Administrative Services Committee Meeting Commission Chamber - 9/25/2018

ATTENDANCE:

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

ADMINISTRATIVE SERVICES

1. Fleet Management requests the purchase of six inmate/prisoner transport vans to be used for various departments. Allan Vigil Ford - Bid Item 18-225

Item Action: Approved

Motions

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

2. Award the contract for furnishing and installation of the furnishings for the Augusta Wellness Center to Augusta Office Solutions of Augusta, GA in the amount of $30,574.75. Bid Item 18-252

Item Action: Approved

Motions

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

3. Request the Commission honor the time frame we set for our Executive Session of 11:00 am to 1:00 pm. and pass a resolution to:
- Start the Executive Session meetings on time.

Item Action: Approved

- End the meeting at 1:00 pm. Items not addressed will berescheduled - reconvene the executive session after completion of all committees.
- Limit excessive debate.
- Provide Executive Session agenda and supporting material to all commissioners by Friday of the prior week, same as the Commission agenda.
- Package confidential or sensitive material as such.
(Requested by Commissioner Sammie Sias)

Motions

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

4. Motion to approve the minutes of the Administrative Services Committee held on September 11, 2018.

Item Action: Approved

Motions

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

5. Ratify an Emergency Purchase Order #P358754 in the amount of $81,900.00 to RPI Inc. to replace the upper roof on the Central Services Administration Building.

Item Action: Disapproved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Fails 2-1.	Commissioner Andrew Jefferson	Commissioner Mary Davis	Fails

Administrative Services Committee Meeting
9/25/2018 1:20 PM
Attendance 9/25/18

Department:

Presenter:

Caption:

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

Funds are Available in the Following Accounts:

REVIEWED AND APPROVED BY:

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

Department Name:	Department Number	Date:
RCSO-JAIL	*273-03-2511*	*7/16/2018*

Vehicle Description:	Asset #:
1999 Ford E350	994138

Assigned Use:

Transports inmates to prisons.

Actual Age:	Current miles:	Purchase Price:
19	*174,808*	*$23,928.00*

Life Expectancy Criteria Requirements -(Policy Evaluation)

Age:	Miles or Hours	Type of Service	Reliability	Maint/Repair	Condition:
19	*17*	*4*	*3*	*3*	*5*

Evaluation Points	Policy Evaluation Results:
51	*Needs immediate consideration for replacement*

Fleet Managers Recommendation:

This vehicle is past its life expectancy in age and mileage.
This vehicle has 72 work order with a total of $17,196.91 in repairs. The current trade in value ranges between $473-$1,276 and the sale value in working fair condition is $1,771. (Kelley Blue Book)
Recommend this vehicle be replaced.

Ron Crowden

Ron Crowden
Fleet Manager

Replacement Date:	Fiscal Year Replacement:
2018	*2018*
Estimated Replacement Cost:	**Funding Source:**
$38,245.00	*CAPITAL OUTLAY*

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:	Department Number	Date:
ARCCI	*101-03-3211*	*7/16/2018*
Vehicle Description: **1999 Ford E350**	Asset #:	994137

Assigned Use:

Interstate transport van to move inmates from prisons.

Actual Age:	Current miles:	Purchase Price:
19	*105,789*	*$23,017.25*

Life Expectancy Criteria Requirements -(Policy Evaluation)

Age:	Miles or Hours	Type of Service	Reliability	Maint/Repair	Condition:
19	*10*	*4*	*4*	*5*	*5*

Evaluation Points	Policy Evaluation Results:
47	***Needs immediate consideration for replacement***

Fleet Managers Recommendation:

This vehicle is past its life expectancy in age.
This vehicle has 125 work orders with a total of $30,879.33 in repairs. The current trade in value ranges between $1,480-$2,283 and the sale value in working fair condition is $2,778. (Kelley Blue Book)
This vehicle would be considered very poor condition. Recommend this vehicle be replaced.

Ron Crowden

Ron Crowden
Fleet Manager

Replacement Date:	Fiscal Year Replacement:
2018	*2018*
Estimated Replacement Cost:	**Funding Source:**
$35,891.00	*CAPITAL OUTLAY*

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:	Department Number	Date:
ARCCI	*101-03-3211*	*7/16/2018*
Vehicle Description: **1999 Ford E350**	Asset #:	994136

Assigned Use:

Inmate work detail transport

Actual Age:	Current miles:	Purchase Price:
19	***116,082***	***$23,017.25***

Life Expectancy Criteria Requirements -(Policy Evaluation)

Age:	Miles or Hours	Type of Service	Reliability	Maint/Repair	Condition:
19	*11*	*4*	*4*	*5*	*5*

Evaluation Points	Policy Evaluation Results:
48	*Needs immediate consideration for replacement*

Fleet Managers Recommendation:

This vehicle is past its life expectancy in age.
This vehicle has 101 work orders with a total of $28,431.21 in repairs. The current trade in value ranges between $1,236-$2,039 and the sale value in working fair condition is $2,534. (Kelley Blue Book)
This vehicle would be conisdered in very poor condition. Recommend this vehicle be replaced.

