



Administrative Services Committee    Commission Chamber- 1/8/2019- 1:10 PM Meeting

### **ADMINISTRATIVE SERVICES**

1. Motion to approve First Vehicle Services, Inc. provide fleet maintenance services to Augusta, Georgia - RFP 19-225.  [Attachments](#)
  
2. Approve the proposed drafts of the dedication plaques for the following projects:  [Attachments](#)
  - Maxwell Library Renovations
  - Reynolds Street Pedestrian Bridge
  - Augusta Records Retention Center Annex
  - Augusta Public Transit Operations and Maintenance Facility
  - Augusta Wellness Center
  
3. Motion to approve Housing and Community Development Department's (HCD's) contract procedural process relative to authorization of agreements/contracts/HUD forms for the various federal programs administered by the Department for program/calendar year 2019.  [Attachments](#)
  
4. Motion to **approve** Housing and Community Development Department's (HCD's) procedural process relative to agreements/contracts/task orders for the Laney Walker/Bethlehem Revitalization Project (for calendar year 2019). **(Approved by Administrative Services Committee December 11, 2018 - referred from December 18 Commission meeting)**  [Attachments](#)
  
- 5.

Motion to approve the minutes of the Administrative Services Committee held on December 11, 2018.  [Attachments](#)

6. Motion to Deny the Protest and Appeal of Corizon Health regarding RFP #18-200 Inmate Medical Services for the Sheriff's Office and RCCI.  [Attachments](#)

7. Presentation by Mr. Stanley Brown regarding the Archer Study.  [Attachments](#)

8. Motion to approve the bid award for the Municipal Building Condenser Water Pipe Insulation to Contract Management of Augusta, GA in the amount of \$79,900.00. Bid Item 18-222A.  [Attachments](#)

9. Motion to approve the bid award for the Municipal Building Drainpipe installation to Contract Management of Augusta, GA in the amount of \$77,369.00. Bid Item 18-223A.  [Attachments](#)

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**Administrative Services Committee Meeting**  
**1/8/2019 1:10 PM**  
**2019 - 19-225 Fleet Managment Services - Contract Recommendation**

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**Department:** Central Servcies - Fleet Management Division

**Presenter:** Takiyah A. Douse, Director/ Ron Crowdenl-Fleet Manager

**Caption:** Motion to approve First Vehicle Services, Inc. provide fleet maintenance services to Augusta, Georgia - RFP 19-225.

**Background:** At the Commission meeting held on December 18, 2018 the Augusta Commission approved the month to month extension of fleet maintenance services pending the recommendation of the evaluation committee. The evaluation committee recommends First Vehicle Services as the vendor of choice to provide fleet maintenance service to Augusta Georgia, which includes a parts acquisition operation for the Environmental Services Department. The Contract is attached for review.

**Analysis:** Contract negotiations were completed on December 18, 2018 with the following results: First Year Contract Cost = \$2,788,787.35 Second Year Contract Cost = \$2,855,966.47 Third Year Contract Cost = \$2,924,960.57 Parts acquisition operation: For parts costing: \$4,999.99 and below = 10% \$5,000.00 to \$14,999.99 = 8% \$15,000.00 to \$24,999.99 = 5% \$25,000.00 and above = 3%

**Financial Impact:** Funds are available in the 2019 approved budget: 626-01-6440/52.23113.

**Alternatives:** (1) approve the recommendation of the evaluation committee (2) disapprove the recommendation and provide guidance.

**Recommendation:** Approve the recommendation for First Vehicle Services, Inc. to provide fleet maintenance service to Augusta, Georgia and a parts acquisition operation to the Environmental Service Department.

Cover Memo

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

**REVIEWED AND APPROVED BY:**

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

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## **AGREEMENT FOR FLEET MAINTENANCE SERVICES FOR AUGUSTA, GEORGIA**

### **Section One**

This agreement is made and entered into as of this 1st day of [REDACTED], 2019, by and between Augusta, Georgia, a political subdivision of the State of Georgia, (herein referred to as "Augusta"), and First Vehicle Services, Inc., 600 Vine Street, Suite 1400, Cincinnati, Ohio 45202, (herein referred to as "Contractor").

Augusta and the Contractor, for the consideration stated herein, agree as follows:

1. **AGREEMENT TERM AND TERMINATION:** The duration of the Agreement will be from (DATE) to December 31, 2021, for a period of 36 months. Further this agreement may be renewed, expanded and extended by mutual agreement in annual increments, provided that the funds for subject Agreement are available and an operating budget is approved by the Augusta Commission and that the Contractor has established a satisfactory record of performance.
2. **GENERAL DESCRIPTION OF SERVICES:** The Contractor shall provide the full range of fleet maintenance services to Augusta as set forth in the "Scope of Work" at Section 2.
3. **DEFINITIONS:** Where the following terms occur herein, the intent and meaning shall be as follows:
  - a. **Augusta:** shall mean Augusta, Georgia, a political subdivision of the State of Georgia.
  - b. **Contractor:** shall mean First Vehicle Services, Inc.
  - c. **Contract Cost:** shall mean the sum of **\$2,788,787.35** for the calendar year 2019, **\$2,855,996.47** for calendar year January 2020, **\$2,924,960.57** for the calendar year 2021.
  - d. **Surety:** shall mean the party who is bound with and for the Contractor to ensure the payment of all obligations and lawful debts pertaining to and for this Agreement.
  - e. **Performance and Payment Bond:** shall mean the security approved by Augusta and furnished by the Contractor as a guarantee that the Contractor will execute the work in accordance with the terms of this Agreement and will pay all lawful claims.
  - f. **Fleet Manager:** shall mean the designated representative of Augusta with the Authority to direct the Contractor in the daily performance of the Agreement, but shall have no authority to direct the time, manner, or method of performance.
  - g. **Fleet:** Shall mean all of the units listed in the equipment table of the Request for Proposal (RFP) and provided in electronic format (excel spreadsheet) of the RFP, and units that may be added to or deleted from the Augusta fleet.
  - h. **Agreement Documents:** The documents that will form the Agreement includes: the "Request for Proposal", all attachments thereto, the proposal by First Vehicle Services, Inc. and the signed Agreement (ref: paragraph 2.16, page 33, Request for Proposal, RFP Item # 19-225).
  - i. **Contract Services:** Contract services are generally those routing vehicle maintenance and repair activities that are reasonably predictable and there-fore lend themselves to projection and estimation. Examples of Contract services include, but not limited to: preventive maintenance services, failures due to fair wear and tear, remedial repairs, compliances, etc. Repairs

necessitated by predictable, normal deterioration incurred during the proper operation use of the vehicle and equipment in proper applications.

- j. **Non-Contract Services:** are generally variable in nature and therefore are not predictable; they are also generally dependent on the actions or decisions of individuals other than those who are providing maintenance services, such as vehicle operators and management personnel, and therefore, often avoidable. Non-contract service include accident repairs, modifications or fabrications to vehicles, vandalism, repairs from operator abuse/error, repairs required to extend the life of the vehicles or equipment beyond the normal life cycle or adjusted life expectancy agreed upon and attached here-to.

- 4. **Performance & Payment Bond:** The successful bidder shall furnish a Performance and Payment Bond executed by a Surety Company duly authorized to do business in the State of Georgia, in an amount equal to at least one hundred-ten percent (100%) of the annual firm-fixed contract amount, within 15 calendar days of the Notice of the Award. Said bond shall be in full force and effect during the term of this agreement and shall be issued on an annual basis. No contract shall exist until the Augusta Commission receives a duly executed Performance Bond made payable to the Augusta Commission. Failure to provide the Performance Bond as indicated will result in the offer being ruled null and void and the award shall be made to the next most responsive respondent. **Payment Bond:** A Payment Bond shall be executed in the full amount of the annual firm-fixed amount of the agreement for the protection of all claimants supplying labor and materials in the prosecution of the work. The Performance and Payment Guaranty shall be conditions upon the following:

- a. if the Contractor performs this agreement between the Contractor and this Government for the deliverables at the times and in the manner prescribed in this Agreement and;
- b. promptly makes payments to all claimants supplying the Contractor with goods, labor, materials, or supplies, used directly or indirectly by the contractor in the prosecution of and providing the deliverables specified in this Agreement and;
- c. pays this government all losses, damages, expenses, costs and attorney fees including appellate proceedings in accordance with this Agreement, the Government sustains because of default by the Contractor under this Agreement and;
- d. provides all deliverables under this Agreement in the time specified in this agreement and such deliverables are accepted by this Government as provided for in this Agreement, then the Performance and/or Payment Bond are released; otherwise they remain in full force.

- 5. **Actions Under Default:** To the extent provided for this Agreement, if the Contractor shall be and is declared to be in default under this Agreement, and the Augusta Commission has performed its' obligations hereunder, the funds available under the Performance Bond and Payment Bond may be immediately claimed in their entirety and used by the Augusta Commission as needed to remedy the default, or may be used to:

- a. complete this Agreement in accordance with its terms and conditions; or
- b. obtain a proposal(s) for performing this Agreement in accordance with its terms and conditions, and at the Government's option, arrange for a contract between such proposer(s) and this Government and make sufficient funds available as work progresses whether or not there is a default or succession of defaults under any agreement(s) or contract(s) for completion less the balance of this agreed price.

- 6. **Contractor's Relationship to the Commission (Augusta Commission/Government).**

- a. **Contractor as Independent Contractor:** it is expressly agreed and understood that the Contractor is in all respects an Independent Contractor as to the work and that the Contractor is

in no respect an agent, servant or employee of this Government. This contract/agreement specifies the work to be done by the Contractor, but the method utilized to accomplish the work shall be the responsibility of the Contractor

- b. **Subcontracting:** The Contractor may subcontract services to be performed hereunder with the prior approval of the Fleet Manager, which shall not be unreasonably withheld. No such approval will be construed as making the government party of, or to, such subcontract, nor shall approval be construed as subjecting the Government to liability of any kind to any Subcontractor. No subcontract shall, under any circumstance, relieve the Contractor of its liability and obligation under this contract/agreement; and despite such subcontracting the Government shall deal through the Contractor, and Subcontractors will be dealt with as workmen and representatives of the Contractor. Where the subcontracting of local services, such as glass work or towing service, requires a request for quote, the Contractor will share the Request for Quote and responses with Augusta.
7. **TERMINATION (Other):** This Agreement may be terminated by the Augusta Commission without cause upon providing the Contractor with at least thirty (30) days prior written notice. Should either party fail to perform any of its obligations under this contract for a period of thirty (30) days after receipt of written notice of such failure, the non-defaulting party will have the right to terminate the Agreement immediately upon delivery of written notice to the defaulting party of its election to do so. The foregoing rights of termination are in addition to any other rights and remedies that such party may have.
8. **Severability:** If any term or position of this Agreement is found to be illegal and unenforceable, such terms shall be deemed stricken and the remainder of the Agreement shall remain in full force and effect.
9. **Manner of Performance-General:** The Contractor agrees to perform its duties and obligations under this contract in a professional manner and in accordance with all applicable local, Federal and State laws, rules and regulations. The Contractor agrees that the services provided in this Agreement shall be provided by employees that are educated, trained, experience, certified (ASE-EVT), and licensed in all areas encompassed within their designated duties. The Contractor will furnish all documentation, certification, authorization, license, permit or registration currently required by applicable laws or rules and regulations. The Contractor further certifies that they and their employees will keep all license, permits registrations, authorizations, or certifications required by applicable laws or regulations in full force and effect during the term of this contract. Failure of the Contractor to comply with the section shall constitute a material breach of this Agreement.
10. **Augusta Representative:** Unless provided otherwise elsewhere in this Agreement, Augusta authorizes the Fleet Manager as the representative to act on behalf of Augusta on all matters relating to this Agreement and/or services being performed hereunder. The Fleet Manager shall decide all questions, which may arise as the quantity, character and quality of services performed or to be performed pursuant to this agreement.
11. **Inspection of Work:** The Contractor shall furnish Augusta's authorized representative with every reasonable opportunity to determine whether the work is performed in accordance with the requirements of the Agreement. Augusta may appoint qualified persons to inspect the Contractor's operations and equipment, and the Contractor shall permit the authorized representative(s) to make such inspections at a reasonable time and place.
12. **Agreement Discrepancy:** Verbal notification of an Agreement discrepancy will be made to the Contractor's General Manager or designee as soon as a discrepancy is identified. The Project Manager shall immediately resolve the problem. The Fleet Manager will determine whether a formal Discrepancy Report shall be issued. If a Report is issued, it will be mailed or hand delivered to the Contractor's General Manager. Upon receipt of the Report, the Contractor is required to respond in writing to the Fleet Manager within the time period specified, acknowledging the reported discrepancy

or presenting contrary evidence and presenting a program for immediate correction of all failures of performance identified in the Report. The Fleet Manager will make the determination if the response to the Discrepancy Report is appropriate and resolves the discrepancy reported. Responses that are determined to be unresponsive or inappropriate will be referred back to the General Manager in writing with the reason for inappropriateness. The General Manager will be provided another opportunity to resolve the issues raised. The Fleet Manager has the authority to apply a reasonable penalty, including monetary deductions to the monthly invoice as appropriate to the Discrepancy. When this is done the Contractor will be notified in writing with full justification and the amount to be deducted. The Fleet Manager's decision shall be final. Nothing in this paragraph is meant to limit either party's rights to pursue any action in a Court of Law.

**13. Insurance:** Prior to the commencement of the Agreement, the Contractor shall obtain and keep in full force and effect until the termination of the Agreement, the following insurance with an insurance company licensed and/or qualified to do business in the State of Georgia, as evidenced by the Certificate of Insurance and/or certified copies of the insurance policy(ies). The Augusta Commission shall be named as an additional insured on all liability policies for claims specifically arising under the Agreement.

- a. **Workers Compensation:** statutory minimum limits.
- b. **Employers Liability:** minimum of \$1,000,000 combined single limit.
- c. **Commercial General Liability:** Minimum of \$2,000,000 combined single limit of Bodily Injury and Property Damage per occurrence. (Damages to Rented Premises [each occurrence], Medical Expense [any one person-\$5,000], Personal & Adv injury, General Aggregate.
- d. **Automobile Liability:** Minimum of \$1,000,000 combined single limit of Bodily Injury and Property Damage per occurrence including the following: owned automobiles, hired automobiles, and non-owned automobiles.
- e. **Garage Keepers Liability:** (any auto) a minimum of \$1,000,000 per occurrence.

**14. Other Insurance Provisions:**

- a. Each insurance policy required under this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty days prior written notice has been provided to Augusta. If the policy is cancelled for non-payment of premium, only ten days' notice is required.
- b. Worker's Compensation and Employer's Liability Coverage: the insurer shall agree to waive all rights of subrogation against Augusta, its officials, employees and volunteers for losses arising from the activities under this contract.
- c. Certificates of Insurance and Endorsements affecting coverage required by this clause shall be forwarded to the Fleet Manager, 1568 Broad Street.

## **Section Two**

### **SCOPE OF WORK**

- 1. **General:** The Contractor shall provide preventive maintenance, proactive and reactive remedial repairs, mobile service, tire service, overhaul services, fleet in-processing and de-commissioning, towing, fleet maintenance management and such other associated services as may be required to assure the continuity of effective and economical operations of the Government's vehicles and equipment. The Contractor shall furnish all necessary supervision, labor employee training, technical service manuals, parts supplies and sub-contract work required to maintain the fleet in a state of repair and service consistent with generally accepted fleet practices and as define in this Statement of Work. In addition, the Contractor shall use and maintain a permanent, detailed, automated record for each vehicle, (using the CCG Systems- FASTER software program) provided by Augusta.

