sheriff's Office. Awarded via State Contract #SWC 40199-409. [!\[\]\(38441ceaa711016e0bf2ad46ad394ff4_img.jpg\) Attachments](#)
2. Approve the purchase of 3 - F-150 Crew Cab Pickup Trucks for Richmond County Sheriff's Department using forfeiture funds. [!\[\]\(6e027340d4263908f264926b1ad81c5e_img.jpg\) Attachments](#)
3. Motion to approve a request from the Augusta Regional Airport Marshal's Office Division for one new 2018 Ford Pursuit Utility Explorer for K-9 transport. [!\[\]\(781510d64f329bf3c880acf086e884d6_img.jpg\) Attachments](#)
4. Approve a request from Fleet Management for the replacement of five Marshal's Office vehicles using SPLOST Phase VII – Public Safety Vehicles utilizing competitive Bid Item #18-123. [!\[\]\(93cdf5b84f2bfec404f7441e84b6ba5c_img.jpg\) Attachments](#)
5. Approve the replacement of one Ford Pursuit Utility Vehicle using a sub-grant funded by the Federal Homeland Security Grant Program through the State of Georgia. [!\[\]\(0f0f932ce3b5577a82f34ad23239a6e5_img.jpg\) Attachments](#)
6. Approve a request from the Richmond County Sheriff's Office to replace 31 Road Patrol, 2 Traffic, 2 Civil, 1 K-9 and 7 Criminal Investigation vehicles using SPLOST VII – Public Safety Vehicles. [!\[\]\(eae2be0f6c865f0a2febc97c99fc2475_img.jpg\) Attachments](#)
7. A motion to approve and execute the final revision of the Healthstat contract. [!\[\]\(beb73fa08c38b910d1745a8873b27d81_img.jpg\) Attachments](#)
8. Approve proposal from Total Systems Commissioning, Inc. in the amount of \$39,680.00 to assess the condition of the plumbing and electrical systems at Richmond County Correctional Institution (RCCI) and recommend a strategy to [!\[\]\(b5401e964162c76526213b8e70b40c2e_img.jpg\) Attachments](#)

implement improvements. (RFP17-294)

9. Update from Historic Augusta regarding the plans for the Augusta Jewish Museum in accordance with the lease agreement between Augusta, GA and Historic Augusta, Inc. dated July 26, 2016.  [Attachments](#)
10. Discuss the proficiency/effectiveness of automated voice messaging systems used by city departments. **(Requested by Commissioner Marion Williams)**  [Attachments](#)
11. Discuss "common set of facts". **(Requested by Commissioner Marion Williams)**  [Attachments](#)
12. Presented as Information: The Housing and Community Development Department is going digital.  [Attachments](#)
13. Motion to approve the minutes of the Administrative Services Committee held on February 27, 2018.  [Attachments](#)
14. Consider Sheriff Roundtree's communication to the commission dated 3/7/18 regarding the commission's prerogative to speak to public concerns. **(Requested by Commissioner Marion Williams)**  [Attachments](#)
15. Update from Procurement regarding awarding of storm water contracts.  [Attachments](#)



**Administrative Services Committee Meeting
3/13/2018 1:15 PM**

2018 - Sheriff Tahoe Spec Ops - State Contract #SWC 40199-409

Department: Central Services Department - Fleet Management

Presenter: Ron Crowden

Caption: Approve the purchase of one Chevrolet Tahoe Pursuit using a sub-grant funded by the Federal Homeland Security Grant Program through the State of Georgia for the Richmond County Sheriff's Office. Awarded via State Contract #SWC 40199-409.

Background: The Richmond County Sheriff's Office has received a grant, through the State of Georgia, from the Federal Homeland Security Grant Program (attached). The grant will authorize the expenditure of up to \$52,000 for (see attachment). This vehicle will be utilized by the Richmond County Sheriff's Office –Special Operations.

Analysis: Because of the impending deadline of the Grant, Fleet Management requested the use of the State Contract for this truck, from the Procurement Office, for vehicle pricing. The Procurement Office approved the use of the Georgia Wide State Contract. Pricing for this truck through Hardy Fleet Group Government Sales is \$42,501.00.

Financial Impact: No impact on Capital Outlay or SPLOST. Augusta will be responsible for the operating cost of the vehicle.

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

Recommendation: Approve the purchase of one Chevrolet Tahoe Pursuit for the Richmond County Sheriff's Office funded by Grant # SHO16-055.

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

Cover Memo

Item # 1

REVIEWED AND APPROVED BY:

Finance.

Procurement.

Law.

Administrator.

Clerk of Commission



STATE OF GEORGIA
OFFICE OF THE GOVERNOR
ATLANTA 30334-0090

Nathan Deal
GOVERNOR

August 22, 2016

Honorable Richard Roundtree
Sheriff of Richmond County
400 Walton Way
Augusta, Georgia 30901

Dear Sheriff Roundtree:

It is my pleasure to inform you that the State of Georgia has awarded the Richmond County Sheriff's Office a subgrant funded from the federal FY16 Homeland Security Grant Program. The amount of the grant is \$186,000.00 to acquire or sustain your department's Explosive Ordnance Disposal (EOD) program.

These funds are subject to the execution of the appropriate documents that you will receive from the Georgia Emergency Management and Homeland Security Agency (GEMHSA) in the near future. The grant funding can be used only for the purposes specified and authorized by a Recipient-Subrecipient Agreement, so no action can be undertaken until the agreement has been finalized.

Thank you for your commitment to protect our state. I appreciate your efforts to ensure that Georgia remains a safe place for us to live and raise our families. By working together, we can continue to be prepared for the challenges that may face us.

Sincerely,

A handwritten signature in black ink that reads "Nathan Deal".

Nathan Deal

ND:sh

GEORGIA EMERGENCY MANAGEMENT AND HOMELAND SECURITY AGENCY

(SHADED AREAS ARE FOR GEMHSA USE ONLY)

DETAILED BUDGET WORKSHEET

FY2016 DHS HSGP, State Homeland Security Program (SHSP)

Law Enforcement Terrorism Prevention Award? ☒ Yes ☐ No		State on Behalf of Locals: ☐ Yes ☒ No			
GAN#: EMW-2016-SS-00007-S01	Grant Number: SHO16-055	Revision#:	Area: 5		
DATE: 7/22/2016	SUBRECIPIENT NAME: Richmond County Sheriff's Office	FEID: 58-6000310	COUNTY: Richmond		
CONTRACT CONTACT:	NAME/TITLE: Sheriff Richard Roundtree	ADDRESS: 400 Walton Way, Augusta, GA. 30901			
	PHONE: 706-821-1000	EMAIL: rroundtree@augustaga.gov			
PROGRAM CONTACT:	NAME/TITLE: Cpl. Bruce Williams/Richmond County Sheriff's Dept.	ADDRESS: 400 Walton Way, Augusta, GA. 30901			
	PHONE: 706-821-1486	EMAIL: bawilliams@augustaga.gov			
Specify the Investment Justification associated with the project to be funded. Choose one from the drop-down list below:					
Investment Justification: 5. Sustain, Maintain, and Enhance Public Safety Response Teams Equipment					
Specify Discipline on this line: Fire, Law Enforcement (LE), EMS, EMA, 911, Other. Choose one from the drop-down list below:					
Discipline: Law Enforcement (LE)					
COST ESTIMATE					
ITEM	CATEGORY	ITEM	QUANTITY	UNIT PRICE	TOTAL COST
001	IS	02EX-01-XRAP X-Ray Equipment (NANO Kits)	3	\$ 40,000.00	\$ 120,000.00
002	VEH	12VE-00-MISS Tech Bomb/ CBRNE Response Vehicle	1	\$ 52,000.00	\$ 52,000.00
003	EOD	02EX-02-TLRO Tech hand entry and electronic diagnostic tools	2	\$ 6,500.00	\$ 13,000.00
004	EOD	02EX-02-TLRO Remote Opening/ Disruption Tools	1	\$ 1,000.00	\$ 1,000.00
005					\$ -
006					\$ -
007					\$ -
008					\$ -
009					\$ -
010					\$ -
011					\$ -
012					\$ -
013					\$ -
014					\$ -
015					\$ -
016					\$ -
017					\$ -
018					\$ -
019					\$ -
020					\$ -
GEMHSA Program Manager: James Seagle		Program: Homeland Security	TOTAL	\$ 186,000.00	
Prepared By: Jason Bailey		Title: HSPAR			

Category - The above chart must indicate a category with each line. Choose one from the drop-down list.

- | | | | |
|--|-------------------------------------|-----------------------------------|-------------------------|
| 1. Personal Protective Equipment (PPE) | 8. Decontamination (DECON) | 15. Inspection and Screening (IS) | 22. Training (TRG) |
| 2. EOD | 9. Medical (MED) | 16. Animal and Plants (A&P) | 23. Exercise (EX) |
| 3. CBRNE Operational & Search & Rescue (SAR) | 10. Power (POW) | 17. Watercraft (WC) | 24. Planning (PLG) |
| 4. Information Technology (IT) | 11. CBRNE Reference Materials (RFF) | 18. Aviation (AIR) | 25. Citizen Corps (CCP) |
| 5. Cyber Security (CS) | 12. CBRNE Response Vehicles (VEH) | 19. CBRNE Logistical Support (LS) | |
| 6. Interoperable Communications (Inter Ops.) | 13. Terrorism Prevention (TP) | 20. Intervention (INT) | |
| 7. Detection (DET) | 14. Physical Security (PS) | 21. Other Authorized (O) | |

Hardy Chevrolet
2018 Chevrolet Tahoe Pursuit
Juan Lizano, Fleet Sales

2018 Chevrolet Tahoe Pursuit			\$ 32,136.00
Std. Equipment: V8 · Auto · A/C · AM/FM/BT · Power windows · locks · mirrors · Power drivers seat · cloth bucket seat w/ no console · vinyl rear seat · tilt steering wheel · cruise control · remote keyless entry · vinyl floor covering · rear view camera · aux. battery			
Available options:	place "x" if desired		
Admin pkg. (Aluminum wheels • Carpet • Bucket Seats • Remote Start)		\$1,140.00	\$ -
Inoperable inside door handle • windows • locks		\$172.00	\$ -
Red / White front aux. dome light	X	\$179.00	\$ 179.00
4 x 4 Drive train (5W4 Special Service)		\$2,969.00	\$ -
4 x 4 Drive Train (Pursuit)		\$3,606.00	\$ -
6 extra key fobs / keys	X	\$109.00	\$ 109.00
West Chatham Up Fit Quote #5152	X	\$9,343.00	\$ 9,343.00
Spotlamp LED	X	\$584.00	\$ 584.00
Carpet flooring w/mats (included w/admin)		\$173.00	\$ -
Grill lamp & Siren speaker wiring		\$193.00	\$ -
Delivery	X	\$150.00	\$ 150.00
Ext Color: Siren Red _____ extra charge		\$500.00	\$ -
Black _____ White _____			
Silver Ice __X__ Sterling Silver _____			
Tungesten _____ Pepperdust _____			
Blue Velvet _____ Satin Steel _____			
Total per unit			\$ 42,501.00
Number of units			0
Total purchase order			\$ -

SWC 40199-409

Item # 1

jlizano@hardyautomotive.com
phone 770-445-9411 x 198 fax 770-445-9659


WEST WARNING EQUIPMENT SALES & SERVICE, LLC

 115 SAND BAR FERRY ROAD
 AUGUSTA, GA 30901

Phone # 706-855-6916

QUOTE

Date	Quote #
3/1/2018	5152

Name / Address
FIRSTVEHICLE ATTN: TERRI PO BOX 507 AUGUSTA, GA 30903

Qty	Item	Description	Rate	Total
1	COD-21TR52MC	2018 CHEVY TAHOE- PATROL PACKAGE CODE3 21TR52MC - 52" LED LIGHTBAR MULTI COLOR LIGHT HEADS BLUE/WHITE FRONT BLUE/AMBER REAR MC TAKEDOWN & ALLEYS WITH STRAPS FOR A TAHOE	1,550.00	1,550.00
2	WAY-44250	TOGGLE SWITCH (FOR T.A. FUNCTION)	7.00	14.00
1	ABL-056000	ABLE2 5.6000 SWITCH BOX- T	135.00	135.00
1	COD-920-10TH	CODE3 920-10TH PLUG-IN PLAY HEADLIGHT FLASHER 11-15	65.00	65.00
4	FEN-H-2209BW	FENIEX H-2209BW CANNON 120 BLUE / WHITE (CORNERS)	70.00	280.00
1	CAR-SA-500-20 14	CARSON SA-500-20 14 CRUISER 100/200 WATT FULL FEATURED SIREN	185.00	185.00
1	FEN-S-2009	FENIEX S-2009 TRITON 100W SPEAKER	125.00	125.00
1	JOT-425-6012	JOTTO DESK 425-6012 SCL CONSOLE 15"	165.00	165.00
1	JOT-425-6115	425-6115 3" EQUIP BRKT-ABL-056000	0.00	0.00
1	JOT-425-6349	425-6349 3" EQUIP BRKT- CARSON SA 500	0.00	0.00
2	JOT-425-6053	425-6053 3" BLANK	0.00	0.00
1	JOT-425-6022	JOTTO 425-6022 15+ TAHOE FLOOR PLATE	135.00	135.00
1	JOT-425-6411	JOTTO 425-6411 ADJ. ARMREST	79.00	79.00
1	JOT-425-6205	JOTTO 425-6205 DUAL EXTERNAL CUPHOLDER	50.00	50.00
1	JOT-475-0865	JOTTO 475-0865 SPACE CREATOR HIGH SECURITY/ HIGH VISIBILITY - 2015 TAHOE	620.00	620.00
1	JOT-475-0888	JOTTO 475-0888 HIGH SECURITY EXTENSION PANEL 2 PC 2015 + TAHOE	90.00	90.00
1	JOT-475-0973	JOTTO 475-0973 REPLACEMENT BIO SEAT SYSTEM 2015+ TAHOE	1,150.00	1,150.00
1	JOT-475-0962	JOTTO 475-0962 TAHOE 15+ SECURE GRID WINDOW BARS & DOOR PANEL KIT	350.00	350.00
1	JOT-475-0192	JOTTO 475-0192 GR9-870 VERTICAL MOUNT TO FLAT/RECESSED HOUSING- SINGLE GUN RACK	265.00	265.00
1	JOT-425-5546	JOTTO 425-5546 15+ TAHOE HD LAPTOP STAND - NO TOP	375.00	375.00
1	ABL-140553	TRIPLE OUTLET	25.00	25.00
1	ATD-7974	ATD-7974 BOOSTER CABLE KIT	125.00	125.00
1	WAY-48887	WAYTEK 48887 CIRCUIT BREAKER 150 AMP	35.00	35.00
1	5LB - 25614	5LB FIRE EXTINGUISHER W/ VEHICLE BRACKET	50.00	50.00
1	DECAL	RC DECAL KIT	175.00	175.00
1	TINT	WINDOW TINT WITH 6" STRIP	145.00	145.00

Sales Tax (8.0%)

Total

Item # 1

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

115 SAND BAR FERRY ROAD
AUGUSTA, GA 30901

Phone # 706-855-6916

QUOTE

Date	Quote #
3/1/2018	5152

Name / Address
FIRSTVEHICLE ATTN: TERRI PO BOX 507 AUGUSTA, GA 30903

Qty	Item	Description	Rate	Total
1	Misc	GPS RECEIVER PART# MR-350PS4 GLOBAL STAT	25.00	25.00
1	Misc	USB ADAPTOR CABLE PART# RS-USB-HT (M716071) GLOBAL STAT	80.00	80.00
1	TUF-36-009CK	TUFLOC 36-009CK SUV WIDE BOX COMBINATION W/ KEY OVERRIDE	1,200.00	1,200.00
1	LABOR	LABOR TO INSTALL ABOVE & CUSTOMER SUPPLIED DOCKING STATION	1,850.00	1,850.00
QUOTE GOOD FOR 30 DAYS			Sales Tax (8.0%)	\$0.00
			Total	Item #1,343.00

Contract Information			
Statewide Contract Number		99999-ES40199409-0002	
PeopleSoft Vendor Number		0000066877	Location Code 000001
Vendor Name & Address			
Hardy Fleet Group 1249 Charles Hardy Pkwy Dallas, Georgia 30157 TIN: 20001450214			
Contract Administrator			
Steve Canup scanup@bellsouth.net Telephone: 770-445-9411 Fax: 770-445-9659			
Contact Details			
Ordering Information		Hardy Fleet Group 1249 Charles Hardy Pkwy Dallas, Georgia 30157 Attn: Steve Canup	
Remitting Information		Hardy Fleet Group 1249 Charles Hardy Pkwy Dallas, Georgia 30157 Attn: Steve Canup	
Delivery Days		Orders will be shipped within 120 days after receipt of Purchase Order	
Discounts		2% if paid within 20 days of vehicle delivery	
Payment Terms		Net 30	
Bid Offer includes		State and Local Governments	
Acceptable payment method		Purchase Orders	

Police Pursuit Vehicles (See Delivery Pricing Below)					
Line Item Number	Vehicle	Engine	Supplier	Vehicle Price	Early Pay Discount
4-PPV-CT-8	Chevrolet Tahoe PPV	5.3L V8	Hardy Chevrolet Steve Canup 770-445-9411	\$32,136.00 2018 scanup@bellsouth.net	\$31,493.28
5-PPV-DC-6	Dodge Charger	3.6L V6	Akin Ford/Dodge Roz Izenhour 770-868-5271	\$22,351.90 2018 Rizenhour@akinsonline.com	
6-PPV-DC-8	Dodge Charger	5.7L V8	Akin Ford/Dodge Roz Izenhour 770-868-5271	\$22,786.75 2018 Rizenhour@akinsonline.com	
7-PPV-FS-V6-FWD	Ford Pursuit Sedan	3.5L V6 FWD	Wade Ford Jack Eastland 678 385-3452	\$21,359.50 2017 jeastland@wade.com	NO EPD
8-PPV-FS-6-AWD	Ford Pursuit Sedan	3.5L V6 AWD	Wade Ford Jack Eastland 678 385-3452	\$22,359.50 2017 jeastland@wade.com	NO EPD
9-PPV-FS-6E-AWD	Ford Pursuit Sedan	3.5L V6 Eco Boost AWD	Wade Ford Jack Eastland 678 385-3452	\$23,568.00 2017 jeastland@wade.com	NO EPD
11-PPV-FU-6-AWD	Ford Pursuit Utility	3.7L V6 AWD	Wade Ford Jack Eastland 678 385-3452	\$25,623.00 2017 jeastland@wade.com	NO EPD

2017 model
order
window
closed;
Awaiting
pricing for
2018 Models

Wade Ford Delivery Pricing	
Region 1	\$61.00
Region 2	\$60.00
Region 3	\$100.00
Region 4	\$60.00
Region 5	\$60.00
Region 6	\$60.00
Region 7	\$100.00
Region 8	\$120.00
Region 9	\$135.00
Region 10	\$140.00
Region 11	\$180.00
Region 12	\$200.00

Hardy Chevrolet Delivery Pricing	
Region 1	\$150.00
Region 2	\$150.00
Region 3	\$150.00
Region 4	\$150.00
Region 5	\$150.00
Region 6	\$150.00
Region 7	\$25.00
Region 8	\$25.00
Region 9	\$25.00
Region 10	\$25.00
Region 11	\$25.00
Region 12	\$25.00

Akin Dodge Delivery Pricing	
Region 1	\$50.00
Region 2	\$50.00
Region 3	\$50.00
Region 4	\$50.00
Region 5	\$50.00
Region 6	\$50.00
Region 7	\$50.00
Region 8	\$50.00
Region 9	\$50.00
Region 10	\$50.00
Region 11	\$50.00
Region 12	\$50.00



**Administrative Services Committee Meeting
3/13/2018 1:15 PM
2018 - Sheriff's Office Narcotics Division Trucks**

Department: Central Services Department - Fleet Management Division

Presenter: Ron Crowden

Caption: Approve the purchase of 3 - F-150 Crew Cab Pickup Trucks for Richmond County Sheriff's Department using forfeiture funds.

Background: Sheriff's Office is requesting the purchase of 3 - F-150 Crew Cab Pickup Trucks for the Narcotics Division for drug suppression operations. The Narcotics Division relies on forfeiture funds to purchase equipment and vehicles for the Division. O.C.G.A. 16-13-49 (u) (4) (D) (i) authorizes the Sheriff's to use forfeiture funds for "any official law enforcement purpose except for the payment of salaries or rewards to law enforcement personnel, at the discretion of the chief officer of the local law enforcement agency, or may be used to fund victim-witness assistance programs or state law enforcement museum."

Analysis: Fleet Management submitted a request for bids through the Procurement Department utilizing the Demand Star electronic bid system (Bid 17-288) which offers nationwide bid coverage. The Procurement Department received quotes back from two vendors (see attached tab sheet). The Ford product was not bid by dealerships because Ford had pulled the government pricing for the 2018 Ford F-150. It appears that Ford pricing coupled with the "concessions", the manufacturer allowed, would result in Ford Motor Company losing money on the sale, therefore no bids were submitted by Ford Dealerships. Fleet Management looked at the State contract and found that a Ford F-150 is available through the State Contract at a lower price than the two bidders. Bids are as follows: Allan Vigil Ford = \$30,899.00; Thomson Motors Center = \$33,495.00; Master Buick GMC Trucks, Inc. = \$35,525.00.

Financial Impact: Total cost of 3- Ford – F150, Crew Cab, 4X4 = \$92,697.00. Funds are available in 212-03-1222/54.22210 (forfeiture funds).

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

Cover Memo

Item # 2

Recommendation: Approve the request to purchase 3 Ford F-150's, Crew Cab, 4X4 for Richmond County Sheriff's Office using forfeiture funds.

**Funds are Available
in the Following
Accounts:** 212-03-1222/54.22210 (Forfeiture Funds)

REVIEWED AND APPROVED BY:

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

Statewide Contract Information Sheet

Statewide Contract Number	99999-SPD-40199373	NIGP Code	See NIGP Tab
Name of Contract	Administrative Vehicles, Regular and Alternatively Fueled		
Effective Date	11-15-2013	Expiration Date	11/30/2018
Contract Table of Contents			
Vendors Awarded	9	Contract Information:	Mandatory Contract
Contract Information for Vendor			Click to Link to Page
Allan Vigil Ford			<u>2</u>
Additional Contract Information			
<u>Contract Renewals, Extensions, Changes</u>			<u>3</u>
<u>NIGP Codes</u>			<u>3</u>
<u>Detailed Pricing and Order Sheets "My Vehicle"</u>			<u>3</u>
<u>Vehicle Specifications</u>			<u>4-5</u>
<u>Special Contract Terms and Conditions</u>			<u>6-10</u>
<u>Issuing Officer</u>			<u>10</u>



State of Georgia Trucks (Regular & Alternative Fuel)

Ordering Instructions: Call or email Supplier and request an order sheet for the vehicle(s) you are requesting. The order sheet will have all available options with associated pricing. All options are priced at Dealer Invoice Cost plus 1%. Indicate on the order sheet your selection of options. The order sheet will tally the cost of the vehicle. Scan the order sheet and email back to Supplier to order. After supplier reviews the order sheet, issue the purchase order

All Options are at Dealer Invoice Cost Plus 1 %

Line	Model	Vehicle Description	Price	Early Pay Discount	Supplier Contact Information
T-1	2018	Chevrolet Colorado	\$ 19,980.00	NO EPD	Langdale Chevrolet Kris Jessee 706-325-2776 kjessee740@aol.com Contract #: 99999-SPD-ES40199373-0007
T-1	2018	Ford F-150	\$ 19,155.00	NO EPD	Allan Vigil Ford Bob Burtner 678-364-3986 bob@vigilford.com 99999-SPD-ES40199373-002
T-2	2017	Ford F-250	\$ 21,532.00	NO EPD	Allan Vigil Ford Bob Burtner 678-364-3986 bob@vigilford.com 99999-SPD-ES40199373-002
T-3	2017	Ford F-350	\$ 22,555.00	NO EPD	Allan Vigil Ford Bob Burtner 678-364-3986 bob@vigilford.com 99999-SPD-ES40199373-002
Alternatively Fueled					
T-4 AF	2018	C 1500Silverado (CNG)	\$ 33,725.00	\$ 33,387.75	Langdale Chevrolet Cris Jesse 706-325-2776 Kjessee740@aol.com Contract #: 99999-SPD-ES40199373-0007
T-5 AF	2017	Ford F-250 GGE CNG Tank	\$ 29,688.00	NO EPD	Allan Vigil Ford Bob Burtner 678-364-3986 bob@vigilford.com 99999-SPD-ES40199373-002
T-6 AF	2017	Ford F-350 GGE CNG Tank	\$ 30,650.00	NO EPD	Allan Vigil Ford Bob Burtner 678-364-3986 bob@vigilford.com 99999-SPD-ES40199373-002

Bid # 17-288 6,000 GVW Series Pickup Truck: Bid Opening 28 November, 2017 @ 3:00PM

	Allan Vigil Ford Govt Sales	Thomson Motors Center	Master Buick GMC Truck, Inc
Year	2018	2018	2018
Make	Ford	Dodge	GMC
Model	V-8 Crew Cab	V-8 Crew Cab	V-8 Crew Cab
Delivery	8 to 12 weeks	9-12 weeks	8 to 12 Weeks
5.04 Cost w options	\$30,899.00	\$ 33,495.00	\$ 35,525.00
	STATE CONTRACT		

STATE WIDE CONTRACT (SWC) #: 99999-SPD-ES40199373-002



**Administrative Services Committee Meeting
3/13/2018 1:15 PM
2018 Airport K9 SUV**

Department: Central Services Department - Fleet Managment Division

Presenter: Ron Crowden

Caption: Motion to approve a request from the Augusta Regional Airport Marshal's Office Division for one new 2018 Ford Pursuit Utility Explorer for K-9 transport.

Background: The Augusta Regional Airport Marshal's Division is requesting the acquisition of one K-9 SUV to accommodate the many operations activities encountered on a daily basis on and around the airfield. The Augusta Regional Airport Commission has approved this purchase per the attached approval letter.

Analysis: The Procurement Department approved the use of the Georgia Statewide Contract 99999-SPD-ES40199409-0003, 2018 Pursuit Utility Vehicle (Explorer): State Contract: Ford Pursuit Utility Vehicle (Explorer) – K-9 Package - \$34,511.00

Financial Impact: 1- Ford Pursuit Utility Explorer @ \$34,511.00. This vehicle will be purchased through the Georgia Municipal Association lease-to-own program with three annual payments of \$11,503.67each. (ACT #: 631-10-1110-54-99631)

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

Recommendation: Approve the purchase of one K-9 SUV at \$34,511.00 for the Augusta Regional Airport Marshal's Division.

Funds are Available in the Following Accounts: ACT# 631-10-1110/54-99631 GMA Lease

REVIEWED AND APPROVED BY:

Cover Memo

Item # 3

Finance.
Procurement.
Law.
Administrator.
Clerk of Commission



(706) 798-3236 • (706) 798-1551 Fax • 1501 Aviation Way • Augusta, Georgia 30906 • www.AugustaRegionalAirport.com

MEMORANDUM

Date: February 23, 2018
To: Ron Crowden, Fleet Manager
From: Herbert Judon, Executive Director *HJ*
Re: **GMA LEASE PURCHASES**

Airport Aviation Commission approved the purchase of two (2) GMA Lease purchase vehicles at the February 22, 2018 Aviation Commission Meeting. We are sending the required documentation for you to process through the Downtown Commission. Airport Marshal's Office Division 2018 Ford Pursuit Utility Explorer for K-9 transport, total purchase price \$34,511. Airport I.T. Transit Cargo Van total purchase price \$26,177.00. Both Vehicles were included in the 2018 Budget.

Please feel free to contact me with any questions or concerns you may have.



(706) 798-3236 • Fax: (706) 798-1551 • 1501 Aviation Way • Augusta, Georgia 30906 • www.flyags.com

DATE: February 22, 2018

STAFF RESOURCE: Herbert Judon, Executive Director

PROJECT TITLE: LEASE PURCHASE- MARSHAL'S DIVISION

ACTION REQUESTED:

Staff recommends the Augusta Aviation Commission approve lease purchase of 2018 Ford Pursuit Utility Explorer for K-9 transport - Airport's Marshal's Office Division.