Ron Crowden

Ron Crowden
Fleet Manager

Replacement Date:	Fiscal Year Replacement:
2018	*2018*
Estimated Replacement Cost:	Funding Source:
$35,891.00	*CAPITAL OUTLAY*

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:	Department Number	Date:
RCSO-JAIL	*273-03-2511*	*7/16/2018*
Vehicle Description: **1999 Ford E350**	Asset #:	994140

Assigned Use:

Transports inmates to prisons.

Actual Age:	Current miles:	Purchase Price:
19	*147,053*	*$23,928.00*

Life Expectancy Criteria Requirements -(Policy Evaluation)

Age:	Miles or Hours	Type of Service	Reliability	Maint/Repair	Condition:
19	*15*	*4*	*3*	*3*	*5*

Evaluation Points	Policy Evaluation Results:
49	***Needs immediate consideration for replacement***

Fleet Managers Recommendation:

This vehicle is past its life expectancy in age and mileage.
This vehicle has 61 work order with a total of $11,483.49 in repairs. The current trade in value ranges between $761-$1,564 and the sale value in working fair condition is $2,059. (Kelley Blue Book)
Recommend this vehicle be replaced.

Ron Crowden

Ron Crowden
Fleet Manager

Replacement Date:	Fiscal Year Replacement:
2018	*2018*
Estimated Replacement Cost:	Funding Source:
$38,245.00	*CAPITAL OUTLAY*

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:	Department Number	Date:
ARCCI	*101-03-3211*	*7/16/2018*
Vehicle Description: **1999 Ford E350**	Asset #:	994142

Assigned Use:

Interstate transport van to move inmates from prisons.

Actual Age:	Current miles:	Purchase Price:
19	***89,003***	***$23,928.00***

Life Expectancy Criteria Requirements -(Policy Evaluation)

Age:	Miles or Hours	Type of Service	Reliability	Maint/Repair	Condition:
19	***8***	***4***	***3***	***3***	***5***

Evaluation Points	Policy Evaluation Results:
42	***Needs immediate consideration for replacement***

Fleet Managers Recommendation:

This vehicle is past its life expectancy in age.
This vehicle has 60 work orders with a total of $11,677.83 in repairs. The current trade in value ranges between $1,821-$2,624 and the sale value in working fair condition is $3,119. (Kelley Blue Book)
Recommend this vehicle be replaced.

Ron Crowden

Ron Crowden
Fleet Manager

Replacement Date:	Fiscal Year Replacement:
2018	***2018***
Estimated Replacement Cost:	Funding Source:
$35,891.00	***CAPITAL OUTLAY***

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:	Department Number	Date:
ARCCI	***101-03-3211***	***7/16/2018***

Vehicle Description:	Asset #:
1999 Ford E350	994133

Assigned Use:

Interstate transport van to move inmates from prisons.

Actual Age:	Current miles:	Purchase Price:
19	***108,941***	***$23,017.25***

Life Expectancy Criteria Requirements -(Policy Evaluation)

Age:	Miles or Hours	Type of Service	Reliability	Maint/Repair	Condition:
19	***11***	***4***	***3***	***5***	***5***

Evaluation Points	Policy Evaluation Results:
47	***Needs immediate consideration for replacement***

Fleet Managers Recommendation:

This vehicle is past its life expectancy in age.
This vehicle has 96 work orders with a total of $26,805.13 in repairs. The current trade in value ranges between $1,396-$2,199 and the sale value in working fair condition is $2,694. (Kelley Blue Book)
This vehicle would be considered very poor condition. Recommend this vehicle be replaced.