2. **Preventive Maintenance:** A preventive maintenance Inspection (PMI) program is a systematic approach to inspecting a vehicle at planned intervals. This scheduled maintenance is a planned servicing of equipment to maximize vehicle efficiency and to ensure compliance to the established standards set forth by equipment manufacturers and to meet Federal, State and local regulations.
  - a. The primary goal of preventive maintenance is to maximize the equipment availability of the fleet by taking a proactive approach in minimizing unscheduled repairs.
  - b. The PMI program shall be designed in accordance with recognized good fleet management practices and shall meet the terms and conditions necessary to comply with the original equipment manufacturers (OEM) specifications or stricter warranties and recommendations, but may be modified by the Fleet Manager.
  - c. **PM Cycle and Costing:** The preventive maintenance program/schedule shall, as a minimum, comply with the equipment/vehicle manufacturer's recommendation as published in the owner's/service manual. In general, vehicle PM services will be on a 5,000 mile or 6 month (whichever is first) rotation. Equipment with hour-meters will be serviced at 250 hours or 6 months (whichever comes first) and non-motorized equipment (example: trailers) will be serviced annually. Service requirements will be in accordance with the manufacturers recommended services from the operator's or service manual. PM services will be included in the contract cost. The costing of services and supplies should take into consideration the requirements of the manufacturer for the type of equipment/vehicle. In every case a safety inspection will also be conducted as a part of the service.
  - d. The Contractor is responsible for developing and providing a PM schedule, notifying the user, and performing required maintenance, preventive maintenance, or inspections without requiring any other authority. The schedule should interfere minimally with normal work schedules and must be flexible considering the requirements of the departments. Departments should be notified monthly of which vehicles and equipment require PM services. The current methodology is by email with an attached Excel spreadsheet form. The Fleet Manager will be advised of vehicles and/or equipment that were scheduled but not provided by the user for the service. This will be done monthly and the format will be mutually agreed upon by the Contractor and Fleet Manager.
3. **Hourly Inspections:** Maintain hourly equipment within compliance of the OEM specifications or as necessary, based on historical data. The format for this type of inspection will be mutually agreed upon by the Contractor and Fleet Manager within thirty days of startup.
4. **Annual Inspections:** The Contractor will inspect and test all other required gasoline and diesel power-operated equipment on an annual basis in accordance with Federal, State and local laws. Inspections and tests shall be performed by the Contractor in Augusta owned Maintenance Facilities by properly authorized and trained mechanics, or by authorized inspectors from outside sources. The Contractor shall perform these inspections within the fixed price of the Agreement. The Contractor may elect to perform these tests if their employees have been properly trained. Copies of all current certifications must be given to the Fleet Manager prior to commencement of performing the inspections. If no Contractor employee is trained and certified to perform these tests, the Contractor will subcontract these services to a qualified outside source. The cost of performing these inspections by outside vendor will be borne by the Contractor (Contract Cost). The Contractor is required to provide for the following mandated annual inspections:
  - a. Aerial truck dielectric testing
  - b. Aerial boom and bucket testing
  - c. Crane and derrick truck testing

d Shop crane and hoist testing

e. Other annual testing as required by the manufacturer with respect to specialty equipment.

5. **Inspection Continuity:** The Contractor will ensure continuity of inspections by performing the required annual inspections in the same month of the previous year's inspection for each piece of equipment. It is expected the Contractor will schedule all mandated inspection in such a way as to limit equipment downtime. The Contractor may work with the affected department directly to establish the best schedule and time for the inspections. The Contractor will maintain the results of the inspection in the equipment's file.
6. **Oil Analysis:** The Contractor will perform a scheduled oil analysis with a reputable outside company on all engines, transmission and differentials on wheeled vehicles above 26,000 GVW and every piece of tracked equipment in the Augusta inventory. The oil analysis program can be used by the Contractor to determine when fluids should be changed; therefore, substituting the normal PM cycled timeframes. The Contractor will recommend to the Fleet Manager any vehicles or equipment recommend for the oil analysis program designation.
7. **Repairs:** Contractor shall make specific repairs to vehicles and equipment that have been identified through PM services, annual inspection, by Department user(s), Fleet Management or by Risk Management departmental reports, and/or breakdown or malfunction. Repairs shall be made as required, limiting the nature and extent or repairs that are consistent with age, mileage and cost to repair criteria of good fleet maintenance.
  - a. **Repair Service Timelines:** The Contractor shall be required to complete regular repair services within reasonable times. Scheduled contract repairs shall be started the same day schedules (including PM services). Unscheduled contract repair shall be started with 3 work days. Non-contract repairs require Fleet Management approval and therefore cost estimates shall be prepared and submitted electronically for approval within 3 days of receiving the vehicle or equipment. Parts shall be ordered (if required) within one working day after the non-contract estimate is approved.
  - b. **PM Service Timelines:** PM Service for light vehicle will be completed within 8 hours or delivery if scheduled by the Contractor; 16 hours for heavy trucks (maximum time allowed). If a vehicle requires repair in addition to the PM Service, the above times do not apply.
  - c. **Repair of Small Equipment:** The Contractor will be tasked to perform repair work and services of small gas-powered equipment which includes, but not limited to: chain saws, lawn trimmers, push mowers, tillers, pressure washers, tampers, generators, light towers, pumps and sprayers. Repairs to small equipment will be charged as a non-contract cost with the exception of warranty type work. Damages to small equipment caused by the Contractor will be repaired by the Contractor at no cost to Augusta.
  - d. **Safety Inspections:** Whenever a unit requires any type of maintenance service, the Contractor will also perform a general safety inspection to ensure that the general condition of the equipment meets normal fleet requirements (as well as legal safety requirements of law) prior to the equipment leaving the repair facility. All PM services will include the safety inspection. Safety inspections will be documented on the respective work order. Safety inspections will include, as a minimum the following:

All lights, including turn signals, back up lamp, license tag lamp  
Horn  
Windshield Wipers  
Safety belt

Steering  
Braking  
Tire Tread

- e. Fire Extinguishers: Vehicles that have been issued fire extinguishers but the extinguisher is missing or discharged will be replaced as a non-contract cost, if the Contractor replaces the extinguisher or at no cost if Fleet Management replaces the extinguisher. All expended extinguishers will be taken to Fleet Management for inspection, recharging and reissue.
- f. Quick Fix Repairs: The Contractor shall provide a Quick Fix function for minor repairs of less than one hour duration at all repair facilities, when the vehicle operator chooses to wait for the service. This type of repair service is generally allocated to items such as windshield wipers, tire repair or replacement, topping off fluid levels, lighting repair or replacement or other such associated light-duty repair services.
- g. Tire Services: The Contractor will provide comprehensive tire services including tire management, inflation, maintenance, repairs, rotation, mounting, demounting, disposal and disposal fees, replacement, wear management, balancing, field tire services, warranty management, inventory security and maintenance of an inventory of mounted spares. The contractor will replace tires when tires have reached minimum tread depths as specified in Georgia law appropriate to the type vehicle with the expectation that law enforcement, pursuit vehicles (assigned to Sheriff Office- Road Patrol, Narcotics Division, CID) shall have a minimum of 4/32 tread.
- h. Warranty and Recall Work: The contractor will negotiate, manage, administer, claim and recover all warranties and recalls offered by vehicle manufacturers, parts and component suppliers, and any subcontracted repairs. The contractor will add warranties to Augusta's MIS (CCG Systems-FASTER) warranty recovery module and return proceeds to Augusta via credits against contract or non-contract invoices. The contractor is encouraged to obtain authorization from the various vehicle manufacturers to perform in-house warranty work on Augusta vehicles in order to reduce the turnaround time for warranty repairs. The deciding factor on warranty repairs is to obtain the quickest turnaround time.
- i. Outside Repairs: The Contractor's bid proposal response will define the typed of repairs that will be or anticipated to be conducted by subcontractors, outside Augusta facilities. The Contractor is responsible for arranging and managing the conduct and performance to Contract requirements of all outsource venders for any repairs that are not performed "in-house". All responsibility for the administration, invoicing, quality control, vehicle movement, vehicle security, etc. shall be that of the Contractor. Subcontractor invoices will be accepted solely by the Contractor and must be addressed to the Contractor, not Augusta.
- j. Seasonal Equipment Preparation: The Contractor shall coordinate with the Fleet Manager to set up a program to ensure seasonal equipment is fully serviceable prior to the start of each season. Requirements include annual inspections and operational maintenance of air condition and engine cooling systems during warm weather and the winterization of vehicles and equipment during cooler months as applicable. Charges for all seasonal preparation will be included in the contract cost.
- k. New Vehicle Preparation: The Contractor is responsible for all vehicle and equipment preparation which is brought into the fleet by the Fleet Manager. The Contractor will perform the installation of Government seals or insignia decals and equipment asset and bumper numbers as directed by Fleet Management. The Contractor will include in the contract price, the cost of all seals, insignia and lettering with the exception of those insignia badges or seals for public safety use. These seals will be provided by the respective department.

- I. Vehicle Disposal Preparation: Vehicles and equipment being removed from the normal Government fleet shall be prepared for disposal/auction sales or storage by the Contractor. Costs associated with disposal prep will be included in the contract cost. Preparation shall include, but not limited to:
  1. The Contractor will provide a general vehicle condition assessment using a form provided by Fleet Management.
  2. The Contractor will remove all insignias and lettering so that no distinguishable insignia or lettering will remain to identify the retired unit as a Government vehicle.
  3. The Contractor will remove all emergency equipment from Public Safety vehicles and equipment. Equipment to be removed include: spot lights, emergency lights, emergency power boxes, camera systems, sirens.
  4. The Contractor shall make minor, cost effective, contract cost repairs to increase the resale value of the vehicle (example: replace dead batteries).
  5. The Contractor will transport the equipment; to include the cost of any towing required, to the Government storage site or auction site as a contract cost for a "one time" movement cost. Any charges for moving the vehicle or equipment more than once will be charged as non-contract cost.

#### 8. Non-Contract Repairs:

- a. **Repairs for Operator Abuse:** Operator abuse is defined as mechanical damage or breakdown caused by the operator through the improper operation of the vehicle or equipment or failure of the operator to provide the vehicle for scheduled service. The Contractor shall identify repairs caused by suspected operator abuse and shall forward estimates for repairs to the Fleet Manager with the proper coding. Fleet Manager will be the final authority in deciding operator abuse. All repairs coded as operator abuse will be a non-contract cost.
- b. **Repairs for Vandalism:** Is defined as government property is damaged by an individual and causes mechanical or component damage to a unit through no fault of an Augusta Employee or Contractor Employee. Examples would include: theft of parts, deliberate damage to equipment from unknown parties, damage caused by suspects being transported in Government Vehicles and other such damage. Vandalism is charged as non-contract.
- c. **Directed Work:** The Government may direct the Contractor to perform additional tasks under this Contract. No such work shall commence without the Contractor receiving authorization to proceed from the Fleet Manager. It is the intent of the Government that all such work does not reduce the level of service that is provided for in the fixed price portion of the contract. Directed work shall be charged as non-contract. Directed work may include, but not be limited to the following:
  1. Welding, fabrication or repair services to other than fleet equipment.
  2. Repairs of equipment outside life expectancy.
  3. Accident repairs Operator abuse repairs
  4. Repairs for Vandalism Repairs due to acts of God Emergency Services

9. **Road Testing:** The Contractor must conduct a road or appropriate operations test on all vehicles and equipment that have had a safety related repair or adjustment. The Contractor, by releasing the equipment or vehicle back to the department or Augusta employee, implies that the vehicle and/or equipment is/are safe to operate. All such driving or operations check will be charged as a contract cost.

**10. Other Services:**

- a. **Assembly:** The contractor will be tasked, at times, to perform assembly which is the initial piecing together or assembly of equipment purchased and delivered in packages, boxes or crates. The scope of the nature of assembly of small equipment shall be considered as a contract cost. It is the intent of Fleet Management to procure most equipment in a state of ready use.
- b. **Fabrication:** defined as the construction of a vehicle or equipment component. Fabrication includes, but is not limited to the manufacture of an assembly or a component of security screens and bars, light bars, mounting racks, panels and switches and body parts or bodies, ventilators, racks, bumpers, customization and reinforcing. Fabrication is considered as directed work by the Fleet Manager and shall be charged as non-contract.
- c. **Modification:** defined as an alteration of a vehicle or equipment component. Examples of modification would be the installation of accessory equipment that was not installed upon delivery of the vehicle or equipment. Modification is considered as directed work by the Fleet Manager and shall be charged as non-contract.
- d. **Customer Contact of Completed Repairs/Services:** The Contractor will immediately notify all Departments or operator by telephone, radio or email when repairs or services have been completed. The Fleet Manager will be informed if the vehicle or equipment is not picked up within a reasonable time on the second notification.
- e. **Completed Service Orders:** The Contractor will provide a copy of the completed work order, generated by the FASTER work order system ("Customer" copy) to the employee picking up the vehicle or equipment at the time of pick up.
- f. **Waste & Hazardous Waste:** The Contractor shall be responsible for disposal of all trash and other wastes generated during the course of the Contract/Agreement. The Contractor shall hold Augusta, its elected officials and employees free of liability for all actions of the Contractor relating to waste disposal. The Contractor is responsible for good environmental management of all waste created to prevent pollution, encourage recycling and meet all laws and regulations pertaining to waste handling relating to its operation of this Contract/Agreement. This includes the proper required documentation and implementation of programs and training associated with hazardous waste and proper reporting of incidents associated with hazardous waste.
- g. **Scrap Tires:** The Contractor is responsible for the proper disposal (and associated required documentation) of scrap/sued tires from the Augusta fleet. Tires with resale value may be sold to tire venders and all revenues acquired from the disposal of such tires will be reimbursed to the Augusta Commission.
- h. **Scrap Metal:** All recyclable scrap metal will be sold to local scrap metal recyclers. The Contractor shall arrange for storage bins to be located at each major repair facility by the recycler and all revenues acquired from the sale of scrap metal will be reimbursed to the Augusta Commission.

- l. Accidents:** The Risk Management Department is responsible for coordinating repairs for damages to vehicles resulting from accidents. The Contractor will assist in assessing the extent of mechanical damage associated with vehicle accidents. This will be coordinated through Fleet Management. Preparation of estimates will be charged as contract costs if done during the normal workday. Actual repairs will be covered as non-contract.
- k. Investigations:** The Contractor shall support the Government with technical investigations related to the automotive and truck fleet. Such investigations may support accidents, fire, or other issues of a technical nature. The cost of this service will be included in the contract cost.

#### **11. Emergency Road Calls and Towing Services:**

- a. The Contractor shall provide emergency road call service, including towing service for vehicles in the vehicle fleet on a twenty-four (24) hour, seven days per week basis.
- b. Emergency road call service is considered as repairs to vehicles and equipment that require immediate repairs to allow continued usage of equipment without having the equipment moved to the repair facility. Examples include but are not limited to tire repair or replacement, clogged fuel systems, dead batteries or no-start problems and drive-shaft problems.
- c. During normal business hours, the Contractor shall have persons on call to expeditiously respond to emergency-road service calls for equipment breakdowns and the Contract response time shall be less than 60 minutes within the County limits. After normal business hours, the Contractor shall have persons on call to handle emergency-road service calls for equipment breakdowns, with a Contract response time of no more than 120 minutes with the County limits.
- d. The Contractor will ensure that repair personnel are sent to equipment breakdowns to determine if repairs can be made on-site or if towing services are required to deliver equipment to the repair facility. The on-site technician will carry a compliment of tools and repair parts necessary to eliminate excessive downtime or repeated trips to the repair facility.
- e. The Contractor will have a minimum of one mechanic selected daily as the emergency-road-service person at both the Broad Street Shop and Tobacco Road repair facilities.
- f. The Contractor will ensure that no more than two service personnel are out of a repair facility at any one time for emergency-road services.
- g. The Contractor may select to utilize out-source repair vendors to assist in expediting the emergency-road-service calls, but the Contractor must ensure the Contract response times remain in effect. Failure of the Contractor to ensure that the response times of out-source repair vendors meet Agreement requirements shall be considered as a Contract discrepancy.
- h. The Contractor will include in the Contract Cost the emergency road call services inside the Augusta's defined support area. The Support area for Augusta will be within a 50-mile radius of the Broad Street repair facility. The Contractor will assist Augusta in emergency-road-service calls for "outside the support area" problems by arranging maintenance and/or towing services.
- i. Fleet Management and the Contractor will review the "outside the support area" changes and determine appropriate reimbursements as non-contract expenses.