BACKGROUND:

The Airports Marshal's Office Division is currently implementing a K-9 explosive detection program. The new program will require an additional vehicle to be added to the existing fleet. This vehicle will be specially outfitted for K-9 transport.

ANALYSIS:

The total purchase price is \$34, 511. Funding for the procurement of the vehicle is included in the 2018 budget.

3.7L V6, CLOTH FRONT/VINYL REAR, POWER WINDOWS/LOCKS/MIRRORS/DRV SEAT, PURSUIT RATED TIRES
WADE FORD, Inc. Government Sales 3860 South Cobb Dr Smyrna, GA 30080

PAINT COLORS					
	YZ	Oxford White	Vermillion Red	E4	
1	G1	Black	Light Blue Metallic	LN	
	BU	Medium Brown Metallic	Blue Metallic	FT	
	E3	Arizona Beige Clearcoat	Silver Gray Metallic	TN	
	HG	Smokestone Metallic	Sterling Gray Metallic	UJ	
	J1	Kodiak Brown Metallic	Ingot Silver Metallic	UX	
	JL	Dark Toreador Red Metallic	Medium Titanium Metallic	YG	
	KR	Norsea Blue Metallic	Fire Engine Red (VSO)	4650	
	LK	Dark Blue	Dark Forest Green (VSO)	7606	
	LM	Royal Blue	Emerald Green (VSO)	7862	

Base Vehicle	\$25,623.00
Total Chassis Options	\$1,887.00
Total Body Options	\$0.00
VSO Paint	0.00
Delivery Zone	\$0.00
Total	\$27,510.00
Discount	\$26,989.50

Agency Contact	Augusta
Phone	Stock unit
Agency	
Address	

Item # 3

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

115 SAND BAR FERRY ROAD
AUGUSTA, GA 30901

Phone # 706-855-6916

QUOTE

Date	Quote #
2/9/2018	5112

Name / Address

FIRSTVEHICLE
ATTN: TERRI
PO BOX 507
AUGUSTA, GA 30903

Qty	Item	Description	Rate	Total
		2018 FORD UTILITY K-9 SLICK TOP PACKAGE spebbles@augustaga.gov 706-821-2880		
1	SOU-ENFWBF(XXXX)	SOUND OFF nFORCE INTERIOR WINDSHIELD BAR 12 LED DUAL COLOR (BLUE/ WHITE)	825.00	825.00
1	ABL-056000	ABLE2 5.6000 SWITCH BOX	135.00	135.00
1	FEN-FN-0616D-BA	FENIEX FN-0616D-BA FUSION 600 LED DUAL COLOR LIGHT STICK BLUE/AMBER (REAR BACK WINDOW)	389.00	389.00
2	FEN-S-ENDCAPBR...	FENIEX 32-00020-01 SHORT END CAP BRKT-WL SERIES-EACH	4.25	9.50
1	FEN-FN-4416	FENIEX FN-4416 FUSION HEADLINER BRKT	15.00	15.00
4	FEN-H-2209BW	FENIEX H-2209BW CANNON 120 BLUE / WHITE (FOG AREA , REAR)	70.00	280.00
2	FEN-H-3217	FENIEX H-3217 METAL FLANGE W/ MOUNTING HARDWARE	5.00	10.00
2	FEN-FSM-180-B	FENIEX FSM-180-B FUSION SURFACE MOUNT SINGLE COLOR BLUE (SIDE BACK WINDOW)	50.00	100.00
2	FEN-FN-4316	FENIEX FN-4316 FUSION ROTATING BRACKET	20.00	40.00
1	CAR-SA-500-20 14	CARSON SA-500-20 14 CRUISER 100/200 WATT FULL FEATURED SIREN	185.00	185.00
1	FEN-S-2009	FENIEX S-2009 TRITON 100W SPEAKER	125.00	125.00
1	JOT-425-6478	JOTTO 425-6478 16" FORD UTILITY CONSOLE (16")	280.00	280.00
1	JOT-425-6115	425-6115 3" EQUIP BRKT-ABL-036000	0.00	0.00
1	JOT-425-6349	425-6349 3" EQUIP BRKT- CARSON SA 500	0.00	0.00
2	JOT-425-6053	425-6053 3" BLANK	0.00	0.00
1	JOT-425-3704	JOTTO 425-3704 DUAL INTERNAL CUPHOLDER	48.00	48.00
1	JOT-425-6411	JOTTO 425-6411 ADJ. ARMREST	80.00	80.00
1	ABL-140553	TRIPLE OUTLET	26.00	26.00
1	AME-K9KENNEL	AMERICAN ALUM. STANDARD K-9 UNIT INCLUDES RUBBER MAT , MATTE BLACK POWER COATING. FITS FORD UTILITY	2,030.00	2,030.00
1	AME-CG	AMERICAN ALUM COOL GUARD	500.00	500.00
1	AME-CGPAGER	AMERICAN ALUM COOL GUARD PAGER SYSTEM	365.00	365.00
1	5LB - 25614	5LB FIRE EXTINGUISHER W/ VEHICLE BRACKET	50.00	50.00
1	TINT	WINDOW TINT W/ 6" STRIP	175.00	175.00
1	ATD-7974	ATD-7974 BOOSTER CABLE KIT	125.00	125.00
1	WAY-48887	WAYTEK 48887 CIRCUIT BREAKER 150 AMP	30.00	30.00
1	LABOR	LABOR TO INSTALL ABOVE	1,700.00	1,700.00
QUOTE GOOD FOR 30 DAYS			Sales Tax (8.0%)	\$0.00
			Total	\$7,521.50



Central Services Department

Takiyah A. Douse, Director
Ron Crowden, Fleet Manager

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

MEMORANDUM

TO: Ms. Geri Sams, Director, Procurement Director

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

FROM: Mr. Ron Crowden, Fleet Manager, Central Services Department 

DATE: February 9, 2018

SUBJECT: Purchase Sheriff's and Marshal's Cars from Georgia State Contract – 2018 Ford Pursuit Utility

This memorandum is to request permission to use the current Georgia Statewide Contract vendor, Wade Ford of Smyrna, Georgia, for the purchase of Ford Police Utility vehicles for the Sheriff's Office and Marshal's Office. The Georgia Statewide contract number is 99999-SPD-ES40199409-0003. The pricing for 2017 model vehicles has been carried over for 2018 models through August, 31, 2018.

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

If you have any questions or concerns, please contact me at 706-821-2892.

RGC/kb

Cost Analysis - For 2018 Ford Pursuit Utility - 2/9/18

BID State Contract # 99999-SPD-ES40199373-0003

Year	Wade Ford	Gerald Jones Ford	* MSRP	* Avg	* Market Price
Brand	3680 South Cobb Dr.	3480 Wriggsboro Rd.			
Model	Smyrna, GA 30080	Augusta, GA 30909			
Delivery Date	2018	2018	2019	2020	2021
	Ford	Ford	Ford	Ford	Ford
	Pursuit	Pursuit	Pursuit	Pursuit	Pursuit
	60-90 days				

Ford Escape

\$25,623.00	\$29,916.00	\$35,015.00	\$33,599.00	\$31,225.00
-------------	-------------	-------------	-------------	-------------

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

- 4 SUCCESSORS AND ASSIGNS.** This Amendment shall be binding upon and inure to the benefit of the successors and permitted assigns of the parties hereto.
- 5 ENTIRE AGREEMENT.** Except as expressly modified by this Amendment, the contract shall be and remain in full force and effect in accordance with its terms and shall constitute the legal, valid, binding and enforceable obligations to the parties. This Amendment and the contract (including any written amendments thereto), collectively, are the complete agreement of the parties and supersede any prior agreements or representations, whether oral or written, with respect thereto.

IN WITNESS WHEREOF, the parties have caused this Amendment to be duly executed by their authorized representatives.

Signature Page to Follow

CONTRACTOR

Contractor's Full Legal Name: (PLEASE TYPE OR PRINT)	
Authorized Signature:	
Printed Name and Title of Person Signing:	
Date:	
Company Address:	

STATE ENTITY

Authorized Signature:	
Printed Name and Title of Person Signing:	
Date:	
Company Address:	



CONTRACT AMENDMENT Extension # 1
Police Pursuit and Special Service Vehicles
Wade Ford

This amendment by and between the Contractor and State Entity defined below shall be effective as of the date this Amendment is fully executed.

STATE OF GEORGIA CONTRACT	
State Entity's Name:	DOAS State Purchasing Division
Contractor's Full Legal Name:	Wade Ford
Contract No.:	SWC 99999-SPD-40199409-0003
Solicitation No./Event ID:	N/A
Solicitation Title/Event Name:	Vehicles, Police
Contract Award Date:	Septembr 3, 2013
Current Contract Term:	9/1/2016 Through 8/31/17

WHEREAS, the Contract is in effect through the Current Contract Term as defined above; and

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties do hereby agree as follows:

- 1. CONTRACT RENEWAL.** The parties hereby agree that the contract will be renewed/extended for an additional period of time as follows:

NEW CONTRACT TERM	
Beginning Date of New Contract Term:	9/1/2017
End Date of New Contract Term:	8/31/2018

2. PRICING:

Price changes have not been released by the manufacturer at the time of this extension. POrice changes, if any will be processed separately..

- 3. Compliance with O.C.G.A § 50-5-85.** Contractor certifies that Contractor is not currently engaged in, and agrees for the duration of this Contract not to engage in, a boycott of Israel, as defined in O.C.G.A. § 50-5-85.

Police Pursuit Vehicles (See Delivery Pricing Below)

Line Item Number	Vehicle	Engine	Supplier	Vehicle Price	Early Pay Discount
4-PPV-CT-8	Chevrolet Tahoe PPV	5.3L V8	Hardy Chevrolet Steve Canup 770-445-9411	\$32,136.00 2018 scanup@bellsouth.net	\$31,493.28
5-PPV-DC-6	Dodge Charger	3.6L V6	Akin Ford/Dodge Roz Izenhour 770-868-5271	\$22,351.90 2018 Rlzenhour@akinonline.com	
6-PPV-DC-8	Dodge Charger	5.7L V8	Akin Ford/Dodge Roz Izenhour 770-868-5271	\$22,786.75 2018 Rlzenhour@akinonline.com	
7-PPV-FS-V6-FWD	Ford Pursuit Sedan	3.5L V6 FWD	Wade Ford Jack Eastland 678 385-3452	\$21,359.50 2017 jeastland@wade.com	NO EPD
8-PPV-FS-6-AWD	Ford Pursuit Sedan	3.5L V6 AWD	Wade Ford Jack Eastland 678 385-3452	\$22,359.50 2017 jeastland@wade.com	NO EPD
9-PPV-FS-6E-AWD	Ford Pursuit Sedan	3.5L V6 Eco Boost AWD	Wade Ford Jack Eastland 678 385-3452	\$23,568.00 2017	NO EPD
11-PPV-FU-6-AWD	Ford Pursuit Utility	3.7L V6 AWD	Wade Ford Jack Eastland 678 385-3452	\$25,623.00 2017 jeastland@wade.com	NO EPD
				jeastland@wade.com	

2017 model
order
window
closed;
Awaiting
pricing for
2018 Models

Wade Ford Delivery Pricing			
Region 1	\$61.00	Region 7	\$100.00
Region 2	\$80.00	Region 8	\$120.00
Region 3	\$100.00	Region 9	\$135.00
Region 4	\$80.00	Region 10	\$140.00
Region 5	\$80.00	Region 11	\$180.00
Region 6	\$80.00	Region 12	\$200.00

Hardy Chevrolet Delivery Pricing			
Region 1	\$150.00	Region 7	\$25.00
Region 2	\$150.00	Region 8	\$25.00
Region 3	\$150.00	Region 9	\$25.00
Region 4	\$150.00	Region 10	\$25.00
Region 5	\$150.00	Region 11	\$25.00
Region 6	\$150.00	Region 12	\$25.00

Akin Dodge Delivery Pricing			
Region 1		\$50.00	Region 7
Region 2		\$50.00	Region 8
Region 3		\$50.00	Region 9
Region 4		\$50.00	Region 10
Region 5		\$0.00	Region 11
Region 6		\$50.00	Region 12

Contract Information			
Statewide Contract Number		SWC 99999-Es40199409-0003	
PeopleSoft Vendor Number		0000011786	Location Code 000001
Vendor Name & Address			
Wade Ford 3680 South Cobb Drive Smyrna, Ga. 30080 TIN: 58-1544317			
Contract Administrator			
Jack Eastland jeastland@wade.com Telephone: 770-436-1200 x 142 Fax: 770-433-2412			
Contact Details			
Ordering Information		Fleet and Government Sales 3680 South Cobb Drive Smyrna, Georgia 30080	
Remitting Information		Fleet and Government Sales 3680 South Cobb Drive Smyrna, Georgia 30080	
Delivery Days		Orders will be shipped within 60-90 days after receipt of Purchase Order	
Discounts		Bid Offer does include a cash Discount	
Payment Terms		Net 30	
Bid Offer includes		State and Local Government	
Acceptable payment method		Purchase Orders	

Contract Renewals/ Extensions/ Changes:**Contract Renewal # 3: 9/1/2016 thru 8/30/2017****Contract Renewal # 2: 9/1/2015 thru 8/30/2016****The following price changes are in effect:****2016 Model Year Chevrolet Tahoe \$33,936****2016 Ford Pursuit Utility \$25,375****Contract Amendment: 8/1/2014 Suppliers can sell any option in their inventory at dealer invoice cost or below, plus 1%****Contract Renewal # 1 9/1/2014 thru 8/31/2015****Contract Renewal: 9/1/2017 - 8/31/2018**

Detailed Pricing, Options, Delivery and Standard Equipment Sheets

Table of Contents:

See 'Pricing Document in Team Georgia Marketplace'.

Ordering Instructions:

See 'Pricing Document in Team Georgia Marketplace'.

Line Item Listing:

See 'Pricing Document in Team Georgia Marketplace'.

Pricing:

See 'Pricing Document in Team Georgia Marketplace'.

Specifications:

The specifications for all Police and Special Services Vehicles on this contract are the standard equipment as identified by the manufacturers. Standard Equipment can be found at <http://www.fleet.ford.com/showroom/police-vehicles/>

Contract Administrator:

Billy R. Gilbert

Telephone:

404-657-4277

Email:

billy.gilbert@doas.ga.gov



Department of
Administrative Services

Customer Focused, Performance Driven

Nathan Deal
Governor

Sid Johnson
Commissioner

The Georgia Department of Administrative Services, State Purchasing Division, has established a Statewide Contract for **Police Pursuit and Special Service Vehicles** with the following suppliers: **Akin Ford-Dodge-Chrysler-Jeep, Hardy Chevrolet and Wade Ford.**

This is a **MANDATORY CONTRACT** for all State of Georgia governmental entities subject to the State Purchasing Act. The statewide contract is also available on a convenience basis to other Governmental Entities such as state authorities, local government, municipalities, cities, townships, counties and other political subdivisions of the State of Georgia.

The purpose of this contract is to provide fuel efficient and clean fuel police pursuit and special service vehicles for the following automotive vehicle manufacturers: Dodge, Ford and Chevrolet.

Key benefits of the contract include:

- Greatly Expanded Variety (18 vehicles on contract versus 4 on old contract)
 - Every Pursuit Vehicle (10) on the market on contract
 - 8 Special Services Vehicles on contract
- Competitive Pricing
- 2 of the 3 suppliers offer prompt payment discounts; range 2% to 3%, 20 days
- Payment Terms: Net 30
- Best value vehicle/supplier selection; award criteria considered total "life cycle costs" (required options pricing, delivery and prompt payment discount)
- V6 and V8 engine models available.
- Expanded Options listings;
- Options priced at dealer cost +1% or below.
- Custom delivery charges established by region.

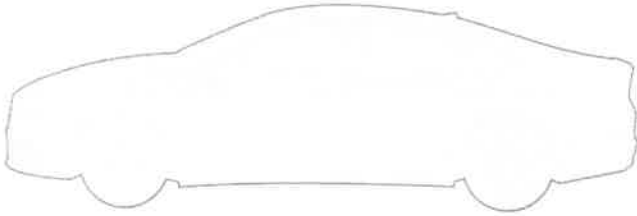
♥ 2018 Ford Explorer Price Report

(901) ⓘ

[View Used Ford Explorer](#)

XLT FWD

17/24 MPG (city/hwy)



Retail Price

MSRP/window sticker price

\$35,015

Market Average ⓘ

Avg. savings of \$3,790 Off MSRP

\$31,225
[Get the TruePrice on Local Inventory](#)
[Change Style](#) [Colors & Options](#) [View Incentives](#)
[Prices](#)[Gallery](#)[Specs](#)[Owner Reviews](#)

What is TruePrice?



Real

Price you will actually pay,
including rebates and fees.



Discounted

Dealers competitively price
all cars on their lot.



Transparent

Compare to what others paid
so you know the price is fair.

[Price Curve](#)[Price Trends](#)[Price Details](#)[Price FAQ](#)

2018 Ford Explorer pricing details near Augusta, GA

Base ⓘ

MSRP ⓘ

\$34,020

Factory Invoice ⓘ

\$32,489

Market Average ⓘ

\$32,115

[Options](#) ⓘ

\$0

\$0

\$0

Total

MSRP

\$35,015

Factory Invoice

\$33,599

Market Average

\$31,225

Item # 3



Go Further

Gerald Jones Ford Lincoln

3480 Wrightsboro Road Augusta, GA 30909

Sales: (877) 342-3770

Service: (877) 342-7403

Parts: (877) 344-8625

New Ford Inventory

VIRTUAL CREDIT CONSULTANT

☒ NO SSN/DOS REQUIRED
 ☒ NO EFFECT ON CREDIT SCORE
 ☒ PRE-QUALIFY IN 60 SECONDS

APPLY NOW
Powered by CreditMiner

19 Vehicles matching:

Ford Model: Explorer

Price: Low to High



Page 1 of 1

2018 Ford Explorer Base SUV V-6 cyl



Engine: **3.5L V-6 cyl**
 Transmission: **Automatic**
 EPA-Est MPG⁸: **17/24**
 Exterior Color: **Ingot Silver**
 Interior Color: **Medium Stone**
 Stock #: **82481**
 Vehicle Status: **In Stock**
 VIN: **1FM5K7B84JGA62937**

MSRP ¹	\$33,180
Gerald Jones Discount	-\$764
Internet Price**	\$32,416
Sale Price**	\$29,916

Manufacturer Offers¹⁰:

Get ePrice



LI
<http://www.geraldjoneslincolnaug>

2018 Ford Explorer XLT SUV V-6 cyl



Engine: **3.5L V-6 cyl**
 Transmission: **Automatic**
 EPA-Est MPG⁸: **17/24**
 Exterior Color: **Magnetic**
 Interior Color: **Ebony Black**
 Stock #: **82249**
 Vehicle Status: **In Stock**
 VIN: **1FM5K7D88JGA01958**

MSRP ¹	\$35,015
Gerald Jones Discount	-\$1,068
Internet Price**	\$33,947
Sale Price**	\$31,447

Manufacturer Offers¹⁰:

Get ePrice



Item # 3

Reviews

Directions (<http://www.geraldjoneslincolnaug.com/turn.aspx>) (<http://www.geraldjoneslincolnaug.com/contactus.aspx>)

Chat

2018 Ford Explorer XLT SUV V-6 cyl



Engine: **3.5L V-6 cyl**
 Transmission: **Automatic**
 EPA-Est MPG⁶: **17/24**
 Exterior Color: **Magnetic**
 Interior Color: **Ebony Black**
 Stock #: **82016**
 Vehicle Status: **In Stock**
 VIN: **1FM5K7D86JGA11579**

Manufacturer Offers¹⁰: ,

MSRP ¹	\$35,015
Gerald Jones Discount	-\$1,068
Internet Price ^{**}	\$33,947
Sale Price ^{**}	\$31,447

Get ePrice

2018 Ford Explorer XLT SUV V-6 cyl



Engine: **3.5L V-6 cyl**
 Transmission: **Automatic**
 EPA-Est MPG⁶: **17/24**
 Exterior Color: **Oxford White**
 Interior Color: **Medium Stone/Medium Light Stone**
 Stock #: **82397**
 Vehicle Status: **In Stock**
 VIN: **1FM5K7D82JGA39539**

Manufacturer Offers¹⁰: ,

MSRP ¹	\$37,345
Gerald Jones Discount	-\$1,413
Internet Price ^{**}	\$35,932
Sale Price ^{**}	\$33,432

Get ePrice

2018 Ford Explorer XLT SUV V-6 cyl

Engine: **3.5L V-6 cyl**
 Transmission: **Automatic**
 EPA-Est MPG⁶: **17/24**
 Exterior Color: **Shadow Black**
 Interior Color: **Medium Stone/Medium Light Stone**
 Stock #: **82418**
 Vehicle Status: **In Stock**
 VIN: **1FM5K7D88JGA51405**

Manufacturer Offers¹⁰: ,

MSRP ¹	\$37,345
Gerald Jones Discount	-\$1,414
Internet Price ^{**}	\$35,931
Sale Price ^{**}	\$33,431

Get ePrice

Item # 3



2018 Ford Explorer XLT SUV V-6 cyl

Engine: **3.5L V-6 cyl**
 Transmission: **Automatic**
 EPA-Est MPG⁶: **17/24**
 Exterior Color: **Ingot Silver**
 Interior Color: **Medium Stone/Medium Light Stone**
 Stock #: **82437**
 Vehicle Status: **In Stock**
 VIN: **1FM5K7D88JGA62940**

XLT Technology Feature Bundle (Voice-Activated Touchscreen Navigation System, Single-CD Player, Universal Garage Door Opener)

MSRP ¹	\$38,280
Gerald Jones Discount	-\$1,488
Internet Price ^{**}	\$36,792
Sale Price ^{**}	\$34,292

Get ePrice

Manufacturer Offers¹⁰: ,



2018 Ford Explorer XLT SUV V-6 cyl

Engine: **3.5L V-6 cyl**
 Transmission: **Automatic**
 EPA-Est MPG⁶: **17/24**
 Exterior Color: **Ruby Red Tinted**
 Interior Color: **Medium Stone/Medium Light Stone**
 Stock #: **82436**
 Vehicle Status: **In Stock**
 VIN: **1FM5K7D81JGA62939**

XLT Technology Feature Bundle (Voice-Activated Touchscreen Navigation System, Single-CD Player, Universal Garage Door Opener)

MSRP ¹	\$38,675
Gerald Jones Discount	-\$1,515
Internet Price ^{**}	\$37,160
Sale Price ^{**}	\$34,660

Get ePrice

Manufacturer Offers¹⁰: ,



2018 Ford Explorer XLT SUV V-6 cyl

Item # 3

Transmission: **Automatic**
 EPA-Est MPG⁶: **17/24**
 Exterior Color: **Ingot Silver**
 Interior Color: **Ebony Black**
 Stock #: **82377**
 Vehicle Status: **In Stock**
 VIN: **1FM5K7D89JGA39540**

XLT Technology Feature Bundle (Voice-Activated Touchscreen Navigation System, Single-CD Player, Universal Garage Door Opener)

Manufacturer Offers¹⁰:

Gerald Jones Discount	-\$1,625
Internet Price**	\$38,425
Sale Price**	\$35,925

Get ePrice



2018 Ford Explorer XLT SUV V-6 cyl

Engine: **3.5L V-6 cyl**
 Transmission: **Automatic**
 EPA-Est MPG⁶: **17/24**
 Exterior Color: **Magnetic**
 Interior Color: **Medium Stone/Medium Light Stone**
 Stock #: **82297**
 Vehicle Status: **In Stock**
 VIN: **1FM5K7D87JGA33848**

XLT Technology Feature Bundle (Voice-Activated Touchscreen Navigation System, Single-CD Player, Universal Garage Door Opener)

Manufacturer Offers¹⁰:

MSRP ¹	\$40,050
Gerald Jones Discount	-\$1,467
Internet Price**	\$38,583
Sale Price**	\$36,083

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2018 Ford Explorer XLT SUV V-6 cyl

Engine: **3.5L V-6 cyl**
 Transmission: **Automatic**
 EPA-Est MPG⁶: **17/24**
 Exterior Color: **Oxford White**
 Interior Color: **Medium Stone/Medium Light Stone**
 Stock #: **82419**
 Vehicle Status: **In Stock**
 VIN: **1FM5K7D8XJGA62938**

XLT Technology Feature Bundle (Voice-Activated Touchscreen Navigation System, Single-CD Player, Universal Garage Door Opener)

Manufacturer Offers¹⁰:

MSRP ¹	\$40,050
Gerald Jones Discount	-\$1,630
Internet Price**	\$38,420
Sale Price**	\$35,920

Get ePrice

Item # 3

Kaycee Braswell

From: tbenstead@geraldjonesford.com *Gerald Jones Ford*
Sent: Friday, February 23, 2018 11:16 AM
To: Kaycee Braswell
Subject: RE: FW: 2018 Ford Pursuit Utility - Pricing

Importance: High

I can't match the numbers on the bid.

Thanks!!!

Terry Benstead
 Gerald Jones Ford Lincoln
 Commercial and Fleet Sales
 706 6272198

----- Original Message -----

Subject: FW: 2018 Ford Pursuit Utility - Pricing
From: Kaycee Braswell <KBraswell@augustaga.gov>
Date: Fri, February 23, 2018 9:14 am
To: "tbenstead@geraldjonesford.com" <tbenstead@geraldjonesford.com>

From: Kaycee Braswell
Sent: Thursday, February 22, 2018 1:22 PM
To: 'tbenstead@geraldjonesford.com' <tbenstead@geraldjonesford.com>
Subject: FW: 2018 Ford Pursuit Utility - Pricing
Importance: High

Terry,

Here is the State contract pricing for the For Pursuit Explorers. Please let me know if you can match this price or not. Thanks!

Kaycee Braswell

Fleet Administrative Coordinator
 Augusta Richmond County
 PH: 706-821-2845
 Fax: 706-821-1498

From: Kaycee Braswell
Sent: Friday, February 16, 2018 2:23 PM
To: 'tbenstead@geraldjonesford.com' <tbenstead@geraldjonesford.com>
Cc: Nancy M. Williams <NWilliams@augustaga.gov>; Ron Crowden
 <rcrowden@augustaga.gov>
Subject: 2018 Ford Pursuit Utility - Pricing
Importance: High

Good Afternoon,

The Richmond County Sheriff's office and Marshal's office are looking to purchase 2018 Ford Pursuit Utility vehicles. We would like you to have the opportunity to match the current state contract pricing as attached. Please respond no later than February 23, 2018. Should you have any additional questions, please do not hesitate to contact the Fleet Management Department.

Kaycee Braswell

Fleet Administrative Coordinator
 Augusta Richmond County
 PH: 706-821-2845
 Fax: 706-821-1498

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AED:104.1

Kaycee Braswell

From: Kaycee Braswell
Sent: Friday, February 16, 2018 2:24 PM
To: 'bstew513@hotmail.com'
Cc: Nancy M. Williams; Ron Crowden
Subject: 2018 Ford Pursuit Utility - Pricing
Attachments: BLANK order sheet.xlsx

Importance: High

Tracking:	Recipient	Delivery	Read
	'bstew513@hotmail.com'	- <i>Fairway Ford</i>	
	Nancy M. Williams	Delivered: 2/16/2018 2:24 PM	Read: 2/16/2018 2:47 PM
	Ron Crowden	Delivered: 2/16/2018 2:24 PM	Read: 2/16/2018 2:59 PM

Good Afternoon,

The Richmond County Sheriff's office and Marshal's office are looking to purchase 2018 Ford Pursuit Utility vehicles. We would like you to have the opportunity to match the current state contract pricing as attached. Please respond no later than February 23, 2018. Should you have any additional questions, please do not hesitate to contact the Fleet Management Department.