Ron Crowden

Ron Crowden
Fleet Manager

Replacement Date:	Fiscal Year Replacement:
2018	***2018***
Estimated Replacement Cost:	Funding Source:
$35,891.00	***CAPITAL OUTLAY***

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		

FOR ALL DEPARTMENTS- Passenger Vans-BIDS OPENED 6/29/18 @ 11:00

18-225		**Allan Vigil Ford**
Year		2019
Brand		Ford
Model		T-350
Delivery Date		90-120 Days
5.02	15-Passenger Van	$ 30,840.00
5.04	Cruise Control	$ 300.00
5.06	Factory Tinted Glass	$ 625.00
6.05	Prisoner Transport Equipment Package	$ 6,480.00
	TOTAL FOR OPTIONS AND BASE PRICE	$ 38,245.00

	12-Passenger Van & 15-Passenger Van
	Equipment included in base price:
	Minimum 9,000GVW
	Gasoline Engine, min. 310 HP
	Minimum 148inch wheelbase
	Low or "standard" roof
	Automatic 6 Speed O/D Transmission
	Limited Slip Axle
	Anit-Lock Brakes
	Vinyl Seating
5.01	Rubber Flooring
	Driver and Passenger Airbags
	Power door Locks/mirrors/windows
	A/C Front and Rear
	AM/FM/Single Disc
	Hinged Side Cargo Doors
	16inch BSW all-season tires with standard wheel covers
	Spare Tire
	Rear Bumper
	Minimum 3 Keys
	White Exterior Color

FOR ALL DEPARTMENTS- Passenger Vans-BIDS OPENED 6/29/18 @ 11:00

18-225		**Allan Vigil Ford**
Year		2019
Brand		Ford
Model		T-350
Delivery Date		90-120 Days
Pricing Cut Off		11/30/2018

5.01	12-Passenger Van	$ 29,566.00	
5.06	Factory Tinted Glass	$ 625.00	
5.07	Trailer Towing Prep Package	$ 450.00	
5.08	Trailer Tow Mirrors	$ 205.00	
6.03	Trailer Hitch	$ 50.00	must order 5.07
6.05	Prisoner Transport Equipment Package	$ 6,480.00	
	TOTAL FOR OPTIONS AND BASE PRICE	$ 37,376.00	

	12-Passenger Van & 15-Passenger Van
	Equipment included in base price:
5.01	Minimum 9,000GVW Gasoline Engine, min. 310 HP Minimum 148inch wheelbase Low or "standard" roof Automatic 6 Speed O/D Transmission Limited Slip Axle Anit-Lock Brakes Vinyl Seating Rubber Flooring Driver and Passenger Airbags Power door Locks/mirrors/windows A/C Front and Rear AM/FM/Single Disc Hinged Side Cargo Doors 16inch BSW all-season tires with standard wheel covers Spare Tire Rear Bumper Minimum 3 Keys White Exterior Color

FOR ALL DEPARTMENTS- Passenger Vans-BIDS OPENED 6/29/18 @ 11:00

18-225	**Allan Vigil Ford**
Year	2019
Brand	Ford
Model	T-350
Delivery Date	90-120 Days

5.01	12-Passenger Van	$ 29,566.00
5.06	Factory Tinted Glass	$ 625.00
5.07	Trailer Towing Prep Package	$ 450.00
5.08	Trailer Tow Mirrors	$ 205.00
6.03	Trailer Hitch	$ 50.00
6.06	Work Detail Equipment Package	$ 4,995.00
	TOTAL FOR OPTIONS AND BASE PRICE	$ 35,891.00

	12-Passenger Van & 15-Passenger Van
	Equipment included in base price:
	Minimum 9,000GVW
	Gasoline Engine, min. 310 HP
	Minimum 148inch wheelbase
	Low or "standard" roof
	Automatic 6 Speed O/D Transmission
	Limited Slip Axle
	Anit-Lock Brakes
	Vinyl Seating
5.01	Rubber Flooring
	Driver and Passenger Airbags
	Power door Locks/mirrors/windows
	A/C Front and Rear
	AM/FM/Single Disc
	Hinged Side Cargo Doors
	16inch BSW all-season tires with standard wheel covers
	Spare Tire
	Rear Bumper
	Minimum 3 Keys
	White Exterior Color

Invitation to Bid

Sealed bids will be received at this office until Friday, June 29, 2018 @ 11:00 a.m. for furnishing:

Bid Item #18-225	**Full Size Passenger Van – Augusta, GA Central Services Department - Fleet Maintenance**
Bid Item #18-226	**15 Passenger Bus – Cutaway Style – Augusta, GA Central Services Department - Fleet Maintenance**
Bid Item #18-229	**10,000 GVWR Pickup Truck – Augusta, GA Central Services Department - Fleet Maintenance**

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, June 15, 2018 @ 5:00 P.M. No bid will be accepted by fax, all must be received by mail or hand delivered.