**12. Towing:**

- a. The Contractor shall tow any Augusta owned or leased equipment requiring this service, regardless of whether or not the cause is a repair, tire service or other breakdown incident, regardless of location.
- b. Accident towing is the responsibility of the Risk Management Department and should be charged as non-contract. It will not be included as part of the Contract cost.
- c. The Contractor will include, as a Contract expense, towing for equipment that is six (6) years old or newer. The "in service" date entered in FASTER will be the date used for determination of Contract or Non-Contract.
- d. It will also include any towing associated with comeback repair.
- e. Exceptions to the "6 year rule" include: confiscated vehicles added to the fleet, used vehicles added to the fleet. These vehicles will be charged as non-contract.
- f. If the Contractor selects to perform this service with an outsource vendor, the related service will be awarded annually to a single point-of – contact dispatch provider. The Contractor will make bid documents for towing services available to the Fleet Manager and the Augusta Procurement Director.
- g. The Contractor may utilize multiple vendors for the service, but only one telephone number can be given out regardless of which vendor provides the towing service.
- h. The Contractor will provide the towing service number to all user departments and the Fleet Manager. The Contractor is responsible for notifying using departments and the Fleet Manager of any changes to the towing service number.
- i. The acceptable response time during normal business hour is 60 minutes and no more than 120 minutes for all other times.
- j. Equipment users shall be authorized to make contact for towing services to transport the equipment to the repair facility, if in the best interest of Augusta.
- k. The fleet MIS system shall track vehicle emergency road call breakdowns and towing expenses for informational retrieval by Fleet Management

**Section Three**  
**PERSONNEL and SUPPORT LOGISTICS**

1. **Government Personnel:** The Central Services Department Director and the Fleet Manager will have full authority to supervise the Contractor's performance in daily operations of the contract and shall provide direction to the Contractor in areas relating to policy, information and procedural requirements. The Fleet manager is not authorized to make any changes in the terms and conditions of the contract without the approval of the Government Administrator and the Augusta Commission, as appropriate. The Fleet Manager shall operate in the capacity as Contract manager for Augusta.

In the absence of the Fleet Manager, for periods of vacation, short illness' or temporary periods of authorized absences; the administrative assistant shall have temporary authority as the Contract Manager.

2. **Contractor Personnel:** The Contractor will designate whom the following Contractor personnel will be when the proposals are submitted and must designate the personnel prior to award of the contract.
  - a. **Manager:** The Contractor shall provide a General Manager or Project Manager who will liaise with the Fleet Manager and have full authority to act for the Contractor on all contract matters relating to the daily operation of the contract.
  - b. The General Manager shall have a minimum of seven years' experience in the management of fleet maintenance and services. The manager must be able to speak, read, write and understand English.
  - c. The General Manager shall be available through the normal 8 hour work day, Monday through Friday, except Government recognized holidays. The Fleet Manager will be notified in writing (or email notification) when the Contract Manager will not be in the Augusta area and available to respond to the Government needs.
  - d. Any changes in the General Manager shall be subject to advance written approval by the Fleet Manager. Such approval shall not be withheld unreasonably or for an unreasonable length of time.
3. **Management Staff:** The Contractor shall provide a professional management staff with the proper skills and training in providing the required fleet maintenance and management services. Management staff includes shop supervisors, and parts/supply supervisor.
4. **Maintenance Staff:** Contractor shall provide maintenance staff personnel with the proper skill and training in providing the required fleet maintenance services.
  - a. The Contractor is responsible to ensure their staff is kept abreast of the latest technology. The Contractor will provide a budgeted training schedule for all eligible maintenance personnel in the Contract cost.
  - b. The Contractor is required to maintain ASE certifications for maintenance personnel in the following categories:
    1. Automotive Repair
    2. Air Conditioning Recovery and Recycling
    3. Advanced Engine performance
    4. Medium and Heavy Truck Repair
    5. Medium and Heavy Truck Electrical Diesel Engine performance
    6. Alternative Fuel
    7. Parts Specialist
    8. EVT Certification
5. **Staffing Provisions:** The Contractor shall have the responsibility for selecting personnel to perform the services to be provided here under.
  - a. No applicant with a record of arrests involving a crime of moral turpitude will be hired within two years of the date of that arrest, unless such person is found not guilty of such offense.

- b. No applicant, with a felony conviction will be hired to provide repair services to public safety equipment.
  - c. The Contractor is responsible for conducting appropriate background checks on prospective new employees and will describe their process in the proposal. If an outside agency is used the agency must be identified in the discussion.
  - d. All Contractor employees will have a valid driver's license, with proper endorsements, in performance of their job responsibilities. The Contractor will review driver's license semi-annually and dismiss any employee who fails to have a valid driver's license (loss of job qualification). Fleet Management will be provided a memorandum stating that an inspection of employee's licenses has been conducted in accordance with the "Maintenance Agreement" and that all employees are in compliance or not in compliance. When not in compliance a statement of intent to comply and actions to be taken to comply will be made and sent to the Fleet Manager.
  - e. The Contractor is responsible for performance evaluations of its employees.
  - f. The Contractor is responsible for providing employees pay for work performed, every week, two weeks or bi-monthly.
  - g. In the event that the Contractor has open Contract position(s) for a period in excess of 45 days the Contractor will credit the Contract cost of the open position(s) from the monthly fixed-Contract invoice(s) until the position(s) is/are filled. The following base rate wage will be used for the purpose of this provision:  
  
Automotive: Tech 1 = \$14.25; Tech 2 = \$12.25; Tech 3 = 9.25  
  
Medium/Heavy: Tech 1 = \$15.25, Tech 2 = 13.25, Tech 3 = 10.25
  - h. Contractor Benefits: The Contractor shall have sole responsibility for determining and providing health and other related benefits for the Contractor employees, however they must comply with the provisions as set forth in the Request for Proposal and the Contractors response to the Request.
6. **Disciplinary Actions:** Where in the case that Fleet Management finds actions by Contractor personnel affecting contract performance, the Contractor shall take disciplinary action on employees as appropriate. The contractor shall be responsible for removing and replacing any Contractor employee performing services hereunder, when reasonably requested to do so by the Government. In these cases the request by the Government will be in writing stating the cause for such request.
7. **Uniforms and Professional Attire:** The Contractor will ensure their employees maintain a professional appearance at all times while performing the requirements of the contract. Technicians, shop helpers/porters, laborers, janitors, Service Coordinators/writers, QA representative(s), Fleet Operations Specialist, Shop Supervisors shall be in appropriate uniforms. This shall be included as part of the contract cost. Administrative personnel and parts personnel shall be dressed in appropriate dress as determined by the contractor policy. The contractor is also responsible for appropriate safety foot ware and other safety apparel (eye protection, hearing protection, safety vests). Uniformed shirts should include the Contractor's logo, first name of the technician and certification patches as appropriate. Proposals shall address the proposer's intent regarding attire. The cost of such uniformed apparel and safety apparel may be included in the contract cost.
8. **Facilities:** Notwithstanding anything to the contrary contained herein, the Contractor agrees to indemnify, defend and save harmless the Augusta Commission and its employees, agents and servants from any claim, cause of action, or lawsuit brought against the Government or Elected Officials, or its employees, agents and servants as a result of the possession, operation, handling or

transportation of the repair facilities or the equipment contained therein; except to the extent that such claim, cause of action, or lawsuit arises from or in connection with the negligence or willful misconduct of the Commission, its employees, agents or servants.

**a. Location:** The following is a listing of the repair facilities by location and type of work performed at each site: (This Government will not entertain recommendations to consolidate any of the facilities)

1. 1568 Broad Street Repair Facility: - 23 bays with 8 lifts for automobiles, light truck – 1 ton and under, motorcycle repair and lift, firefighting equipment and small gas-powered equipment. Includes parts room, parts storage area, and administrative offices.
2. 2316 Tobacco Road Repair Facility: 10 bays no lifts, services all trucks over 1 ton, off-road/construction equipment, trailers and tractor mounted grass cutting equipment. Includes parts room and administrative offices. Provides the full range of service repairs.

**b. Facilities Use:** The facilities will remain the property of the Government. The Government will lease to the Contractor the maintenance facilities listed above for the charge of \$1.00 per year. The Contractor's first fixed-contract monthly invoice each year will show a credit for the lease cost. The Contractor shall not use the facilities, for work on vehicles or equipment not owned or lease by the Government unless otherwise directed in writing by the Government's Fleet Manager. The Contractor shall not use the facilities, which shall in any way conflict with any Federal, State or local law, statute, ordinance, rule, order, regulation or requirement, now in force or which may hereafter be enacted or promulgated. The facilities include compressors, lifts, welders, and specialty garage maintenance tools located at each facility. Augusta will be responsible for annual lift inspections and repairs to specialty tools/machines as required.

**c. Facilities Inspection:** Between the date of contract execution and the date that the Contractor actually takes over the facilities, a complete physical inventory of the office and shop equipment will be taken by representatives of the Contractor and Government to determine what the Contractor shall be responsible for. The physical facilities, office and shop equipment provided for the term of the Contract will become the responsibility of the Contractor and will be returned to the Government upon completion of the Contract in the same condition they were provided to the Contractor, except for normal wear and tear. The Contractor hereby acknowledges that the Government has made no representations or warranties regarding the condition of the facilities. The Contractor will accept the facilities in their present state and condition and waives any and all demand upon the government for alterations, repairs or improvements thereof, excepting those items which do not meet local, State or Federal laws. Any cost to improve the facilities to meet said standards will be the responsibility of the Government. There are no known concerns or liabilities currently existing with the waste oil tanks at the repair facilities. The Contractor is responsible for conducting a monthly facilities inspection using a format acceptable to the Fleet Manager.

**a. Facilities Maintenance:** The physical facilities will be maintained by the Government unless such repairs are caused in part or whole by an act, neglect, fault or omission of the Contractor, its agents, servants or employees. If defects, degraded conditions or needed repairs in any facility are found, the Contractor will notify Fleet Management for the execution of repairs by the Government. Facility repair work will not be included into any portion of the Contract cost. The Contractor is responsible for normal routine maintenance of facilities including: interior housekeeping, general cleaning, sweeping, mopping, dusting, disposal of accumulated waste materials and rubbish, minor plumbing (such as stopped up toilet or sink), janitorial maintenance and supplies as required to maintain a safe environment. The Government will Contract pest control services and trash removal to the solid waste facility of normal waste (dumpster). The Government will pay for the proper inspection and refilling or replacement of fire extinguishers assigned to each facility but the Contractor is responsible for the routine monthly inspections of facilities

extinguishers and coordinating with Fleet Management on technical inspections or services required.

- 10. Utilities:** The Government will supply those utilities necessary and customary for the proper operation of the facilities. Each facility will include an appropriate number of telephones, computers, and printers for operations. These costs are charged directly to the Government as part of the Fleet Management operating budget and should not be included in the proposers budget proposal (exception is the copy machines). Any communications requirements used solely for corporate communications will be the responsibility of the Contractor. The Government may require a telephone usage log on long distance calls be submitted monthly to ensure compliance. The format will be determined when and if a log is directed. The Contractor is responsible for implementing a utilities conservation plan for each of the facilities.
- 11. Tools:** Fleet Management maintains an annual budget for the replacement or addition of necessary tools and equipment as vehicle and equipment technological changes develop. The Contractor will assist the fleet manager in determining the tools required in the performance of maintenance mission and will submit requests for consideration. Specialty tools of less than \$100.00 each will be the responsibility of the Contractor to purchase. The Contractor's decision to not purchase a specialty tool and the resulting affect could be cause for a Contract Discrepancy if the resulting affect caused a delay in the repairs. None of the Mechanical tools associated as "tools of the trade" for each type of mechanic assigned at the repair facility will be provided by the Government.
- 12. Radios:** Portable radios and two "base stations" will be provided by the Government for use by the Contractor to facilitate communications with Departments. The cost of radio operations (air time) will be the responsibility of the Government. The Contractor is responsible for the security and accountability of those radios assigned to the facilities.
- 13. Vehicles:** A limited number of vehicles and specialty equipment, such as forklifts, and work trucks will be supplied by the Government. The Fleet Manager will have the authority to provide or remove equipment based on the needs and availability of such vehicles. Fuel for these vehicles will be provided by the Government and will not be included in the proposers Contract cost proposal. The Government disclaims any and all express or implied warranties on the equipment, disclaims any implied warranty of merchantability of the equipment or the warranty of fitness for a particular purpose, and the Contractor agrees that the equipment is "as is" and "with all faults". Repairs to vehicles will be incorporated into the normal repair operations of the Augusta Fleet. All PM services will be considered Contract repairs. All labor for repairs on vehicles and equipment used by the Contractor will be covered under Contract Cost. Parts for repairs shall be charged as Contract/Non-Contract as appropriate to the classifications identified herein. The Fleet Manager shall approve or disapprove any repairs classified as Non-Contract. The Contractor shall assume the risk of loss, damage, or destruction of any Government furnished vehicles, equipment and tools. Liability for the injury, disability and/or death of workers and other persons caused by the operation, handling or transportation of the equipment during the Contract period shall be the sole responsibility of the Contractor.
- 14. Damages:** The Contractor shall be responsible for all damages to persons and/or property that occur as a result of the contractor's fault or negligence in connection with the performance of this contract.
- 15. Permits:** Contractor shall, without additional expense to the Government, obtain all local, State and Federal business and other licenses and permits required for the performance of work. A copy of all licenses and permits will be displayed at each shop location and copies will be given to Fleet Management. The Contractor shall be required to maintain a Business License from the Augusta Licensing Department.
- 16. Security:**

- a. **General:** The Contractor shall ensure the security and confidentiality of all facilities and documents provide by the Government and all such measures must be approved by the government. All reports and records including maintenance records are to be considered property and may only be used for the conduct of Government and Contractor business.
  - b. **Facilities:** The Contractor may change the locks on any or all the maintenance facilities and equipment leased for the duration of the contract. The Contractor shall provide properly tagged, duplicate keys to the Government Fleet Manager immediately after any change is made. The Contractor is responsible for the implementation of proper security measures, policies and practices associated with building security.
  - c. **Vehicles and Equipment:** The Contractor is responsible for vehicles and equipment accepted for service at each of the repair facilities. Although all facilities are fenced access is not restricted at this time. The Contractor shall take reasonable precautions to ensure the safety and security of vehicles and equipment under their care. Light vehicles serviced at the Broad Street Shop that have had windows kicked out or are missing for various reasons should be moved inside at the end of the work day and secured to prevent theft, vandalism or weather damage to the interior. It is recommended the Contractor implement a policy of quick "walk around" inspection of all vehicle being brought into the repair facility to identify any damage or missing items and report those observations to the owner department or Fleet Manager.
  - d. **Found Damage:** The Contractor shall report any found damage to vehicles or equipment that is not associated with the normal operation of such vehicles or equipment if it appears the damage is new. This will be reported to Risk Management and Fleet Management. Repairs should be delayed until the vehicle or equipment has been inspected by Risk Management or Fleet Management.
- 17. Hours of Service:** The Contractor will normally operate an 8 hour day, 40 hours per week from 7:00 A.M. until 4:00 P.M., Monday through Friday. Holidays shall coincide with those of Augusta, usually 11 days per year . These are announced at the beginning of each new year. Repair facilities may be required or may request to adjust their hours to better support Government Departments that may adjust for seasonal or climatic changes. The Contractor normally will have discretion over shop and shift hours as long as vehicle availability remains at acceptable levels and the Fleet Manager concurs. Any changes in shop hours will be announced prior to the change. Vehicles and equipment brought to the repair facility by user departments will be accepted for PM or repair services throughout the normal work hours, including Contractor's break or lunch periods. The Contractor is expected to provide quick fix repairs at any time during the workday including lunch.

#### **18. Emergency Support:**

- a. In addition to normal hours of operation and upon one-hour notification during normal business hours, the Contractor shall repair equipment seven days a week, 24 hours a day at any location designated by the Fleet Manager. During non-business hours, the Contractor shall repair emergency vehicles as expeditiously as possible. At no time shall the period between notification and commencement of repair exceed two hours. The Contractor shall provide the Fleet Manager with an after-hours emergency contact telephone number for use in emergency situations. In most cases, emergency support during non-business hours is a non-Contract (directed) work. The Contractor will inform Fleet Management the next working day, of all after-hours emergency support accomplished for cost charge determination.
- b. The Contractor shall mobilize the shop and provide repair and maintenance services for the duration of any Government Recognized emergency. Emergencies include, but are not limited to major fires, floods, earthquakes, civil disturbances and disaster emergencies. Such service shall include adequate staffing to ensure continued vehicle operations at a level determined by the Government. Should an emergency require performance of services beyond the capability of the Contractor, the Government may perform or supplement performance of contract services with

Government personnel or non-contract vendors. Such performance shall not constitute a breach of the contract by the Government. Such work conducted outside the normal work day will be charged as non-contract.