Kaycee Braswell

Fleet Administrative Coordinator
 Augusta Richmond County
 PH: 706-821-2845
 Fax: 706-821-1498

* NO response -
(KB)



**Administrative Services Committee Meeting
3/13/2018 1:15 PM
2018 Marshals Vehicles Bid #18-123 - SPLOST**

Department: Central Services Department - Fleet Management Division

Presenter: Ron Crowden

Caption: Approve a request from Fleet Management for the replacement of five Marshal's Office vehicles using SPLOST Phase VII – Public Safety Vehicles utilizing competitive Bid Item #18-123.

Background: The Marshal's Office has five older model vehicles that meet the replacement criteria as follows: Asset 207067 – 2007 Ford Crown Victoria with 156,088 miles, 207068 – 2007 Ford Crown Victoria with 160,370miles, 207070 – 2007 Ford Crown Victoria with 163,855 miles, 207071 – 2007 Ford Crown Victoria with 161,212 miles and 210071 – 2010 Ford Crown Victoria with 175,933 miles. The vehicle evaluations are attached for review.

Analysis: The Procurement Department published a competitive bid using the Demand Star application for the Dodge Charger Bid Number 18-123. The bid tabulation is attached for review. Bid 18-123 – Dodge Charger: Akins Ford Corp = \$24,963.00 each (patrol type); Ginn Chrysler Jeep Dodge = \$26,887.00

Financial Impact: The total cost of the five Marshal's Vehicles at \$24,963.00 is \$124,815.00. Funds for these vehicles will come from SPLOST Phase VII – Public Safety Vehicles.

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

Recommendation: Approve the request to replace five vehicles of the Marshal's Office. Approve declaring the replaced vehicles surplus and available for auction.

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

REVIEWED AND APPROVED BY:

Finance.

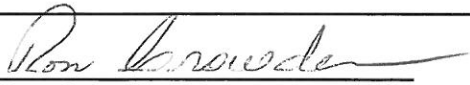
Procurement.

Law.

Administrator.

Clerk of Commission

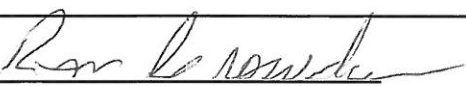
AUGUSTA, GEORGIA
FINANCE DEPARTMENT-FLEET MANAGEMENT DIVISION
REPLACEMENT CRITERIA FORM

Department Name: Marshal's Office		Department Number 101-02-2610		Date: 2/27/2018	
Vehicle Description: 2007 Ford Crown Victoria			Asset #: 207067		
Assigned Use: Public Service Vehicle assigned to Deputy Marshal who serves court documents, overseas evictions, investigates litter complaints and provides general public safety functions during the course of his shift.					
Actual Age: 10		Current miles: 156,088		Purchase Price: \$24,717.00	
Life Expectancy Criteria Requirements -(Policy Evaluation)					
Age: 10	Miles or Hours 15	Type of Service 2	Reliability 2	Maint/Repair 2	Condition: 2
Evaluation Points 33			Policy Evaluation Results: Needs immediate consideration for replacement		
Fleet Managers Recommendation: 10 Year old Ford Crown Victoria with a total of \$7,893.60 in repairs over the 10 year period of service. Transmission was changed out at 140,790 miles. This vehicle exceeds its life expectancy in years and miles for a public safety vehicle. Recommend replacing the vehicle.					
 Ron Crowden Fleet Manager					
Replacement Date: 2018			Fiscal Year Replacement: 2018		
Estimated Replacement Cost: \$24,963.00			Funding Source: SPLOST VIII		

RANGES

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

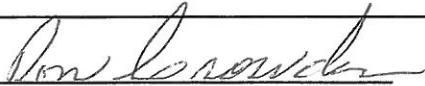
AUGUSTA, GEORGIA
FINANCE DEPARTMENT-FLEET MANAGEMENT DIVISION
REPLACEMENT CRITERIA FORM

Department Name: Marshal's Office		Department Number 101-02-2610		Date: 2/27/2018	
Vehicle Description: 2007 Ford Crown Victoria			Asset #:		207068
Assigned Use: Public Service Vehicle assigned to Deputy Marshal who serves court documents, overseas evictions, investigates litter complaints and provides general public safety functions during the course of his shift.					
Actual Age: 10		Current miles: 160,370		Purchase Price: \$24,717.00	
Life Expectancy Criteria Requirements -(Policy Evaluation)					
Age:	Miles or Hours	Type of Service	Reliability	Maint/Repair	Condition:
10	16	2	2	3	2
Evaluation Points 35			Policy Evaluation Results: Needs immediate consideration for replacement		
Fleet Managers Recommendation: 10 Year old vehicle with a total of \$10,389.67 in repairs, \$1,628.96 was for single repair to front suspension in January 2018. Vehicle is past its life expectancy in age and mileage for a public safety vehicle. Recommend replacement as soon as possible					
					
Ron Crowden Fleet Manager					
Replacement Date: 2018			Fiscal Year Replacement: 2018		
Estimated Replacement Cost: \$24,963.00			Funding Source: SPLOST VIII		

RANGES

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

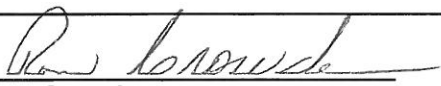
AUGUSTA, GEORGIA
FINANCE DEPARTMENT-FLEET MANAGEMENT DIVISION
REPLACEMENT CRITERIA FORM

Department Name: Marshal's Office		Department Number 101-02-2610		Date: 2/27/2018	
Vehicle Description: 2007 Ford Crown Victoria			Asset #: 207070		
Assigned Use: Public Service Vehicle assigned to Deputy Marshal who serves court documents, overseas evictions, investigates litter complaints and provides general public safety functions during the course of his shift.					
Actual Age: 10		Current miles: 163,855		Purchase Price: \$24,717.00	
Life Expectancy Criteria Requirements -(Policy Evaluation)					
Age: 10	Miles or Hours 16	Type of Service 2	Reliability 2	Maint/Repair 3	Condition: 2
Evaluation Points 35			Policy Evaluation Results: Needs immediate consideration for replacement		
Fleet Managers Recommendation: 10 year old vehicle with \$10,217.35 in repairs Year To Date. It is past its life expectancy in age and miles. A transmission was installed at 120,245 miles on 6/13/2014. Recommend replacing this vehicle.					
					
Ron Crowden Fleet Manager					
Replacement Date: 2018			Fiscal Year Replacement: 2018		
Estimated Replacement Cost: \$24,963.00			Funding Source: SPLOST VIII		

RANGES

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

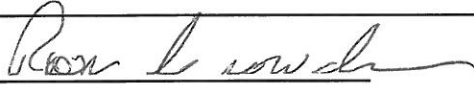
AUGUSTA, GEORGIAA141:I175A141:I17A141:I155
FINANCE DEPARTMENT-FLEET MANAGEMENT DIVISION
REPLACEMENT CRITERIA FORM

Department Name: Marshal's Office		Department Number 101-02-2610		Date: 2/27/2018	
Vehicle Description: 2007 Ford Crown Victoria			Asset #:	207071	
Assigned Use: Public Service Vehicle assigned to Deputy Marshal who serves court documents, overseas evictions, investigates litter complaints and provides general public safety funtions during the course of his shift.					
Actual Age: 10		Current miles: 161,212		Purchase Price: \$24,717.00	
Life Expectancy Criteria Requirements -(Policy Evaluation)					
Age:	Miles or Hours	Type of Service	Reliability	Maint/Repair	Condition:
10	16	2	2	2	2
Evaluation Points 35			Policy Evaluation Results: Needs immediate consideration for replacement		
Fleet Managers Recommendation: 10 year old vehicle with \$6,852.41 in repairs Year To Date. It is past its life expectancy in age and miles. This vehicle has not had a major component failure, as yet. Recommend replacing the vehicle based on age and mileage.					
					
Ron Crowden Fleet Manager					
Replacement Date: 2018			Fiscal Year Replacement: 2018		
Estimated Replacement Cost: \$24,963.00			Funding Source: SPLOST VIII		

RANGES

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

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

Department Name: Marshal's Office		Department Number 101-02-2610		Date: 2/27/2018	
Vehicle Description: 2010 Ford Crown Victoria				Asset #: 210071	
Assigned Use: Public Service Vehicle assigned to Deputy Marshal who serves court documents, overseas evictions, investigates litter complaints and provides general public safety functions during the course of his shift.					
Actual Age: 8		Current miles: 175,933		Purchase Price: \$25,942.00	
Life Expectancy Criteria Requirements -(Policy Evaluation)					
Age: 8	Miles or Hours 17	Type of Service 2	Reliability 2	Maint/Repair	Condition: 2
Evaluation Points				Policy Evaluation Results: Needs immediate consideration for replacement	
Fleet Managers Recommendation: This is an 8 year old Ford Crown Victoria that has a cumulative repair cost of \$11,282.27. It has had 2 transmissions installed; one in June 2014 at 87,430 miles and one in June 2016 at \$136,148 miles. The vehicle was in the shop 7 times in 2017. Recommend the vehicle be replaced as soon as possible due to excessive shop time and mechanical failures.					
 Ron Crowden Fleet Manager					
Replacement Date: 2018			Fiscal Year Replacement: 2018		
Estimated Replacement Cost: \$24,963.00			Funding Source: SPLOST VIII		

RANGES

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

OFFICIAL



Bid Opening
Bid Item #18-123 Dodge Charger Police Automobile
for Augusta, Georgia - Central Services Department-Fleet Division
Bid Due: Friday, January 12, 2018 at 11:00 a.m.

Total Number Specifications Mailed Out: 23
 Total Number Specifications Download (Demandstar): 7
 Total Electronic Notifications (Demandstar): 145
 Mandatory Pre-Bid Conference/Telephone Conference Attendees: NOT APPLICABLE
 Total packages submitted: 2
 Total Noncompliant: 0

Vendors	AKINS FORD CORP 220 WEST MAY STREET WINDER, GA 30680	GINN CHRYSLER JEEP DODGE 5190 HIGHWAY 278 NE CONVINGTON, GA 30014	BUTLER CHRYSLER DODGE JEEP 1555 SALEM ROAD BEAUFORT, SC 29902	THOMSON CHRYSLER DODGE JEEP 2158 WASHINGTON ROAD THOMSON, GA 30824
Attachment B	YES	YES	No Response	No Response
E-Verify #	388164	718381		
SAVE Form	YES	YES		
Compliance Review	Yes	Yes		
5.00 VEHICLE/OPTIONS REQUIRED				
5.01 Administrative package	\$22,229.00	\$22,874.00		
5.02 Civil package	\$22,813.00	\$24,469.00		
5.03 Marshal package	\$24,963.00	\$26,887.00		
5.04 Patrol package	\$27,917.00	\$29,735.00		
5.05 Traffic package	\$28,235.00	\$29,953.00		
6.00 OPTIONAL ITEMS:				
6.01 HEMI 5.7 Liter engine	\$918.00	\$1,985.00		
6.02 All-wheel drive	\$1,723.00	\$36,946.00		
6.03 Special exterior paint colors each	\$445.00	\$445.00		
6.04 Police Charger "Convenience Group"	\$427.00	\$427.00		
6.05 Park Assist Group	INCLUDED	INCLUDED		
7.00 OUTFITTER'S SPECIALTY ITEMS:				
701 1 each Code 3 Model 21TR47MC thin line LED light bar	\$1,630.00	\$1,725.00		

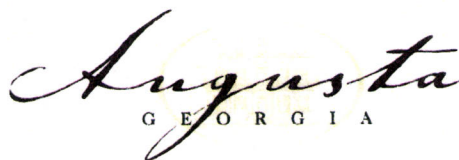
Item # 4

OFFICIAL

Vendors	AKINS FORD CORP 220 WEST MAY STREET WINDER, GA 30680	GINN CHRYSLER JEEP DODGE 5190 HIGHWAY 278 NE CONVINGTON, GA 30014	BUTLER CHRYSLER DODGE JEEP 1555 SALEM ROAD BEAUFORT, SC 29902	THOMSON CHRYSLER DODGE JEEP 2158 WASHINGTON ROAD THOMSON, GA 30824
7.02 1 each Jotto Desk 425-6175	\$455.00	\$577.00		
7.03 1 each Jotto Desk 425-6260 armrest	\$45.00	\$98.00		
7.04 1 each Jotto Desk 425-5630	\$39.00	\$91.00		
7.05 1 each Havis Shields	\$370.00	\$785.00		
7.06 1 each Sho-Me model 05.6000 six control switch power	\$130.00	\$305.00		
7.07 1 each Outlet receptacle	\$50.00	\$147.00		
7.08 3 Wytek Rocker Switches	\$18.00	\$155.00		
7.09 Jumper cable connection	\$260.00	\$315.00		
7.10 2 sets of Feniex industries FN-H- 2209BW Cannon Blue/White	\$422.00	\$447.00		
7.11 1 each Whelen model SLPMMBB Blue/Blue dual LED flasher light	\$240.00	\$430.00		
7.12 1 each Whelen model SLPMMBA dual LED flasher light	\$240.00	\$430.00		

OFFICIAL

Vendors	AKINS FORD CORP 220 WEST MAY STREET WINDER, GA 30680	GINN CHRYSLER JEEP DODGE 5190 HIGHWAY 278 NE CONVINGTON, GA 30014	BUTLER CHRYSLER DODGE JEEP 1555 SALEM ROAD BEAUFORT, SC 29902	THOMSON CHRYSLER DODGE JEEP 2158 WASHINGTON ROAD THOMSON, GA 30824
7.13 1 each Carson Manufacturing SA-361-20	\$255.00	\$314.00		
7.14 1 each Fenix Industries S-2009	\$135.00	\$270.00		
7.15 1 each Jotto 475-0980 High Security/High Visibility	\$550.00	\$1,525.00		
7.16 1 each full lower extension plate with toe kick	\$115.00	\$235.00		
7.17 Jotto Desk 475-0421 secure grid side window barriers	\$205.00	\$330.00		
7.18 1 Jotto Desk 475-0421 Secure Grid side window barriers	\$205.00	\$330.00		
7.19 Jotto Desk 475-0749 pre molded rear Bio seat	\$420.00	\$455.00		
7.20 Floor Pan	\$180.00	\$750.00		
7.21 Shotgun mount and lock	\$355.00	\$415.00		
7.22 Shotgun mount	\$75.00	\$170.00		
7.23 Push bumper	\$410.00	\$495.00		
7.24 Headlight guard	\$410.00	\$525.00		
7.25 # 35 window tint film application	\$130.00	\$475.00		
7.26 Fire extinguisher	\$50.00	\$19.00		
2018 DODGE CHARGER POLICE AUTOMOBILE:				
APPROXIMATE DELIVERY SCHEDULE:	10-12 WEEKS ARO	8-10 WEEKS ARO		



Central Services Department

Takiyah A. Douse, Director
Ron Crowden, Fleet Manager

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

MEMORANDUM

TO: Ms. Geri Sams, Director, Procurement Department
THROUGH: Mrs. Takiyah A. Douse, Director, Central Services Department
FROM: Mr. Ron Crowden, Fleet Manager, Central Services Department *R. Crowden*
SUBJECT: Bid Award Request 17-501 and 17-502
DATE: January 29, 2018

Fleet Management would like to request the award for bid 18-123, Dodge Charger Police Automobile to Akins Ford Corp, of Winder, Georgia. The vendor's proposal met the requirements of the bid and was the best and lowest price for the vehicle requested.

Please advise this office upon completion of notifications so that we may proceed with the acquisition process.

If you need further information or have any questions, please call 706-821-2892.

RGC/kb

18 JAN 30 AM 9:34

Invitation to Bid

Sealed bids will be received at this office until Friday, January 12, 2018 @ 11:00 a.m. for furnishing:

Bid Item #18-123 2018 Dodge Police Vehicles for Augusta, GA – Central Services Department – Fleet Division

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

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

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

All questions must be submitted in writing by fax to 706 821-2811 or by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by Friday, December 29, 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 placed the bidder at the risk of receiving incomplete or inaccurate information upon which to base his qualifications.

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

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

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

GERI A. SAMS, Procurement Director

Publish:

Augusta Chronicle	December 7, 14, 21, 28, 2017
Metro Courier	December 13, 2017

Family Ford, Inc.
1255 Charles Hardy Pkwy
Dallas, GA 30157

Thomson Motors Center
2158 Washington Road
Thomson, GA 30824

AKINS FORD CORP
220 WESY MAY STREET
WINDER, GA 30680

BUTLER CHRYSLER DODGE JEEP
1555 SALEM ROAD
BEAUFORT, SC 29902

CARL GREGORY DODGE
2201 VICTORY DRIVE
COLUMBUS, GA 31901

EMERGENCY EQUIPMENT
SPECIALISTS
737 HARRY MCMARTHY RD SUITE
104, BETHLEHEM, GA 30620

HARRY LEWIS CHRYSLER DOGE JEEP
196 ALABAMA BLVD
PO BOX 74
JACKSON, GA 30233

MILTON RUBEN CHRYSLER DODGE
JEEP
3518 WASHINGTON ROAD
AUGUSTA, GA 30907

ED VOYLES AUTOMOTIVE GROUP
789 COBB PARKWAY SE
MARIETTA, GA 30060

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

JIM SATCHER, INC.
511 CALHOUN STREET
JOHNSTON, SC 29832

SALUDA MOTOR SALES, INC.
707 COLUMBIA HIGHWAY
SALUDA, SC 29138

DORMAN DODGE- CHRYSLER
PLYMOUTH JEEP EAGLE
724 SOUTH HARRIS STREET
SANDERSVILLE, GA 31082

GEORGIA CHRYSLER DODGE JEEP,
INC.
12114 US HIGHWAY 301 S
STATESBORO, GA 30458

MILLEDGEVILLE CHRYSLER DODGE
JEEP RAM FIAT
2818 NORH COLUMBIA STREET
MILLEDGEVILLE, GA 31061

DUBLIN AUTO SUPERSTORE, INC
2054 HWY 441 S
DUBLIN, GA 31021

LOUIE HERRON CHRYSLER DODGE
JEEP RAM
1860 EATONTON ROAD
MADISON, GA 30650

TAKIYAH DOUSE
CENTRAL SERVICES

RON CROWDEN
FLEET MANAGEMENT

KELLIE IRVING
COMPLIANCE

**Bid Item# 18-123 Dodge Police
Vehicles for Augusta, GA Central
Services- Fleet Division
Bid Due: Fri, 1.12.18 @ 11:00 a.m**

**Bid Item# 18-123 Dodge Police
Vehicles for Augusta, GA Central
Services- Fleet Division
Bid Mailed: 12.7.2017**

Item # 4



**Administrative Services Committee Meeting
3/13/2018 1:15 PM
2018 Sheriff K9 Grant**

Department:	Central Services Department - Fleet Management Division
Presenter:	Ron Crowden
Caption:	Approve the replacement of one Ford Pursuit Utility Vehicle using a sub-grant funded by the Federal Homeland Security Grant Program through the State of Georgia.
Background:	The Richmond County Sheriff's Office has received a grant, through the State of Georgia, from the Federal Homeland Security Grant Program (attached). The grant will authorize the expenditure of up to \$44,000 for an "EOD K-9 SUV" (see attachment). This vehicle will replace 210168, 2010 Ford Explorer, that was totaled in 2017. This SUV will be utilized by the Richmond County Sheriff's Office – K-9 Unit a part of Special Operations of the Sheriff's Office.
Analysis:	The Procurement Department approved the use of the Georgia Statewide Contract 99999-SPD-ES40199409-0003, 2018 Pursuit Utility Vehicle (Explorer): State Contract: Ford Pursuit Utility Vehicle (Explorer) – K-9 Package - \$41,101.97
Financial Impact:	No impact on Capital Outlay or SPLOST. Augusta will be responsible for the operating cost of the vehicle.
Alternatives:	(1) Approve the request; (2) Do not approve the request.
Recommendation:	Approve the purchase of one Ford Pursuit Utility Vehicle – Explorer for the Richmond County Sheriff's Office – K-9 Unit funded by Grant #SH015-115.
Funds are Available in the Following Accounts:	Grant# SH015-115 (220-03-9269/54-22110)

REVIEWED AND APPROVED BY:

Finance.

Law.

Administrator.

Clerk of Commission

**GEORGIA EMERGENCY MANAGEMENT AGENCY
HOMELAND SECURITY**

NATHAN DEAL
GOVERNOR



HOMER BRYSON
DIRECTOR

October 5, 2017

RE: GAN #EMW-2015-SS-00065-S01
SHO15-115
Richmond County Sheriff's Office

Honorable Richard Roundtree
Sheriff of Richmond County
400 Walton Way
Augusta, Georgia 30901

Dear Sheriff Roundtree:

It's my pleasure to award your agency with a FY2015 Homeland Security sub grant from the Department of Homeland Security (DHS). Enclosed is the Recipient-Subrecipient Agreement for funding awarded to your agency by the Georgia Emergency Management and Homeland Security Agency (GEMA/Homeland Security). This agreement governs the use of funding provided by DHS to help your agency to build and enhance capabilities to prevent, protect against, respond to, and recover from terrorist attacks, major disasters and other emergencies in accordance with the goals and objectives of the State Strategic Plan.

The amount of this agreement is \$44,000.00. You may not exceed in either quantity nor total dollar amount the items expressly approved for you to purchase, as shown on the accompanying detailed budget worksheet(s). The funds can only be applied to equipment found on the Authorized Equipment List (AEL), and as approved by your GEMA/Homeland Security Program Manager. **This grant award expires April 15, 2018. All program activities must be completed by this date. Extensions will be granted only under extraordinary circumstances.**

Attached to the Recipient-Subrecipient Agreement are Exhibits A through M. Please review all materials, and then return signed originals of the Recipient-Subrecipient Agreement along with **completed and signed** originals of Exhibits A - F to our office, Attention: Preparedness Grants Division, Post Office Box 18055, Atlanta, Georgia 30316 **by close of business November 15, 2017**. A copy of the fully executed agreement will be returned to you for your files. **Please note that program activities and equipment purchases cannot begin until both parties have signed this agreement.**

If you require further information as to the grantee package, please contact Lee Brown, Grant Unit Supervisor, at 404-635-7013. Thank you for your work on behalf of the citizens of Georgia.

Sincerely,

A handwritten signature in dark ink, appearing to read "Joe McKinney", is written over a horizontal line.

Joe McKinney
Manager of Preparedness
Grants and Programs

JM/SH
Enclosures

RECEIVED
ADMINISTRATOR'S OFFICE

OCT 31 2017

AUGUSTA-RICHMOND
COUNTY

AUGUSTA, GEORGIA
New Grant Proposal/Application

Before a Department/agency may apply for the grant/award on behalf of Augusta Richmond County, they must first obtain approval signature from the Administrator and the Finance Director. The Administrator will obtain information on the grant program and requirements from the funding agency and review these for feasibility to determine if this grant/award will benefit Augusta Richmond County. The Finance Director will review the funding requirement to determine if the grant will fit within our budget structure and financial goals.

Proposal Project No. Project Title

PR000133 SHERIFFS EOD K-9 2017

Requesting grant offered by Georgia Emergency Management and Homeland Security to acquire EOD K9 Replacement Vehicle.

EEO required: No

EEO dept. notified: No

Cash match required: No

Start Date: 10/01/2017

Submit Date: 10/27/2017

Total Budgeted Amount: 44,000.00

End Date: 09/30/2018

Department: 032

Total Funding Agency:

Sheriff

Cash Match?

N

44,000.00

Total Cash Match

0.00

Sponsor: GM0008

Sponsor Type: F

Purpose: 6

US Homeland Security

Federal

K-9 Operations

Flow Thru ID:

Contacts

Type	ID	Name	Phone
I	GMI003	Freeman, Veronica	(706)821-1067

Approvals

Type	By	Date
FA	R. ROUNDTREJ	10/27/2017

Dept. Signature:

Grant Coordinator Signature: 10/31/2017

1.) I have reviewed the Grant application and enclosed materials and:

☒ Find the grant/award to be feasible to the needs of Augusta Richmond County

☐ Deny the request

Donna Williams

Finance Director

10-31-17

Date

2.) I have reviewed the Grant application and enclosed materials and:

☒ Approve the Department Agency to move forward with the application

☐ Deny the request

Jemi McJannet

Administrator

11/2/17

Date

This form will also be used to provide the external auditors with information on all grants for compliance and certification requirements as required by the State and Federal Government.

GEORGIA EMERGENCY MANAGEMENT AGENCY/HOMELAND SECURITY
FY2015 DHS HSGP, State Homeland Security Program (SHSP) (SHADED AREAS ARE FOR GEMA USE ONLY)
DETAILED BUDGET WORKSHEET

Law Enforcement Terrorism Prevention Award?		State on Behalf of Locals: Yes ☐ NO ☒	
YES ☐ NO ☒		Revision:	
GANE: EAW-2015-00665-S01		BUDGET WORKSHEET (BW) #: SH015-115	
DATE BW SUBMITTED: 9/25/17	SUBGRANTEE (Agency/Jurisdiction):	FEDERAL ID #: 58-6000504	COUNTY: RICHMOND
CONTRACT SEND TO	RICHMOND COUNTY SHERIFF'S OFFICE	PHONE: 706-821-1000	EMAIL: rroundtree@augustaga.org
NAME/TITLE:	ADDRESS: 400 WALTON WAY AUGUSTA GA 30901	PHONE: 706-840-4490	EMAIL: jgray@augustaga.gov
SHERIFF RICHARD ROUNDTREE	ADDRESS: 2098 GREENLAND ROAD BLYTHE GA 20805		
PROGRAM CONTACT			
NAME/TITLE: SGT. JOHN GRAY			

Category - Indicate below, must be one of the following: 1. Personal Protective Equipment (PPE), 2. EOD, 3. CBRNE Operational and Search and Rescue (SAR), 4. Information Technology (IT), 5. Cyber Security (CS), 6. Interoperable Communications (Inter. Ops), 7. Detection (DET), 8. Decontamination (DECON), 9. Medical (MED), 10. Power (POW), 11. CBRNE Reference Materials (REF), 12. CBRNE Response Vehicles (VEH), 13. Terrorism Prevention (TP), 14. Physical Security (PS), 15. Inspection and Screening (IS), 16. Animal and Plants (A&P), 17. Watercraft (WC), 18. Aviation (AIR), 19. CBRNE Logistical Support (LS), 20. Intervention (INT), 21. Other Authorized (O), 22. Training (TRG), 23. Exercise (EX), 24. Planning (PLG), 25. Citizen Corps (CCP)

Investment Justification = 5 Specify on this line the Investment Justification associated with the project to be funded. One per application.
 Choose one: 1. Support Georgia's Fusion Center, 2. Sustain Metropolitan Medical Response System (MMRS), 3. Citizen Preparedness and Volunteer Efforts (CCP), 4. Planning, Training and Exercises, 5. Sustain, Maintain, and Enhance Public Safety Response Teams Equipment, 6. Sustain Critical Infrastructure/Key Resources and Agro-Terrorism Response Capability

Discipline = LE Specify discipline on this line: Fire, Law Enforcement (LE), EMS, EMA, 911, Other NOTE: Only ONE discipline per application

ITEM NO	CATEGORY	ITEM	Quantity	Cost Each	TOTAL COST
001	EOD	EOD K9 Replacement Vehicle	1	\$44,000.00	\$ 44,000.00
002					\$ -
003					\$ -
004					\$ -
005					\$ -
006					\$ -
007					\$ -
008					\$ -
009					\$ -
010					\$ -
011					\$ -
				TOTAL	\$ 44,000.00

GEMA/HS Program Manager: Tod Keys	Program: EOD K9
Prepared By:	Title:

Kaycee Braswell

From: Veronica M. Freeman
Sent: Thursday, March 01, 2018 12:09 PM
To: Kaycee Braswell
Subject: FY17 EOD K-9 Grant
Attachments: 0007_001.pdf; SKM_554e17110213402.pdf; SKM_C22717102311250.pdf

Good afternoon,

I have attached supporting documents. Please use account **220039269-5422110**.