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

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	May 24, 31, June 7, 14, 2018
Metro Courier	June 14, 2018

	Bid Opening Bid Item #18-225 **Full Size Passenger Van** **for Augusta, Georgia - Central Services Department-** **Fleet Maintenance Division** **Bid Opening Date: Friday, June 29, 2018 at 11:00 a.m.**
Total Number Specifications Mailed Out: 18 **Total Number Specifications Download (Demandstar): 129** **Total Electronic Notifications (Demandstar): 5** **Total packages submitted: 1** **Total Noncompliant: 1**	
Vendors	**Allen Vigil Ford** **6790 Mount Zion Blvd** **Morrow, GA 30260**
Attachment B	**Yes**
E-Verify Number	**94460**
SAVE Form	**Yes**
5.00 Vehicle Requirements	
5.01 12 passenger van	**$29,566.00**
5.02 15 passenger van	**$30,840.00**
5.03 Power driver's seat-passenger v	**$485.00**
5.04 Cruise Control	**$300.00**
5.05 Tilt steering wheel	**STANDARD**
5.06 Factory tinted glass	**$625.00**
5.07 Trailer towing prep package	**$450.00**
5.08 Trailer tow mirrors	**$205.00**
5.9 Rear step bumper	**STANDARD**
5.10 Diesel Engine, min 185 HP	**$3,750.00**
5.11 Carpeted floor covering 12 pass	**$350.00**
5.12 Carpeted floor covering 15 pass	**$350.00**
5.13 Driver and pass side rub flr mats	**$60.00 Muar oeswe 5.11 oe 5.12**
5.14 Rear insulation kit cargo	**N/A**
5.15 CNG/LPG Gaseous Prep Pack	**Credit $3,100.00 Requires Standard V6 Engine**
6.00 Outfitter's Speciality Items	
6.01 Fire Extinguisher	**$65.00**
6.02 Outlet receptacle	**$70.00**
6.03 Trailer hitch	**5.07 Plus $50.00**
6.04 Trailer wiring	**INCLUDED in 5.07**

	Bid Opening Bid Item #18-225 **Full Size Passenger Van** **for Augusta, Georgia - Central Services Department-** **Fleet Maintenance Division** **Bid Opening Date: Friday, June 29, 2018 at 11:00 a.m.**
Total Number Specifications Mailed Out: 18 **Total Number Specifications Download (Demandstar): 129** **Total Electronic Notifications (Demandstar): 5** **Total packages submitted: 1** **Total Noncompliant: 1**	
Vendors	**Allen Vigil Ford** **6790 Mount Zion Blvd** **Morrow, GA 30260**
6.05 Prisoner Transport Package	**$6,480.00**
6.06 Work Detail Equipment Package	**$4,995.00**
2018/2019 Van, Full Size, Passenger	
Year	**2019**
Make	**Ford**
Model	**T350**
Approximate Delivery Time	**90-120 DAYS**
Exception	**3.01 Pricing is good through 11/30/18 Only**

Augusta
GEORGIA

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: Geri Sams, Director, Procurement Department

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

FROM: Ron Crowden, Fleet Manager Ron Crowden

DATE: 10 July 2018

SUBJECT: Recommendation from Bid 18-225 Full Size Van

Fleet Management would like to request the award for bid 18-225, Full Size Passenger Van, to Allan Vigil Ford of Morrow, Georgia. The vendor's proposal met the requirements of the bid and was the best and lowest price for the van requested.

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

If you need further information orhave any questions please call 706-821-2892

RGC/kb

'18 JUL 12 PM 2:05

User: **Williams, Nancy** Organization: **City of Augusta, GA (Augusta Commission)** Logout

DEMANDSTAR

My DemandStar Buyers Account Info

Log Bid [View Bids] View Quotes Supplier Search Build Broadcast List

Planholders List

Member Name City of Augusta, GA (Augusta Commission)

Bid Number ITB-18-225-0-2018/nw

Bid Name Full Size Passenger Van

1 Document(s) found for this bid

5 Planholder(s) found.

Add Planholder

Supplier Name	Phone	Fax	Doc Count	Attributes	Programs	Actions
ACME AUTO LEASING LLC	2032346850	2032346858	1	1. Small Business 2. Veteran Owned		Documents
carroll tire company	7068636309	7068636325	1			Documents
Ford Motor Company						Documents
Ford Motor Company						Documents
Greene Refrigeration Inc	7245536788		1			Documents