- 19. Service Interruptions:** Should services be interrupted or reduced during the term of the contract by the Contractor employees' work stoppages or slowdowns, the Contractor shall continue services by whatever means available, and shall incur all reasonable related costs associated with the alternate system. If the contractor fails to supply an alternate system, the Government shall have the right to continue services by whatever means available and charge any reasonable costs associated with the alternate system to the Contractor. Further, such interruptions, directly attributable to failures, omissions, or conduct on the part of the Contractor or the Contractor's employees shall be grounds for termination of the contract. In the event the Contractor is unable to provide the services as specified in this Agreement because of any act of God, civil disturbance, fire, riot, war, terrorism, picketing, strike, labor dispute, labor shortages, governmental action or any other condition or cause beyond the Contractor's control, Augusta shall excuse the Contractor from performance under this Agreement.
- 20. Repair of Privately Owned Vehicles and Equipment:** No use of the Government facilities, land, specialty equipment or tools may be used to effect repairs on any privately-owned vehicle or equipment with the exception of the Contractor owned equipment or vehicles supporting this contract. Any repairs performed on Contractor provided equipment shall be at the risk of the Contractor and the Government shall be held harmless.
- 21. Safety:** The Contractor shall be responsible for implementing a comprehensive safety program for their employees to comply with local, State or Federal guidelines affecting job safety. Proposers should address their intent or outline their policies/program as part of their proposal. The selected Contractor will provide a copy of written programs, policies or directives to Fleet Management.
- 22. Equal Opportunity Compliance:** The Augusta Commission and the Contractor are subject to the requirements of Executive Order 11246, Section 202, Equal Opportunity; Executive Order 11625; Section 402 of the Vietnam Era Veterans Readjustment Act of 1972, as amended; Section 503 of the Rehabilitation Act of 1973, as amended; and related rules and regulations of the Department of Labor and the Office of Federal Contract Compliance Programs. Attachment J of the RFP is hereby incorporated into this Agreement by reference.
- 23. Drug Free Workplace Certification:** The Augusta Commission has a zero tolerance policy on prohibited drug use and an aggressive drug testing program. Augusta complies with all State and Federal requirements for drug testing. The Contractor is required to comply with the requirements of O.C.G.A. 50-24-3 which is a certification of establishing a Drug Free Workplace. The attached certification will be required to be signed by the Contractor for each year the Agreement is in effect. The Contractor is also required to have a testing policy that complies with Federal Transit requirements as this Government receives Federal and State funds for Transit operation and must therefore comply with State and Federal drug testing requirements. Drug testing is required for pre-employment, post-accident, random, and probable cause. The Contractors program must be published in writing and is subject to review by the Government's Risk Management Department.

## **Section Four REPAIR PARTS**

### **1. Parts Supply:**

- a. General:** The Contractor will procure and furnish all parts, materials, supplies and fluids (except fuel) required for the operation and maintenance of all vehicle and equipment of the Augusta Commission under this contract/agreement. The Contractor shall procure repair parts at its discretion, utilizing best business judgment, to provide the Government with products of the best

price and highest quality and that will ensure meeting all relevant standards of performance as outlined elsewhere in this request for proposal. The use of local area vendors for all such procurement is preferred, excepting any parts or specialty items that require purchase by other means and are not available in the local area.

- b. **OEM Parts:** Parts installed by the Contractor shall meet or exceed the original equipment manufacturers (OEM) specification and must meet the equipment manufacturer's requirements for coverage under their equipment warranty programs. The Contractor will accept all risks and penalties due to damage and partial or complete voiding of equipment warranties in the use of generic components and shall hold the Government harmless. Repairs to such equipment due to the cancellation of warranties shall be the responsibility of the Contractor during the remainder of the warranty period.
  - c. **Parts Options:** The Contractor may propose alternative parts supply options, during the course of this agreement, such as but not limited to, consignment parts, single source suppliers, Just-In-Time purchasing, or subcontracting. The use of a supplier, located within the repair facilities can be accomplished but the Government accepts no physical or financial responsibility and shall be held harmless by the Contractor and all other parties.
  - d. **Taxes:** The Contractor will be required to pay all applicable taxes on parts and supplies purchased for their own use.
  - e. **Parts Information and Documentation:** The Contractor will use the appropriate modules and tabs within the CCG Systems-FASTER application to document all aspects of parts management for the Government.
2. **Inventory –General:** The Contractor will be totally responsible for parts accountability and security.
3. **Obsolete Parts:** By direction of the Fleet Manager, the Contractor will administer the disposal of all other remaining inactive, excess and obsolete parts in the Government stock. The Fleet Manager will direct the Contractor to establish a secondary inventory location in the Fleet MIS system to account for the safeguard, control and usage of such inventory until it is used or disposed.
- a. **Parts Inventory:** The Contractor is responsible for maintaining an adequate “on demand” inventory to minimize downtime. These parts will be charged back to the Government on an “as used” basis, without mark up.
  - c. **Parts Warranty:** The Contractor will insure that tracking of replacement repair parts warranty information is managed. All repair parts placed in the inventory will have their prospective warranty information entered into the MIS system. The MIS system will alert shop management within the part being replaced is still within its warranty period and that recovery is possible.
  - d. **Core Charges:** The Contractor shall have the responsibility for absorbing the cost of all core charges normally associated with replacement parts. In no case shall the MIS system charge core charges to any repair order for returnable part cores. Core charges for damaged, unusable, non-returnable parts will be listed as a separate item on repair orders.
  - e. **Cannibalized Parts:** The Contractor shall have the option to request from Fleet Management the ability to remove parts from accident-damaged or salvaged vehicles for reuse. The removed part may be utilized on other fleet vehicles if the condition of the used part is safe and serviceable.
  - f. **Tires:** The Contractor will replace worn or damaged tires on vehicles with replacement equal to or exceeding the equipment manufacturer's recommendations. The Contractor will follow the manufacturer's recommendations for repairing of tires to ensure vehicle and equipment safety. The Contractor will comply with the restricted repair capability on V-Rated tires used on public

safety vehicles. Tires will be replaced on automobiles and pickup trucks when 3/32 of an inch of usable tread is remaining across the entire tire crown. If any area of the tire crown is below 3/32 of usable tread or if any wear bar is showing the tire will be replaced. Any tires that are out-of-round or having flat spots will be replaced regardless of tread depth. The Contractor will comply with the requirements of the State of Georgia for tread depth applicable to vehicles requiring CDL licenses as well as tread patterns and recaps.

4. **Re-Purchase of Contractor Active Inventory:** The Government shall have the option to purchase, at cost from the Contractor the entire demand supported repair parts in inventory upon completion or termination of the Contract. If the government chooses to purchase any parts that the Government considers valid, demand-supported repair parts, a joint complete physical inventory will be taken by representative of the government and the Contractor. Payment for the acquisition of the Contractor's demand supported inventory will be within one hundred and eighty (180) working days of contract expiration.

## **Section Five**

### **Reports, Records and Billing**

1. **Information Systems Requirements:** The Contractor will be required to use Augusta's existing fleet management information system, CCG System – FASTER. The Contractor will follow all Augusta policies and procedures for maintenance and use of the system. The Contractor will operate the system in real time mode with work orders opened immediately upon receipt of an Augusta vehicle or equipment and timely input of all labor, parts, sublet and other data relating to the vehicle or its repair. FASTER Update seminars are normally scheduled each year and the Contractor is required to have one representative that is the "subject matter expert" (SME) in the use of the system. To maintain continuity of information and training the Contractor should budget for the attendance of the SME normally held in or around Norfolk, VA.
2. **Files:** The Contractor shall maintain a complete file of service manuals, service and technical bulletins, lubrication charts and other information needed to properly service and repair the fleet. A hard copy history folder shall be maintained by the Contractor for each vehicle. The file will contain, in chronological order, the last repair order in front and contain all work orders generated on the vehicle for a period of two years. These files are subject to review at any time by any authorized agent of the Government.
3. **Records Management:** The Contractor shall use the CCG FASTER software, a permanent, detailed automated record system that provides a basis for optimum fleet management and provides detailed maintenance and operating information for the Government. The Government Information Technology Department is responsible for maintenance and security of the system. Fleet Management budgets for the licenses each year. This system has been used since February 2000 and has been found to be acceptable for continued Government use. It is capable of supporting all reports, records, and supporting documentation or invoicing.
4. **Reports:**
  - a. **Monthly Management Report:** The Contractor shall provide a monthly management report (with the monthly invoice) to be delivered to the Fleet Manager by the 10<sup>th</sup> working day of each month for the previous month (consistent with billing cutoff date). The report shall include a currently accepted format with the following information:
    - Number of shop orders
    - Number of road service calls
    - Number of vehicle PM's scheduled and completed
    - Number of work orders processed, by facility
    - Delinquent PM's

- Number of re-work repairs
  - Number of Manufacturer Recalls Performed
  - Warranty recovery/deductible
  - Number of Service Calls
  - Non Contract/Contract repairs by class and cost
  - Inventory by shop
  - Monthly staffing report
- b. Daily Reports:** Daily reports will be limited to the Daily Backlog Report and Daily parts status report, the format is already devised and will be continued. The Contractor may provide recommendations for changes to the formatting of any report to the Fleet Manager for consideration.
- c. Inspection Records:** The Contractor must be able to provide to the Government a record of all inspections conducted by the Contractor and the corrective action taken.
- d. Contract Discrepancy Report:** Verbal notification of a Contract discrepancy will be made to the Contract Manager or designee as soon as possible whenever a Contract discrepancy is identified. The problem shall be immediately resolved by the Contract Manager. The Fleet Manager shall determine whether a formal Contract Discrepancy Report shall be issued. If a Contract Discrepancy Report is issued, it will be mailed or hand delivered to the Contract Manager. The Contract Manager is required to respond in writing to the Fleet Manager with the time period specified, acknowledging the reported discrepancy or presenting contrary evidence, and presenting a program for immediate correction of all failures of performance identified in the Contract Discrepancy Report.
- 5. Monthly Billing:** Payment to the Contractor will be made monthly in arrears at the rates specified in the Contract provided that the Contractor is not in default under any provision(s) of the Agreement, and an accurate statement of payment due is submitted, with documentation attached supporting the statement of payment due. The format currently used is attached as Attachment N. Backup is generated from FASTER reports. Invoices shall be paid completely by the Augusta Commission and the processing of payment will be within 30 working days after receipt of the Contractor's billing and the payment authorization by the Fleet Manager. Payment authorization will be delayed pending receipt of all required billing information. The Contractor shall be liable for payment on Thirty days written notice of any liquidated damages or other offset authorized by the agreement not deducted from any payment made by the Government to the Contractor. The Government may delay the last payment due hereunder until six (6) months after termination of this Contract.
- 6. Operating Statement:** The Contractor's Operating Statement for each month will be presented with the monthly billing. The operating statement will report costs of current period (billing period) and cost of year to date for the following major categories: (format is provided by Fleet Management)
- a.** Cost of parts: oil, tires, repair parts, batteries, charges, O/S service repair, Total
  - b.** Payroll Expense: Salaries and wages, payroll taxes, vacation pay, payroll costs-other-Total payroll expense
  - c.** Operating Expense: uniforms, supplies, training, travel, office expenses etc.
  - d.** Fees: administrative fees, management fee, Total

## Section Seven COSTING METHODOLOGY

1. **Cost Proposal:** The Contract cost for the initial year is **\$2,788,787.35**, includes the following cost items: Personnel costs/Labor Costs (salaries, wages and benefits); Parts/supplies/outside services; Overhead expenses and Management Fees.
2. **Labor Costs:** Personnel costs will include wages, salaries, fringe benefits, payroll taxes, and mechanic and management costs.
3. **Parts/Supplies/Outside Services:** The Contractor will charge the Government for parts, supplies and outside services as the items or services are used, as reflected in the Contractor's repair orders without any markup.
4. **Over-head Expenses:** Overhead expenses will include such items as office supplies, uniforms, bonding costs, copying costs and insurance. All over-head expenses will be calculated as they are expected to incur monthly at the Contractors net cost without any markup. These Other Direct Cost charges are to be detailed in a monthly report.
5. **Administrative Costs and Management Fees:** Line items in the approved budget for administrative costs and management fees will be charged to the Government for each accounting period on a pro rata basis. These items will not be subject to documentation in the monthly invoice, but are expected to be listed separately in the proposal.
6. **Cost Incentives:** In addition to the Contractors cost and fee, the Contractor may receive 50 percent of any aggregate annual savings for the Government on the Contract cost for each fiscal year. Aggregate annual savings shall be defined as the difference between a lower twelve (12) month actual cost to the Government and the amount of the Contract cost. Aggregate costs that exceed the maximum amount of 100 percent of the operating Contract shall be borne totally by the Contractor.
7. **ADDITIONAL COSTS:** The approved budget shall include the Contract cost as adjusted in accordance with the additional cost items described herein.
8. **Capital Expenditures:** Any and all Government-approved capital expenditures of the Contractor for equipment or other capitalized items (i.e., computers, printers, engine analyzer), in connection with the services and work to be provided by the Contractor hereunder, shall not be included in the approved Contract cost, but such expenditures shall be depreciated over the terms of the Contract.
9. **Directed Work:** Government approved overtime and material cost incurred by the Contractor in performance of emergency or other directed work shall not be included in the approved Contract cost, pursuant to the terms of the Contract, unless otherwise noted herein. The Government will not approve or reimburse the Contractor for overtime charges for work included in the Contract cost.
10. **Transition Costs:** The Government will NOT approve or reimburse the Contractor for items related to transition costs. The Contractor will accept the Government's fleet "as-is".
11. **ADJUSTMENTS TO THE APPROVED BUDGET: any adjustments to the approved "fixed price" (Contract cost) will require approval by the Augusta Commission.**
12. **Unusual Costs:** The Contractor may request the Government for an adjustment to the approved budget at reasonable times based on unusual changes in the Contractor's cost of doing business. For purposes of this Section, "Unusual Changes" shall mean items not covered by this Agreement, which occur through no fault of the Contractor, the term shall not include price increases arising in the ordinary course of business. The amount of any adjustment pursuant to this paragraph shall be determined by mutual agreement.
13. **Annual Adjustments:** The Contract base cost, approved budget, including the Contractors fee may be adjusted for any subsequent years of the Contract in accordance with the Annual Meeting. During

the Annual Meeting between the Government and the Contractor, the Contractor's performance will be reviewed. The Government will present a report card that includes the Government's assessment of Contractor performance in the areas of fleet maintenance, operations, cost/performance, Contract incentives, and other issues. The meeting shall also include a review of the Contractor's cost of doing business. Escalation of the approved budget for the ensuing year shall not exceed the Bureau of Labor Statistics – Consumer Price Index (CPI) for all urban consumers in the Transportation Category for Atlanta, Georgia for the most current year reporting period. Changes to the Contract resulting from the annual meeting shall be documented in an Agreement Amendment, subject to approval by the Augusta Commission.

**14. Changes in Fleet Size or Mix:** The Contract cost shall be adjusted to correspond to increases or decreases of at least five (5%) of the fleet. The Contractor and Fleet Manager shall negotiate the adjusted amount and the Fleet Manager will present the request to the Augusta Commission for approval.

**15. Funding:** The obligation of the Government for payment to the Contractor is limited to the availability of funds appropriated in a current fiscal period, and continuation of the Contract into a subsequent fiscal period is subject to appropriation of funds, unless authorized by law.

#### **CONTROLLING LAW**

The substantive law of Georgia shall govern the validity of this Agreement, its interpretation and performance, and any other claims related to it.

#### **VENUE**

All claims disputes and other matters in question between Augusta and the Contractor arising out of or relating to this Agreement, or breach thereof, shall be decided in the Superior Court of Richmond County, Georgia. The Contractor, by executing this Agreement, specifically consents to jurisdiction and venue in Richmond County and waives any right to contest the venue in the Superior Court of Richmond County, Georgia.

IN WITNESS WHEREOF Augusta, Georgia, acting by and through the Augusta Commission and the Contractor have affixed their signatures as of the date indicated below.

| <b>AUGUSTA</b>                       | <b>FIRST VEHICLE SERVICES, INC.</b>   |
|--------------------------------------|---------------------------------------|
| Signature _____                      | Signature _____                       |
| Name: <u>Hardie Davis, Jr.</u>       | Name: <u>Steve Breeden</u>            |
| Title: <u>Mayor</u>                  | Title: <u>Regional Vice President</u> |
| Date: _____                          | Date: _____                           |
| Attest: _____<br>Clerk of Commission | Attest: _____                         |

## Request for Proposal

Request for Proposals will be received at this office until Tuesday, October 16, 2018 @ 3:00 p.m. for furnishing:

**RFP Item # 19-225 Fleet Management Services for Augusta, GA – Central Services Fleet Maintenance**

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.