Regards,

Veronica Freeman

Finance Director
Richmond County Sheriff's Office
400 Walton Way
Augusta, GA 30901
Phone: 706-821-1067
Fax: 706-821-1428
www.RCSOGA.org



From: Robert Partain
Sent: Wednesday, February 28, 2018 10:59 AM
To: Veronica M. Freeman
Subject: FW: Attached Image

K-9 Explorer

Robert Partain
Office of the Colonel
Richmond County Sheriff's Office
Phone: 706-821-1430
Fax: 706-821-1064
Cell: 706-533-1369

Item # 5



GA Statewide Contract ES-RFR-40199-409

Pursuit Utility Vehicle (Explorer) All Wheel Drive

3.7L V6, CLOTH FRONT/VINYL REAR, POWER WINDOWS/LOCKS/MIRRORS/DRV SEAT, PURSUIT RATED TIRES

WADE FORD, Inc. Government Sales 3860 South Cobb Dr Smyrna, GA 30080

Code	Vehicle Options	Total	Code	Added Equipment	Total
1 99T	3.5L V6 EcoBoost Engine	3,227.00	66A	Head Light Solution	834.00
1 86L	Automatic Headlights	112.00	66B	Tail Light Solution	416.00
1 86P	Headlight Housing	120.00	66C	Rear Lighting Solution	446.00
86T	Taillight Housing	59.00	67G	Cargo Wiring Upfit Pkg	1,314.00
51PW	Spotlight Prep (1,2)	136.00	67H	Ready for Road Pkg	3,344.00
51YZ	Regular Spot Light (1,2)	210.00	67U	Ultimate Wiring Pkg	540.00
51TV	LED Spot Light (1,2) Whelen	411.00	60A	Pre Wire Grille	49.00
43D	Dark Car	19.00	47C	Front Wire Connector Kit	102.00
47A	Engine Idle Feature	255.00	21P	Rear Wire Connector Kit	127.00
17T	Red Cargo Dome Lamp	49.00	63L	Marker Lights	563.00
1 65U	Interior Upgrade	382.00	63B	Side Marker Lights	285.00
16C	Carpet w/ Mats	122.00	21L	Front Aux Warn Light	540.00
88F	2nd Row Cloth Seats	59.00	21W	Front Pocket Warn Light	626.00
87P	Power Passenger Seat	310.00	96W	Windshield Warning Lights	1,092.00
17A	Dual AC w/ Front Controls	597.00	96T	Rear Spoiler Warning Lights	1,371.00
1 64E	Painted Aluminum Wheels	465.00	18X	100 Watt Siren Speaker	294.00
65L	Full Wheel Covers	59.00	52B	Enhanced TPU Cooler	2,865.00
53M	SYNC Hands Free System	288.00	16D	Badge Delete	0.00
1 61RS	Steering Wheel Switches	153.00	91A	Two Tone Vinyl (roof doors)	821.00
59*	Keyed Alike	49.00	xx	blue/blue	41.00
1 55F	Keyless Remote (4 total)	382.00			0.00
593	Perimeter Alarm (req 55F)	117.00	AW	A/W Mats	100.00
87R	Camera Monitor in Mirror	0.00			0.00
19L	Lockable Gas Cap	20.00			0.00
1 76R	Reverse Sensing	269.00	CB1	Standard Cop Box Installed	1,995.00
60R	Noise Suppression Bonds	98.00	SB1	Standard Scale Box Installed	2,395.00
549	Heated Mirrors	59.00			0.00
1 55B	BLIS (Blind Spot Alert)	533.00	94D	Telematics 1 year	1,077.00
63V	Cargo Storage Vault	239.00	94E	Telematics 3 year	2,291.00
942	Daytime Running Lights	43.00	94F	Telematics 5 year	3,442.00
43L	Silent Mode (req 942)	19.00			0.00
68Z	Roof Rack	152.00	1	West Warning Quote #5086	9,035.97
68G	Rear Door Handle/Lock Inop	34.00			0.00
52P	Hidden Lock Plunger	157.00	PRO	20 GGE STAG Propane Fuel System. Installed Complete	9,990.00
18W	Rear Window Inop	25.00			0.00
90DE	Ballistic Doors Lvl 3 (1,2)	1,553.00	CNG	8.2 GGE STAG CNG Fuel System. Installed complete	9,990.00
90FG	Ballistic Doors Lvl 4 (1,2)	2,365.00			0.00
41H	Engine Block Heater	88.00		DELIVERY	150.00

PAINT COLORS				
YZ	Oxford White	Vermillion Red	E4	
G1	Black	Light Blue Metallic	LN	
BU	Medium Brown Metallic	Blue Metallic	FT	
E3	Arizona Beige Clearcoat	Silver Gray Metallic	TN	
HG	Smokestone Metallic	Sterling Gray Metallic	UJ	
J1	Kodiak Brown Metallic	Ingot Silver Metallic	UX	x
JL	Dark Toreador Red Metallic	Medium Titanium Metallic	YG	
KR	Norsea Blue Metallic	Fire Engine Red (VSO)	4650	
LK	Dark Blue	Dark Forest Green (VSO)	7606	
LM	Royal Blue	Emerald Green (VSO)	7862	

VSO Special Paint add 950.00

Base Vehicle	\$26,298.00
Total Chassis Options	\$5,643.00
Total Body Options	\$9,035.97
VSO Paint	0.00
Delivery Zone	\$125.00
Total	\$41,101.97

Agency Contact _____
 Phone _____
 Agency _____
 Address _____

Item # 5

rev 07 Sep 2017

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

115 SAND BAR FERRY ROAD
AUGUSTA, GA 30901

Phone # 706-855-6916

QUOTE

Date	Quote #
1/25/2018	5086

Name / Address
FIRSTVEHICLE ATTN: TERRI PO BOX 507 AUGUSTA, GA 30903

Qty	Item	Description	Rate	Total
		2018 FORD UTILITY K-9 SLICK TOP PACKAGE		
1	SOU-ENFWBF(XXXX)	SOUND OFF nFORCE INTERIOR WINDSHIELD BAR 12 LED DUAL COLOR (BLUE/ WHITE)	825.00	825.00
1	ABL-056000	ABLE2 5.6000 SWITCH BOX	135.00	135.00
1	FEN-FN-0616D-BA	FENIEX FN-0616D-BA FUSION 600 LED DUAL COLOR LIGHT STICK BLUE/AMBER (REAR BACK WINDOW)	389.00	389.00
2	FEN-S-ENDCAPBR...	FENIEX 32-00020-01 SHORT END CAP BRKT-WL SERIES-EACH	4.25	8.50
1	FEN-FN-4416	FENIEX FN-4416 FUSION HEADLINER BRKT	15.00	15.00
4	FEN-H-2209BW	FENIEX H-2209BW CANNON 120 BLUE / WHITE (FOG AREA , REAR)	70.00	280.00
2	FEN-H-3217	FENIEX H-3217 METAL FLANGE W/ MOUNTING HARDWARE	5.00	10.00
2	FEN-FSM-180-B	FENIEX FSM-180-B FUSION SURFACE MOUNT SINGLE COLOR BLUE (SIDE BACK WINDOW)	50.00	100.00
2	FEN-FN-4316	FENIEX FN-4316 FUSION ROTATING BRACKET	20.00	40.00
1	CAR-SA-500-20 14	CARSON SA-500-20 14 CRUISER 100/200 WATT FULL FEATURED SIREN	185.00	185.00
1	FEN-S-2009	FENIEX S-2009 TRITON 100W SPEAKER	125.00	125.00
1	JOT-425-6478	JOTTO 425-6478 16+ FORD UTILITY CONSOLE (16")	280.00	280.00
1	JOT-425-6115	425-6115 3" EQUIP BRKT- ABL-056000	0.00	0.00
1	JOT-425-6349	425-6349 3" EQUIP BRKT- CARSON SA 500	0.00	0.00
2	JOT-425-6053	425-6053 3" BLANK	0.00	0.00
1	JOT-425-3704	JOTTO 425-3704 DUAL INTERNAL CUPHOLDER	48.00	48.00
1	JOT-425-6411	JOTTO 425-6411 ADJ. ARMREST	80.00	80.00
1	JOT-475-0192	JOTTO-475-0192 GR9-870 VERTICAL MOUNT TO FLAT/RECESSED HOUSING- SINGLE GUN RACK	250.00	250.00
1	JOT-425-5631	JOTTO 425-5631 PI UTILITY HD LAPTOP STAND (NO TOP)	395.00	395.00
1	ABL-140553	TRIPLE OUTLET	26.00	26.00
1	AME-K9KENNEL	AMERICAN ALUM. STANDARD K-9 UNIT INCLUDES RUBBER MAT , MATTE BLACK POWER COATING, FITS FORD UTILITY	2,030.00	2,030.00
1	AME-CG	AMERICAN ALUM COOL GUARD	500.00	500.00
1	AME-RESCUE	AMERICAN ALUM BAIL OUT SYSTEM	550.00	550.00
1	5LB - 25614	5LB FIRE EXTINGUISHER W/ VEHICLE BRACKET	50.00	50.00
1	DECAL	DECAL KIT	170.00	170.00
1	TINT	WINDOW TINT W/ 6 " STRIP	175.00	175.00
1	ATD-7974	ATD-7974 BOOSTER CABLE KIT	125.00	125.00

Sales Tax (8.0%)

Total

Item # 5

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

115 SAND BAR FERRY ROAD
AUGUSTA, GA 30901

Phone # 706-855-6916

QUOTE

Date	Quote #
1/25/2018	5086

Name / Address
FIRSTVEHICLE ATTN: TERRI PO BOX 507 AUGUSTA, GA 30903

Qty	Item	Description	Rate	Total
1	WAY-48887	WAYTEK 48887 CIRCUIT BREAKER 150 AMP	30.00	30.00
1	LABOR	LABOR TO INSTALL ABOVE& REMOVE DOCKING STATION FROM OLD VEHICLE & INSTALL IN THIS VEHICLE	2,125.00	2,125.00
QUOTE GOOD FOR 30 DAYS			Sales Tax (8.0%)	\$0.00
			Total	Item #5 \$2,155.00



Administrative Services Committee Meeting
3/13/2018 1:15 PM
2018 Sheriff Vehicles - SPLOST

Department: Central Services Department - Fleet Management Division

Presenter: Ron Crowden

Caption: Approve a request from the Richmond County Sheriff's Office to replace 31 Road Patrol, 2 Traffic, 2 Civil, 1 K-9 and 7 Criminal Investigation vehicles using SPLOST VII – Public Safety Vehicles.

Background: SPLOST VII's allocation for Public Safety Vehicles is \$1,500,000. For the purpose of SPLOST VII that includes the Richmond County Sheriff's Office, Marshal's Office, District Attorneys' Office, Coroner's Office, Probation Office, Solicitor's Office, Augusta-Richmond County Correctional Institute, and Animal Services.- Of the \$1,500,000 the Sheriff's Office is allocated \$1,200,000. The Sheriff is requesting to replace 31-Road Patrol (pursuit) vehicles, 2- Traffic Division Vehicles, 2-Civil Division Vehicles, 1-K-9 Division Vehicle and 7-Vehicles from CID. A list of vehicles, mileages and cost tab sheets are attached.

Analysis: The Procurement Department published a competitive bid using the Demand Star national electronic bid application for Police Vehicles with the following results. Bid 18-123 – Patrol Package: Akins Ford Corp = \$27,917.00; Ginn Chrysler Jeep Dodge = \$29,735.00. Traffic Package: Akins Ford Corp = \$28,235.00, Ginn Chrysler Jeep Dodge = \$29,953.00. Administrative Package (CID): Akins Ford Corp = \$22,229.00, Ginn Chrysler Jeep Dodge = \$22,874.00. The Procurement Department approved the use of the Georgia Statewide Contract 99999-SPD-ES40199409-0003, 2018 Pursuit Utility Vehicle (Explorer). State Contract: Ford Explorer-Civil Package – Wade Ford = \$30,185.98. Ford Explorer- K-9 Package – Wade Ford = \$40,852.97.

Financial Impact: 31-Road Patrol Vehicles at \$27,917 each = \$865,427.00; 2-Traffic Vehicles at \$28,235 each = \$56,470.00, 2-Civil Vehicles at \$30,185.98 each = \$60,371.96, 1-K-9 Vehicle at \$40,852.97 each = \$40,852.97 and 7-CID Administrative Vehicles at \$22,229 each = \$155,603.00. The total amount for the Sheriff's vehicles for

2017 SPLOST VII is \$1,178,724.93.

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

Recommendation: Approve the request to replace 43 Sheriff's vehicles at a cost of \$1,173,036.93 from SPLOST VII – Public Safety Vehicles and declare the turned in vehicles surplus and available for surplus.

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

REVIEWED AND APPROVED BY:

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

SHERIFF'S OFFICE EVALUATIONS 2018

Road Patrol

Asset #	Miles		Age	Miles	Type of Service	Reliability	Repair \$	Condition	TOTAL
209067	209458		9	20	3	4	3	3	42
206081	186174		12	18	3	4	4	2	43
206069	180670		12	18	3	4	3	2	42
209076	171175		9	17	3	4	4	3	40
210276	170135		8	17	3	3	4	3	38
210094	169823		8	16	3	3	3	2	35
210292	169351		8	16	3	4	3	2	36
204183	167063		14	16	3	3	4	4	44
212037	166731		6	16	3	3	4	2	34
207023	164963		11	16	3	3	4	3	40
208056	163180		10	16	3	4	3	3	39
209058	162577		9	16	3	4	3	3	38
210092	162479		8	16	3	4	4	2	37
210278	161388		8	16	3	3	3	2	35
210306	160342		8	16	3	3	4	2	36
210286	159325		8	15	3	4	4	2	36
205105	158932		13	15	3	4	4	4	43
207026	156962		11	15	3	3	4	3	39
209055	156857		8	15	3	4	3	2	35
205112	155509		13	15	3	3	3	3	40
207043	155428		11	15	3	4	4	3	40
207011	155352		11	15	3	4	4	3	40
209070	154811		9	15	3	3	3	2	35
209061	154773		9	15	3	3	4	2	36
210287	152750		8	15	3	4	3	2	35
207019	152465		11	15	3	3	3	3	38
210310	152433		8	15	3	4	3	2	35
209075	150220		9	15	3	3	3	2	35
210102	149737		8	14	3	3	3	2	33
205083	144301		13	14	3	4	4	4	42
210296	140490		8	14	3	3	3	2	33

TRAFFIC

ASSET	MILES		Age	Miles	Type of Service	Reliability	Repair \$	Condition	TOTAL
208081	157444		10	15	3	4	3	3	37
208079	156548		10	15	3	3	3	3	36

**Criminal
Investigation
Division (CID)**

ASSET	MILES		Age	Miles	Type of Service	Reliability	Repair \$	Condition	TOTAL
208104	165798		9	16	2	4	3	3	37
206200	157667		11	15	2	2	4	3	37
211164	156938		7	15	2	3	3	3	33
206202	153404		11	15	2	2	4	3	37
994274	147822		18	14	2	3	4	4	45
204147	145187		14	14	2	2	3	3	38
206209	144946		11	14	2	2	3	3	35

POINT RANGES

Under 18 Points = Excellent Overall Condition

18 to 22 Points = Good

23 to 27 Points = Qualifies for Replacement

28 Points = Needs immediate consideration for replacement

OFFICIAL



Bid Opening
Bid Item #18-123 Dodge Charger Police Automobile
for Augusta, Georgia - Central Services Department-Fleet Division
Bid Due: Friday, January 12, 2018 at 11:00 a.m.

Total Number Specifications Mailed Out: 23
 Total Number Specifications Download (Demandstar): 7
 Total Electronic Notifications (Demandstar): 145
 Mandatory Pre-Bid Conference/Telephone Conference Attendees: NOT APPLICABLE
 Total packages submitted: 2
 Total Noncompliant: 0

Vendors	AKINS FORD CORP 220 WEST MAY STREET WINDER, GA 30680	GINN CHRYSLER JEEP DODGE 5190 HIGHWAY 278 NE CONVINGTON, GA 30014	BUTLER CHRYSLER DODGE JEEP 1555 SALEM ROAD BEAUFORT, SC 29902	THOMSON CHRYSLER DODGE JEEP 2158 WASHINGTON ROAD THOMSON, GA 30824
Attachment B	YES	YES	No Response	No Response
E-Verify #	388164	718381		
SAVE Form	YES	YES		
Compliance Review	Yes	Yes		
5.00 VEHICLE/OPTIONS REQUIRED				
5.01 Administrative package	\$22,229.00	\$22,874.00		
5.02 Civil package	\$22,813.00	\$24,469.00		
5.03 Marshal package	\$24,963.00	\$26,887.00		
5.04 Patrol package	\$27,917.00	\$29,735.00		
5.05 Traffic package	\$28,235.00	\$29,953.00		
6.00 OPTIONAL ITEMS:				
6.01 HEMI 5.7 Liter engine	\$918.00	\$1,985.00		
6.02 All-wheel drive	\$1,723.00	\$36,946.00		
6.03 Special exterior paint colors each	\$445.00	\$445.00		
6.04 Police Charger "Convenience Group"	\$427.00	\$427.00		
6.05 Park Assist Group	INCLUDED	INCLUDED		
7.00 OUTFITTER'S SPECIALTY ITEMS:				
701 1 each Code 3 Model 21TR47MC thin line LED light bar	\$1,630.00	\$1,725.00		

OFFICIAL

Vendors	AKINS FORD CORP 220 WEST MAY STREET WINDER, GA 30680	GINN CHRYSLER JEEP DODGE 5190 HIGHWAY 278 NE CONVINGTON, GA 30014	BUTLER CHRYSLER DODGE JEEP 1555 SALEM ROAD BEAUFORT, SC 29902	THOMSON CHRYSLER DODGE JEEP 2158 WASHINGTON ROAD THOMSON, GA 30824
7.02 1 each Jotto Desk 425-6175	\$455.00	\$577.00		
7.03 1 each Jotto Desk 425-6260 armrest	\$45.00	\$98.00		
7.04 1 each Jotto Desk 425-5630	\$39.00	\$91.00		
7.05 1 each Havis Shields	\$370.00	\$785.00		
7.06 1 each Sho-Me model 05.6000 six control switch power	\$130.00	\$305.00		
7.07 1 each Outlet receptacle	\$50.00	\$147.00		
7.08 3 Wytek Rocker Switches	\$18.00	\$155.00		
7.09 Jumper cable connection	\$260.00	\$315.00		
7.10 2 sets of Feniex industries FN-H- 2209BW Cannon Blue/White	\$422.00	\$447.00		
7.11 1 each Whelen model SLPMMBB Blue/Blue dual LED flasher light	\$240.00	\$430.00		
7.12 1 each Whelen model SLPMMBA dual LED flasher light	\$240.00	\$430.00		

OFFICIAL

Vendors	AKINS FORD CORP 220 WEST MAY STREET WINDER, GA 30680	GINN CHRYSLER JEEP DODGE 5190 HIGHWAY 278 NE CONVINGTON, GA 30014	BUTLER CHRYSLER DODGE JEEP 1555 SALEM ROAD BEAUFORT, SC 29902	THOMSON CHRYSLER DODGE JEEP 2158 WASHINGTON ROAD THOMSON, GA 30824
7.13 1 each Carson Manufacturing SA-361-20	\$255.00	\$314.00		
7.14 1 each Fenix Industries S-2009	\$135.00	\$270.00		
7.15 1 each Jotto 475-0980 High Security/High Visibility	\$550.00	\$1,525.00		
7.16 1 each full lower extension plate with toe kick	\$115.00	\$235.00		
7.17 Jotto Desk 475-0421 secure grid side window barriers	\$205.00	\$330.00		
7.18 1 Jotto Desk 475-0421 Secure Grid side window barriers	\$205.00	\$330.00		
7.19 Jotto Desk 475-0749 pre molded rear Bio seat	\$420.00	\$455.00		
7.20 Floor Pan	\$180.00	\$750.00		
7.21 Shotgun mount and lock	\$355.00	\$415.00		
7.22 Shotgun mount	\$75.00	\$170.00		
7.23 Push bumper	\$410.00	\$495.00		
7.24 Headlight guard	\$410.00	\$525.00		
7.25 # 35 window tint film application	\$130.00	\$475.00		
7.26 Fire extinguisher	\$50.00	\$19.00		
2018 DODGE CHARGER POLICE AUTOMOBILE:				
APPROXIMATE DELIVERY SCHEDULE:	10-12 WEEKS ARO	8-10 WEEKS ARO		



CONTRACT AMENDMENT Extension # 1
Police Pursuit and Special Service Vehicles
Wade Ford

This amendment by and between the Contractor and State Entity defined below shall be effective as of the date this Amendment is fully executed.

STATE OF GEORGIA CONTRACT	
State Entity's Name:	DOAS State Purchasing Division
Contractor's Full Legal Name:	Wade Ford
Contract No.:	SWC 99999-SPD-40199409-0003
Solicitation No./Event ID:	N/A
Solicitation Title/Event Name:	Vehicles, Police
Contract Award Date:	Septembr 3, 2013
Current Contract Term:	9/1/2016 Through 8/31/17

WHEREAS, the Contract is in effect through the Current Contract Term as defined above; and

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties do hereby agree as follows:

- 1. CONTRACT RENEWAL.** The parties hereby agree that the contract will be renewed/extended for an additional period of time as follows:

NEW CONTRACT TERM	
Beginning Date of New Contract Term:	9/1/2017
End Date of New Contract Term:	8/31/2018

2. PRICING:

Price changes have not been released by the manufacturer at the time of this extension. POrice changes, if any will be processed separately..

- 3. Compliance with O.C.G.A § 50-5-85.** Contractor certifies that Contractor is not currently engaged in, and agrees for the duration of this Contract not to engage in, a boycott of Israel, as defined in O.C.G.A. § 50-5-85.



GA Statewide Contract ES-RFR-40199-409

Pursuit Utility Vehicle (Explorer) All Wheel Drive

3.7L V6, CLOTH FRONT/VINYL REAR, POWER WINDOWS/LOCKS/MIRRORS/DRV SEAT, PURSUIT RATED TIRES

WADE FORD, Inc. Government Sales 3860 South Cobb Dr Smyrna, GA 30080

Code	Vehicle Options	Total	Code	Added Equipment	Total
	99T 3.5L V6 EcoBoost Engine	3,227.00		66A Head Light Solution	834.00
	86L Automatic Headlights	112.00		66B Tail Light Solution	416.00
1	86P Headlight Housing	120.00		66C Rear Lighting Solution	446.00
	86T Taillight Housing	59.00		67G Cargo Wiring Upfit Pkg	1,314.00
	51PW Spotlight Prep (1,2)	136.00		67H Ready for Road Pkg	3,344.00
	51YZ Regular Spot Light (1,2)	210.00		67U Ultimate Wiring Pkg	540.00
	51TV LED Spot Light (1,2) Whelen	411.00		60A Pre Wire Grille	49.00
	43D Dark Car	19.00		47C Front Wire Connector Kit	102.00
	47A Engine Idle Feature	255.00		21P Rear Wire Connector Kit	127.00
	17T Red Cargo Dome Lamp	49.00		63L Marker Lights	563.00
	65U Interior Upgrade	382.00		63B Side Marker Lights	285.00
	16C Carpet w/ Mats	122.00		21L Front Aux Warn Light	540.00
	88F 2nd Row Cloth Seats	59.00		21W Front Pocket Warn Light	626.00
	87P Power Passenger Seat	310.00		96W Windshield Warning Lights	1,092.00
	17A Dual AC w/ Front Controls	597.00		96T Rear Spoiler Warning Lights	1,371.00
	64E Painted Aluminum Wheels	465.00		18X 100 Watt Siren Speaker	294.00
	65L Full Wheel Covers	59.00		52B Enhanced TPU Cooler	2,865.00
	53M SYNC Hands Free System	288.00		16D Badge Delete	0.00
	61RS Steering Wheel Switches	153.00		91A Two Tone Vinyl (roof doors)	821.00
	59* Keyed Alike	49.00		xx blue/blue	41.00
1	55F Keyless Remote (4 total)	382.00			0.00
	593 Perimeter Alarm (req 55F)	117.00	1	AW A/W Mats	100.00
	87R Camera Monitor in Mirror	0.00	1	WW West Warning Quote 5113	3,835.98
	19L Lockable Gas Cap	20.00		drop ship code 88HPN8	0.00
	76R Reverse Sensing	269.00			0.00
	60R Noise Suppression Bonds	98.00			0.00
	549 Heated Mirrors	59.00			0.00
	55B BLIS (Blind Spot Alert)	533.00	94D	Telematics 1 year	1,077.00
	63V Cargo Storage Vault	239.00	94E	Telematics 3 year	2,291.00
	942 Daytime Running Lights	43.00	94F	Telematics 5 year	3,442.00
	43L Silent Mode (req 942)	19.00			0.00
	68Z Roof Rack	152.00			0.00
	68G Rear Door Handle/Lock Inop	34.00			0.00
	52P Hidden Lock Plunger	157.00	PRO	20 GGE STAG Propane Fuel	9,990.00
	18W Rear Window Inop	25.00		System. Installed Complete	0.00
	90DE Ballistic Doors Lvl 3 (1,2)	1,553.00	CNG	8.2 GGE STAG CNG Fuel	9,990.00
	90FG Ballistic Doors Lvl 4 (1,2)	2,365.00		System. Installed complete	0.00
	41H Engine Block Heater	88.00		DELIVERY	0.00

PAINT COLORS				
YZ	Oxford White	Vermillion Red	E4	
G1	Black	Light Blue Metallic	LN	
BU	Medium Brown Metallic	Blue Metallic	FT	
E3	Arizona Beige Clearcoat	Silver Gray Metallic	TN	
HG	Smokestone Metallic	Sterling Gray Metallic	UJ	
J1	Kodiak Brown Metallic	Ingot Silver Metallic	UX	
JL	Dark Toreador Red Metallic	Medium Titanium Metallic	YG	
KR	Norsea Blue Metallic	Fire Engine Red (VSO)	4650	
LK	Dark Blue	Dark Forest Green (VSO)	7606	
LM	Royal Blue	Emerald Green (VSO)	7862	

VSO Special Paint add 950.00

Base Vehicle	\$25,623.00
Total Chassis Options	\$502.00
Total Body Options	\$3,935.98
VSO Paint	0.00
Delivery Zone	\$125.00
Total	\$30,185.98

Agency Contact	
Phone	
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rev 07 Sep 2017



GA Statewide Contract ES-RFR-40199-409

Pursuit Utility Vehicle (Explorer) All Wheel Drive

3.7L V6, CLOTH FRONT/VINYL REAR, POWER WINDOWS/LOCKS/MIRRORS/DRV SEAT, PURSUIT RATED TIRES

WADE FORD, Inc. Government Sales 3860 South Cobb Dr Smyrna, GA 30080

Code	Vehicle Options	Total	Code	Added Equipment	Total
1	99T 3.5L V6 EcoBoost Engine	3,227.00	66A	Head Light Solution	834.00
	86L Automatic Headlights	112.00	66B	Tail Light Solution	416.00
1	86P Headlight Housing	120.00	66C	Rear Lighting Solution	446.00
	86T Taillight Housing	59.00	67G	Cargo Wiring Upfit Pkg	1,314.00
	51PW Spotlight Prep (1,2)	136.00	67H	Ready for Road Pkg	3,344.00
1	51YZ Regular Spot Light (1,2)	210.00	67U	Ultimate Wiring Pkg	540.00
	51TV LED Spot Light (1,2) Whelen	411.00	60A	Pre Wire Grille	49.00
	43D Dark Car	19.00	47C	Front Wire Connector Kit	102.00
	47A Engine Idle Feature	255.00	21P	Rear Wire Connector Kit	127.00
	17T Red Cargo Dome Lamp	49.00	63L	Marker Lights	563.00
1	65U Interior Upgrade	382.00	63B	Side Marker Lights	285.00
	16C Carpet w/ Mats	122.00	21L	Front Aux Warn Light	540.00
	88F 2nd Row Cloth Seats	59.00	21W	Front Pocket Warn Light	626.00
	87P Power Passenger Seat	310.00	96W	Windshield Warning Lights	1,092.00
1	17A Dual AC w/ Front Controls	597.00	96T	Rear Spoiler Warning Lights	1,371.00
1	64E Painted Aluminum Wheels	465.00	18X	100 Watt Siren Speaker	294.00
	65L Full Wheel Covers	59.00	52B	Enhanced TPU Cooler	2,865.00
	53M SYNC Hands Free System	288.00	16D	Badge Delete	0.00
1	61RS Steering Wheel Switches	153.00	91A	Two Tone Vinyl (roof doors)	821.00
	59* Keyed Alike	49.00	xx	blue/blue	41.00
1	55F Keyless Remote (4 total)	382.00			0.00
	593 Perimeter Alarm (req 55F)	117.00	AW	A/W Mats	100.00
	87R Camera Monitor in Mirror	0.00			0.00
	19L Lockable Gas Cap	20.00			0.00
	76R Reverse Sensing	269.00	CB1	Standard Cop Box Installed	1,995.00
	60R Noise Suppression Bonds	98.00	SB1	Standard Scale Box Installed	2,395.00
	549 Heated Mirrors	59.00			0.00
1	55B BLIS (Blind Spot Alert)	533.00	94D	Telematics 1 year	1,077.00
	63V Cargo Storage Vault	239.00	94E	Telematics 3 year	2,291.00
	942 Daytime Running Lights	43.00	94F	Telematics 5 year	3,442.00
	43L Silent Mode (req 942)	19.00			0.00
	68Z Roof Rack	152.00	1	WW West Warning Quote #5086	9,035.97
	68G Rear Door Handle/Lock Inop	34.00			0.00
	52P Hidden Lock Plunger	157.00	PRO	20 GGE STAG Propane Fuel System. Installed Complete	9,990.00
	18W Rear Window Inop	25.00			0.00
	90DE Ballistic Doors Lvl 3 (1,2)	1,553.00	CNG	8.2 GGE STAG CNG Fuel System. Installed complete	9,990.00
	90FG Ballistic Doors Lvl 4 (1,2)	2,365.00			0.00
	41H Engine Block Heater	88.00		DELIVERY	150.00

PAINT COLORS				
	YZ	Oxford White	Vermillion Red	E4
	G1	Black	Light Blue Metallic	LN
	BU	Medium Brown Metallic	Blue Metallic	FT
	E3	Arizona Beige Clearcoat	Silver Gray Metallic	TN
	HG	Smokestone Metallic	Sterling Gray Metallic	UJ
	J1	Kodiak Brown Metallic	Ingot Silver Metallic	UX
	JL	Dark Toreador Red Metallic	Medium Titanium Metallic	YG
	KR	Norsea Blue Metallic	Fire Engine Red (VSO)	4650
	LK	Dark Blue	Dark Forest Green (VSO)	7606
	LM	Royal Blue	Emerald Green (VSO)	7862

VSO Special Paint add 950.00

Base Vehicle	\$25,623.00
Total Chassis Options	\$6,069.00
Total Body Options	\$9,035.97
VSO Paint	0.00
Delivery Zone	\$125.00
Total	\$40,852.97

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**Administrative Services Committee Meeting
3/13/2018 1:15 PM
Approve Execution of Healthstat Contract**

Department:	Human Resources
Presenter:	Kenneth Perry - Compensation and Benefits Manager
Caption:	A motion to approve and execute the final revision of the Healthstat contract.
Background:	Augusta has more than 2,400 employees eligible for medical insurance. As part of a long-term strategic plan Augusta made the decision in 2012 to move to a self-funded platform and implement an On-Site Clinic to assist in alleviating rising healthcare costs and improve members overall health status. The Clinic was opened in early 2013. Since that time we have seen a substantial increase in members receiving annual wellness and preventive services as well as a higher pharmacy adherence rate for the members with chronic conditions. More members are taking their medications as they are prescribed which leads to reduced healthcare costs in the future. The clinic is very popular among employees and is currently averaging over 300 appointments per month.
Analysis:	The evaluation committee met on October 6th and October 13th to evaluate the four (4) compliant proposals. After reviewing, discussing and scoring the proposals the evaluation committee is recommending Healthstat as the Wellness Center provider beginning January 1st, 2018.
Financial Impact:	
Alternatives:	Close the wellness center and go back to the market by implementing another RFP
Recommendation:	Approve and execute the Heathstat final revised contract.
Funds are Available in the Following	Contract budgeted for FY'18 Fund 616

Cover Memo
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Accounts:

REVIEWED AND APPROVED BY:

Finance.