Page 1 of 1

Format for Printing No

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

HARDY FORD/MERCURY
ATTN: STEVE CANUP
1249 CHARLES HARDY PKWY
DALLAS, GA 30132

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

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

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

MILTON MARTIN HONDA
2420 BROWNS BRIDGE RD
GAINESVILLE, GA 30504

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

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

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

LANGDALE CHEVROLET
1006 W FRANKLIN ST
SYLVESTER GA 31791

GERALD JONES FORD
ATTN: TERRY BENSTEAD
3480 WRIGHTSBORO ROAD
AUGUSTA, GA 30919

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

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

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

BUTLER CHRYSLER DODGE JEEP
1555 SALEM ROAD
BEAUFORT, SC 29902

WADE FORD GOVERNMENT SALES
ATTN: JACK EASTLAND/JESSICA DAVIS
3860 SOUTH COBB DRIVE
SMYRNA, GA 30080

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

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

BID ITEM 18-225
FULL SIZE PASSENGER VAN
FOR CENTRAL SERVICES-FLEET
MAINTENANCE DEPARTMENT
BID DUE: FRI., 6/29/18 @ 11:00 A.M.

BID ITEM 18-225
FULL SIZE PASSENGER VAN
FOR FLEET MANAGEMENT
MAILED MAY 24, 2018

RON CROWDEN
FLEET MANAGEMENT

KELLIE IRVING
COMPLIANCE

TAKIYAH DOUSE
CENTRAL SERVICES

Administrative Services Committee Meeting
9/25/2018 1:20 PM
2018 - Prisoner Vans

Department:	Central Services Department - Fleet Management Division
Presenter:	Ron Crowden
Caption:	Fleet Management requests the purchase of six inmate/prisoner transport vans to be used for various departments. Allan Vigil Ford - Bid Item 18-225
Background:	Fleet Management is requesting to replace six 19 year old vans, used to transport work detail materials and prisoners that are used in various departments. Three vans will be used for interstate prisoner transports and three vans will be used to transport work details from the Augusta-Richmond County Correctional Institute (ARCCI). Vehicle Evaluations and Bid tab sheets are attached for your review.
Analysis:	The Procurement Department published a competitive bid using the Demand Star application for Passenger Vans. Invitations to Bid were sent to six vendors with only one vendor responding. Bid 18-225 Passenger Vans: 2019 Ford T-350 - Allan Vigil Ford – $35,891.00 Bid 18-225 Passenger Vans: 2019 Ford T-350 - Allan Vigil Ford – $37,376.00 Bid 18-225 Passenger Vans: 2019 Ford T-350 - Allan Vigil Ford – $38,245.00
Financial Impact:	3 – 2019 Ford T350 @ $35,891.00each = $107,673.00, 1 – 2019 Ford T350 @ $37,376.00 and 2 – 2019 Ford T350 @ $38,245.00each = $76,490. The total purchase is $221,539.00. The vehicles will be purchased using Capital Outlay.
Alternatives:	(1) Approve the request; (2) Do not approve the request (3) Approve the request in part.
Recommendation:	Approve the purchase of 6 - Ford T350 Vans for various departments
	272-01-6440/54.22210 -Capital Outlay

Funds are Available in the Following Accounts:

<u>REVIEWED AND APPROVED BY</u>:

Finance.
Procurement.
Law.
Administrator.
Clerk of Commission

Invitation to Bid

Sealed bids will be received at this office until Thursday, August 23, 2018 @ 3:00 p.m. for furnishing:

Bid Item #18-252 Furnishings for Augusta Wellness Center – Augusta Central Services Department – Facilities Maintenance Division

Bid documents may be viewed on the Augusta, Georgia web site under the Procurement Department **ARCbid.** Bid documents Documents may be examined during regular business hours at the offices of Augusta, GA Procurement Department.

A Mandatory Pre Bid Conference will be held on Tuesday, August 7, 2018 @10:00 a.m. in the Procurement Department, 535 Telfair Street, Room 605.

All questions must be submitted in writing by fax to 706 828-2811 or by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by Thursday, August 9, 2018 @ 5:00 P.M. No bid will be accepted by fax, all must be received by mail or hand delivered.

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

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: 706-828-2811 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:

Sent to Vendors: July 31, 2018

Bid Opening Bid Item #18-252
Furnishing for Augusta Wellness Center
for Augusta, GA-Central Services Department
Bid Date: Thursday, August 23, 2018 @ 3:00 p.m.