**Mandatory Pre Proposal/Telephone Conference will be held on Thursday, September 27, 2018, @ 3:00 p.m. in the Procurement Department, 535 Telfair Street, Room 605. If you choose to teleconference there is a \$35.00 fee. Make the \$35.00 check payable to “Augusta Georgia Commission” and mail to Geri A. Sams, Director Augusta Procurement Department 535 Telfair Street - Room 605 Augusta, Georgia 30901. A Site Visit to follow.**

**All questions must be submitted in writing by fax to 706 821-2811 or by email to [procbidandcontract@augustaga.gov](mailto:procbidandcontract@augustaga.gov) to the office of the Procurement Department by Friday, September 28, 2018, @ 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). **A 10% Bid bond is required to be submitted along with the bidders’ qualifications; a 100% performance bond and payment bond will be required for award.**

***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 their 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](mailto:procbidandcontract@augustaga.gov)**

GERI A. SAMS, Procurement Director

Publish:

|                   |                                      |
|-------------------|--------------------------------------|
| Augusta Chronicle | August 30, September 6, 13, 20, 2018 |
| Metro Courier     | August 30, 2018                      |



**RFP Item #19-225**  
**Fleet Management Services**  
**for Augusta, Georgia -Central Services-Fleet Maintenance**  
**RFP Date: Tuesday, October 16, 2018 @ 3:00 p.m.**

**Total Number Specifications Mailed Out: 24**  
**Total Number Specifications Download (Demandstar): 36**  
**Total Electronic Notifications (Demandstar): 6**  
**Mandatory Pre-Proposal/Telephone Conference Attendees: 4**  
**Total packages submitted: 2**  
**Total Noncompliant: 2**

| VENDORS                                                                          | Attachment<br>"B" | E-Verify # | Addendum<br>1 | SAVE<br>Form | Original | 7<br>Copies | Fee<br>Proposal | Compliance<br>Review Goal<br>10% |
|----------------------------------------------------------------------------------|-------------------|------------|---------------|--------------|----------|-------------|-----------------|----------------------------------|
| VECTOR FLEET MANAGEMENT<br>9300 HARRIS CORNERS PKWY<br>CHARLOTTE, NC 28269       | Yes               | 699145     | Yes           | Yes          | Yes      | Yes         | Yes             | YES                              |
| FIRST VEHICLE SERVICES<br>600 VINE STREET,<br>SUITE 1400<br>CINCINNATI, OH 45202 | Yes               | 51762      | Yes           | Yes          | Yes      | Yes         | Yes             | YES                              |



# 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  
THRU:  Takiyah A. Douse, Director, Central Services Department  
FROM: Ron Crowden, Fleet Manager, Central Services Department  
RE: Committee Recommendation 19-225 Fleet Management Services  
DATE: December 19, 2018

---

The Evaluation Committee for RFP 19-225, Fleet Maintenance Services, met on Monday November 5, 2018 to evaluate submitted vendor proposals. The revised pricing proposal submitted on December 18, 2018 for Fleet maintenance and Environmental Services Department parts markup is accepted by the committee. After review and negotiations, the committee would like to recommend First Vehicle Services as the vendor of choice.

Cc: Nancy Williams



**RFP Item #19-225**  
**Fleet Management Services**  
**for Augusta, Georgia -Central Services-Fleet Maintenance**  
**Evaluation Meeting: Monday, November 5, 2018 @ 3:00 p.m.**

**Vendors**

VECTOR FLEET  
MANAGEMENT  
9300 HARRIS CORNERS  
PKWY  
CHARLOTTE, NC  
28269

FIRST VEHICLE SERVICES  
600 Vine Street,  
Suite 1400  
Cincinnati, OH 45202

VECTOR FLEET  
MANAGEMENT  
9300 HARRIS CORNERS  
PKWY  
CHARLOTTE, NC  
28269

FIRST VEHICLE SERVICES  
600 Vine Street,  
Suite 1400  
Cincinnati, OH 45202

**Phase 1**

**Ranking of 0-5 (Enter a number value)**

**Weighted Scores**

| <b>Evaluation Criteria</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Ranking</b> | <b>Points</b> | <b>Scale 0 (Low) to 5 (High)</b> |             |              |              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------|----------------------------------|-------------|--------------|--------------|
| 1. Completeness of Response<br>• Package submitted by the deadline<br>• Package is complete (includes requested information as required per this solicitation)<br>• Attachment B is complete, signed and notarized                                                                                                                                                                                                                                                                                    | N/A            | Pass/Fail     | PASS                             | PASS        | PASS         | PASS         |
| 2. Proposals & Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | (0-5)          | 20            | 3.4                              | 4.4         | 68.6         | 88.6         |
| 3. Organization & Approach                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | (0-5)          | 15            | 3.9                              | 4.7         | 57.9         | 70.7         |
| 4. Scope of Services<br>• Proposals should address, in narrative form, their approach to preventive maintenance, proactive and reactive remedial repairs.<br>• Proposals should address their process for subcontracting specialty work described in the RFP. This is work not done by the contractor personnel directly. Indicate what specialty work the contractor might be subcontracting.<br>• Proposals should address how the contractor will maximize the vehicle and equipment availability. | (0-5)          | 20            | 4.0                              | 4.4         | 80.0         | 88.6         |
| 5. Financial Statements                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | (0-5)          | 5             | 4.1                              | 4.1         | 20.7         | 20.7         |
| 6. References                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | (0-5)          | 5             | 3.9                              | 4.1         | 19.3         | 20.7         |
| <b>7. Proximity to Area (only choose 1 line according to location of the company - enter the ranking value for the one line only)</b>                                                                                                                                                                                                                                                                                                                                                                 |                |               |                                  |             |              |              |
| Within Richmond County                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 5              | 10            |                                  |             | 0            | 0            |
| Within CSRA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 5              | 6             |                                  |             | 0            | 0            |
| Within Georgia                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 5              | 4             |                                  |             | 0            | 0            |
| Within SE United States (includes AL, TN, NC, SC, FL)                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 5              | 2             | 5                                |             | 10           | 0            |
| • All Others                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 5              | 1             |                                  | 5           | 0            | 5            |
| <b>Phase 1 Total - (Total Maximum Ranking 75 - Maximum Weighted Total Possible 425)</b>                                                                                                                                                                                                                                                                                                                                                                                                               |                | <b>75</b>     | <b>20.1</b>                      | <b>22.7</b> | <b>256.4</b> | <b>294.3</b> |
| <b>Phase 2 (Option - Numbers 8-9)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                |               |                                  |             |              |              |
| 8. Presentation by Team                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | (0-5)          | 10            | 3.7                              | 4.5         | 36.7         | 45.0         |
| 9. Q&A Response to Panel Questions                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | (0-5)          | 5             | 4.0                              | 4.7         | 20.0         | 23.3         |
| <b>10. Cost/Fee Proposal Consideration (only choose 1 line according to dollar value of the proposal in relation to all fee proposals - enter the point value for the one line only)</b>                                                                                                                                                                                                                                                                                                              |                |               |                                  |             |              |              |
| Within Richmond County                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 5              | 10            |                                  | 5           | 0            | 50           |
| Within CSRA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 5              | 6             | 5                                |             | 30           | 0            |
| Within Georgia                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 5              | 4             |                                  |             | 0            | 0            |
| Within SE United States (includes AL, TN, NC, SC, FL)                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 5              | 2             |                                  |             | 0            | 0            |
| • All Others                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 5              | 1             |                                  |             | 0            | 0            |
| <b>Total Phase 2 (Total Possible Maximum Ranking 25 Maximum Weighted Total Possible 125)</b>                                                                                                                                                                                                                                                                                                                                                                                                          |                | <b>25</b>     | <b>12.7</b>                      | <b>9.2</b>  | <b>86.7</b>  | <b>68.3</b>  |
| <b>Total (Total Possible Score 500)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                |               |                                  |             |              |              |
| <b>Total Cumulative Score (Maximum point is 500)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                |               | <b>32.8</b>                      | <b>31.9</b> | <b>343.1</b> | <b>362.6</b> |

**Internal Use Only**

Evaluator: Cumulative Date: 11/5/18

Item # 1

Procurement Department Representative: Nancy Williams

Procurement Department Completion Date: 11/5/18

## Planholders List - DemandStar

Page 1 of 1

User: Williams, Nancy

Organization:

City of Augusta, GA (Augusta Commission)

Logout



My DemandStar

Buyers

Account Info

FAQs

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

## Planholders List

Member Name City of Augusta, GA (Augusta Commission)

Bid Number RFP-19-225-2-2018/nw

Bid Name Fleet Management Services

2 Document(s) found for this bid

6 Planholder(s) found.

Add Planholder

| Supplier Name ▲               | Phone      | Fax        | Doc Count | Attributes        | Programs | Actions   |
|-------------------------------|------------|------------|-----------|-------------------|----------|-----------|
| A Lustrous Finish Mobile Wash | 7062543905 |            | 1         |                   |          | Documents |
| Enterprise Fleet Management   | 3142744194 |            | 1         |                   |          | Documents |
| Fleet Analytics, LLC          | 7703290847 |            | 2         |                   |          | Documents |
| Merchants Fleet Management    | 7178700431 | 7179185781 | 1         |                   |          | Documents |
| South American Jets           | 7869251872 |            | 1         | 1. Small Business |          | Documents |
| Vector Fleet                  | 7045972258 | 7049219088 | 1         |                   |          | Documents |

Page 1 of 1

Format for Printing  ▼


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Item # 1

**ALL STAR FLEET SERVICE, LLC**  
**SUITE 380**  
**4800 OVERTON PLAZA**  
**FORT WORTH, TEXAS 7109**  
**RETURNED MAIL**

**MERCHANTS FLEET MANAGEMENT**  
**ATTN: LISA CARTER**  
**13648 DODSWORTH DRIVE**  
**BRISTOW, VA 20136**

**VECTOR FLEET**  
**ATTN: ROB LOVI**  
**9300 HARRIS CORNERS PKWY.,**  
**SUITE 170**  
**CHARLOTTE, NC 28269**

**SHENANDOAH FLEET**  
**ATTN: KRISTAL BREEDEN**  
**P. O. BOX 3121**  
**WARRENTON, VA 20188**

**MANAGEMENT PARTNERS**  
**ATTN: SARAH KINGS**  
**1730 MADISON ROAD**  
**CINCINNATI, OH 45206**

**FIRST VEHICLE SERVICES**  
**ATTN: STEVE BREEDEN**  
**3009 PAMOLICO HIGHWAY**  
**FLORENCE, SC 29505**

**PENSKE TRUCK LEASING**  
**4310 PIO NONO AVENUE**  
**MACON, GA 31206**

**FIRST VEHICLE SERVICES**  
**ATTN: MATT BEAN**  
**1568 BROAD STREET**  
**AUGUSTA, GA 30904**

**SERCO GROUP, INC.**  
**ATTN: ALLAN HILL**  
**20 E. CLEMENTON ROAD**  
**SUITE 102 SOUTH**  
**GIBBSBORO, NJ 08026****RETURNED MAIL**

**JOHNSON MOTOR COMPANY**  
**ATTN: ALLAN POLE**  
**122 WALTON WAY**  
**AUGUSTA, GA 30901**

**Takiyah Douse**  
**Central Services Department**

**Ron Crowden**  
**Central Services Department-Fleet**  
**Management Division**

**Anthony Sebex**  
**Central Services Department-Fleet**  
**Management Division**

**Kellie Irving**  
**Compliance Department**

**RFP Item #19-225**  
**Fleet Management Services**  
**For Central Services Department-Fleet**  
**Management Division**  
**Mailed AUGUST 30, 2018**

**RFP Item #19-225**  
**Fleet Management Services**  
**For Central Services Department-Fleet**  
**Management Division**  
**RFP Due: Wed 10/16/18 @ 3:00 P.M.**

## 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.



**Administrative Services Committee Meeting**  
**1/8/2019 1:10 PM**  
**Facility Dedication Plaque Text**

---

**Department:** Central Services

**Presenter:** Takiyah A. Douse

**Caption:** Approve the proposed drafts of the dedication plaques for the following projects:

- Maxwell Library Renovations
- Reynolds Street Pedestrian Bridge
- Augusta Records Retention Center Annex
- Augusta Public Transit Operations and Maintenance Facility
- Augusta Wellness Center

**Background:** In accordance with the recently approved Building Dedication Plaque and Commemorative Marker policy, the attached draft plaque wording represents projects that have recently been completed, or are currently under construction and nearing completion. We recommend casting the Maxwell Library plaque in bronze, which is consistent with the existing building plaque from 1972, and all other plaques in aluminum. The Municipal Building plaque and Public Defender plaques are both aluminum.

**Analysis:** The Maxwell Library plaque will be installed next to the original plaque, formerly in place. For new installations, the plaque will be installed near the entrance.

**Financial Impact:** Maxwell Plaque \$3,000 Estimated Aluminum plaques \$2,000

**Alternatives:** 1. Approve the proposed drafts of the dedication plaques for the listed projects. 2. Do not approve the plaque wording

Cover Memo

Item # 2

**Recommendation:** Approve the proposed drafts of the dedication plaques for the listed projects.

**Funds are  
Available in the  
Following  
Accounts:** Various project budgets

**REVIEWED AND APPROVED BY:**

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

---

# JEFF MAXWELL LIBRARY- RENOVATIONS 2019

**MAYOR**

HARDIE DAVIS, JR.

**ADMINISTRATOR**

JANICE ALLEN JACKSON

**AUGUSTA COMMISSION**

|            |                              |             |                                  |
|------------|------------------------------|-------------|----------------------------------|
| DISTRICT 1 | WILLIAM FENNOY               | DISTRICT 6  | BEN HASAN                        |
| DISTRICT 2 | DENNIS WILLIAMS              | DISTRICT 7  | SEAN FRANTOM                     |
| DISTRICT 3 | MARY DAVIS, MAYOR PRO TEM    | DISTRICT 8  | WAYNE GUILFOYLE, BRANDON GARRETT |
| DISTRICT 4 | SAMMIE SIAS                  | DISTRICT 9  | MARION WILLIAMS                  |
| DISTRICT 5 | ANDREW JEFFERSON, JOHNNY FEW | DISTRICT 10 | GRADY SMITH, JOHN CLARKE         |

LENA BONNER - CLERK OF COMMISSION

**AUGUSTA-RICHMOND COUNTY PUBLIC LIBRARY SYSTEM BOARD OF TRUSTEES**

**CONSTRUCTION MANAGEMENT**

|                   |                    |                   |
|-------------------|--------------------|-------------------|
| MARIAN T. BROWN   | ROY JONES          | DAVID SCOTT       |
| BILL FENNOY       | SUE PITTMAN        | BEVERLY M. TARVER |
| BEATRICE F. GREEN | GWENDOLYN ROUNTREE | RONIC WEST        |
| LILLIE HAMILTON   | STEVE SANDERS      | PHILLIP WILLIAMS  |

CENTRAL SERVICES DEPARTMENT  
TAKIYAH A. DOUSE - DIRECTOR  
RICK ACREE - PROJECT MANAGER

FUNDED BY SPECIAL PURPOSE LOCAL OPTION SALES TAX

LAVENDER & ASSOCIATES, INC. - GENERAL CONTRACTOR

McMILLAN, PAZDAN, SMITH ARCHITECTURE - ARCHITECT



# REYNOLDS STREET PEDESTRIAN BRIDGE 2019

**MAYOR**  
**HARDIE DAVIS, JR.**

**AUGUSTA COMMISSION**

|            |                              |             |                                  |
|------------|------------------------------|-------------|----------------------------------|
| DISTRICT 1 | WILLIAM FENNOY               | DISTRICT 6  | BEN HASAN                        |
| DISTRICT 2 | DENNIS WILLIAMS              | DISTRICT 7  | SEAN FRANTOM                     |
| DISTRICT 3 | MARY DAVIS, MAYOR PRO TEM    | DISTRICT 8  | WAYNE GUILFOYLE, BRANDON GARRETT |
| DISTRICT 4 | SAMMIE SIAS                  | DISTRICT 9  | MARION WILLIAMS                  |
| DISTRICT 5 | ANDREW JEFFERSON, JOHNNY FEW | DISTRICT 10 | GRADY SMITH, JOHN CLARKE         |

LENA BONNER - CLERK OF COMMISSION

**ADMINISTRATOR**  
JANICE ALLEN JACKSON

**CONSTRUCTION MANAGEMENT**  
AUGUSTA CENTRAL SERVICES DEPARTMENT  
TAKIYAH A. DOUSE - DIRECTOR  
RICK ACREE - PROJECT MANAGER

FUNDED BY SPECIAL PURPOSE LOCAL OPTION SALES TAX

R. W. ALLEN & ASSOCIATES, INC. - GENERAL CONTRACTOR  
STUDIO 3 DESIGN GROUP, P.C. - ARCHITECT



CENTRAL SERVICES DEPARTMENT RECORDS RETENTION DIVISION 2018

MAYOR

HARDIE DAVIS, JR.