Law.

Administrator.

Clerk of Commission

HEALTH RISK MANAGEMENT AGREEMENT

This Health Risk Management Agreement ("Agreement") is made and entered into as of the signature dates below, effective January 1, 2018 ("Effective Date"), by and between **Healthstat, Inc.**, a North Carolina Corporation ("Healthstat") and **Augusta, Georgia**, a political subdivision of the State of Georgia ("Employer"), acting on behalf its group health plan ("Plan"). All references to Employer in this Agreement shall be deemed to refer to it as acting in its capacity as Plan Administrator or on behalf of the Plan.

RECITALS

WHEREAS, Employer conducts business in the state(s) of Georgia and is headquartered with its principal offices located in Augusta, GA; and

WHEREAS, Employer desires to reduce Plan healthcare costs for its employees while improving the overall health of its employees, and is therefore entering into this Agreement for the Plan; and

WHEREAS, Healthstat has offered to assist Employer by establishing and operating nurse practitioner, physician's assistant, and/or physician ("Clinician") clinics ("Clinic(s)") on or near the premises of Employer and by providing other value-added services, all designed to assist Employer in reducing Plan health care costs and decreasing lost productivity due to illness-related absences ("Benefits"); and

WHEREAS, Healthstat has made Employer aware, and, Employer acknowledges the success and effectiveness of the services offered by Healthstat in achieving Benefits is greatly dependent upon the support and assistance Employer provides Healthstat regarding educating and participation of Employer's workforce, allowing sufficient clinic hours of operation, and, providing suitable premises for a clinic with convenient physical access; and

WHEREAS, Employer desires to engage Healthstat pursuant to the terms herein and Healthstat desires to provide services in accordance with the same.

NOW, THEREFORE, in consideration of the mutual premises, promises, covenants and conditions contained herein, and as hereinafter set forth, the parties agree as follows:

1. **Healthstat Services.** Healthstat shall provide the Plan the services set forth in this Agreement. Employer shall provide the assistance described hereafter to increase the Benefits achieved.

1.1 ***Operation of Clinic(s).***

1.1.2 Healthstat shall staff and manage each Clinic described on Exhibit "A," as such may be amended from time to time. The opening of any additional Clinic sites shall be subject to written agreement of the parties. As to any new Clinic, Healthstat shall provide Employer with a design layout of the space to serve as the Clinic. All costs associated with renovating or preparing the physical space for the Clinic shall be borne by Employer, and Healthstat may request payment of a good faith deposit and such other compensation as may be agreed to by the parties.

1.1.2. Healthstat shall provide licensed and certified Clinician(s) who are employed by Healthstat, or contract with licensed physicians or physician practices ("Group" or "Groups" which term shall include both sole physician practices and practices with multiple physicians) to provide services under contract with Healthstat, to provide professional services consistent with reasonable and appropriate standards of care, and who are responsible for supervising the Clinician(s) operating the clinics on the Employer's premises as required in accordance with applicable state law. Each Clinician that is employed or contracted by Healthstat shall be supervised by a physician independently contracted by Healthstat, as

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required in accordance with applicable state law. Each Clinician and Group shall remain in good standing with the applicable State licensing authority within the state where each Clinic is located. Each Group shall supervise and oversee each Clinician at every Clinic location in accordance with applicable state law. Every Healthstat contract with a Group shall contain provisions requiring the Group to comply with all applicable state laws in the provision of professional services at the Clinic(s). Healthstat shall further require that each Group carry malpractice insurance.

1.2 Education of workforce about Healthstat Services. Healthstat shall provide educational sessions regarding the services offered by Healthstat and the benefits which employees, and eligible spouses and dependents, if included, may derive from using the services provided by Healthstat, at Employer's request, subject to mutually agreeable pricing. Employer acknowledges that all educational and promotional materials provided by Healthstat shall include Healthstat's logo and branding. If Employer should provide educational or promotional materials to its employees relating to the Clinic(s), Employer shall not use Healthstat's logo or branding on such materials without first providing Healthstat a reasonable opportunity to review the same and receiving Healthstat's written consent to use its logo and branding on the materials considered. Employer acknowledges that concerted and consistent communications to employees regarding the Clinic(s) is key to achieving the Benefits and agrees to cooperate with Healthstat regarding the delivery of the same.

1.3 Health Assessment(s). Employer may request that mass health assessments be performed on each participating employee, which event shall include the collection of certain baseline clinical data indices including cholesterol, triglycerides, and glucose. In addition, Healthstat shall collect the clinical indices for the Prostate Screening Antigen (PSA) if Employer has selected this. The scheduling of such mass health assessments shall be subject to mutual agreement of the parties but should occur on an annual basis. Employees who miss the mass event and/or were hired subsequently may obtain their health assessment in the clinic. Healthstat shall be responsible for collecting blood pressure, body weight indexing, and providing a health survey to be completed by the employees. Healthstat shall work with Employer to encourage employees to participate in such health assessment(s). At Employer's request, Healthstat shall participate in an employee health fair and such other wellness activities as may be sponsored by Employer (at an additional cost to Employer for such services as agreed). Personal Health Information obtained during each assessment will be collected in accordance with Healthstat business practices designed to ensure its privacy and security in accordance with the Health Insurance Portability and Accountability Act of 1996 ("HIPAA").

1.4 Periodic Reports. Healthstat shall produce the following reports for Employer and Employer's group health plan as well as such other reports as Employer may request and Healthstat has the programming capabilities to comply. Healthstat shall charge Employer a programming charge as described in Exhibit "B" for reports other than the ones listed below. The form and substance of additional requested reports shall be as mutually agreed to by Healthstat and Employer. All reports shall be HIPAA compliant. Healthstat's ability to comply with this section 1.4 is contingent upon Employer or Employer's health plan supplying the data elements in Exhibit "D" to this Agreement; Employer's failure to provide Healthstat with such information shall relieve Healthstat from the reporting obligations provided herein.

- 1.4.1 **Healthy Life Profile** - Individual health profiles for assessment participants shall be compiled and distributed to each participant only after each health assessment.
- 1.4.2 **Health Risk Assessment Overview** - Aggregate health risk report(s) for the entire employee population on a de-identified basis shall be compiled and distributed to Employer after each mass health assessment.
- 1.4.3 **Activity and Claims Trend ("Act") Reports** including:
 - a. **Clinic Utilization** – Monthly clinic utilization reports summarizing the services furnished onsite at each Clinic in a de-identified format.

- b. Quarterly Report - Provided the Employer's health plan, health insurer or third-party administrator furnishes historical claims data in accordance with Employer's instruction pursuant to paragraph 2, and, after the Clinic has been opened no less than six (6) months, Healthstat shall provide insurance cost claims impact statements four (4) times per twelve (12) month period. Additionally, Healthstat shall provide clinic utilization and activity reports and summary data related to the Clinic participants' compliance with the frequency guidelines recommended for the number of risk factors identified during the health assessment(s) on a de-identified basis.
- c. Non-Compliance Report - After the Clinic has been opened for two (2) consecutive quarters, non-compliance reports for employees with health risk factors identified through the health risk assessment regarding their clinic visit frequency shall be provided on a quarterly basis in a de-identified format.

1.4.4 Business Intelligence Dashboard – Employer will have access to the web-based detailed clinic utilization tool for self-reporting.

No Protected Health Information about any Plan Participant shall be released to Employer in any report unless such participant has provided his or her prior written authorization or unless such information is released in accordance with HIPAA.

1.5 *Interventions.* The Clinician at each Clinic or a Healthstat representative shall contact each health assessment participant which is identified as having two (2) or more high healthcare risk factors according to the health assessment (and each participant with one (1) risk factor if at immediate need levels) within twelve (12) months of the Clinic opening and from time to time thereafter. The Clinician at each Clinic shall be available during regularly scheduled Clinic hours of operation to consult with and assist in the development of a program for each health assessment participant contacted in accordance with this paragraph 1.5.

1.6. *Appointment of Account Manager.* Each of the parties has appointed a primary contact person for management of the relationship contemplated under this Agreement; each party agrees to maintain an account manager/contact.

1.7 *Business Requirements.* Healthstat engages the organizational principles which have been learned by individuals who have been certified as Project Management Professionals to capture the Business Requirements of the implementation and operation of Clinic. In an effort to ensure a complete understanding of both parties regarding matters such as timeliness, tasks and duties to be performed, each party shall acknowledge the Business Requirements generated during the implementation process of each Clinic opened in the future, the terms of which shall be incorporated herein.

1.8 *Practitioner Selection.* From time to time, Healthstat shall present a Clinician who is trained and qualified to perform clinical services required in the Clinic. Healthstat shall offer to introduce the Clinician candidate to Employer so Employer may evaluate the candidate proposed. However, Healthstat shall make the final decision with respect to whether to contract with Clinician candidates. Employer understands that due to the limited availability of Clinician candidates in some geographic locations, the continued operations of the Clinic may be suspended (or the opening of a new Clinic may be delayed) if a Clinician candidate is rejected at Employer's request.

1.9 *Professional Conduct of Clinician.*

- 1.9.1 The professional conduct of Clinician is governed by applicable state laws and supervised by Group. Neither Healthstat nor Employer shall exercise any control or direction over the method or manner in which Clinician performs professional services and functions at the Clinic. Neither Healthstat nor Employer shall intervene in any way or manner with the services provided by Clinician unless Clinicians' actions are in violation of the regulations and/or rules of conduct.

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governing employees at Employer's place of business. It is understood between the parties that the traditional, customary, usual and confidential relationship between a health care provider and a patient exists between Clinician and employees and all authorized persons seeking the professional services of Clinician. Therefore, Employer acknowledges that Healthstat is not engaged in the practice of medicine.

- 1.9.2 In the event Employer deems the performance of any Clinician disruptive to Employer's place of business, detrimental to the health or safety of members of Employer's workforce or any dependent family members, or is in violation of the regulations and rules of conduct governing employees of Employer, Employer may request that a Clinician be removed from the Clinic. When Healthstat is notified of such a request by Employer, Healthstat shall notify the Clinician and Group and Healthstat shall place Clinician on administrative leave with pay until a review of the matter is completed within ten (10) days. If after a review of the matter complained about, Employer or Healthstat desire that the Clinician not return to the Clinic, Healthstat shall immediately commence actions to recruit another Clinician to provide services at the Clinic and advise Employer when a substitute Clinician may be placed at the Clinic. Employer acknowledges that during the time period in which Healthstat is recruiting a new Clinician for the Clinic, the Clinic may not be operational or the hours and availability of the Clinic may be reduced.

1.10 *Clinician(s) and Group(s) as Independent Contractors.* Each Clinician providing services at Clinic is an independent contractor of Employer. Each Clinician shall be supervised by Group pursuant to the terms of a written contract. It is understood and agreed that no Clinician and no Group shall be deemed to be an employee of Employer. No Clinician nor any Group shall be eligible for vacation pay, health insurance, life insurance, sick leave, retirement benefits, social security, workers' compensation, disability insurance, unemployment insurance benefits or any other employee benefit of any kind provided by Employer. Employer shall have no liability for any compensation due Clinician, nor any Group providing direct or supervisory services at any Clinic. Healthstat shall indemnify Employer from and against any and all claims for any such benefits.

1.11 *Guideline Gap and Predictive Modeling Services.* As long as all data elements described in Section 2 of this Agreement are supplied, Healthstat shall provide the following services as a part of the Predictive Modeling and Guidance Gaps Package after any given Clinic has been operational for six (6) full months.

- 1.11.1 Healthstat will provide the Patient Profile report to the Clinician on a monthly basis which includes:

- Forecasted Risk Profile
- Impact Scores
- Diagnosis Profile
- Utilization Profile
- Risk Contribution Profile
- Guideline Compliance Profile
- Physician Pharmacy Profile – Therapeutic Classes
- Physician Pharmacy Profile – Maintenance Medications
- Physician Pharmacy Profile – Injectable(s)

- 1.11.2 Healthstat shall provide the following to Employer on a Quarterly Basis

- Risk Navigator Clinical Summary

2. *Electronic Data Sharing.* Employer shall supply on a monthly basis the data listed on Exhibit "D" in electronic format compatible with Healthstat software systems, for its employees and other participants who are eligible to take advantage of Healthstat services in order to populate the Healthstat data base. This delivery of data shall be complete thirty (30) days prior to the initial health assessment for any item # 7

Clinic. Healthstat shall enter into a Business Associate Agreement, as defined in HIPAA, with Employer and its health claims processing or insurance vendor. Employer shall instruct each third-party administrator, insurance vendor or other party responsible for managing Employer's Plan claims system to provide Healthstat all historical claims data, including but not limited to, healthcare claims, pharmaceutical claims, and medical claims for all employees as described on Exhibit "D". Healthstat shall use the data provided to establish and track employee utilization trends and insurance cost impact which shall be provided in the periodic reports generated and supplied to Employer. All costs associated with the transfer of data to the Healthstat database, including but not limited to implementation of software interface, shall be borne by Employer. All data transmitted pursuant to this Section must be in electronic non-facsimile format, i.e. CD, floppy disk or direct electronic interface.

Healthstat shall supply Employer's claims payer or other similar vendor ("Vendor") information related to each patient's encounter in the Clinic clinic in an 837P "standard" file as the format to transfer the data to the Vendor. If the 837P "standard" format has to be manipulated to comport to with the Vendor, Healthstat will charge a programming and testing cost as described in Exhibit "B". Healthstat and Employer will agree to the frequency of regular data transfers and Healthstat will charge Employer the cost outlined in Exhibit "B" for each data transfer.

3. Premises and Support Services of Employer.

3.1 *Premises.* Employer shall provide Healthstat access to the premises provided by Employer as a Clinic during Employer's normal operating hours. Employer shall be responsible for maintaining and securing the safety and safekeeping of the premises designated as the Clinic and all the equipment therein. Employer shall provide heat and air conditioning, janitorial service, telephone, high speed DSL internet access (or similar service) which allows for reliable and efficient utilization of Healthstat's electronic medical records system, replace light bulbs as needed and other materials necessary for the Clinic, as required from time to time by Healthstat. Employer shall maintain the safe and proper operation of all equipment located within the Clinic.

3.2 *Clinic Area.* Employer shall dedicate no less than one hundred (100) square feet to be used as each Clinic. The Clinic shall be in close proximity to toilet facilities and, to the extent reasonably practicable, shall be equipped with a sink. In the event Employer desires to offer Clinician services at the Clinic to spouses, dependents of employees, or retirees of the Employer, Employer shall, as practical, ensure access to the Clinic from the exterior of the facility through an administrative or otherwise convenient public access way. Privacy and accessibility for non-employee users offered the services of the Clinic is important for the overall success of its operation. The Benefits derived from Healthstat services are partially dependent upon significant usage of the Clinic.

3.3 *Hours of Clinic Operation.* The weekly schedule for the hours of operation of the Clinic will be mutually agreed upon by Employer and Healthstat. Changes to the weekly schedule may be made only with the mutual written consent of Healthstat and Employer.

3.4 *Scheduling.* Scheduling will be performed through Healthstat scheduling system through either online services, via 800 call number, and or Healthstat supplied substitute.

4. Term and Termination.

4.1 The term of this Agreement shall be for a period of twelve (12) calendar months beginning on Effective Date (the "Initial Term"). Thereafter, this Agreement may be renewed, upon mutual agreement of the parties, for four (4) one-year renewal terms, If either party chooses not to renew the Agreement, said party shall give sixty (60) days' prior written notice of non-renewal to the other party prior to the expiration of the Initial Term or any subsequent Renewal Term.

4.2 If either party defaults in the performance of any of its obligations hereunder, the non-defaulting party may terminate this Agreement subject to the provisions of this paragraph. To terminate this Agreement, the non-defaulting party seeking termination must provide written notice to the other party notice describing the event or condition of termination in reasonable detail. From the date of its receipt of that notice, the other party will have thirty (30) days to cure the breach to the reasonable satisfaction of the party desiring termination. If the event or condition giving rise to the right of termination is not cured within that period, this Agreement will automatically be deemed terminated at the end of that period.

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provided, however, that if the dispute involves a matter other than the Employer's failure to remit any payment by the date prescribed hereunder, then the parties agree first follow the Dispute Resolution procedure described below before terminating the Agreement.

Internal Dispute Resolution Procedure. In the event the parties have any disagreement, dispute, breach or claim of breach, non-performance, or repudiation arising from, related to, or in connection with this Agreement or any of the terms or conditions hereof that has not been resolved within the cure period, prior to termination of the Agreement, the parties agree to conduct the following procedure:

- (i) No later than ten (10) business days after the cure period, the parties will meet either to: (1) resolve the matter and set forth such resolution in writing or (2) define the dispute in writing, including a description of the position of each party and the projects and tasks affected.
- (ii) If the parties are unable to reach an agreement, then within ten (10) days after such meeting, a representative of each of the parties with oversight responsibilities as to operations or this Agreement will meet in a mutually convenient location to attempt to reach a resolution of the matter in light of the description of the Dispute submitted by the parties and further discussion among and between the parties and their respective representatives.
- (iii) If the parties are unable to resolve the dispute after following the procedures set forth in subparagraphs (a) and (b) of this Section, or if the dispute is not resolved within thirty (30) days after the original Notice of Dispute has been received, the parties are entitled to pursue all their remedies at law and in equity, subject only to the limitations of this Agreement. Notwithstanding this provision, the parties may agree to participate in further dispute resolution mechanisms, including mediation.
- (iv) Notwithstanding the provisions of this Section, either party may seek equitable relief at any time without the necessity of first complying with the provisions hereof.

4.3 Either party may terminate this Agreement (or any Clinic location) without cause upon sixty (60) days written notice to the other party.

4.4 In the event a Clinician resigns, quits, is terminated or otherwise unable or unwilling to continue at any Clinic location and Healthstat is unable to find a suitable replacement after employing reasonable commercial efforts either party may terminate this Agreement as to the particular Clinic without a Clinician.

4.5 Any outstanding invoices as of the date of termination will be due and payable according to the terms set forth below. Termination of this Agreement shall not release or discharge either party from any obligation, debt or liability incurred hereunder nor shall termination release or excuse payment for services rendered.

5. Compensation.

5.1 Healthstat shall be compensated for its services in accordance with Exhibit "B" attached hereto and incorporated by reference herein.

5.2 Employer shall remit payment using Automated Clearing House electronic funds transfers (ACH) by the thirtieth (30th) day after Employer receives Healthstat's invoice. If Employer in good faith disputes any portion of an invoice, Employer may withhold such disputed amount provided Employer provides Healthstat with written notice of the basis for the dispute within thirty (30) days of receiving the invoice. Employer and Healthstat agree to use all reasonable commercial efforts to resolve any disputed amount. Invoices shall be considered undisputed and fully due and payable absent written notice to Healthstat of a dispute within thirty (30) days of Employer's receipt of an invoice.

5.3 Healthstat warrants that no person or selling agency has been employed or retained to solicit or secure this Agreement upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by Healthstat for the purposes of securing business and that Healthstat has not received any non-Employer fee related to this Agreement without the prior written consent of Employer. For breach or violation of this warranty, Employer shall have the right to annul this Agreement

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without liability or at its discretion to deduct from the Agreement price of considerations the full amount of such commission, percentage, brokerage or contingent fee.

5.4 The terms of this Agreement supersede any and all provisions of the Georgia Prompt Pay Act.

6. Privacy and Security of Employee Health Information.

6.1 Healthstat and Employer acknowledge and agree that some of the services provided under this Agreement may involve the sharing of protected health information ("PHI" as defined under 45 C.F.R. § 160.103) of Employer's workforce. Healthstat agrees to maintain the privacy of such information in accordance with the business associate provisions set forth under the Privacy Regulations adopted by the United States Department of Health and Human Services pursuant to HIPAA. In furtherance thereof, Healthstat and Employer agree to execute the Business Associate Agreement, attached as Exhibit "C", and incorporated herein by reference. Employer represents and warrants to Healthstat that it has and will maintain appropriate firewalls between the health plan (and the personnel and contractors who administer it) and Employer to ensure no unauthorized disclosures of PHI occur to Employer or otherwise.

6.2 The parties agree to revise the Business Associate Agreement as necessary in order to comply with current or subsequent regulations adopted pursuant to HIPAA.

7. Confidentiality of Information.

7.1 Each party shall keep confidential, and shall not divulge to any other party, all proprietary and confidential information of the other party including, but not limited to, information relating to such matters as finances, methods of operation and competition, pricing, marketing plans and strategies, operation requirements and information concerning personnel, or suppliers, unless such information: (i) is or becomes generally available to the public other than as a result of a disclosure by that party, or (ii) is required to be disclosed by law or by a judicial, administrative or regulatory authority.

7.2 Each party shall keep confidential, and shall not divulge to any other party without prior written consent, the terms outlined in this Agreement.

7.3 Upon termination of this Agreement, each party agrees to return to the other all proprietary information of the other party in their possession including, without limitation, any documentation evidencing Employer's or Healthstat's policies and procedures, or, give written assurances of its destruction.

8. Insurance.

8.1 Healthstat shall maintain primary commercial general liability insurance with limits of not less than \$1 million per occurrence with a \$3 million per occurrence umbrella liability policy in excess of primary insurance. Healthstat shall also name Employer as an additional insured if requested to provide coverage for a Clinic site. Malpractice Insurance shall also be maintained by Healthstat at limits of not less than \$2 million per claim with \$4 million annual policy aggregate.

8.2 All services provided at each Clinic shall be provided in accordance with state law governing the operation of each Clinic, including, supervision of each Clinician by a Group if required by state law. Each Clinician and Group shall obtain and keep in force a policy of (a) professional liability (malpractice) insurance with a minimum coverage of \$1,000,000 for each incident and \$3,000,000 annually for the aggregate of all claims and (b) workers' compensation insurance in such amounts as required under applicable state laws covering its Clinician and any other employees or contractors providing services on Employer's premises pursuant to this Agreement.

8.3 At Employer's request, Healthstat, Clinician and Group(s) shall provide certificates evidencing all insurance coverage required under this Section. In the event such party fails to obtain new or substitute insurance consistent with the requirements set forth above, Employer may terminate this Agreement for cause as of the cancellation date of such prior insurance.

9. Independent Contractors. Healthstat, each Clinician and Group is acting and performing as an independent contractor while carrying out the duties and obligations described in this Agreement. No act or failure to act by any party shall be construed to make or render the other party to this Agreement its partner, joint venturer, employee, employer, principal, agent or associate.

10. Indemnification.

10.1 Healthstat agrees to defend, indemnify and hold harmless Employer from and against any and all losses, judgments, damages, costs and expenses (including, but not limited to, reasonable attorneys' fees, court costs and costs of settlement) which directly result from or arise out of any breach by Healthstat of any of its representations, warranties, covenants or obligations in this Agreement or its negligent acts or omissions in carrying out this Agreement.

Employer agrees to defend, indemnify and hold harmless Healthstat from and against any and all losses, judgments, damages, costs and expenses (including, but not limited to, reasonable attorneys' fees, court costs and costs of settlement) which directly result from or arise out of any breach by Employer of any of its representations, warranties, covenants or obligations in this Agreement or its negligent acts or omissions in carrying out this Agreement.

In addition, if requested by Employer, Healthstat shall cause any Clinician or Group(s) contracted to provide services to Employer's employees to enter into a written agreement, satisfactory to Employer, to indemnify and hold harmless Employer and its officers, directors, affiliates, employees and agents, from and against any claims, liabilities, losses or expenses, including without limitation reasonable attorneys' fees, arising or resulting from the negligent performance of professional services or acts and omissions as contemplated by this Agreement.

10.2 The Indemnitee shall notify the Indemnitor by registered mail of the existence of any such action, claim or demand giving rise to a claim for indemnity under this paragraph in writing of the same within thirty (30) days of receipt of such written assertion of a claim or liability; provided, however, the failure to give such notice shall affect the Indemnitor's obligations hereunder only to the extent the Indemnitor is materially prejudiced by such failure. The Indemnitor shall not, without the prior written consent of the Indemnitee, settle or compromise any claim or consent to the entry of any judgment without the consent of the other party which does not include as an unconditional term thereof the giving by the claimant to the Indemnitee a release from all liability in respect to such claim.