Total Number Specifications Mailed Out: 15
Total Number Specifications Download (Demandstar): N/A
Total Electronic Notifications (Demandstar): N/A
Total Number of Specifications Mailed Out to Local Vendors: 15
Mandatory Pre-Bid Attendees: 4
Total packages submitted: 2
Total Noncompliant: 0

VENDORS	Attachment "B"	E-Verify	Price	Delivery	SAVE Form
MODERN BUSINESS FURNITURE 1445 GREENE STREET AUGUSTA GA 30901	Yes	139296	33,930.16	7 Wks	Yes
AUGUSTA OFFICE SOLUTIONS 3070 DAMASCUS ROAD SUITE C AUGUSTA, GA 30909	Yes	365815	30,574.75	8 Wks	Yes

Augusta
GEORGIA

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

RAA

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

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

DATE: **September 5, 2018**

SUBJECT: **Bid Item #18-252 Furnishings for the Augusta Wellness Center**

Bids were received for the referenced purchase on August 23, 2018. The lowest compliant base bid was submitted by Augusta Office Solutions of Augusta, Georgia, in the amount of $30,574.75. The bid price is within the stated budget and funding is available.

Central Services recommends award to the low bidder, Augusta Office Solutions. Please obtain any additional required documentation from the vendor and confirm when this information has been received.

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

Cc: Takiyah A. Douse
Laquona Sanderson

ATTN: WESLEY HARPER
MCWATERS – AUGUSTA
3708 BENCHMARK DRIVE
AUGUSTA GA 30909

ATTN: DIANNE TANT
MODERN BUSINESS FURNITURE
1445 GREENE STREET
AUGUSTA GA 30901

ATTN: LYNDA BROWN
WEINBERGERS BUSINESS INTERIORS
3021A RIVERWATCH PARKWAY
AUGUSTA, GA 30907

ATTN: LISA BURGES
CORPORATE STUDIO
20 - 8TH STREET
AUGUSTA, GA 30901

ATTN: CHARLES SQUIRES
AUGUSTA BUSINESS INTERIORS
3127 DAMASCUS ROAD
AUGUSTA, GA 30909

TOTAL OFFICE PRODUCTS
ATTN: SALES
307 COMMERCE DR., SUITE D
AUGUSTA, GA 30907

IVAN ALLEN WORKSPACE
ATTN: SALES
3021 RIVERWATCH PKWY
AUGUSTA, GA 30907

ATTN: HOPE BATES
ANDREWS GALLERY
2831 WASHINGTON ROAD
AUGUSTA, GA 30909

AUGUSTA OFFICE SOLUTIONS
3070 DAMASCUS ROAD, SUITE D
AUGUSTA, GA 30909

DIGITAL OFFICE EQUIPMENT
229 FURYS FERRY RD., STE. 141
AUGUSTA, GA 30907
Returned Mail

AUGUSTA BUSINESS EQUIPMENT
461 TIMBER WOLF TRL.
AUGUSTA, GA 30907

RK BAKER OFFICE INTERIORS
3319 WASHINGTON RD.
AUGUSTA, GA 30907

AUGUSTA OFFICE INSTALL
4629 DURBIN DR.
AUGUSTA, GA 30907

BROOKSTONE
3450 WRIGHTSBORO RD.
AUGUSTA, GA 30909
Returned Mail

POLLOCK COMPANY
1711 CENTRAL AVE.
AUGUSTA, GA 30904

Kellie Irving
Compliance Department

TAKIYAH DOUSE
AUGUSTA CENTRAL SERVICES DEPARTMENT

RICK ACREE
AUGUSTA CENTAL SERVICES DEPARTMENT

Bid Item 18-252
Furniture for Augusta Wellness Center
for Central Services-Facilities Maintenance Mailed 7/31/18

Bid Item #18-252
Furniture for Augusta Wellness Center
for Central Services-Facilities
Bid Due: Thur 8/23/18@3:00 P.M.
PG 1 of 1

Administrative Services Committee Meeting
9/25/2018 1:20 PM
Award Contract for Wellness Center Furnishings

Department:	Central Services - Facilities
Presenter:	Takiyah A. Douse
Caption:	Award the contract for furnishing and installation of the furnishings for the Augusta Wellness Center to Augusta Office Solutions of Augusta, GA in the amount of $30,574.75. Bid Item 18-252
Background:	Renovations to convert the former Traffic Engineering building on the Municipal Building Campus are underway. As part of the operational agreement, Augusta is to provide the furnishings required to support Wellness operations.
Analysis:	Bids were received for the referenced purchase on August 23, 2018. The lowest compliant bid was submitted by Augusta Office Solutions of Augusta, Georgia, in the amount of $30,574.75.
Financial Impact:	The contract amount is $30,574.75
Alternatives:	1. Award the contract for furnishing and installation of the furnishings for the Augusta Wellness Center to Augusta Office Solutions of Augusta, GA in the amount of $30,574.75. 2. Do not award
Recommendation:	Award the contract for furnishing and installation of the furnishings for the Augusta Wellness Center to Augusta Office Solutions of Augusta, GA in the amount of $30,574.75.
Funds are Available in the Following Accounts:	This project is funded through SPLOST set aside for the Wellness Center.