AUGUSTA COMMISSION

DISTRICT 1 WILLIAM FENNOY

DISTRICT 2 DENNIS WILLIAMS

DISTRICT 3 MARY DAVIS, MAYOR PRO TEM

DISTRICT 4 SAMMIE SIAS

DISTRICT 5 ANDREW JEFFERSON, JOHNNY FEW

DISTRICT 6 BEN HASAN

DISTRICT 7 SEAN FRANTOM

DISTRICT 8 WAYNE GUILFOYLE, BRANDON GARRETT

DISTRICT 9 MARION WILLIAMS

DISTRICT 10 GRADY SMITH, JOHN CLARKE

LENA BONNER - CLERK OF COMMISSION

ADMINISTRATOR

JANICE ALLEN JACKSON

CONSTRUCTION MANAGEMENT

CENTRAL SERVICES DEPARTMENT

TAKIYAH A. DOUSE: DIRECTOR

RICK ACREE: PROJECT MANAGER

FUNDED BY SPECIAL PURPOSE LOCAL OPTION SALES TAX

CONTRACT MANAGEMENT, INC. - GENERAL CONTRACTOR

CHRISTOPHER BOOKER & ASSOCIATES, PC - ARCHITECT



# AUGUSTA PUBLIC TRANSIT OPERATIONS AND MAINTENANCE FACILITY 2019

## MAYOR

HARDIE DAVIS, JR.

## AUGUSTA COMMISSION

DISTRICT 1 WILLIAM FENNOY

DISTRICT 2 DENNIS WILLIAMS

DISTRICT 3 MARY DAVIS, MAYOR PRO TEM

DISTRICT 4 SAMMIE SIAS

DISTRICT 5 ANDREW JEFFERSON, JOHNNY FEW

DISTRICT 6 BEN HASAN

DISTRICT 7 SEAN FRANTOM

DISTRICT 8 WAYNE GUILFOYLE, BRANDON GARRETT

DISTRICT 9 MARION WILLIAMS

DISTRICT 10 GRADY SMITH, JOHN CLARKE

LENA BONNER - CLERK OF COMMISSION

## ADMINISTRATOR

JANICE ALLEN JACKSON

## CONSTRUCTION PROJECT MANAGER

SKANSKA USA BUILDING INC

## CENTRAL SERVICES DEPARTMENT

TAKIYAH A. DOUSE - DIRECTOR

RICK ACREE - PROJECT MANAGER

FUNDED BY SPECIAL PURPOSE LOCAL OPTION SALES TAX

REEVES YOUNG LLC - GENERAL CONTRACTORS

WENDEL COMPANIES - ARCHITECT



# AUGUSTA WELLNESS CENTER 2019

**MAYOR**  
**HARDIE DAVIS, JR.**

**AUGUSTA COMMISSION**

|            |                              |             |                                  |
|------------|------------------------------|-------------|----------------------------------|
| DISTRICT 1 | WILLIAM FENNOY               | DISTRICT 6  | BEN HASAN                        |
| DISTRICT 2 | DENNIS WILLIAMS              | DISTRICT 7  | SEAN FRANTOM                     |
| DISTRICT 3 | MARY DAVIS, MAYOR PRO TEM    | DISTRICT 8  | WAYNE GUILFOYLE, BRANDON GARRETT |
| DISTRICT 4 | SAMMIE SIAS                  | DISTRICT 9  | MARION WILLIAMS                  |
| DISTRICT 5 | ANDREW JEFFERSON, JOHNNY FEW | DISTRICT 10 | GRADY SMITH, JOHN CLARKE         |

LENA BONNER - CLERK OF COMMISSION

**ADMINISTRATOR**  
JANICE ALLEN JACKSON

**CONSTRUCTION MANAGEMENT**  
CENTRAL SERVICES DEPARTMENT  
TAKIYAH A. DOUSE- DIRECTOR  
RICK ACREE- PROJECT MANAGER

FUNDED BY SPECIAL PURPOSE LOCAL OPTION SALES TAX

CONTRACT MANAGEMENT INC. - GENERAL CONTRACTOR  
AUGUSTA CENTRAL SERVICES DEPARTMENT - ARCHITECT



# JEFF MAXWELL LIBRARY

A BRANCH OF THE AUGUSTA - RICHMOND COUNTY PUBLIC LIBRARY

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COUNTY TAX FUNDS, AND  
FEDERAL LSCA TITLE I FUNDS

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BOARD OF COMMISSIONERS OF ROADS  
AND REVENUES OF RICHMOND COUNTY  
DR. RICHARD R. CLIFFORD  
EDWARD M. MCINTYRE  
DONALD C. NEAL  
FRANK TROUTMAN, JR.  
MADISON T. WOOD

BOARD OF DIRECTORS OF  
THE AUGUSTA - RICHMOND  
COUNTY PUBLIC LIBRARY

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GEORGE W. FISHER

WILLIAM M. FORCE, JR.

ALBERT V. GARY

AL C. IRBY

MRS. CARRIE MAY

DONALD C. NEAL

GWINN H. NIXON

WALTER SCHLAPP

EDWIN J. WADE

JEAN D. COCHRAN, DIRECTOR  
AUGUSTA REGIONAL LIBRARY



**Administrative Services Committee Meeting**  
**1/8/2019 1:10 PM**  
**FY2019 HCD Agreements/Contracts Authorization Procedure**

---

**Department:** Housing & Community Development

**Presenter:** Hawthorne Welcher, Jr. .

**Caption:** Motion to approve Housing and Community Development Department's (HCD's) contract procedural process relative to authorization of agreements/contracts/HUD forms for the various federal programs administered by the Department for program/calendar year 2019.

**Background:** Each year the Augusta, Georgia receives Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), HOME Investment Partnerships (HOME) and Housing Opportunities for Persons with AIDS (HOPWA) funds from the U.S. Department of Housing & Urban Development (HUD). These funds are used to fund agencies and projects to assist low-income persons and revitalize low-income neighborhoods. The Housing and Community Development (HCD) Department annually solicits for proposals from agencies and develops CDBG, ESG, HOME and HOPWA budgets which are incorporated into the City's Annual Action Plan. For Fiscal Year 2019, the Action Plan contains thirty-two (32) projects. To carry out these projects, HUD requires the City to have agreements with the agencies carrying out the activities described in the Annual Action Plan. Getting these agreements and contracts executed by all parties is time sensitive; potentially preventing HCD from proceeding with the projects and expending funds annually per federal regulatory requirements outlined by HUD by October 30th. To facilitate the execution of agreements/contract process, we are proposing the following Agreement/Contract procedural process: a) Once the Consolidated Plan/Annual Action Plan is approved by the Augusta, GA Commission, Mayor will be given authorization to execute all necessary Grant Agreements relative to the approved Consolidated Plan/Annual Action Plan as required by HUD. The Mayor, Administrator and Director of HCD will be given authorization to execute all the necessary agency grant agreements and construction contracts required to implement the

Cover Memo  
Item # 3

Consolidated Plan/Annual Action Plan as approved by the Commission. All such documents must require signatures by all three (3) parties. Additionally, some HUD forms and banking documents only require a single authorized official signature. These documents, specifically a) Forms HUD-7082, b) HUD-40093, and also should include c) Down-Payment Assistance commitments for homebuyer activities, shall be authorized for execution by the Mayor.

**Analysis:** The current process was approved initially by the Augusta Commission on December 19, 2017 (for 2018), and has worked well. Thus, we seek your approval to continue in program/calendar year 2019. This procedural process is submitted to the Augusta, GA Commission annually (for potential approval), and has been used/approved since 2013.

**Financial Impact:** The City receives funding from the US Housing and Urban Development Department on an annual basis. Last year's HUD agreements granted the City the use of CDBG funds in the amount of \$1,773,043, HOME Investment Partnership funds in the amount of \$992,568, Emergency Solutions Grant funds in the amount of \$148,479, and Housing Opportunities for Persons with AIDS funds in the amount of \$1,059,712.

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

**Recommendation:** Motion to approve HCD's procedural process relative to authorization of agreements/contracts/HUD forms for the various federal programs administered for program/calendar Year 2019

**Funds are Available in the Following Accounts:** Housing and Urban Development (HUD): Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), HOME Investment Partnership Grant (HOME) and, Housing Opportunities for Persons with AIDS (HOPWA) funds.

**REVIEWED AND APPROVED BY:**



**Administrative Services Committee Meeting**  
**1/8/2019 1:10 PM**  
**Laney Walker/Bethlehem Revitalization Project\_2019 Contract Process**

---

**Department:** Housing & Community Development

**Presenter:**

**Caption:** Motion to **approve** Housing and Community Development Department's (HCD's) procedural process relative to agreements/contracts/task orders for the Laney Walker/Bethlehem Revitalization Project (for calendar year 2019). (**Approved by Administrative Services Committee December 11, 2018 - referred from December 18 Commission meeting**)

**Background:** In 2008, the Augusta Commission passed legislation supporting community development in Laney Walker/Bethlehem. Since that time, the Augusta Housing & Community Development Department has developed a master plan and development guidelines for the area, set up financial incentive programs for developers and home buyers, selected a team of development partners to focus on catalytic change, and created a marketing strategy to promote the overall effort. The day to day management of the Laney Walker/Bethlehem Revitalization Project requires that the Housing and Community Development (HCD) Department have the ability to make deliberate, but timely, decisions to keep this project moving. If the approval of each construction contract required Commission approval, it would be extremely difficult to meet the respective timelines established by the purchase agreement. In addition, a Commission approval requirement would require public disclosure of the purchaser's name which could significantly chill sales. Failure to make decisions on the selection of approved builders, architects, engineer, etc. affects our ability to initiate the construction start of new projects, impact the cost of construction interest on each project during the construction period, and directly impacts our ability to place new housing units under contract, and close on the sale of homes in a timely manner. To facilitate the execution of agreements/contracts/task orders with builders, developers, architects, etc. that have been approved through the City's Procurement Department, we are

Cover Memo  
Item # 4

proposing for the calendar year 2019 the following: a) Housing and Community Development (HCD) Department's procedural process for the use of Laney Walker-Bethlehem Revitalization Project funds enable the Mayor, Administrator and HCD Director to execute all contracts, agreements and task orders required to develop single-family/multi-family residences for sale/rent/other within the limits of the budget approved by the Urban Redevelopment Agency. b)The disposition of any land for use other than residential would need the consent of the Augusta-Richmond County Commission via legal session.

|                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Analysis:</b>                                      | Approval of the proposed procedural process will enable continued redevelopment of the Laney Walker/Bethlehem neighborhoods in a timely manner and allow HCD, through partnerships, to keep pace with market demands. The current process was approved by the Augusta Commission on February 6, 2018 (for 2018), and has worked well. Thus, we seek your approval to continue in program/calendar year 2019. This procedural process is submitted to the Augusta, GA Commission annually (for potential approval), and has been used/approved since 2013. |
| <b>Financial Impact:</b>                              | Not Applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Alternatives:</b>                                  | Do not approve the current HCD Laney Walker/Bethlehem Revitalization Project agreement / contract / task order procedural process as presented.                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Recommendation:</b>                                | Approve procedural process relative to the authorization of the Laney Walker-Bethlehem Revitalization Project funds to enable the Mayor, Administrator and HCD Director to execute all contracts, agreements and task orders required to develop single-family/multi-family residences for sale/rental/other, noting that the disposition of any land for use other than residential would require the consent of the Augusta-Richmond County Commission via legal session (for calendar year 2019).                                                      |
| <b>Funds are Available in the Following Accounts:</b> | Laney Walker/Bethlehem Bond Funds is the primary funding source for most Laney Walker/Bethlehem Revitalization Projects.                                                                                                                                                                                                                                                                                                                                                                                                                                  |

**REVIEWED AND APPROVED BY:**



**Administrative Services Committee Meeting  
1/8/2019 1:10 PM  
Minutes**

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**Department:**

**Presenter:**

**Caption:** Motion to approve the minutes of the Administrative Services Committee held on December 11, 2018.

**Background:**

**Analysis:**

**Financial Impact:**

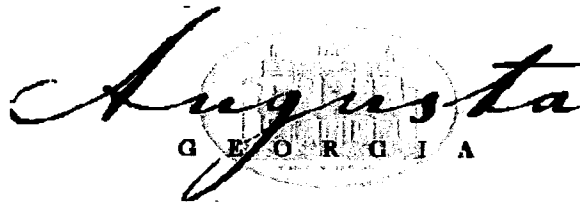
**Alternatives:**

**Recommendation:**

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

**REVIEWED AND APPROVED BY:**

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## Administrative Services Committee Meeting Commission Chamber - 12/11/2018

### ATTENDANCE:

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

### ADMINISTRATIVE SERVICES

1. Consider a request from Augusta-CSRA Vietnam War Veterans Memorial Initiative to erect a memorial in the median of Broad Street, in Olde Town, between the 3rd and 4th Street intersections. **Item Action:**  
Approved

#### Motions

| Motion Type | Motion Text                              | Made By                         | Seconded By                | Motion Result |
|-------------|------------------------------------------|---------------------------------|----------------------------|---------------|
| Approve     | Motion to approve.<br>Motion Passes 3-0. | Commissioner<br>Dennis Williams | Commissioner<br>Mary Davis | Passes        |

2. Approve BCBS of Georgia Medicare Advantage PPO Renewal. **Item Action:**  
Approved

#### Motions

| Motion Type | Motion Text                              | Made By                    | Seconded By                     | Motion Result |
|-------------|------------------------------------------|----------------------------|---------------------------------|---------------|
| Approve     | Motion to approve.<br>Motion Passes 3-0. | Commissioner<br>Mary Davis | Commissioner<br>Dennis Williams | Passes        |

3. Approve the month-to-month billing with First Vehicle Services for Fleet Maintenance Services pending the recommendation from the evaluation committee. **Item Action:**  
Approved

**Motions**

| <b>Motion Type</b> | <b>Motion Text</b>                       | <b>Made By</b>          | <b>Seconded By</b>           | <b>Motion Result</b> |
|--------------------|------------------------------------------|-------------------------|------------------------------|----------------------|
| Approve            | Motion to approve.<br>Motion Passes 3-0. | Commissioner Mary Davis | Commissioner Dennis Williams | Passes               |

4. Motion to approve Housing and Community Development Department's (HCD's) contract procedural process relative to authorization of agreements/contracts/HUD forms for the various federal programs administered by the Department for program/calendar year 2019. **Item Action: Approved**

**Motions**

| <b>Motion Type</b> | <b>Motion Text</b>                                                          | <b>Made By</b>          | <b>Seconded By</b>           | <b>Motion Result</b> |
|--------------------|-----------------------------------------------------------------------------|-------------------------|------------------------------|----------------------|
| Approve            | Motion to approve receiving this item as information.<br>Motion Passes 3-0. | Commissioner Mary Davis | Commissioner Dennis Williams | Passes               |

5. Motion to approve Housing and Community Development Department's (HCD's) procedural process relative to agreements/contracts/task orders for the Laney Walker/Bethlehem Revitalization Project (for calendar year 2019). **Item Action: Approved**

**Motions**

| <b>Motion Type</b> | <b>Motion Text</b>                       | <b>Made By</b>               | <b>Seconded By</b>      | <b>Motion Result</b> |
|--------------------|------------------------------------------|------------------------------|-------------------------|----------------------|
| Approve            | Motion to approve.<br>Motion Passes 3-0. | Commissioner Dennis Williams | Commissioner Mary Davis | Passes               |

6. Motion to approve the minutes of the Administrative Services Committee held on November 27, 2018. **Item Action: Approved**

**Motions**

| <b>Motion Type</b> | <b>Motion Text</b>                       | <b>Made By</b>               | <b>Seconded By</b>      | <b>Motion Result</b> |
|--------------------|------------------------------------------|------------------------------|-------------------------|----------------------|
| Approve            | Motion to approve.<br>Motion Passes 3-0. | Commissioner Dennis Williams | Commissioner Mary Davis | Passes               |

7. Motion to Deny the Amended Protest of Williams Communications, Inc., regarding Request for Proposal (RFP) RFP Item 18-120 - 800 MHz Radio System for Augusta, Information Technology Department. Received through the office of Fleming & Nelson, LLP, Attorneys at Law on October 9, 2018 at 4:49 p.m. **Item Action:** Approved

### Motions

| Motion Type | Motion Text                                                                                    | Made By                      | Seconded By             | Motion Result |
|-------------|------------------------------------------------------------------------------------------------|------------------------------|-------------------------|---------------|
| Defer       | Motion to refer this item to the full Commission with no recommendation.<br>Motion Passes 3-0. | Commissioner Dennis Williams | Commissioner Mary Davis | Passes        |

8. Motion to approve renaming the Lake Olmstead Stadium- the Commissioner Andrew A. Jefferson Amphitheater. (Requested by Commissioner Bill Fennoy) **Item Action:** Disapproved

### Motions

| Motion Type | Motion Text                                                                                                                      | Seconded By                                             | Motion Result |
|-------------|----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|---------------|
| Approve     | Motion to approve receiving this item as information and have further discussion. Mr. D. Williams votes No.<br>Motion Fails 2-1. | Commissioner Mary Davis<br>Commissioner Marion Williams | Fails         |

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**Administrative Services Committee Meeting  
1/8/2019 1:10 PM**

**Motion to Deny the Protest and Appeal of Corizon Health 18-200 Inmate Medical Services**

---

**Department:** Procurement

**Presenter:** Geri Sams

**Caption:** Motion to Deny the Protest and Appeal of Corizon Health regarding RFP #18-200 Inmate Medical Services for the Sheriff's Office and RCCI.