10.3 All indemnifications made by the parties shall survive the termination of this Agreement.

10.4 Each party agrees to use its commercially reasonable best efforts to cooperate in the investigation, mitigation, defense, and settlement of any third-party claim subject to this section 10 and to permit the cooperation and participation of the other party in any such claim or action, including the sharing of legal counsel where practicable. Each party agrees to promptly notify the other party of the occurrence of any indemnified event or material developments or amounts due respecting any indemnified event.

10.5 Healthstat' liability for damages for any cause of action, whether in contract or in tort, whether arising out of or in connection with the services, the reports or other deliverables, shall be limited to the amount then previously paid to Healthstat by Employer in the current year of the Agreement in which the cause of action accrued. The existence of more than one cause of action will not enlarge or extend the limit. Employer hereby releases Healthstat from all obligations, liability, claims or demands in excess of this limitation. The parties acknowledge that the other parts of this Agreement rely upon the inclusion of this liability limitation.

NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL, PUNITIVE OR EXEMPLARY DAMAGES.

10.6. No action, regardless of form, arising out of any transaction under this Agreement may be brought by either party more than one (1) year after the injured party has actual knowledge of the occurrence which gives rise to the cause of such action.

11. Non-Solicitation of Contractors.

11.1 Employer covenants that it, its employees, agents, or representatives shall not during the term of this Agreement, and any renewals thereof, and for the twenty-four (24) month period following the termination of this Agreement, make offers or contracts of employment or offer or contract for services with or encourage or assist the Clinician(s) in obtaining different employment other than Healthstat or the Group(s) which had employed the Clinician(s) during the period of this Agreement. Employer further covenants that it shall not allow, during the term of this Agreement, and any renewals thereof, and for the twenty four (24) month period following termination of this Agreement any similar provider as Healthstat to place any Clinician at any Employer location or Clinic if such Clinician previously had been contracted with or employed by Healthstat.

11.2 Healthstat covenants that it, its employees, agents, or representatives shall not during the term of the Agreement, and any renewals thereof and for a period of twenty-four (24) months after the effective date of any termination of this Agreement, make offers or contracts of employment or offer or contract services with health-related employees of the Employer.

11.3 Employer shall pay to Healthstat, or, Healthstat shall pay to Employer liquidated damages in the amount of \$50,000.00 for each such breach of Section 11.1 or 11.2 as the case may be. Each party acknowledges that the breach or threatened breach of any of the covenants set forth in this Section may result in immediate and irreparable injury to the injured party, and that damages and remedies at law for such breaches may be inadequate. Nothing herein shall be construed as prohibiting either party from pursuing any other legal or equitable remedies that may be available to it for any such breach or threatened breach.

12. Consents. Any consent required or any discretion vested in a party to this Agreement shall not be unreasonably withheld or arbitrarily or capriciously exercised.

13. Governing Law. This Agreement shall be interpreted according to the laws of the State of Georgia. Claims arising out of or requiring the interpretation of this Agreement shall be brought and litigated exclusively in the Superior Court of Richmond County, Georgia. Healthstat, by executing this Agreement, specifically consents to jurisdiction and venue in Richmond County and waives any right to contest the jurisdiction and venue in the Superior Court of Richmond County, Georgia.

14. Notices. All notices and other communications required or permitted under this Agreement shall be effective upon receipt or rejection. Any notice shall be delivered to the parties as follows:

Employer: Augusta, Georgia
Office of the Mayor
535 Telfair Street, Suite 200
Augusta, GA 30901

With Copy to: Augusta, Georgia Law Department
535 Telfair Street, Building 3000
Augusta, GA 30901
Fax: 706-842-5556
Attn: Andrew MacKenzie, General Counsel

Healthstat: Healthstat, Inc.
4651 Charlotte Park Dr., Suite 300
Charlotte, NC 28217
Fax: 704-529-6572
Attn: Warren Hutton, General Counsel

15. Severability Clause. In the event any term or provision of this Agreement is found to be unenforceable or void, in whole in part, as drafted, then the offending term or provision shall be construed as valid and enforceable to the maximum extent permitted by law, and the balance of this Agreement shall remain in full force and effect.

16. Amendments. Amendments may be made to this Agreement but only after the mutual approval in writing by Employer and Healthstat. Healthstat acknowledges that this contract and any changes of it by amendment, modification, change order or other similar document may have required or may require the legislative authorization of the Board of Commissioners and approval of the Mayor. Under Georgia law, Healthstat is deemed to possess knowledge concerning Augusta, Georgia's ability to assume contractual obligations and the consequences of Healthstat's provision of goods or services to Augusta, Georgia under an unauthorized contract, amendment, modification, change order or other similar document, including possibility that Healthstat may be precluded from recovering payment for such unauthorized good or services. Accordingly, Healthstat agrees that if it provided goods or services to Augusta, Georgia under a contract that has not received proper legislative authorization or if Healthstat provides goods or services to Augusta, Georgia in excess of any contractually authorized goods or services, as required by Augusta, Georgia's Charter and Code, Augusta, Georgia may withhold payment for any unauthorized goods or services provided by Healthstat. Healthstat assumes all risk of non-payment for the provision of any unauthorized goods or services to Augusta, Georgia, and it waives all claims to payment or to other remedies for the provision of any unauthorized goods or services to Augusta, Georgia, however characterized, including, without limitation, all remedies at law or equity.

17. Assignment. This Agreement may not be assigned by either party without the prior written consent of the other party, which consent shall not unreasonably be withheld.

18. Waiver. The waiver by either party of a breach or violation of any provision of this Agreement shall not operate as or be construed to be a waiver of any such party's rights with respect to any subsequent breach thereof.

19. Contract Documents. To the extent they exist, all Exhibits, Addenda, Responsive Qualifications and/or Proposals, Lease Agreement, Agreement Amendments, Attachments, Insurance Certificates, BID Performance and Payment Bond, Notice to Proceed, Fee Schedules, and RFQ Item # 17-199 and any associated documents are hereby incorporated by reference and shall be deemed to be a part of this Agreement for all purposes. Provided, however, any inconsistency between this Agreement and the responses that were given by the Operator in its responses to the RFQ Item 17-199, then the terms of this Agreement shall supersede.

20. Entire Agreement. This Agreement supersedes all previous contracts and constitutes the entire agreement between the parties. Healthstat and Employer shall be entitled to no benefit other than those specified herein. No oral statements or prior written material not specifically incorporated herein shall be of force and effect and no changes in or additions to this Agreement shall be recognized unless and until made in writing signed by all parties hereto.

20. Attorney's Fees. The parties agree that should the services of an attorney at law be engaged by Healthstat in order to collect sums due Healthstat under this Agreement, then Employer shall be obligated to pay the same.

21. Use of Employer Name. Employer grants Healthstat the right to use the name of Employer on all advertising and marketing by Healthstat.

22. No advice. The parties acknowledge that Employer has not requested nor Healthstat given any legal advice relating to any matter.

23. E-Verify. All contractors and subcontractors entering into contracts with Augusta, Georgia for the physical performance of services shall be required to execute an Affidavit verifying its compliance with O.C.G.A. Section 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with Augusta, Georgia has registered with and is participating in a federal work authorization program. All contractors and subcontractors must provide their E-verify number and must be in compliance with the electronic verification of work authorized programs operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigrant Reform and Contract Act of 1986 (IRCA), P.L. 99-603, in accordance with the applicability provisions and deadlines established in O.C.G.A. Section 13-10-91 and shall continue to use the federal authorization program throughout the contract term. All contractors shall further agree that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to its contract with Augusta, Georgia, the contractor will secure from such subcontractor(s) each

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subcontractor's E-Verify number as evidence of verification of compliance with O.C.G.A. Section 13-10-91 on the subcontractor's affidavit provided in Rule 300-10-.08 or a substantially similar form. All contractors shall further agree to maintain records of such compliance and provide a copy of each such verification to Augusta, Georgia at the time the subcontractor(s) is retained to perform such physical services.

[Signatures appear on the following page.]

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date set out above.

Augusta, GA

By: _____

Title: _____

Date: _____

Healthstat, Inc.

By: Susan Kelly

Title: CFO & Executive Vice President

Date: 1/5/2018

ATTEST CLERK:

PRINTED NAME: _____
AS ITS: **Clerk of Commission**

DATE: _____

LIST OF EXHIBITS:

Exhibit "A": Clinic

Exhibit "B": Compensation

Exhibit "C": Business Associate Agreement

Exhibit "D": Electronic Data Sharing

Exhibit "E": Guaranty

EXHIBIT "A":**CLINIC****Clinic Eligibility**

Employer agrees the groups indicated below are eligible to utilize the Clinic Services:

<u>Employee Eligibility</u> (please answer Yes / No depending on group's clinic eligibility)	Yes	No
Full-time employees	X	
Part-time employees	X	
Temporary employees		X
Independent Contractors		X
Pre-65 Retirees	X	
Post-65 Retirees	X	
Other - please describe:		X
Is an eligible employee required to participate in the Annual Health Risk Assessment & Biometric Screening in order to utilize the clinic?	X	
Are employees required to be covered under the Group Medical/RX Benefit Plan in order to utilize the clinic?	X	
In addition to those requirements listed above, the following parameters must be met in order for employee's to be eligible to utilize the clinic:		X
Do eligibles include people who have elected COBRA benefits?		

<u>Spouse Eligibility</u> (please answer Yes / No depending on group's eligibility)	Yes	No
Is employee's spouse eligible to utilize the clinic?	X	
If employee's spouse is eligible to utilize the clinic is their participation in the Annual Health Risk Assessment & Biometric Screening also a requirement for clinic eligibility?		X
If employee's spouse is eligible to utilize the clinic are they also required to be covered under the Group Medical/RX Benefit Plan in order to utilize the clinic?	X	
If employee's spouse is eligible to utilize the clinic and in addition to those requirements listed above, the following parameters must also be met in order for employee's spouses to be eligible to utilize the clinic:		X

<u>Children Eligibility</u> (please answer Yes / No depending on group's eligibility)	Yes	No
Are employee's children age 14 years and older eligible to utilize the clinic?		X
If employee's children are eligible to utilize the clinic are they also required to be covered under the Group Medical/RX Benefit Plan in order to utilize the clinic?		X

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Clinic Schedule

Clinic(s) shall be opened at the location(s) and for the number of operating hours at each location as described in the table below.

Clinic Name	City, State	Hours of Clinic Operation Per Week
Augusta, GA Wellness Center	Augusta, GA	Monday – Friday 8:00 a.m. to 5:00 p.m (40 hrs)

If the clinic is normally scheduled on the following holidays, please know that it will be closed: New Years, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Day.

The clinic will be closed the following
in any given 52-week period:

2 Weeks for Vacation
1 Week for Continuing Education

*Healthstat can provide coverage for additional absences occasioned by clinic staff, as available, for \$145.00 per hour. This “fill-in” rate is subject to change with advance notice from Healthstat to Employer.

*Each four (4) hours of clinic time requires thirty (30) minutes of administrative time for each diagnosing and treating staff member. The administrative time is included in the above table.

Collecting Fees in the Clinic:

(Yes / **No**) Employer's health plan includes a High Deductible Health Plan (HDHP) with a Health Savings Account (HSA).

EXHIBIT "B": **SERVICE COST**

Clinic Participant. A Clinic Participant is defined as anyone who submits to a health assessment and/or anyone who visits the Clinic for health services at least one time. If participation levels vary by +/- 10% from census originally quoted, Healthstat reserves the right to reevaluate the pricing and staffing. Clinic Participants will be designated as eligible for Clinic services on all demographic file feeds to Healthstat.

Program Administration Fees. During the Initial Term of this Agreement, Employer shall pay Healthstat a fee of **\$31,923.83** per month to cover the cost to support effective on-going operation of the program via ACH. (In the event Employer elects not to set up Automated Clearing House payments, the Program Administration Fee shall increase by 20%.)

Each January 1st, this fee shall increase by **4.0%**. This fee will be due and payable to Healthstat unless a Clinic is closed for more than two consecutive months, in which case the fee will be suspended as to the closed Clinic after the second month until Clinic is reopened.

As to any new Clinic locations pursued under this Agreement, in the event such Clinic opening is postponed by Employer after a qualified candidate has been presented, Employer shall pay the Program Administration fee and the hourly rate of the staff from the originally scheduled Clinic opening date as previously determined.

Up to **\$100,000.00** of the Program Administration Fees charged during the Initial Term will be "at risk" pursuant to a mutually agreeable guaranty addressing patient and employer satisfaction and defined health improvement outcomes, which guaranty shall be memorialized under **Exhibit "E"** after execution of this Agreement by written amendment. Employer acknowledges that certain guaranties may be conditioned upon Employer providing certain data.

Central Appointment Scheduling Line. Healthstat shall provide a toll free centralized scheduling line for service rendered at each of the Clinics. Employer shall pay Healthstat a fee of **\$1,796.25** per month for this service. Each January 1st, this fee shall automatically increase by **4.0%**. This fee will be due and payable to Healthstat unless a Clinic is closed for more than two consecutive months, in which case the fee will be suspended as to the closed Clinic after the second month until Clinic is reopened.

After-Hours Patient Support. Healthstat shall provide after-hours patient support line. Employer shall pay Healthstat a fee of **\$2,993.75** per month for this service. Each January 1st, this fee shall automatically increase by **4.0%**. This fee will be due and payable to Healthstat unless a Clinic is closed for more than two consecutive months, in which case the fee will be suspended as to the closed Clinic after the second month until Clinic is reopened.

Annual Health Risk Assessment including Blood Draw, & Analysis. The basic health assessment and blood analysis panel shall include lipid panel, and glucose and will be billed at a rate of **\$48.36** per Health Risk Assessment Participant and will not be less than **\$53,196.00** and will be billed within 30 days of the scheduled assessment. If PSA testing is also performed for age appropriate males, there is an additional cost of \$28.00 per PSA test. Additional blood tests may be included with Employer approval and cost of such tests will be paid by Employer. At the beginning of each subsequent term, this fee shall increase by **4.0%**. The minimum number of Health Risk Assessments during the scheduled event is **1,100**.

If initialed, PSA testing will be performed:

_____ PSA testing is for adult males age 40 and older.
(Initial)

Fee Associated with not pursuing Health Risk Assessment. If Employer does not have subsequent Health Risk Assessments with Healthstat, **\$1.17** per participant per month will be added to the Program Administration fee to reflect the removal of the multi-product discount included in the Program Administration fee. If Employer later has the next subsequent Health Risk Assessment with Healthstat,

the \$1.17 will be removed from the Program Administration fee until the following subsequent Health Risk Assessment.

Clinician Hourly Fees. The hourly cost to staff each Clinic by a Clinician shall be paid by Employer as provided below; Employer agrees to remit payment for the below in accordance with this Agreement. These rates shall increase by **4.0%** each January 1st.

(1) Occupational Medicine Physician. The hourly cost to staff the Clinic with a physician to provide occupational medicine for an estimated forty (40) hours per week shall be **\$160.00** per hour.

(2) Mid-Level Provider. The hourly cost to staff the Clinic with a mid-level provider for an estimated forty (40) hours per week shall be **\$110.24** per hour.

(3) Medical Office Assistant. The hourly cost to staff the Clinic with a medical office assistant for an estimated forty (40) hours per week shall be **\$32.07** per hour.

(4) Medical Office Assistant. The hourly cost to staff the Clinic with a medical office assistant for an estimated forty (40) hours per week shall be **\$32.07** per hour.

(5) Wellness Coordinator. The hourly cost to staff the Clinic with a wellness coordinator for an estimated forty (40) hours per week shall be **\$63.00** per hour.

Healthstat shall use commercially reasonable efforts to retain the Occupational Medicine Physician, an additional Medical Office Assistant, and a Wellness Coordinator pursuant to a mutually agreeable timeline for the implementation of the occupational medicine and wellness programs contemplated under this Agreement. Implementation is contingent in part of Employer identifying and building out suitable space for the expanded Clinic.

Training Expense. Employer agrees to pay the Clinic staff hourly rate for each staff member when hired and training commences.

Employee Education.

- New Clinic or new HRA events only: For no additional charge, Healthstat shall provide Employer's employees with education regarding the health risk assessment process and clinic utilization prior to an initial health assessment and/or clinic opening in accordance with the following: 1 trip per new Clinic, up to 3 days, 8 sessions per day. Employer may elect for additional education sessions for a fee of \$725.00 per day (which includes hotel, meals, and labor), plus reimbursement for actual travel expenses incurred ("Education Buy-Up"). Each day of education may include up to 8 sessions per individual provided (generally an implementation manager); any Education Buy-Up shall be incurred solely on a per-day, per-individual basis and shall not be prorated based on the number of sessions. This does not apply to clinic relocation.
- Other education: Healthstat may provide other employee education at the request of Employer, subject to negotiated pricing, timing, and content as memorialized in a written agreement between the parties.

Implementation Expense. Employer agrees to pay an implementation fee of **\$69,018.00** to implement occupational medicine. This will cover acquisition of two computers for the new staff members, implementation travel costs, training with Healthstat's occupational health specialist, and the equipment and certifications listed below. This fee is payable to Healthstat prior to implementation of occupational medicine services.

Equipment:		Cost
Trimetrix RA800 Audiometer w/Booth		\$ 10,585
Phoenix 6.0 Evidential Breath Tester		\$ 3,000
Titmus Electronic Vision Screen		\$ 3,300
100 lb Barbell (Expensed)		\$ 250
50 lb Barbell (Expensed)		\$ 55
Shipping / Delivery Charges		\$ 3,000
Equipment		\$ 20,190
Easy One Spirometer w/Interpretation		\$ 4,650
Interpretative 12 Lead Multichannel ECG		\$ 4,650
eCW Equipment Integration		\$ 4,500
Total Equipment		\$ 33,990
Certifications:		#
Audiometry	2	\$ 2,100
Breath Alcohol	2	\$ 980
DOT Urine Drug Screen	2	\$ 1,140
DOT Medical Certification	2	\$ 1,488
Spirometry		\$ -
Titmus Vision		\$ -
Multilead ECG		\$ -
Annual Audiometer Calibration		\$ 500
Fill-In for Audio Certification (20 Hours)		\$ 6,126
Initial Onsite Training Costs		\$ 4,597
Total Certifications		\$ 16,931
Total Equipment & Certification Costs		\$50,921

The annual audiometer calibration fee is an annual charge for which Employer shall be responsible. This cost is subject to change annually.

If the existing Clinic is relocated, Employer shall be responsible for all costs associated with moving existing Clinic assets to the new location in a safe manner.

Clinical & Administrative Supplies. Healthstat shall order and Employer shall be billed the cost of the initial supplies and equipment required for the establishment, expansion, or relocation of each Clinic, including without limitation required CLIA waivers and medical waste disposal services. All supplies and equipment required for the on-going operation of the Clinic shall be ordered by Healthstat and invoiced to Employer on a monthly basis.

Reference Lab and Pathology Services. Employer shall pay Healthstat based on a consolidated monthly invoice for any reference laboratory and pathology services furnished to Clinic Participants, whether clinical or occupational in origin. All lab services will be itemized by accession numbers, totaled each month and submitted to Employer on one invoice for payment.

Medical Records. Employer shall pay copying charges of \$0.75 per page, plus the actual costs to produce x-rays and other such reports, plus actual shipping/transmittal costs, for patient medical records requested by Clinic patient's upon termination of this Agreement. The medical records may be transferred via mass data transfer to a successor provider only under a medical records transfer agreement acceptable to Healthstat, and in such case, Employer shall bear the costs of such transfer.

Data Processing and Programming. Employer shall pay Healthstat a programming fee of **\$150** per hour for Ad Hoc reporting, data integration, and/or testing. Employer and Healthstat will agree to the number of programming hours in writing before any programming services begin. In addition, Healthstat will charge **\$200** for each data exchange from Healthstat's system to Employer's healthcare plan or other designated recipient based on the frequency agreed to in writing by Healthstat and Employer. The data exchange fee will not exceed **\$4,800** in any calendar year.

Wellness Portal. Employer agrees to pay Healthstat **\$4,850.00** as a one-time set-up fee prior to implementation of *myHS* Wellness Portal and **\$1.00** per Eligible Member per month for the duration of the portal's operation. "Eligible Member" shall be defined as Employer's employees and their spouses (dependents, retirees, and other classes shall not be eligible to participate absent written amendment). should Each January 1st, the per Eligible Member per month fee shall increase by **4.0%**. Employer agrees to provide all demographics requested by Healthstat regarding Eligible Members in order to accomplish administration of the portal and supported wellness programs. The per Eligible Member per month fee shall increase to **\$1.50** (subject to annual increases) during any period in which Employer chooses not to engage a Wellness Coordinator.

Occupational Medicine. Healthstat shall provide Employer with the following occupational medicine services at all Clinic locations without additional cost: fire and police physicals (service requires MD), audiometry testing (service requires MD), fitness testing, alcohol and drug screening, and DOT medical certification. Employer agrees to cover the costs for any labs performed as part of these occupational medicine services. Implementation of the occupational medicine services shall be subject to a mutually agreeable implementation timeline.

Janitorial Services. Healthstat shall engage janitorial services for the Clinic. Charges Healthstat incurs for engaging such services shall be billed to and payable by Employer on a monthly basis.

Dispensary. Healthstat shall maintain a dispensary at the Clinic and provide the following services in relation thereto:

1. Coordinate inventorying and re-stocking of medication in the Dispensary pursuant to its standard formulary, as modified to accommodate the Clinic participants based on Clinician consultation.
2. Coordinate training of the Clinicians regarding the distribution procedures for the Dispensary.
3. Coordinate supervision of the Clinicians by their overseeing physician in order to comply with state regulations, as required.
4. Coordinate the delivery and installation of the dispensary platform.

In association with the Dispensary, Employer shall:

1. Provide Healthstat access to the Onsite Clinic(s) to set-up, audit and oversee the Dispensary.
2. Assure all mandated physical space requirements are met (lockable room, permanent affixing, etc.), as required by law.
3. Notify the clinic participants regarding the availability and benefits of the Dispensary and any obligations they may have to qualify for the Dispensary program.
4. Ensure the security of the Onsite Clinic where the Pharmacy will be located.
5. Provide DSL or high-speed cable internet connection that does not run through Administrator's network.

As this is an existing Dispensary, no set-up costs will be due. Employer agrees to pay Healthstat for all costs incurred related to maintaining the Dispensary (including, without limitation, the costs to stock the dispensary, shipping costs, taxes, internet access and electrical source, supplies). Employer understands that there are no returns or refunds of any pre-packaged medications. Employer shall remit payment in accordance with this Agreement. Employer may terminate Dispensary services with sixty (60) days' notice.

Covered entities under HIPAA are health care clearinghouses, certain health care providers, and health plans. A "group health plan" is one type of health plan and is a covered entity (except for self-administered plans with fewer than 50 participants). The group health plan is considered to be a separate legal entity from the employer or other parties that sponsor the group health plan. Neither employers nor other group health plan sponsors are defined as covered entities under HIPAA.

EXHIBIT "C":

BUSINESS ASSOCIATE AGREEMENT

This Agreement is made effective January 1, 2018 (the "Effective Date") between **the group health plan sponsored by Augusta, GA** ("Covered Entity"), and **Healthstat, Inc.** ("Business Associate"). The parties referenced above may be referred to individually as "Party" and collectively as "Parties."

WITNESSETH

WHEREAS, the Parties wish to enter into or have entered into an agreement whereby Business Associate will provide certain healthcare services to Covered Entity ("Services Agreement");

WHEREAS, pursuant to such Services Agreement, Business Associate may be considered a "business associate" of Covered Entity as defined in the Health Insurance Portability and Accountability Act of 1996 ("HIPAA");

WHEREAS, Business Associate may have access to Protected Health Information and Electronic Protected Health Information (each as defined below) in fulfilling its responsibilities and obligations under such Services Agreement;

WHEREAS, HIPAA establishes certain obligations for a covered entity under regulations known as the Privacy Rules ("Privacy Rules") and the Security Rules ("Security Rules") when a business associate has access to Protected Health Information and Electronic Protected Health Information of the Covered Entity;

WHEREAS, Title XII of Division A and Title IV of Division B, called the "Health Information Technology for Economic and Clinical Health ("HITECH") of the American Recovery and Reinvestment Act of 2009" expand on the mandates of the Privacy Rules and the Security Rules (all references herein to the Privacy Rules and the Security Rules are deemed to include all amendments to such rule contained in HITECH and any accompanying regulations, and any other subsequently adopted amendments or regulations); and

WHEREAS, the Parties wish to enter into this Agreement in order to comply with HIPAA's Privacy Rules and Security Rules.

AGREEMENT

THEREFORE, in consideration of the Parties' continuing obligations under the Services Agreement, and compliance with HIPAA's Privacy Rules and Security Rules, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree to the provisions of this Agreement in order to address the requirements of the HIPAA Privacy and Security Rules and to protect the interests of the Parties.

DEFINITIONS

Except as otherwise defined herein, any and all capitalized terms in this Agreement shall have the definitions set forth in the HIPAA Privacy and Security Rules (collectively, the "Rules"). In the event of an inconsistency between the provisions of this Agreement and mandatory provisions of the Rules, as amended, the applicable provisions of the Rules shall control. Where provisions of this Agreement are different than those mandated in the Rules, but are nonetheless permitted by the Rules, the provisions of this Agreement shall control.

The term "Protected Health Information" shall be referred to in this Agreement as "PHI" and means individually identifiable health information including, without limitation, all information, data, documentation and materials, including without limitation, demographic, medical and financial information, that relates to the past, present or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual; and that identifies the individual or with respect to which there is a reasonable basis to believe the information may be used to identify the individual. "Electronic Protected Health Information" shall be referred to in this Agreement as "EPHI" and means PHI that is transmitted by or maintained in electronic media.

Business Associate acknowledges and agrees that all PHI and EPHI that is created or received by Covered Entity and maintained, disclosed, transmitted or otherwise made available in any form, including paper record, oral communication, audio recording, and electronic media by Covered Entity or its operating units to Business Associate or is created, received, maintained or transmitted by Business Associate on Covered Entity's behalf is the property of the Covered Entity and shall be subject to this Agreement. Notwithstanding the above, Covered Entity acknowledges and agrees that certain services provided under the Services Agreement involve the delivery of health care services, in which capacity Business Associate is a separate "covered entity." Therefore, the terms of this Agreement apply only when Business Associate is acting in its role as a "business associate" to Covered Entity. When Business Associate is acting in its role as health care provider and not a "business associate" to Covered Entity, the terms of this Agreement do not apply and Business Associate shall be the owners of all such PHI and EPHI.

PERMITTED USES OF PHI AND EPHI BY BUSINESS ASSOCIATE

Business Associate is only authorized to use or disclose PHI and EPHI as set forth in this Agreement. All other uses or disclosures of PHI and EPHI are prohibited. Business Associate agrees to use or disclose PHI or EPHI solely:

- (1) For fulfilling its obligations as set forth in the Services Agreement, or any other agreement evidencing the business relationship between the Covered Entity and the Business Associate, provided that such use or disclosure would not violate the Privacy Rule if done by the Covered Entity.
- (2) As required by applicable law, rule or regulation.
- (3) As otherwise expressly permitted under this Agreement or the Services Agreement.
- (4) If necessary for the proper management and administration of Business Associate or to carry out the legal responsibilities of Business Associate; provided that, as to any such disclosure, the following requirements are met:
 - (a) the disclosure is required by law; or
 - (b) Business Associate obtains reasonable written assurances from the person to whom the information is disclosed that (1) it will remain confidential and used or further disclosed only as required by law or for the purpose for which it was disclosed to the person, and (2) the person notifies Business Associate of any instances in which the confidentiality of the information has been breached.
- (5) For data aggregation services, if to be provided by Business Associate for the health care operations of Covered Entity pursuant to any agreements between the Parties evidencing their business relationship. For purposes of this Agreement, data aggregation services means the combining of PHI or EPHI by Business Associate with the PHI or EPHI received by Business Associate in its capacity as a business associate of another covered entity, to permit data analyses that relate to the health care operations of the respective covered entities.
- (6) In a manner consistent with Covered Entity's minimum necessary policies and procedures. Business Associate will request, use and disclose (including to its workforce, contractors,

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subcontractors, or agents) the minimum PHI necessary to perform or fulfill its function or to comply with its duties under the Services Agreement.