<u>REVIEWED AND APPROVED BY</u>:

Finance.
Procurement.
Law.
Administrator.
Clerk of Commission

Nancy Morawski

From:	Commissioner Sammie Sias
Sent:	Thursday, September 20, 2018 8:27 AM
To:	Lena Bonner
Cc:	Nancy Morawski; Natasha L. McFarley
Subject:	Executive Session Meetings

Ms Bonner,

Please add the following item to the Administrative Service Committee agenda.

Request the Commission honor the the time frame we set for our Executive Session of 11:00 am to 1:00 pm. We are during our citizens a great disservice when they are sitting around waiting on their elected representatives who appear to have no regard for their time or daily obligations. Their time is money. We must stop waiting it.

Request that you pass this resolution to:
- Start the Executive Session meetings on time
- End the meeting at 1:00 pm. Items not addressed will be rescheduled reconvene the executive session after completion of all committees.
- Limit excessive debate
- Provide Executive Session agenda and supporting material to all commissioners by Friday of the prior week, same as the Commission agenda.
- Package confidential or sensitive material as such.

Commissioner Sias

Sent from my iPad

Please consider the environment before printing this email.

Administrative Services Committee Meeting
9/25/2018 1:20 PM
Executive Sessions

Department:

Presenter: Commissioner Sammie Sias

Caption: Request the Commission honor the time frame we set for our Executive Session of 11:00 am to 1:00 pm. and pass a resolution to:
- **Start the Executive Session meetings on time.**
- **End the meeting at 1:00 pm. Items not addressed will berescheduled - reconvene the executive session after completion of all committees.**
- **Limit excessive debate.**
- **Provide Executive Session agenda and supporting material to all commissioners by Friday of the prior week, same as the Commission agenda.**
- **Package confidential or sensitive material as such.**

(Requested by Commissioner Sammie Sias)

Background: We are doing our citizens a great disservice when they are sitting around waiting on their elected representatives who appear to have no regard for their time or daily obligations. Their time is money. We must stop wasting it. Request that you

Analysis:

Financial Impact:

Alternatives:

Recommendation:

Funds are Available in the Following Accounts:

<u>REVIEWED AND APPROVED BY</u>:

Administrative Services Committee Meeting Commission Chamber - 9/11/2018

ATTENDANCE:

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

ADMINISTRATIVE SERVICES

1. Authorize the submission of the 2018 Consolidated Application, Exhibit 2 Applications (both New and Renewal) and all supporting documentation for the Continuum of Care Application to The Department of Housing and Urban Development (HUD).

Item Action: Approved

Motions

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

2. Award the contract for renovation and conversion of 1815 Marvin Griffin Road into additional space for Records Archives and office space for Mosquito Control to R. W. Allen and Associates in the amount of $1,142,700.00. Bid Item 18-198

Item Action: Approved

Motions

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

3.

Motion to approve publication of the proposed budget allocations for the required 30-Day Public Comment Period and subsequent submission by Augusta Housing and Community Development of the FY2019 Annual Action Plan for the following programs funded by the U.S. Department of Housing and Urban Development (HUD): Community Development Block Grant (CDBG) Program, Home Investment Partnerships (HOME) Program, Emergency Solutions Grant (ESG) Program, and the Housing Opportunities for Persons With AIDS (HOPWA) Program.	**Item Action:** Approved

Motions

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

4. Motion to approve the minutes of the Administrative Services Committee held on August 28, 2018.	**Item Action:** Approved

Motions

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

5. Presentation by Mr. Floyd Bennett regarding uncleaned ditch along side of his residence.	**Item Action:** Approved

Motions

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

6. Discuss salaries adjustments for Richmond County Juvenile Court employees who were not included in the recent compensation study. **(Requested by Commissioner Marion Williams)**	**Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve tasking the Administrator and the Human Resources Department to meet with Juvenile Court and other similarly situated departments to determine if the money they currently have in their budgets can be used to make appropriate salary adjustments for their employees. Motion Passes 3-0.	Commissioner Andrew Jefferson	Commissioner Dennis Williams	Passes

7. Discuss recent squatter-situation on Gordon Highway and the lack of follow-through from city departments. **(Requested by Commissioner Marion Williams)** **Item Action:** Approved

Motions

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

Administrative Services Committee Meeting
9/25/2018 1:20 PM
Minutes

Department:	
Presenter:	
Caption:	Motion to approve the minutes of the Administrative Services Committee held on September 11, 2018.
Background:	
Analysis:	
Financial Impact:	
Alternatives:	
Recommendation:	
Funds are Available in the Following Accounts:	