**Background:** On Friday, September 28, 2018 the Procurement Department received five (5) submittals for RFP item #18-200 Inmate Medical Services for the Sheriff's Office and RCCI. A review of the submittals by the Procurements Department resulted in Corizon Health being non-compliant due to the fact that they did not acknowledge Addendum #4. A non-compliant letter was sent to Corizon Health on October 16, 2018. On October 18, 2018 Corizon submitted a protest letter. On October 26, 2018, Procurement denied the protest due to the following statement. The RFP clearly states that "...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. On November 1, 2018, Corizon Health submitted a request to appeal. A copy of the Tab Sheet is attached (Exhibit 1); Non-Compliant Letter to Corizon Health (Exhibit 2); Corizon Protest Letter (Exhibit 3); Procurement Response to the Protest (Exhibit 4); Corizon Health request to Appeal before the Augusta Commission (Exhibit 5).

**Analysis:**

**Financial Impact:**

**Alternatives:** Uphold the protest of Corizon Health, regarding RFP #18-200 Inmate Medical Services for Augusta, Georgia - Sheriff's Office and RCCI. Cover Memo  
Item # 6

**Recommendation:** To Deny the Protest and Appeal of Corizon Health regarding RFP #18-200 Inmate Medical Services for Augusta, Georgia - Sheriff's Office and RCCI.

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

**REVIEWED AND APPROVED BY:**

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

---

## EXHIBIT 1

OFFICIAL



**RFP Opening**  
**For RFP Item 18-200 Inmate Medical**  
**For Augusta, GA – Sheriff's Office and RCCI**  
**RFP Due: Friday, September 28, 2018 @ 11:00 a.m.**

**Total Number Specifications Mailed Out: 37**  
**Total Number Specifications Download (Demandstar): 278**  
**Total Electronic Notifications (Demandstar): 13**  
**Mandatory Pre-Qualifications Conference Attendees: 15**  
**Total Number Mailed to Local Vendors: 6**  
**Total packages submitted: 5**  
**Total Noncompliant: 3**

| <b>VENDORS</b>                                                                             | <b>Attachment<br/>"B"</b> | <b>E-Verify</b> | <b>Addendums<br/>1-4</b> | <b>SAVE<br/>Form</b> | <b>Original</b> | <b>12<br/>Copies</b> | <b>Fee<br/>Proposal</b> | <b>Compliance<br/>Review<br/>5%</b> |
|--------------------------------------------------------------------------------------------|---------------------------|-----------------|--------------------------|----------------------|-----------------|----------------------|-------------------------|-------------------------------------|
| <b>CORRECT CARE SOLUTIONS</b><br>1281 MURFREESBORO ROAD<br>SUITE 500<br>NASHVILLE TN 37217 | Yes                       | 860960          | Yes                      | Yes                  | Yes             | Yes                  | Yes                     | Yes                                 |
| <b>CENTURION</b><br>1593 SPRING HILL ROAD SUITE<br>600<br>VIENNA VA 22182                  | Yes                       | 467179          | Yes                      | Yes                  | Yes             | Yes                  | Yes                     | No                                  |
| <b>CORIZON CORRECTIONAL<br/>HEALTHCARE</b><br>103 POWELL COURT<br>BRENTWOOD TN 37027       | Yes                       | 184774          | No-Non-<br>Compliant     | Yes                  | Yes             | Yes                  | Yes                     |                                     |
| <b>SOUTHERN CORRECTIONAL<br/>MEDICINE</b><br>1718 REYNOLDS STREET<br>WAYCROSS GA 31501     | Yes                       | 659144          | Yes                      | Yes                  | Yes             | Yes                  | Yes                     | No                                  |
| <b>CORRECT HEALTH</b><br>3384 PEACHTREE ROAD NE STE<br>700<br>ATLANTA GA 30326             | Yes                       | 65870           | Yes                      | Yes                  | Yes             | Yes                  | Yes                     | Yes                                 |

Item # 6



*Procurement Department*

*Mrs. Geri Sams, Director*

Mailed/E-mailed (Marc.Fucci@corizonhealth.com)

October 16, 2018

Corizon Health, Inc.  
Attn: Mr. Marc Fucci  
103 Powell Court  
Brentwood, TN 37027

Ref: RFP Item #18-200-Inmate Medical Services  
For Augusta, GA – Sheriff's Department  
RFP Opening Date: Friday, September 28, 2018 @ 11:00 a.m.

Dear Mr. Fucci:

Thank you for your submittal in response to the above referenced RFP Item. After reviewing your submittal, it was noted that your company failed to acknowledge all of the Addendums 1-4. Acknowledgement of all Addenda was required at time of submittal from all participating vendors. We have included all corresponding forms from the specifications and forms submitted by your company for your review.

*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 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 RFP, 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 RFP number on the outside of the envelope.

In accordance to the RFP specifications and the Augusta, Georgia Code, your company's submittal was deemed as non-compliant.

I wish to call your attention to **Article 6 and Article 9 of the Augusta, Georgia Code**

#### **ARTICLE 6: PROCUREMENT SOURCE SELECTION METHODS AND CONTRACT AWARDS**

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

- (a) *Conditions for use. All contracts of Augusta, Georgia shall be awarded by competitive sealed bidding except as otherwise provided elsewhere in this article (see section 1-10-52-Sealed Proposals; 1-10-53-Professional Services; 1-10-54-Quotations; 1-10-56-Sole Source Procurement; and 1-10-57-Emergency Procurements, of this chapter).*
- (b) *Invitation for bids and specifications. An invitation for bids shall be issued by the Procurement Office and shall include specifications prepared in accordance with Article 4 (Product Specifications), and all contractual terms and conditions, applicable to the procurement. All specific requirements contained in the invitation to bid including, but not limited to, the number of copies needed, the timing of the submission, the required financial data, and any other requirements designated by the Procurement Department are considered material conditions of the bid, which are not waiveable or modifiable, by the Procurement Director. All requests to waive or modify any such material condition shall be submitted through the Procurement Director to the appropriate committee of the Augusta, Georgia Commission for approval by the Augusta, Georgia Commission.*

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

[www.augustaga.gov](http://www.augustaga.gov)

Register at [www.demandstar.com/supplier](http://www.demandstar.com/supplier) for automatic bid notification



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

**ARTICLE 9: APPEALS, PROTESTS AND REMEDIES:**Sec. 1-10-81 and Sec. 1-10-82. Procurement protests. Authority to Resolve Protested Solicitations and Awards.

- (a) **Right to Protest.** Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the Procurement Director.
- (b) **1-10-82. Filing of Protest.** Protests shall be made in writing to the Procurement Director and shall be filed in within five (5) business days after the protestor knows or should have known of the facts giving rise thereto. A protest is considered filed when received by the Procurement Department. **Protests filed after the five (5) day period shall not be considered and are deemed a failure on the part of the protestor to exhaust administrative remedies.**
- (c) **Stay of Procurements During Protests or Appeals.** In the event of a timely protest under section 1-10-82 of this Article, the Procurement Director shall not proceed further with the solicitation or with the award of the contract unless the Administrator, after consultation with the head of the using agency and General Counsel, makes determination that the award of the contract without delay is necessary to protect substantial interests of Augusta, Georgia. Such a determination may be made orally in a Committee Meeting, a Commission Meeting or may be provided to the protestor in writing.

Sec. 1-10-88 (Ordinance No. 7439 adopted November 19, 2013). Administrative Services Committee Hearing Procedures And Effect Of Failure To Appear At Hearing.

- (a) Protests appearing on the Administrative Services Committee shall be treated as any other Committee agenda item, except that the Protestor, or his or her representative, shall have the right to address the Committee and to present evidence in support of the protest for a maximum of ten (10) minutes. The Procurement Director and user department, or their representative, shall also have the opportunity to present evidence relating to the protest for a maximum of ten (10) minutes. The Chairman of the Administrative Services Committee may grant additional time equally to each party at his or her discretion.
- (b) After considering the evidence presented, the Administrative Services Committee shall make a recommendation to grant or deny the protest, or to send the item to the full Augusta, Georgia Commission without recommendation. Regardless of the action taken by the Committee, the protest shall be forwarded to the full Commission agenda for a final decision. The Clerk of Commission shall make an audio recording of the protest hearing and shall make such recording available to Commissioners within two (2) business days following the hearing.
- (c) **Procedure to Speak to Full Commission Regarding Protest.**  
A protestor seeking to speak to the full Commission regarding his or her protest must submit a request in writing, including his/her address and the name of the procurement being protested, no later than 5:00 p.m. on the Wednesday preceding the next regularly scheduled Commission meeting that follows the Administrative Services Committee protest hearing. Such request shall be provided to the Clerk of Commission with a copy to be provided to the Procurement Director. When the protest is heard by the Commission, the protestor and the Procurement Director shall each have five (5) minutes to summarize the arguments and evidence presented to the Administrative Services Committee. The Commission will not hold a new hearing and will not accept new evidence. If the protestor has not made a timely request to address the full Commission, the Commission may, at its discretion, dispose of the agenda item via the Consent Agenda.
- (d) **Effect of Failure to Appear at Hearing.** Failure on the part of the Protestor to appear before either the Administrative Services Committee or the full Augusta, Georgia Commission is considered an abandonment of their right to appeal and a failure on the part of the protestor to exhaust administrative remedies. The Procurement Director's decision is considered final and the award shall proceed accordingly. However, the Chairman of the Administrative Services Committee or the Mayor may, at his or her discretion, grant the Protestor one continuance to the next regularly scheduled Committee or

Item # 6

## EXHIBIT 2

Commission Meeting. Such continuance may only be granted during the Committee or Commission meeting and shall be recorded on the minutes of such meeting.

We would like to thank each of you for your interest in doing business with Augusta and look forward to your company participating in future projects. Any correspondence concerning this matter or questions concerning future procurements must be submitted via mail, fax or email as follows:

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

Or

Fax: 706-821-2811  
Email: [procbidandcontract@augustaga.gov](mailto:procbidandcontract@augustaga.gov)

Sincerely,



Geri A. Sams, Director  
Procurement Department

Attachments:

cc: Janice Allen Jackson, Administrator  
Richard Roundtree, Sheriff  
Robert Partain, Sheriff's Office

Item # 6

## Request for Proposal

Request for Proposals will be received at this office until Thursday, May 10, 2018 @ 3:00 p.m. for furnishing:

**RFP Item # 18-200      Inmate Medical Services – for Augusta, GA Sheriff's Office**

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

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

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

**Mandatory Pre Proposal/Telephone Conference** will be held on Tuesday, April 24, 2018, @ 1:00 p.m. in the Procurement Department, 535 Telfair Street, Room 605. If you choose to teleconference there is a \$35.00 fee. Make the \$35.00 check payable "Augusta Georgia Commission" and mail to Gerl A. Sams, Director Augusta Procurement Department 535 Telfair Street - Room 605 Augusta, Georgia 30901. A Site visit to follow.

All questions must be submitted in writing by fax to 706-821-2811 or by email to [procbidandcontract@augustaga.gov](mailto:procbidandcontract@augustaga.gov) to the office of the Procurement Department by Thursday, April 26, 2018, @ 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 vendor(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: Gerl A. Sams, Director of Procurement  
535 Telfair Street, Room 605  
Augusta, GA 30901  
Fax: 706-821-2811 or Email: [procbidandcontract@augustaga.gov](mailto:procbidandcontract@augustaga.gov)

GERL A. SAMS, Procurement Director

Publish:

|                   |                                 |
|-------------------|---------------------------------|
| Augusta Chronicle | March 29, April 5, 12, 19, 2018 |
| Metro Courier     | March 29, 2018                  |

|     |                      |                  |
|-----|----------------------|------------------|
| cc: | Janice Allen Jackson | Administrator    |
|     | Richard Roundtree    | Sheriff          |
|     | Robert Partain       | Sheriff's Office |

Revised: 2/17/2016



## **NOTICE TO ALL VENDORS**

**(PLEASE READ CAREFULLY)**

**ADHERE TO THE BELOW INSTRUCTIONS AND DO NOT SUBSTITUTE FORMS**

**PLEASE READ CAREFULLY:**

**Attachment B** is a consolidated document consisting of:

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

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

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

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

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

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

**Return Only If Applicable:**

1. The Exception Sheet (if applicable)
2. Local Vendor Registration (if applicable)

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

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

### **WARNING**

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

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

Proposals are publicly opened. It is your responsibility to ensure that your company has met the Specifications and Licenses' requirements prior to submitting a proposal.

Rev. 8/6/2015

Item # 6

## EXHIBIT 2

**Attachment B**

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

Augusta, Georgia Augusta Procurement Department

ATTN: Procurement Director

535 Telfair Street, Suite 605

Augusta, Georgia 30901

Name of Proponent: Corizon Health, Inc.

Street Address: 103 Powell Court

City, State, Zip Code: Brentwood, TN 37027

Phone: 615-660-6848

Fax: \_\_\_\_\_

Email: Marc.Fucci@corizonhealth.com

Do You Have A Business License? Yes: \_\_\_\_\_ No: X

Augusta, GA Business License # for your Company (**Must Provide**): Will provide upon award notification

Your State/Local Business License # for your Company (**Must Provide**): Not required

Utility Contractors License # (**Must Provide if applicable**):

**MUST BE LISTED ON FRONT OF ENVELOPE**

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

N/A

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

N/A

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

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

N/A

**Acknowledgement of Addenda:** (#1) X ; (#2) X ; (#3) X ; (#4) \_\_\_\_\_ ; (#5) \_\_\_\_\_ ; (#6) \_\_\_\_\_ ; (#7) \_\_\_\_\_ ; (#8) \_\_\_\_\_

**NOTE: CHECK APPROPRIATE BOX(ES) - ADD ADDITIONAL NUMBERS AS APPLICABLE**

**Statement of Non-Discrimination**

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

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

The undersigned further covenants and agrees not to engage in discriminatory conduct of any type against local small businesses, in conformity with the provisions set forth below. The undersigned further covenants that the signature of an officer of the proposer/contracting entity with the authority to bind the entity.

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

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

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

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

**Non-Collusion of Prime Proponent**

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

(a) The prices in the proposal have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.

(b) Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or to any competitor.

(c) No attempt has been made, or will be made, by the vendor to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition. Collusions and fraud in proposal preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

## EXHIBIT 2

**Conflict of Interest**

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

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

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

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

**Contractor Affidavit and Agreement**

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

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

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

<https://e-verify.uscis.gov/enroll/> and/or <http://www.dol.state.ga.us/pdf/rules/300-10-1.pdf>

**\*\*E-Verify \* User Identification Number (Company I.D.) 184774**

**NOTE:** E-VERIFY USER IDENTIFICATION NUMBER (COMPANY I.D.) MUST BE PROVIDED: IN ADDITION, THE RECOMMENDED AWARDED VENDOR WILL BE REQUIRED

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

Corizon Health, Inc.