Business Associate acknowledges and agrees that any use or disclosure of PHI by Business Associate not expressly permitted under the Services Agreement or this Agreement is prohibited.

DUTIES OF THE BUSINESS ASSOCIATE

The Business Associate represents and agrees to perform the following duties:

- (1) Not use or disclose PHI other than as permitted or required by this Agreement or as required by law.
- (2) Implement and enforce appropriate safeguards to detect and to prevent the use or disclosure of PHI and EPHI other than as permitted in this Agreement. This shall include, but not be limited to, taking reasonable steps to ensure that its employees' and agents' actions or omissions do not cause Business Associate to breach the terms of this Agreement. With specific regard to EPHI, Business Associate shall implement administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of the EPHI that it creates, receives, maintains or transmits on behalf of the Covered Entity. Business Associate shall de-identify all PHI and EPHI as directed by HIPAA prior to taking it off-site, to the extent Business Associate does not require such PHI and EPHI to perform its functions, activities or services on behalf of Covered Entity. Business Associate will comply, pursuant to HITECH and its implementing regulations, with all applicable requirements of the Security Rule contained in 45 CFR §§164.308, 164.310, 164.312 and 164.316 at such time as the requirements are applicable to Business Associate.
- (3) Ensure that its agents, including subcontractors, to whom it provides PHI and EPHI agree in writing to the same restrictions and conditions that apply to Business Associate under this Agreement and agree to implement reasonable and appropriate safeguards to protect such PHI and EPHI.
- (4) Allow the Secretary of Health and Human Services ("Secretary") and the Covered Entity the right to audit Business Associate's internal records and practices related to the use and disclosure of PHI and EPHI to ensure Covered Entity is in compliance with HIPAA. Business Associate shall fully cooperate with the Secretary in this audit. Business Associate shall also provide Covered Entity with a full copy of the information made available under this provision.
- (5) Make PHI and EPHI available to the Covered Entity in response to an individual's request for access to PHI as required by 45 CFR § 164.524.
- (6) Make PHI and EPHI available as directed by the Covered Entity for amendment and incorporate any amendments as directed by the Covered Entity and as required by 45 CFR § 164.526.
- (7) Document such disclosures of PHI and EPHI and information related to such disclosures as would be required to respond to a request by an individual for an accounting of disclosures of PHI under 45 CFR § 164.528 of HIPAA.
- (8)
 - (a) Advise Covered Entity if any use or disclosure of PHI or EPHI by Business Associate, its employees, agents or subcontractors did not comply with the terms of this Agreement.
 - (b) Report to Covered Entity any "Security Incident" of which it becomes aware, as such term is defined in the security regulations of the HIPAA Privacy and Security Rule. Provided, the Parties agree that this Section constitutes notice by Business Associate to Covered Entity of the ongoing existence and occurrence of attempted but Unsuccessful Security Incidents (as defined below) for which no other additional notice to Covered Entity shall be required. "Unsuccessful Security Incidents" shall include pings and other broadcast attacks on Business Associate's firewall, port scans, unsuccessful log-on attempts, denials of service attacks that do not result in a server being taken offline, and any combination of the above, so long as no such incident results in any of the following: (i) unauthorized access, Use, Disclosure, modification, or destruction of PHI; (ii) modifications to Business Associate's systems.

Associate's security policies or procedures; (iii) modifications to Business Associate's safeguarding measures; (iv) interference with Business Associate's operations; or (v) interference with Business Associate's information system.

- (c) Following the discovery of a Breach of Unsecured PHI, as such terms are defined in the security regulations of the HIPAA Privacy and Security Rule, notify Covered Entity of such Breach in accordance with 45 CFR §164.410. A Breach shall be treated as discovered by Business Associate as of the first day on which such Breach is known to Business Associate. Business Associate will provide such notification to Covered Entity without unreasonable delay and in no event later than sixty (60) calendar days after the discovery of the Breach. Such notification will contain the elements required in 45 CFR §164.410.
- (d) The parties will work together to conduct a risk assessment and determine if there is a Breach requiring notification under 45 CFR § 164.404. If notification is required, the parties will cooperate in issuing any required notices and will comply with the notification requirements under 45 CFR § 164.410. Business Associate will notify Covered Entity prior to making any notification of breaches relating to Covered Entity's PHI.

These duties are in addition to any duties that Business Associate may have directly under HIPAA for breach notification.

- (9) Mitigate, to the extent practicable, any harmful effect that is known to Business Associate of an improper or unauthorized use or disclosure of PHI or EPHI, provided that, Business Associate shall notify Covered Entity of its mitigation efforts.
- (10) To the extent Business Associate is to carry out one or more of the Covered Entity's obligation(s) under Subpart E of 45 CFR Part 164, comply with the requirements of Subpart E that apply to the Covered Entity in the performance of such obligation(s).

Business Associate will not directly or indirectly receive remuneration in exchange for any PHI, subject to the exceptions contained in the HITECH Act, without a valid authorization from the applicable individual. Business Associate will not engage in any communication which might be deemed to be "marketing" under the HITECH Act.

TERM AND TERMINATION

- (1) **Term.** The term of this Agreement shall be effective as of the Effective Date, and shall terminate upon the termination of the Services Agreement or on the date Covered Entity terminates this Agreement for cause as authorized in Subsection 2(b) below, whichever is sooner.
- (2) **Termination rights.** Upon Covered Entity's knowledge of a material breach of this Agreement by Business Associate, notwithstanding anything in this Agreement or the Services Agreement to the contrary, Covered Entity shall have the right to either:
 - (a) Provide an opportunity for Business Associate to cure the breach or end the violation and terminate this Agreement and the Services Agreement if Business Associate does not cure the breach or end the violation within the time specified by the Covered Entity; or
 - (b) Immediately terminate this Agreement and the Services Agreement.

RETURN OR DESTRUCTION OF PHI AND EPHI

Upon termination of this Agreement, the Services Agreement or upon request of Covered Entity, whichever occurs first, Business Associate will, if feasible, return or destroy all PHI and EPHI received from or created by Business Associate on behalf of Covered Entity. Business Associate shall return to Covered Entity or destroy all PHI and EPHI in any form and retain no copies.

If return or destruction of the PHI and EPHI is not feasible, then Business Associate shall:

- (1) Retain only that PHI and EPHI which is necessary for Business Associate to continue its proper management and administration or to carry out its legal responsibilities;
- (2) Return to Covered Entity [or, if agreed to by Covered Entity, destroy] the remaining PHI and EPHI that Business Associate still maintains in any form;
- (3) Continue to use appropriate safeguards and comply with Subpart C of 45 CFR Part 164 with respect to EPHI to prevent use or disclosure of the PHI, other than as provided for in this subsection, for as long as Business Associate retains the PHI;
- (4) Not use or disclose the PHI retained by Business Associate other than for the purposes for which such PHI was retained and subject to the same conditions which applied prior to termination; and
- (5) Return to Covered Entity [or, if agreed to by Covered Entity, destroy] the PHI retained by Business Associate when it is no longer needed by Business Associate for its proper management and administration or to carry out its legal responsibilities.

MISCELLANEOUS

- (1) Restriction of Rights. Except as expressly stated herein or in HIPAA, the Parties do not intend to create any rights in any third parties.
- (2) Survival. The obligations of Business Associate under this Agreement shall survive the expiration, termination or cancellation of this Agreement, the Services Agreement and/or the business relationship of the parties, and shall continue to bind Business Associate, its agents, employees, contractors, successors and assigns as set forth herein.
- (3) Entire Agreement; Amendment. This Agreement supersedes all agreements previously made between the parties relating to its subject matter, including but not limited to any previously executed business associate agreements. There are no other understandings or agreements between them. This Agreement may be amended or modified only in a writing signed by the Parties. Notwithstanding the foregoing, the Parties agree that this Agreement shall amend automatically to comply with any changes in the regulations and legislation governing HIPAA and to comply with any other relevant state or federal law, and shall incorporate all such changes without the need for a writing signed by the Parties.
- (4) Non-assignment. No party may assign its respective rights and obligations under this Agreement without the prior written consent of the other party.
- (5) Relationship. None of the provisions of this Agreement are intended to create, nor will they be deemed to create, any relationship between the Parties other than that of independent parties contracting with each other solely for the purposes of effecting the provisions of this Agreement and any other agreements between the Parties evidencing their business relationship.
- (6) Waiver. No change, waiver or discharge of any liability or obligation hereunder on any one or more occasions shall be deemed a waiver of performance of any continuing or other obligation, or shall prohibit enforcement of any obligation, on any other occasion.
- (7) Controlling Terms. The Parties agree that, in the event that any documentation of the agreement pursuant to which Business Associate provides services to Covered Entity contains provisions relating to the use or disclosure of PHI and EPHI that are more restrictive than the provisions of this Agreement, the provisions of the more restrictive documentation will control. Otherwise, the terms of this Agreement shall control.
- (8) Minimum Standards. This Agreement is intended to establish the minimum requirements regarding Business Associate's use, protection and disclosure of PHI and EPHI.
- (9) Severability. In the event that any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, the remainder of the provisions of this Agreement will remain in full force and effect. In addition, in the event a party believes in good faith that any provision of this Agreement fails to comply with the then-current requirements of HIPAA, such party shall notify the other party in writing. For a period of up to thirty (30) days, the parties shall address such concern in good faith and amend the terms of this Agreement if necessary to bring it into

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compliance with HIPAA. If, after such thirty (30) day period, the Agreement fails to comply with HIPAA, then either party has the right to terminate upon written notice to the other party.

- (10) Governing Law. To the extent not pre-empted by federal law, this Agreement will be governed by the laws of the State of Georgia.

[Signatures appear on the following page.]

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the day and year written above.

COVERED ENTITY:

**GROUP HEALTH PLAN OF
AUGUSTA, GEORGIA**

By: _____

Name: _____

Title: _____

BUSINESS ASSOCIATE:

HEALTHSTAT, INC.

By: Susan C. Kinzler

Name: Susan C. Kinzler

Title: CFO & Executive Vice President

EXHIBIT "D": **Electronic Data Sharing**

Following are the elements the employer is required to provide to Healthstat as described in this Agreement.

Demographic Data File Requirements

Below are the general guidelines for creating two separate files for all eligible employees and for all eligible dependents in the program. A dependent file is not necessary if dependents are not eligible for the program.

1. Create a tab-delimited text file or an Excel workbook file with the fields in the indicated order. Please use the column header names exactly as specified.
2. Populate all required fields, even if the value is the same for all records – e.g. "CompanyName," "PlantName," or "PlantLocation."
3. For optional fields that will not be populated, include the empty column(s) with the column header(s).
4. Please format data fields as indicated, using only alphanumeric characters, numbers, or numbers plus the special characters listed in the Field Format specified. For example, do not use parentheses in the "Hphone" and "Wphone" columns. Do not use hyphens in the "DOB," "HireDate," and "TermDate" columns.
5. Send complete files monthly through your secured email site or Ftp/SFTP connection. Healthstat would be happy to set you up an account on our SFTP server. If this is your preference please send an email request to data@Healthstatinc.com.

File naming conventions and field definitions follow.

I. Employee File:

Description	Comment	Requirement	Field Format
CompanyName	Company Name	Required	Alphanumeric Max Size: 50 characters
LastName	Employee Last Name	Required	Alpha Characters, do not include suffix Max Size: 50 characters
FirstName	Employee First Name	Required	Alpha Characters Max Size: 50 characters
MiddleName	Employee Middle Name or Initial	Optional	Alpha Characters Max Size: 50 characters
Suffix	Employee Name Suffix	Optional	Alphanumeric Max Size: 10 characters (ex: Jr, Sr, II, III, 2nd)
SSN	Employee Social Security Number	Required	Alphanumeric (numbers and hyphens only) Max Size: 15 characters (ex: 123-45-6789)
DOB	Employee Date of Birth	Required	Alphanumeric (numbers and slashes only) Max Size: 10 Characters (mm/dd/yyyy ex: 01/21/1956)
Gender	Employee Gender	Required	M or F Max Size: 1 character
PositionStatus	Current Employee Status	Required	Alpha from list: Active, Cobra, Layoff, Leave, NoClinic, Other, Retired, Temporary, Terminated Only Max Size: 15 characters
Address1	Employee Home Address Line 1	Required	Alphanumeric Max Size: 50 characters
Address2	Employee Home Address	Optional	Alphanumeric

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Description	Comment	Requirement	Field Format
	Line 2		Max Size: 50 characters
City	Employee City	Required	Alphanumeric Max Size: 50 characters
State	Employee State	Required	Alphanumeric Max Size: 2 characters
Zip	Employee Zip Code	Required	Alphanumeric (numbers and hyphen only, 5 or 9 digit zip codes) Max Size: 10 characters (ex: 12345 or 12345-6789)
Hphone	Employee Home Telephone Number	Required	Alphanumeric (numbers, '-', 'x' if extension) Max Size: 50 characters (ex: 123-456-7890 x1234)
Wphone	Employee Work Telephone Number	Optional	Alphanumeric (numbers, '-', 'x' if extension) Max Size: 50 characters (ex: 123-456-7890 x1234)
PlantName	Plant Number or Name of Employee's Work Location	Required	Alphanumeric Max Size: 50 characters
PlantLocation	City of Employee's Plant/Work Location	Required	Alphanumeric Max Size: 50 characters
HireDate	Employee Date of Hire	Required	Alphanumeric (numbers & slashes only) Max Size: 10 Characters (mm/dd/yyyy ex: 01/21/1956)
TermDate	Date of Employee Termination	Required (if Position Status = Terminated)	Alphanumeric (numbers & slashes only) Max Size: 10 Characters (mm/dd/yyyy ex: 01/21/1956)
CustomerMemberID	Employee's unique insurance identifier # if other than SSN #	Optional* (*if = SSN)	Alphanumeric Max Size: 15 characters
CustomerEmployeeID	Employee's unique identifier # within the company	Optional	Alphanumeric Max Size: 15 characters

InsPlanElectionCode	Insurance Plan Election	Optional	Alphanumeric MaxSize: 10
HomeWorker	Remote Employee Indicator	Optional	Alpha Y or N Max Size: 1
Wellness	Enrolled in Wellness Program	Optional	Alphanumeric Max size: 25

II. Dependent File:

Description	Comment	Requirement	Field Format
CompanyName	Company Name	Required	Alphanumeric Max Size: 50 characters
LastName	Dependent Last Name	Required	Alpha Characters, do not include suffix Max Size: 50 characters
FirstName	Dependent First Name	Required	Alpha Characters Max Size: 50 characters
MiddleName	Dependent Middle Name or Initial	Optional	Alpha Characters Max Size: 50 characters
Suffix	Dependent Name Suffix	Optional	Alphanumeric Max Size: 10 characters

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Description	Comment	Requirement	Field Format
			(ex: Jr, Sr, II, III, 2nd)
SSN	Dependent Social Security Number	Required	Alphanumeric (numbers and hyphens only) Max Size: 15 characters (ex: 123-45-6789)
DOB	Dependent Date of Birth	Required	Alphanumeric (numbers and slashes only) Max Size: 10 Characters (mm/dd/yyyy ex: 01/21/1956)
Gender	Dependent Gender	Required	M or F Max Size: 1 character
RelationCode	Relationship To Employee	Required	Alphanumeric Max Size: 10 characters (Spouse, Child, or Other)
RespPartySSN	Employee's Social Security Number	Required	Alphanumeric (numbers and hyphens only) Max Size: 15 characters (ex: 123-45-6789)
RespPartyEmployeeID	Employee's unique EmployeeID	Optional (unless EmployeeID is key identifier)	Alphanumeric Max Size: 15 characters
RespPartyMemberID	Employee's unique MemberID	Optional (unless MemberID is key identifier)	Alphanumeric Max Size: 15 characters
Address1	Dependent Home Address Line 1	Optional if same as employee	Alphanumeric Max Size: 50 characters
Address2	Dependent Home Address Line 2	Optional	Alphanumeric Max Size: 50 characters
City	Dependent City	Optional if same as employee	Alphanumeric Max Size: 50 characters
State	Dependent State	Optional if same as employee	Alphanumeric Max Size: 2 characters
Zip	Dependent Zip Code	Optional if same as employee	Alphanumeric (numbers and hyphen only, 5 or 9 digit zip codes) Max Size: 10 characters (ex: 12345 or 12345-6789)
Hphone	Dependent Home Telephone Number	Optional if same as employee	Alphanumeric (numbers, '-', 'x' if extension) Max Size: 50 characters (ex: 123-456-7890 x1234)
Wphone	Dependent Work Telephone Number	Optional	Alphanumeric (numbers, '-', 'x' if extension) Max Size: 50 characters (ex: 123-456-7890 x1234)
CustomerMemberID	Dependent's unique insurance identifier # if other than SSN #	Optional* (*if = SSN)	Alphanumeric Max Size: 15 characters

Claims Data File Required Elements

Claims data files should be fixed-length text files. Headers are not allowed. If delimited files are used instead, a column header record is required. Please send documentation of your [file layout](#) and any definitions/descriptions/formulas. Data should be in [HIPAA-compliant](#) format wherever possible.

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I. Medical and Pharmacy Claims File:**Healthstat Medical Claims Fields Requested**

Please include your file layout and any definitions/descriptions.
Data should be in HIPAA-compliant format wherever possible.

Description	Comment	Requirement
Group Number		Required
Subgroup Number		Optional
Claim Number		Required
Service Sequence number	Line number for claim lines that belong to the same claim number	Required
Paid Date	MM/DD/YYYY - Critical	Required
Beginning Date of Service	Admit Date MM/DD/YYYY	Required
Ending Date of Service	Discharge Date MM/DD/YYYY	Required
Process Date	MM/DD/YYYY	Optional
Claim Begin Date	MM/DD/YYYY	Optional
Claim End Date	MM/DD/YYYY	Optional
Patient's SSN	Other term for Patient is Claimant	Required
Patient's Last Name		Required
Patient's First Name		Required
Patient's Middle Name		Optional
Patient's Gender		Required
Patient's Date of Birth	MM/DD/YYYY	Required
Patient's City		Optional
Patient's State		Optional
Patient's Zip Code		Optional
Patient Relationship to Policy Holder	Employee, Spouse, or Dependent	Required
Dependent Suffix	Code to identify uniquely each member on the policy. Sometimes called Dependent Number or Person Code. A typical code would be "01" for the policy holder, "02" for the spouse, and "03" and higher for children.	Required
Policy Holder Number	This must be the identifier included in the Healthstat demographic file for matching claims data to the policy holder. This ID may be the SSN, but it may be the insurance carrier's internal member ID or the company's employee ID. Other terms for Policy Holder are Subscriber, Insured, and Employee	Required
Policy Holder's SSN	Required in addition to Policy Holder Number	Required
Policy Holder's Last Name		Required
Policy Holder's First Name		Required
Policy Holder's Gender		Required
Policy Holder's Date of Birth	MM/DD/YYYY	Required
Policy Holder's Zip Code		Optional
In/Out Flag	I-Inpatient; O-Outpatient; P-Professional (physician-related)	Optional
Place of Service Code	*Please provide a separate list of place of service codes and descriptions if description is not included in file.	Required*

Service Type Code	*Please provide a separate list of service type codes and descriptions if description is not included in file. These are high-level descriptions of the service such as HEMODIALYSIS, SURGERY, MATERNITY, ANESTHESIA, X-RAY (DIAGNOSTIC), AND MEDICAL CARE (INPATIENT & OUTPATIENT). Details are provided in the CPT4 procedure codes.	Optional
Procedure Code	CPT4 Procedure Code	Required
Procedure Modifier	Standard CPT4 Modifier	Optional
UB92 Revenue Code	UB92 FL42	Optional
Primary Diagnosis Code	ICD9 Diagnosis Codes	Required

Medical and Pharmacy Claims File continued. . .

Secondary Diagnosis Code		Optional
Tertiary Diagnosis Code		Optional
Quaternary Diagnosis Code		Optional
DRG (Diagnosis Related Group)		Optional
ICD9 Procedure Code	Standard ICD9 Procedure Code (different from CPT4 Codes)	Optional
UB92 Bill Type	UB92 FL4 (e.g. 111, 121, 131)	Optional
Amount Requested	Amount Requested by the pharmacy	Optional
Amount Allowed	Amount Allowed under the plan	Required
Paid Amount	Amount paid by the plan	Required
Claim Type	Drug, Dental, Vision, or Medical	Required
Provider Number (Rendering Provider)	The unique number used by the carrier to identify each provider. This may be an internal identifier or a national identifier. *At least one of the following four national IDs is also required. If it is not included in this file, then a cross-reference file must also be provided.	Required
Provider NPI	NPI number for provider	Required*
Provider UPIN	Unique Physician Identification Number	Required*
Provider DEA Number		Required*
Provider Tax ID Number		Required*
Provider Type	These are high-level descriptions of the specialty such as OPTOMETRIST, DENTAL GROUP, MD, PHYSICAL THERAPIST, HOSPICE NURSE, and URGENT CARE/CLINIC/GROUP.	Optional
Provider Specialty Code	*Please provide a separate list of provider specialty codes and descriptions if description is not included in file.	Required
Provider First Name	* Please send if available	Optional*
Provider Last Name	* Please send if available	Optional*
Provider Suffix		Optional
Provider Address 1		Optional
Provider Address 2		Optional
Provider City		Optional
Provider State		Optional
Provider Zip Code		Optional
Additional Data Fields Requested for Rx Claims		
Pharmacy Number		Optional
National Drug Code	NDC	Required
Drug Name		Required

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Ordering Physician	DEA number of prescribing physician	Optional
Drug Quantity		Required
Generic Indicator		Required
Days Supply		Required

II. Medical Claims File Only:

Healthstat Medical Claims Fields Requested

Please include your file layout and any definitions/descriptions.

Data should be in HIPAA-compliant format wherever possible.

Description	Comment	Requirement
Group Number		Required
Subgroup Number		Optional
Claim Number		Required
Service Sequence number	Line number for claim lines that belong to the same claim number	Required
Paid Date	MM/DD/YYYY - Critical	Required
Beginning Date of Service	Admit Date MM/DD/YYYY	Required
Ending Date of Service	Discharge Date MM/DD/YYYY	Required
Process Date	MM/DD/YYYY	Optional
Claim Begin Date	MM/DD/YYYY	Optional
Claim End Date	MM/DD/YYYY	Optional
Patient's SSN	Other term for Patient is Claimant	Required
Patient's Last Name		Required
Patient's First Name		Required
Patient's Middle Name		Optional
Patient's Gender		Required
Patient's Date of Birth	MM/DD/YYYY	Required
Patient's City		Optional
Patient's State		Optional
Patient's Zip Code		Optional
Patient Relationship to Policy Holder	Employee, Spouse, or Dependent	Required
Dependent Suffix	Code to identify uniquely each member on the policy. Sometimes called Dependent Number or Person Code. A typical code would be "01" for the policy holder, "02" for the spouse, and "03" and higher for children.	Required
Policy Holder Number	This must be the identifier included in the Healthstat demographic file for matching claims data to the policy holder. This ID may be the SSN, but it may be the insurance carrier's internal member ID or the company's employee ID. Other terms for Policy Holder are Subscriber, Insured, and Employee.	Required
Policy Holder's SSN	Required in addition to Policy Holder Number	Required
Policy Holder's Last Name		Required
Policy Holder's First Name		Required
Policy Holder's Gender		Required
Policy Holder's Date of Birth	MM/DD/YYYY	Required
Policy Holder's Zip Code		Optional
In/Out Flag	I-Inpatient; O-Outpatient; P-Professional (physician-related)	Optional

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Place of Service Code	*Please provide a separate list of place of service codes and descriptions if description is not included in file.	Required*
Service Type Code	*Please provide a separate list of service type codes and descriptions if description is not included in file. These are high-level descriptions of the service such as HEMODIALYSIS, SURGERY, MATERNITY, ANESTHESIA, X-RAY (DIAGNOSTIC), AND MEDICAL CARE (INPATIENT & OUTPATIENT). Details are provided in the CPT4 procedure codes.	Optional
Procedure Code	CPT4 Procedure Code	Required
Procedure Modifier	Standard CPT4 Modifier	Optional
UB92 Revenue Code	UB92 FL42	Optional
Primary Diagnosis Code	ICD9 Diagnosis Codes	Required
Secondary Diagnosis Code		Optional
Tertiary Diagnosis Code		Optional
Quaternary Diagnosis Code		Optional
DRG (Diagnosis Related Group)		Optional
ICD9 Procedure Code	Standard ICD9 Procedure Code (different from CPT4 Codes)	Optional
UB92 Bill Type	UB92 FL4 (e.g. 111, 121, 131)	Optional
Amount Requested	Amount Requested by the pharmacy	Optional
Amount Allowed	Amount Allowed under the plan	Required
Paid Amount	Amount paid by the plan	Required
Claim Type	Drug, Dental, Vision, or Medical	Required
Provider Number (Rendering Provider)	The unique number used by the carrier to identify each provider. This may be an internal identifier or a national identifier. *At least one of the following four national IDs is also required. If it is not included in this file, then a cross-reference file must also be provided.	Required
Provider NPI	NPI number for provider	Required*
Provider UPIN	Unique Physician Identification Number	Required*
Provider DEA Number		Required*
Provider Tax ID Number		Required*
Provider Type	These are high-level descriptions of the specialty such as OPTOMETRIST, DENTAL GROUP, MD, PHYSICAL THERAPIST, HOSPICE NURSE, and URGENT CARE/CLINIC/GROUP.	Optional
Provider Specialty Code	*Please provide a separate list of provider specialty codes and descriptions if description is not included in file.	Required
Provider First Name	* Please send if available	Optional*
Provider Last Name	* Please send if available	Optional*
Provider Suffix		Optional
Provider Address 1		Optional
Provider Address 2		Optional
Provider City		Optional
Provider State		Optional
Provider Zip Code		Optional

III. Pharmacy Claims File Only:**Healthstat Rx Claims Fields Requested**

Please include your file layout and any definitions/descriptions.
Data should be in HIPAA-compliant format wherever possible.

Description	Comment	Requirement
Group Number		Required
Subgroup Number		Optional
Rx Claim Number		Required
Prescription Sequence	Line number for claim lines that belong to the same claim number - required if used	Required
Paid Date	MM/DD/YYYY - Critical	Required
Date of service / Date Prescription Filled	MM/DD/YYYY	Required
Process Date	MM/DD/YYYY	Optional
Patient's SSN		Required
Patient's Last Name		Required
Patient's First Name		Required
Patient's Middle Name		Optional
Patient's Gender		Required
Patient's Date of Birth	MM/DD/YYYY	Required
Patient's City		Optional
Patient's State		Optional
Patient's Zip Code		Optional
Patient Relationship to Policy Holder	Employee, Spouse, or Dependent	Required
Dependent Suffix	Code to identify uniquely each member on the policy. Sometimes called Dependent Number or Person Code. A typical code would be "01" for the policy holder, "02" for the spouse, and "03" and higher for children.	Required
Policy Holder Number	This must be the identifier included in the Healthstat demographic file for matching claims data to the policy holder. This ID may be the SSN, but it may be the insurance carrier's internal member ID or the company's employee ID. Other terms for Policy Holder are Subscriber, Insured, Employee.	Required
Policy Holder's SSN	Required in addition to Policy Holder Number	Required
Policy Holder's Last Name		Required
Policy Holder's First Name		Required
Policy Holder's Gender		Required
Policy Holder's Date of Birth	MM/DD/YYYY	Required
Policy Holder's Zip Code		Optional
Pharmacy Number		Optional
National Drug Code	NDC	Required
Drug Name		Required
Ordering Physician	DEA number of prescribing physician	Optional
Drug Quantity		Required
Generic Indicator		Required
Days Supply		Required
Amount Requested	Amount requested by the pharmacy	Optional
Amount Allowed	Amount allowed under the plan	Required
Paid Amount	Amount paid by the plan	Required
Primary Diagnosis Code	ICD9 Diagnosis Codes	Optional

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*Claims data cannot be processed unless the demographic data files and any claims files contain *the same unique identifier* for each covered member, including dependents.