REVIEWED AND APPROVED BY:

AUGUSTA, GEORGIA

PURCHASE ORDER

SUITE 605, PROCUREMENT DEPARTMENT
535 TELFAIR STREET, MUNICIPAL BUILDING 1000
AUGUSTA, GEORGIA 30901-2377
PHONE: (706) 821-2422

PURCHASE ORDER NO. P358754

DATE	DEPARTMENT	VENDOR PHONE #	REQUISITION/QUOTE NO.
09/13/18	051120		R306599

VENDOR #	E-VERIFY #	EMAIL
21318	63141	

PURCHASE ORDER NUMBER ABOVE MUST APPEAR ON ALL INVOICES, SHIPPING PAPERS, AND PACKAGES.

VENDOR
RPI
1810 E WYLDS ROAD
AUGUSTA, GA 30909

ATTN: EMERGENCY
BID NUMBER: 18-293
CONTRACT #:
BUYER: NANCY

SHIP TO:
CENTRAL SERVICES ADMIN
2760 PEACH ORCHARD RD.
BUILDING A
AUGUSTA, GA 30906

BILL TO:
AUGUSTA, GEORGIA
ACCOUNTING DEPARTMENT, SUITE 800
535 TELFAIR STREET, MUNICIPAL BUILDING 1000
AUGUSTA, GA 30901-2379
(706) 821-2335

ALL INVOICES AND CORRESPONDENCE MUST BE SENT TO ABOVE ADDRESS REGARDLESS OF SHIPPING DESTINATION.

ITEM #	QUANTITY	UNIT	PRODUCT ID	DESCRIPTION	UNIT PRICE	AMOUNT
0001	1	EACH		EMERGENCY ROOF REPLACEMENT AT CENTRAL SERVICES DEPARTMENT 329-05-1120/54-13120	81,900.00	81,900.00

CONDITIONS - READ CAREFULLY

1. The purchaser is exempt by statue from payment of Federal, State, and Municipal sales, excise and other taxes.
2. Shipping charges prepaid by vendor.
3. Payment will be made on complete shipments only, unless otherwise requested.
4. DELIVERY TICKET MUST ACCOMPANY GOODS.
5. No back orders. We will reorder if available.
6. Please make deliveries between 9 A.M. and 4 P.M.
7. All goods received with subsequent privilege to inspect and return at Vendor's expense if defective or not in compliance with our specifications.
8. Indoor delivery if necessary.
9. Payment Net 30 or according to contract.

NET TOTAL............ 81,900.00

APPROVED FOR ISSUE

G A Sams

PROCUREMENT DIRECTOR

VENDOR COPY

Administrative Services Committee Meeting
9/25/2018 1:20 PM
Ratify Emergency Purchase Order for Central Services Re-roof

Department:	Central Services - Facilities
Presenter:	Takiyah A. Douse
Caption:	Ratify an Emergency Purchase Order #P358754 in the amount of $81,900.00 to RPI Inc. to replace the upper roof on the Central Services Administration Building.
Background:	Augusta has recently completed renovations of the former Augusta Utilities Customer Service Building on Peach Orchard Road into Administrative Space for the Central Services Department. After completion, a leak was discovered and investigated. It was determined that the existing roof could not be successfully patched in a manner that would provide a long term watertight system. It was further determined that there is already one original built up roof under the exposed membrane roof. The Building Code does not allow for installation of three membranes which necessitates the removal of both roofs. In order to protect the recently completed interior renovations, replacement of the roof is necessary.
Analysis:	Roof replacement rather than patching/coating, is required. Emergency Procurement Procedures were followed and the PO was issued to the low bidder, Roofing Professionals, Inc. (RPI) in the amount of $81,900.00. Materials have been ordered and work is to commence as soon as possible.
Financial Impact:	The cost is $81,900 to be funded from SPLOST 7 set aside for Roof Replacements
Alternatives:	1. Ratify Emergency Purchase Order #P358754 in the amount of $81,900.00 to RPI Inc. to replace the upper roof on the Central Services Administration Building.
Recommendation:	

Ratify Emergency Purchase Order #P358754 in the amount of $81,900.00 to RPI Inc. to replace the upper roof on the Central Services Administration Building.

Funds are Available in the Following Accounts:	The cost is $81,900 to be funded from SPLOST 7 set aside for Roof Replacements

REVIEWED AND APPROVED BY:

Finance.
Procurement.
Law.
Administrator.
Clerk of Commission