When Healthstat submits claims for reporting purposes:

In the event the Claims Payor for Employer (TPA or Insurance Carrier) does not use the same unique identifier as Employer to identify each plan member, the Claims Payor must provide a cross reference file which connects each plan member on the Employer demographic file. This may be at an additional cost to Employer.

Exhibit "E"

Guaranty

[to be determined post-execution]



Administrative Services Committee Meeting
3/13/2018 1:15 PM
Approve RCCI Plumbing and Electrical Assessment

Department:	Central Services - Facilities
Presenter:	Takiyah A. Douse
Caption:	Approve proposal from Total Systems Commissioning, Inc. in the amount of \$39,680.00 to assess the condition of the plumbing and electrical systems at Richmond County Correctional Institution (RCCI) and recommend a strategy to implement improvements. (RFP17-294)
Background:	RCCI was built in the early to mid-1960s. There have been a few additions and modifications over the years, but the primary infrastructure is original to the facility. The electrical and plumbing systems are beginning to fail. Procurement issued a request for proposals for assessing the existing infrastructure and recommending a course of action to improve conditions.
Analysis:	Considering the nature of this operation and Augusta's reliance on the resources housed there as a force multiplier, it is imperative that we make sure conditions are safe and sanitary. Proposals for evaluating these systems were received by Procurement on December 14, 2017. The proposal received was evaluated relative to the firm's capacity and expertise to do the work. Total Systems Commissioning has performed well on previous work with Augusta and was judged to be well qualified to perform this assessment. The price submitted was within the anticipated budget.
Financial Impact:	The cost of the assessment is \$39,680.00
Alternatives:	1. Approve proposal from Total Systems Commissioning, Inc. in the amount of \$39,680.00 to assess the condition of the plumbing and electrical systems at RCCI and recommend a strategy to implement improvements. 2. Do not approve the proposal.
Recommendation:	Approve proposal from Total Systems Commissioning, Inc. in the amount of \$39,680.00 to assess the condition of the plumbing and electrical systems at RCCI and recommend a strategy to implement improvements.

amount of \$39,680.00 to assess the condition of the plumbing and electrical systems at Richmond County Correctional Institution (RCCI) and recommend a strategy to implement improvements.

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

This project is funded through SPLOST VII.

REVIEWED AND APPROVED BY:

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

Request for Proposal

Request for Proposals will be received at this office until Thursday, December 14, 2017 @ 11:00 a.m. for furnishing:

RFP Item # 17-294 Assessment of Existing Plumbing and Electrical Infrastructure at the Richmond County Correction Institution (RCCI) for Augusta, GA – Central Services Department – Facilities Maintenance Division

RFPs will be received by: The Augusta Commission hereinafter referred to as the OWNER at the offices of:

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

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

A Mandatory Pre Proposal Conference will be held on Tuesday, November 28, 2017, @ 10:00 a.m. in the Procurement Department, 535 Telfair Street, Room 605. A Mandatory Site visit will follow.

All questions must be submitted in writing by fax to 706 821-2811 or by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by Thursday, November 30, 2017, @ 5:00 P.M. No RFP will be accepted by fax, all must be received by mail or hand delivered.

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

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

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

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

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

GERI A. SAMS, Procurement Director

Publish:

Augusta Chronicle	November 2, 9, 16, 23, 2017
Metro Courier	November 8, 2017



**RFP Item# 17-294 Assessment of Existing Plumbing and Electrical Infrastructure
at the Richmond County Correction Institution (RCCI)
for Augusta, GA – Central Services Department – Facilities Maintenance Division
RFP Date: Friday, January 12, 2018 @ 11:00 a.m.**

Total Number Specifications Mailed Out: 11

Total Number Specifications Download (Demandstar): 6

Total Electronic Notifications (Demandstar): 349

Mandatory Pre-Proposal Conference Attendees: 7

Local Vendors Received Specifications: 19

Total packages submitted: 1

Total Noncompliant: 0

VENDORS	Attachment "B"	E-Verify	SAVE Form	Addendum 1&2	Original	7 Copies	Fee Proposal
Total Systems Commissioning 2148 Hills Avenue NW, Suite 1 Atlanta, GA 30318	YES	108530	YES	YES	YES	YES	YES
TSCX 672 Hwy 87 Flovilla, GA 30216							
Zel 435 Telfair Street Augusta, GA 30901							



RFP # 17-294 Assessment of Existing Plumbing and Electrical Infrastructure at the Richmond County Correction Institution (RCCI) for Augusta, GA – Central Services Department – Fac. Main. Division
Evaluation Meeting: Thursday, February 15, 2018 @ 3:00 p.m.

Vendors			Total Systems Commissioning 2148 Hills Ave NW, Suite 1 Atlanta, GA 30318	Total Systems Commissioning 2148 Hills Ave NW, Suite 1 Atlanta, GA 30318
Phase 1			Ranking of 0-5 (Enter	Weighted Scores
Evaluation Criteria	Ranking	Points	Scale 0 (Low) to 5 (High)	
1. Completeness of Response • Package submitted by the deadline • Package is complete (includes requested information as required per this solicitation) • Attachment B is complete, signed and notarized	N/A	Pass/Fail	PASS	PASS
2. Qualifications & Experience	(0-5)	20	4.3	85.0
3. Organization & Approach	(0-5)	15	3.5	52.5
4. Scope of Services • Project specific experience (5) • Past performance on projects similar in nature (5) • Evidence that firm fully understands Owner’s goals and project scope (5)	(0-5)	15	4.3	63.8
5. Schedule of Work	(0-5)	10	2.5	25.0
6. Proximity to Area (only choose 1 line according to location of the company - enter the ranking value for the one line only)				0.0
Within Richmond County	5	10		0.0
Within CSRA	4	6		0.0
Within Georgia	3	4	3.0	12.0
Within SE United States (includes AL, TN, NC, SC, FL)	2	2		0.0
• All Others	1	1		0.0
7. References	(0-5)	5	3.0	15.0
Phase 1 Total - (Total Maximum Ranking 25 - Maximum Weighted Total Possible 375)			17.5	253.3
Phase 2 (Option - Numbers 8-9)				
8. Presentation by Team	(0-5)	10.00		0.0
9. Q&A Response to Panel Questions	(0-5)	5.00		0.0
10. Cost/Fee Proposal Consideration (only choose 1 line according to dollar value of the proposal in relation to all fee proposals - enter				
Lowest Fees	5.00	10.00	5.0	50.0
Second	4.00	6.00		0.0
Third	3.00	4.00		0.0
Forth	2.00	2.00		0.0
Fifth	1.00	1.00		0.0
Total Phase 2			5.0	50.0
Total (Total Possible Score 750)				
Total Cumulative Score (Maximum point is 500)				303.3
Note: Respondent/Offeror(s) receiving 600 or more points will be invited to do presentations to provide additional				
Internal Use Only				
Evaluator: Cumulative		Date: 2/15/18		
Procurement Department Representative: Nancy Williams				
Procurement Department Completion Date: Nancy Williams				



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 blue ink, appearing to be "DAA", located to the right of the memorandum header.

TO: Mrs. Geri Sams, Director, Procurement Department
THROUGH: Mrs. Takiyah A. Douse, Director, Central Services
DATE: February 15, 2018
SUBJECT: RFP #17-294 Assessment of Existing Plumbing and Electrical Infrastructure at RCCI - Recommendation

Ms. Sams:

Proposals for the referenced RFP were received on January 12, 2018. We received one compliant proposal from Total Systems Commissioning (TSCx) out of Atlanta.

Qualifications presented by TSCx were evaluated and we determined they are well qualified to do the work. The price submitted is within the budget established for the evaluation.

Central Services recommends that the contract be awarded to Total Systems Commission of Atlanta, Georgia based on qualifications and the Hannah Solar of Atlanta, GA based on the consideration that their price is well within the project budget, the qualifications based scoring was very close and the best and final offer from True Energy was still over the funding allocated.

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

Cc: Takiyah A. Douse
Evan Joseph

FYI: Process Regarding Request for Proposals

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

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

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

Sec. 1-10-52. Sealed proposals.

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

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

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

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

ordinances relating to the contract or services;

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

Mandatory Pre-Proposal Conference Sign-in Sheet
RFP Item # 17-294 Assessment of Existing Plumbing and Electrical Infrastructure at the Richmond County Correction Institution (RCCI)
for Augusta, GA – Central Services Department – Facilities Maintenance Division
Tuesday, November 28, 2017, @ 10:00 a.m.
PLEASE PRINT

Item # 8

NAME	COMPANY/DEPT.	ADDRESS/CITY/STATE/ ZIP CODE	TELEPHONE NUMBER	FAX NUMBER	EMAIL	Prime/Sub
1. Darrell White <i>Darrell White</i>	Procurement	535 Telfair Street, Suite 605 Augusta, GA 30901	706-821-2423	706-821-2811	procbidandcontract @augustaga.gov	
2. Nancy Williams	Procurement	535 Telfair Street, Suite 605 Augusta, GA 30901	706-821-2888	706-821-2811	procbidandcontract @augustaga.gov	
3. Salasha Singleton <i>SS</i>	Procurement	535 Telfair Street, Suite 605 Augusta, GA 30901	706-821-4251	706-821-2811	procbidandcontract @augustaga.gov	
4. Rick Acree <i>Rick Acree</i>	CENTRAL SERVICES	2760 PEACH ORCHARD RD 30906	706-821-1555		racree augustaga.gov	
5. Euland Joseph <i>Euland Joseph</i>	RCCI	2314 Rebecca Rd Augusta GA 30906	706-798-5572	706-798-8410	ejoseph@rc-ci.org	
6. Jessie Colman <i>Jessie Colman</i>	RCCI	2314 Rebecca Rd Augusta GA 30906	706-771-2920	706-798-8110		
7. Sarah Batchelor <i>Sarah Batchelor</i>	TOTAL Systems Commissioning	2448 Hills Ave. NW Suite 1 Atlanta, GA 30318	(404) 355-9403	(404) 352-0245	sbatchelor@ tscx.org	

Original

Mandatory Pre-Proposal Conference Sign-in Sheet
RFP Item # 17-294 Assessment of Existing Plumbing and Electrical Infrastructure at the Richmond County Correction Institution (RCCI)
for Augusta, GA – Central Services Department – Facilities Maintenance Division
Tuesday, November 28, 2017, @ 10:00 a.m.
PLEASE PRINT

Item # 8

NAME	COMPANY/DEPT.	ADDRESS/CITY/STATE/ ZIP CODE	TELEPHONE NUMBER	FAX NUMBER	EMAIL	Prime/Sub
8. Daylan Parson	TSC x	678 Hwy 87 Fleming, GA 30616	404-955-3897		dparson@tscx.org	
9. STACEY Gordon	ZEL	435 TELFAIR ST AUGUSTA GA 30901	706-724-5627	706-724-5789	sgordon@ zelengineering.com	Prime
10. Lauren Saul	Compliance	535 TelFair St. Suite 710 Augusta, GA 30901	706-826-4789		lsaul@ augustaga.gov	
11.						
12.						
13.						
14.						
15.						

User: Mills, Phyllis

Organization: City of Augusta, GA (Augusta Commission)

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Planholders List

Member Name City of Augusta, GA (Augusta Commission)

Bid Number RFP-17-294-0-2017/nw

Bid Name Assessment of Existing Plumbing and Electrical Infrastructure at the Richmond county Correctional Institution (RCCI)

1 Document(s) found for this bid

6 Planholder(s) found.

[Add Planholder](#)

Supplier Name 	Phone	Fax	Doc Count	Attributes	Programs	Actions
Bergmann Associates	5852325135	5852324362	1			Documents
ConstructConnect	8772271680	8665708187	1			Documents
Intelligent Conservation Systems, Inc.	4077066335		1			Documents
MKK Consulting Engineers	4074127689		1			Documents
TESSCO Technologies Incorporated	8003162830	4105270005	1			Documents
Veterans 1st Architecture	7065560906	7065560197	1	1. Small Business 2. Veteran Owned		Documents

Page 1 of 1

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Item # 8

RICK TOOLE
W R TOOLE ENGINEERS
1005 BROAD STREET SUITE 200
AUGUSTA, GA 30901

JORGE JIMENEZ
ZEL ENGINEERS
435 TELFAIR STREET
AUGUSTA, GA 30901

TREY WINGATE
W K DICKSON
1450 GREENE STREET SUITE 225
AUGUSTA, GA 30901

WOLVERTON & ASSOCIATES
ATTN: BID DEPARTMENT
6745 SUGARLOAF PKWY,
SUITE 100
DULUTH, GA 30097

MORELAND ALTABELLI & ASSOC
ATTN: BUDDY GRATTON
2450 COMMERCE AVE.,
SUITE 100
DULUTH, GA 30096

ATTN: SCOTT WILLIAMS
CRANSTON ENGINEERING
452 ELLIS STREET
AUGUSTA, GA 30901

ATTN: RICHARD LASCHOB
JOHNSON LASCHOB & ASSOCIATES
1296 BROAD STREET
AUGUSTA, GA 30901

ATTN: ROBERT TITUS
EMC ENGINEERING SERVICES INC
4210 COLUMBIA ROAD, SUITE 16-A
MARTINEZ, GA 30907

CRANSTON ENGINEERING GROUP
452 ELLIS STREET
AUGUSTA, GEORGIA 30901

SOUTHERN PARTNERS
1233 AUGUSTA WEST PARKWAY
AUGUSTA, GA 30909

CIVIL SERVICES
ATTN: BID DEPARTMENT
2394 SAINT JOHNS BLUFF RD S
JACKSONVILLE, FL 32246

ARCADIS ENGINEERING
1450 GREENE ST., SUITE 220
AUGUSTA, GA 30901

MWH
ATTN: BID DEPARTMENT
235 PEACHTREE STREET NE
SUITE 2200
ATLANTA, GA 30303

2KM ARCHITECTS
ATTN: MEGAN POSTON
529 GREENE STREET
AUGUSTA, GA 30901

POND & COMPANY
ATTN: BID DEPARTMENT
621 NW FRONTAGE ROAD
SUITE 320
AUGUSTA, GA 30907

MOORE & ASSOCIATES
1009 EAST AVE
NORTH AUGUSTA, SC 29841

ING ASSOCIATES
PO BOX 1586
AUGUSTA, GA 30903

SWIFT & ASSOCIATES
1206 INTERSTATE PKWY
AUGUSTA, GA 30909

DICKINSON ARCHITECTS
771 BROAD STREET, SUITE 200
AUGUSTA, GA 30901

VETERANS 1ST ARCHITECTURE
110A N. LOUISVILLE STREET
HARLEM, GA 30814

STUDIO 3 DESIGN GROUP
1617 WALTON WAY
AUGUSTA, GA 30904

SLATER ENGINEERING
1837 CENTRAL AVE
AUGUSTA, GA 30904

DAVIS DESIGN GROUP
120 FIFTH STREET
AUGUSTA, GEORGIA 30901

CHRIS BOOKER & ASSOCIATES
ATTN: CHRIS BOKKER
670 BROAD STREET
AUGUSTA, GA 30901

PFA ENGINEERING
1201 BROAD STREET
AUGUSTA, GA 30901

CHEATHAM FLETCHER SCOTT
420 1/2 EIGHTH STREET
AUGUSTA, GEORGIA 30901

TOTAL SYSTEMS COMMISSIONING
2148 HILLS AVE NW
ATLANTA, GA 30318

RFP ITEM 17-294
Assessment of Existing Plumbing and
Electrical Infrastructure at RCCI for
Augusta, GA Central Services Dept-Fac
MAILED: 11/2/2017

RFP ITEM 17-294
Assessment of Existing Plumbing and
Electrical Infrastructure at RCCI for
Augusta, GA Central Services Dept-Fac
Bid Due: Thur 12/14/2017 @ 8:00 am

Kellie Irving
Compliance

Rick Acree
Central Services

Takiyah Douse
Central Services



**Administrative Services Committee Meeting
3/13/2018 1:15 PM
Augusta Jewish Museum**

Department: Clerk of Commission

Presenter:

Caption: Update from Historic Augusta regarding the plans for the Augusta Jewish Museum in accordance with the lease agreement between Augusta, GA and Historic Augusta, Inc. dated July 26, 2016.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



**Administrative Services Committee Meeting
3/13/2018 1:15 PM
Automated messaging systems**

Department:

Presenter: Commissioner Marion Williams

Caption: Discuss the proficiency/effectiveness of automated voice messaging systems used by city departments. **(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
3/13/2018 1:15 PM
Common set of facts**

Department:

Presenter:

Caption: Discuss "common set of facts". (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
3/13/2018 1:15 PM
HCD Goes Digital

Department: Housing and Community Development

Presenter: Hawthorne Welcher, Jr.

Caption: Presented as Information: The Housing and Community Development Department is going digital.

Background: It is a known fact that Government Entities utilize an enormous amount of paper which has become an environmental concern across the nation. In efforts to move the Housing and Community Development Department forward and into the digital age, we have partnered with Mr. Jason Rusnak and Mr. Chris Behm, Co-founders of Neighborly Software, to create a digitized process for the department. Beginning in June of 2016, HCD's staff has worked to recreate applications and processes in an electronic software that has been rolled out in phases. As the phases are coming close to an end, we would like to inform everyone that a link will be available for access on the Department's City Website. Currently, applications for our Down Payment Assistance Program, Homeowner Rehabilitation Program, HOME Investment Partnership Program, Housing for Persons With HIV/AIDS, and Community Development Programs are prepared and will be available for the upcoming grant application cycle. We are continuing to work with Neighborly Software to provide access to our LWB Redevelopment Project (for developers), and Economic Development Programs. As these last programs are completed, announcements will be made via Social Media and other outlets to let the public know they are available. Like and Follow Us @GrowAugusta on Facebook, Twitter, and Instagram for future updates. This new way of applying for grants and federal funding through our department will assist us in ensuring that all applications are reviewed in a timely manner and that all applications are easily accessible for all citizens. As this is a new process, we will continue to provide paper applications upon request, on an as needed basis, for the next grant application cycle. Beginning 2019, all applications will be digital and will need to be completed online.

Analysis: Providing digital applications for our citizens does a great deal to ensure that our department is meeting the needs of our City. It provides easy access to all applications during the applications cycles by creating an online presence that can be accessed from the comfort of a citizen's home, it provides direct technical assistance should the need arise, and it ensures that we are meeting the expectations of our citizens. As a department, it will help to decrease our paper consumption which will help to impact our budget in a positive way. This will also allow our citizens and partners' concerns to be heard and resolved in a timely manner.

Financial Impact: There will be a positive impact to the budget in the reduction of hard supplies needed related to these programs.

Alternatives: Not Applicable

Recommendation: Accept this as information only

**Funds are Available
in the Following
Accounts:** Not Applicable

REVIEWED AND APPROVED BY:

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



Augusta
G E O R G I A

 Neighborly Software

Item # 12

Neighborly Software's Mission

Provide a cloud based software solution that improves the administrative efficiency and regulatory compliance of Housing, Economic and Community Development programs.

Selected Clients





Challenge

The administration of Housing, Economic and Community Development programs is cumbersome; often requiring volumes of paper, manual processes, and time consuming reporting. This leads to:

- Poor beneficiary/sub recipient experience;
- Long cycle times;
- Inefficient use of resources and;
- Program oversight and compliance challenges

Solution – Drive Efficiency

How much is “manual” and “complicated” costing you?



Online

Eliminate rekeying data and filing paper copies with online application and document storage.



Validation

Reduce incomplete applications with software guided application and validation process.



Workflow

Improve cycle time with automated workflow and approval routing.



Document Generation

Generate promissory notes, deeds and other program documents with the click of a mouse.



Reporting

Understand program results with real time dashboards and pre-configured reports.



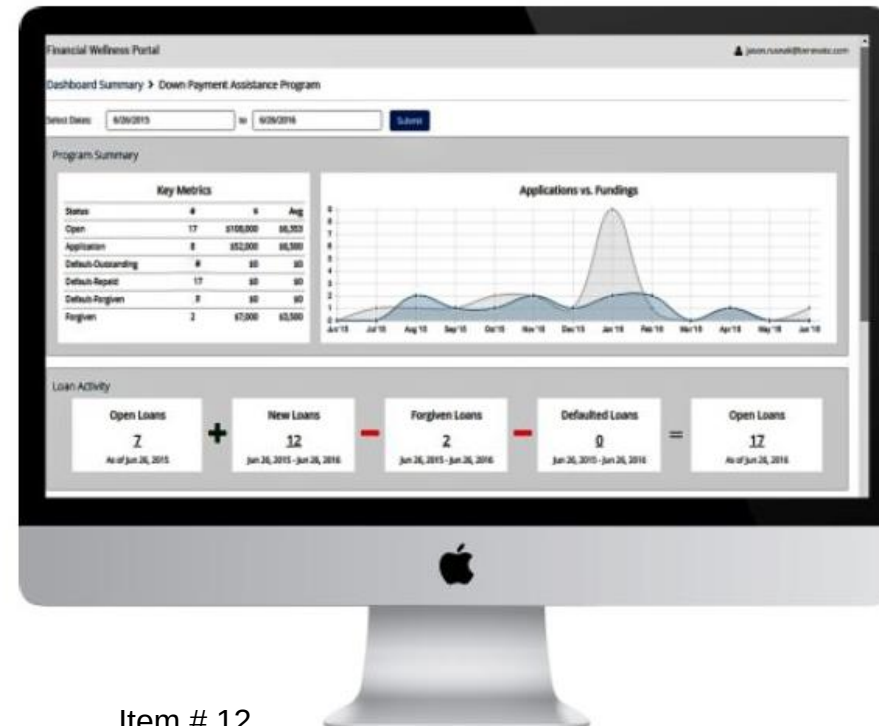
Self Service

Reduce inquiries by enabling self service access to account information 24/7.

Solution – Improve Compliance

“Oh good, the auditors are coming.” – said nobody

- ✓ Audit log that includes a time stamp of all transactions/ approvals completed in the system
- ✓ Ensure collection and storage of all beneficiary supporting documentation
- ✓ Enforce principle residency requirements during the period of affordability
- ✓ Reconcile and report on program income
- ✓ Evaluate, real time, sub recipient activities and results
- ✓ Produce accurate and auditable CAPERs data



Item # 12

Maximize Community Investment While Minimizing Administrative Burden



Security

Hosted in MSFT Tier IV datacenter

Standard & ad-hoc reporting

SSL encryption

Real time dashboards

Role based security

CAPERs reports

Audit log tracks

Export to Excel



Reporting



**Administrative Services Committee Meeting
3/13/2018 1:15 PM
Minutes**

Department: Clerk of Commission

Presenter:

Caption: Motion to approve the minutes of the Administrative Services Committee held on February 27, 2018.

Background:

Analysis:

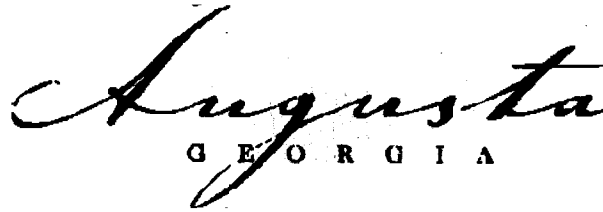
Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



Administrative Services Committee Meeting Commission Chamber - 2/27/2018

ATTENDANCE:

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

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

ADMINISTRATIVE SERVICES

1. Approve the request to purchase one Case backhoe from Border Equipment for Utilities - Fort Gordon. Bid Item #17-199. **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 the purchase of one F-250 Pickup Truck using a sub-grant funded by the Federal Homeland Security Grant Program through the State of Georgia. **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

3. Motion to approve new position for the Coroner's Office (Administrative Assistant 1, Salary grade 42). **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

4. Motion to approve the minutes of the Administrative Services Committee held on February 13, 2018.

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

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**Administrative Services Committee Meeting
3/13/2018 1:15 PM
Sheriff Roundtree's communication**

Department:

Presenter:

Caption: Consider Sheriff Roundtree's communication to the commission dated 3/7/18 regarding the commission's prerogative to speak to public concerns. **(Requested by Commissioner Marion Williams)**

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Subject:

FW: Sheriff's Email

From: Richard Roundtree <RRoundtree@augustaga.gov>**Date:** March 7, 2018 at 11:11:31 AM EST**To:** Commissioner Sammie Sias <SSias@augustaga.gov>, Commissioner Ben Hasan <BHasan@augustaga.gov>, Commissioner Andrew Jefferson <AJefferson@augustaga.gov>, Commissioner Dennis Williams <DennisWilliams@augustaga.gov>, Commissioner Grady Smith <CGradySmith@augustaga.gov>, Commissioner Marion Williams <MFWilliams@augustaga.gov>, Commissioner Mary Davis <MFDavis@augustaga.gov>, Commissioner Sean Frantom <SFrantom@augustaga.gov>, Commissioner William Fennoy <Fennoy@augustaga.gov>, Commissioner Wayne Guilfoyle <CWayneGuilfoyle@augustaga.gov>**Cc:** Mayor Davis <MayorDavis@augustaga.gov>, Melanie Wilson <MWilson@augustaga.gov>

Good Morning All,

First, I would like to applaud you all for the decision you made to increase the employee retirement package for the County. Many of my staff are excited about the change and we feel that it will definitely enhance our mission to recruit, retain and retire the best Law Enforcement professionals. Secondly, I must say that I was a little concerned about some of the comments that were made from the dais yesterday regarding a complaint from a citizen about not getting any support from this County's primary Law Enforcement agency. **372,342** calls for service were answered last year and not 1 was to 3614 Alene Cir. In our history, we have responded to this address 4 times. 2 for a domestic complaint in 2015 and the other 2 being for a Burglary and Damage property complaint on the same day. That date was July 1 2016. After the burglary, the Sheriff's Office made 8 separate house checks on said property. Since the damage, Mr. Lin described 2 years ago; there have been NO efforts to repair the property, thus the involvement of Code Enforcement. As it was said yesterday, you cannot control how we police, but I would hope in the future that some of you would put more trust in your LE agency that we are doing all we can for ALL the citizens of Richmond County, before you make disparaging public remarks based solely on one sided information you received in a five minute presentation. Needless to say, it was disappointing. And for the record, since 2012, 1st Degree Burglaries are down 46% and 2nd Degree Burglaries are down 82%.

Enjoy the rest of your day.

Sheriff Richard Roundtree

Richmond County Sheriff's Office

400 Walton Way, Augusta, Ga. 30901

Phone: 706-261-0439

Fax: 706-821-1064

www.rcsoga.org



**Administrative Services Committee Meeting
3/13/2018 1:15 PM
Update Regarding Storm Water Contracts**

Department: Procurement

Presenter: Geri A. Sams

Caption: Update from Procurement regarding awarding of storm water contracts.

Background: Update on status of the following request for proposals: RFP Item 18-152 On Call Maintenance Vegetation Control and Right-of-Way Mowing
RFP Item 18-155 On Call Concrete Repair, Concrete Construction, and Emergency Repair
RFP Item 18-157 On Call Drainage Easement and Pond Cleaning/Clearing Services
A clarification meeting with interested vendors was held on Monday, February 19, 2018 in the Beasley Room to discuss Commission/Vendor concerns. At the meeting Procurement process and procedures were discussed. The meeting was successful. The Procurement Department received the following submittals on Wednesday, February 21, 2018:
RFP Item 18-152 On Call Maintenance Vegetation Control and Right-of-Way Mowing - Received 12 Submittals 10 Locals

RFP Item 18-155 On Call Concrete Repair, Concrete Construction and Emergency Repair - Received 6 Submittals 3 Locals
RFP Item 18-157 On Call Drainage Easement and Pond Cleaning/Clearing Services - Received 14 Submittals 8 Locals
These submittals will be evaluated on Monday, March 26, 2018.

Analysis: None

Financial Impact: None

Alternatives: Allow the RFPs to go through the normal process

Recommendation: Allow the RFPs to go through the normal process

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

REVIEWED AND APPROVED BY:

Finance.

Law.

Administrator.

Clerk of Commission