Company Name

BY: Authorized Officer or Agent  
(Contractor Signature)

Marc Fucci, Chief Growth Officer

Title of Authorized Officer or Agent of Contractor

Marc Fucci

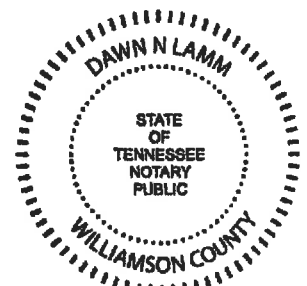
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE 25 DAY OF September, 2018

Notary Public

NOTARY SEAL

My Commission Expires: 7.26.21



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

REV. 2/17/2016



'18 OCT 22 AM 9:55

October 18, 2018

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

**Re: October 16, 2018 Letter of Non-Compliance related to Corizon Health's Response to RFP Item #18-200**

Dear Ms. Sams,

Corizon Health ("Corizon") is in receipt of your letter dated October 16, 2018, regarding Corizon's response to RFP Item #18-200 for Inmate Medical Services for Augusta, Georgia – Sheriff's Department. This letter serves as Corizon's appeal, pursuant to Article 9, Sections 1-10-81 and 82 of the Procurement Guidelines and Procedures, of the decision to declare our bid response as non-compliant, and therefore, ineligible for consideration as the provider of Inmate Medical Services pursuant to the RFP. As stated in your letter, Corizon made an error when it failed to acknowledge Addendum 4 in Attachment B of the RFP. However, for the reasons discussed below, Corizon does not believe that this simple clerical error should prohibit our RFP response from reaching the evaluation committee.

Article 6 of the Procurement Guidelines, cited in your letter, specifically addresses Procurement Source Selection Methods and Contract Awards. In that section, sealed bids are discussed as well as the correction and withdrawal of the same. In Section 1-10-50(h), Augusta allows a bidder to correct a mistake of a material term such as the bid price by showing by clear and convincing evidence that, it was, in fact, a clerical or calculation error. Conversely, in the present situation, a minor and arguably non-material mistake has been deemed incurable, and disqualifies and prohibits Corizon's response from reaching the evaluation committee. Such a result hardly seems fair and equitable in the procurement process, especially given that it is clear Corizon did in fact receive, review, and ask questions to the Procurement Office regarding Addendum 4.

With respect to Addendum 4, attached you will find the certified mail receipt of August 13, 2018; an email of August 23, 2018, in which the Procurement Office attached Addendum 4 and acknowledged delivery of a hardcopy to our offices on August 13<sup>th</sup>; and finally, an email to your office asking for clarification regarding claims data mentioned in previous communications from the Procurement Office, but ultimately not provided in Addendum 4.

Finally, by disqualifying Corizon Health for a non-material, non-substantive reason that is unrelated to the services that would be provided to the inmates in the custody of Augusta, GA, the evaluation committee, and ultimately the Sheriff is deprived of an opportunity to review and evaluate each bidder on the merits of their bid responses and exercise their judgment and discretion in choosing a medical service provider per the terms of the RFP.

For these reasons, Corizon Health respectfully asks that the Procurement Office reconsider and reverse its decision to deem Corizon Health "non-compliant" in its response to RFP Item #18-200, so that its bid response may be reviewed and appropriately evaluated by the Evaluation Committee tasked with selecting a medical services provider for Augusta, GA Sheriff's Department.

We thank you for your consideration of our request.

Item # 6

Page 2

Sincerely,



Jennifer Stradtman  
Director, Business Development  
Corizon Health  
103 Powell Court  
Brentwood, TN 37027

cc: Marc Fucci, SVP of Business Development and Chief Growth Officer

Enclosures

Item # 6

## EXHIBIT 3

**Stradtman, Jennifer**

**From:** Stradtman, Jennifer  
**Sent:** Thursday, August 23, 2018 9:58 AM  
**To:** Sheila Paulk  
**Cc:** Darrell White; Nancy M. Williams; Phyllis Johnson  
**Subject:** RE: [EXTERNAL] RFP 18-200 - Inmate Medical Services

Thank you.

Jennifer Stradtman  
 Director, Business Development  
 Corizon Health  
 (615) 604-7574  
[\[corizon health logo\]<http://www.corizonhealth.com/>](http://www.corizonhealth.com/)

From: Sheila Paulk [mailto:SPaulk@augustaga.gov]  
 Sent: Thursday, August 23, 2018 7:17 AM  
 To: Stradtman, Jennifer <Jennifer.Stradtman@corizonhealth.com>  
 Cc: Darrell White <DWhite2@augustaga.gov>; Nancy M. Williams <NWilliams@augustaga.gov>; Phyllis Johnson <p.johnson@augustaga.gov>  
 Subject: FW: [EXTERNAL] RFP 18-200 - Inmate Medical Services  
 Importance: High

This Message has originated outside of your organization.

Good Morning Ms. Stradtman,

A copy of Addendum 4 is attached.

Addendum 4 was mailed on August 9th via U.S.P.S. Certified Mail.

As listed on the attached MPB sign in sheet, we show your address as:

CORIZON CORRECTIONAL HEALTHCARE  
 ATTN JENNIFER STRADTMAN  
 103 POWELL COURT  
 BRENTWOOD TN 37027

#  
 Please check within your facility for the Certified Mail which was received on August 13th @ 11:32 a.m. (see attached)

EXHIBIT 3

Please note, the last day for questions was Thursday, A

**Attachments:**

[image001.jpg](#)

(17 KB)

[image002.png](#)

(10 KB)

## EXHIBIT 3

**Stradtman, Jennifer**

**From:** Stradtman, Jennifer  
**Sent:** Wednesday, September 12, 2018 8:54 AM  
**To:** Sheila Paulk  
**Cc:** Darrell White; Nancy M. Williams; Phyllis Johnson  
**Subject:** RE: [EXTERNAL] RFP 18-200 - Inmate Medical Services

Good morning, Ms. Paulk.

There are multiple references where the County states that they have or that they will provide claims data. In the 4 amendment documents circulated, there is no claims data, only the HSRs that provide statistics. Will the claims data be forthcoming?

Jennifer

Jennifer Stradtman  
 Director, Business Development  
 Corizon Health  
 (615) 604-7574  
[\[corizon health logo\]<http://www.corizonhealth.com/>](http://www.corizonhealth.com/)

**From:** Sheila Paulk [mailto:SPaulk@augustaga.gov]  
**Sent:** Thursday, August 23, 2018 7:17 AM  
**To:** Stradtman, Jennifer <Jennifer.Stradtman@corizonhealth.com>  
**Cc:** Darrell White <DWhite2@augustaga.gov>; Nancy M. Williams <NWilliams@augustaga.gov>; Phyllis Johnson <p.johnson@augustaga.gov>  
**Subject:** FW: [EXTERNAL] RFP 18-200 - Inmate Medical Services  
 Importance: High

This Message has originated outside of your organization.

Good Morning Ms. Stradtman,

A copy of Addendum 4 is attached.

Addendum 4 was mailed on August 9th via U.S.P.S. Certified Mail.

As listed on the attached MPB sign in sheet, we show your address as:

**Attachments:**

EXHIBIT 3

(17 KB)  
(10 KB)

[image001.jpg](#)  
[image002.png](#)

## EXHIBIT 3

**Stradtman, Jennifer**

**From:** Stradtman, Jennifer  
**Sent:** Wednesday, August 22, 2018 11:53 AM  
**To:** procbidandcontract@augustaga.gov  
**Cc:** Noble, Holly  
**Subject:** RFP 18-200 - Inmate Medical Services

Good morning.

I am writing to request information and clarification on Addendum 3 and Addendum 4.

First, Addendum 3 states that Addendum 4 will provide additional answers. When can we expect to receive Addendum 4?

Secondly, only one facility tour was offered during the pre-bid meeting. We toured the one facility but our research and certain references in the RFP and Addenda suggests there may be three total facilities. Can you please clarify whether this RFP is inclusive of all three facilities? If they are included what are the rated capacities of each facility and current ADP? What level of offenders are in each facility. What level of services are provided in each by the current contractor and/or in accordance with the RFP? Are the others ACA/NCCHC accredited facilities? Can we tour the other two facilities if they are part of this RFP?

Finally, we have identified several pieces of conflicting information in the documents provided. For example:

- 1) Med pass – one response states 5 med carts and 3 med passes per day. However, the ACA documents provided sh

**Attachments:**

[image001.jpg](#)

(17 KB)

Item # 6

## EXHIBIT 4



*Procurement Department*

*Mrs. Geri Sams, Director*

October 26, 2018

Certified Mail/E-Mailed (Jennifer.stradtman@corizonhealth.com)  
7017 1000 0000 1168 3878

Jennifer Stradtman  
Corizon Health  
103 Powell Court  
Brentwood, TN 37027

Ref: RFP Item #18-200 Inmate Medical Services  
for Augusta Georgia – Sheriff's Office

Dear Ms. Stradtman:

We are in receipt of your letter dated October 18, 2018. In your letter, you stated that you received notice of your company, Corizon Health Request for Proposal (RFP) submittal being deemed non-compliant. You have respectfully requested another review of this decision based on information contained within the letter to demonstrate not only the receipt of the Addendum, but also the acknowledgement of an email to our office asking for clarification regarding claims data mentioned in previous communications from the Procurement Office, but ultimately not provided in Addendum 4. You have also stated in your letter that it was a clerical error on your company's part that you failed to acknowledge receipt of Addendum 4. Please allow me the opportunity to address your concerns.

The Procurement Department has carefully reviewed your submittal and the requirements of the Augusta, Georgia request for qualifications process. The RFP specifications clearly state on page 3 that "...All specific requirements contained in the request for qualification including, but not limited to, the number copies needed, the timing of the submission, the required financial data, and any other requirements designated by the Procurement Department are considered material conditions of the bid which are not waiveable or modifiable by the Procurement Director." We have also reviewed the specifications in reference to your company acknowledging the required Addenda. Please be advised that the specifications for RFP 18-200 clearly states on pages 5-7, the requirement of acknowledging all Addenda. Specifically, page 7 which states in pertinent part, "The undersigned further agrees to submit a notarized copy of Attachment B and any required documentation noted as part of the Augusta, Georgia Board of Commissions specifications which govern this process. In addition, the undersigned agrees to submit all required forms for any subcontractor(s) as requested and or required. I further understand that my submittal will be deemed non-compliant if any part of this process is violated."

We have reviewed your submittal and it has been discovered that you failed to acknowledge Addendum Four (4). A review of your submittal was also conducted to determine if you had provided another source of acknowledgement for Addendum Four (4) within your RFP Submittal and no such acknowledgement was discovered. The certified return receipt for Addendum Four (4) does acknowledge that you received the Addendum; however, the Addendum states that you must acknowledge receipt of Addendum in your submittal. Due to the fact that your submittal did not include an acknowledgement of Addendum Four (4), I must concur with the initial decision of finding your submittal non-compliant. Regretfully, the Procurement Department has no choice but to deem your submittal as non-compliant, and accordingly your request to have your submittal considered as eligible for the selection in the RFP process is denied.

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

[www.augustaga.gov](http://www.augustaga.gov)

Register at [www.demandstar.com/supplier](http://www.demandstar.com/supplier) for automatic bid notification



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

Item # 6

## EXHIBIT 4

**ARTICLE 9: APPEALS, PROTESTS AND REMEDIES:****Sec. 1-10-83. Decision by the Procurement Director**

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

**Sec. 1-10-84. Appeals.**

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

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

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

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

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

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

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

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

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

## EXHIBIT 4

Commission, the protestor and the Procurement Director shall each have five (5) minutes to summarize the arguments and evidence presented to the Administrative Services Committee. The Commission will not hold a new hearing and will not accept new evidence. If the protestor has not made a timely request to address the full Commission, the Commission may, at its discretion, dispose of the agenda item via the Consent Agenda.

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

We would like to thank you for your interest in doing business with Augusta and look forward to your company participating in future projects. Any correspondence concerning this matter or questions concerning future procurements must be submitted via mail, fax or email as follows:

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

Sincerely,



Geri A. Sams, Director  
Procurement Department

Attachments:

cc: Janice Allen Jackson, Administrator  
Andrew Mackenzie, General Counsel  
Richard Roundtree, Sheriff  
Robert Partain, Sheriff's Office  
Rachel Mack, Staff Attorney

## EXHIBIT 4

Request for Proposal

Request for Proposals will be received at this office until Thursday, May 10, 2018 @ 3:00 p.m. for furnishing:

**RFP Item # 18-200 Inmate Medical Services – for Augusta, GA Sheriff's Office**

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.

**Mandatory Pre Proposal/Telephone Conference will be held on Tuesday, April 24, 2018, @ 3:00 p.m. in the Procurement Department, 535 Telfair Street, Room 605. If you choose to teleconference there is a \$35.00 fee. Make the \$35.00 check payable "Augusta Georgia Commission" and mail to Geri A. Sams, Director Augusta Procurement Department 535 Telfair Street - Room 605 Augusta, Georgia 30901. A Site Visit to follow.**

All questions must be submitted in writing by fax to 706 821-2811 or by email to [procbidandcontract@augustaga.gov](mailto:procbidandcontract@augustaga.gov) to the office of the Procurement Department by Thursday, April 26, 2018, @ 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 vendor(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](mailto:procbidandcontract@augustaga.gov)

GERI A. SAMS, Procurement Director

Publish:

Augusta Chronicle March 29, April 5, 12, 19, 2018  
Metro Courier March 29, 2018

cc: Janice Allen Jackson Administrator  
Richard Roundtree Sheriff  
Robert Partain Sheriff's Office

Revised: 2/17/2016



## **NOTICE TO ALL VENDORS**

**(PLEASE READ CAREFULLY)**

**ADHERE TO THE BELOW INSTRUCTIONS AND DO NOT SUBSTITUTE FORMS**

**PLEASE READ CAREFULLY:**

**Attachment B** is a consolidated document consisting of:

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

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

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

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

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

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

**Return Only If Applicable:**

1. The Exception Sheet (if applicable)
2. Local Vendor Registration (if applicable)

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

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

**WARNING:**

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

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

Proposals are publicly opened. It is your responsibility to ensure that your company has met the Specifications and Licenses' requirements prior to submitting a proposal.

Rev. 8/6/2015

## EXHIBIT 4

**Attachment B**

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

Augusta, Georgia Augusta Procurement Department

ATTN: Procurement Director

535 Telfair Street, Suite 605

Augusta, Georgia 30901

Name of Proponent: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Do You Have A Business License? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Augusta, GA Business License # for your Company (**Must Provide**): \_\_\_\_\_

Your State/Local Business License # for your Company (**Must Provide**): \_\_\_\_\_

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

General Contractor License # (**Must Provide if applicable**): \_\_\_\_\_

Additional Specialty License # (**Must Provide if applicable**): \_\_\_\_\_

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

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

**Acknowledgement of Addenda: (#1) \_\_\_\_\_ : (#2) \_\_\_\_\_ : (#3) \_\_\_\_\_ : (#4) \_\_\_\_\_ : (#5) \_\_\_\_\_ : (#6) \_\_\_\_\_ : (#7) \_\_\_\_\_ : (#8) \_\_\_\_\_ :**

**NOTE: CHECK APPROPRIATE BOX(ES)- ADD ADDITIONAL NUMBERS AS APPLICABLE**

#### Statement of Non-Discrimination

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

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

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

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

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

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

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

#### Non-Collusion of Prime Proponent

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

(a) The prices in the proposal have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.

(b) Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or to any competitor.

(c) No attempt has been made, or will be made, by the vendor to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition. Collusions and fraud in proposal preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

Item # 6

RFP 18-200 Inmate Medical Services

RFP Due Thursday, May 10, 2018 @ 3:00 p.m.

Page 6 of 72

## EXHIBIT 4

**Conflict of Interest**

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

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

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

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

**Contractor Affidavit and Agreement**

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

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

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

<https://e-verify.uscis.gov/enroll/> and/or [http://www.dol.state.ga.us/pdf/rules/300\\_10\\_1.pdf](http://www.dol.state.ga.us/pdf/rules/300_10_1.pdf)

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

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

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

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
BY: Authorized Officer or Agent  
(Contractor Signature)

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

**NOTARY SEAL**

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

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

REV. 2/17/2016



November 1, 2018

Augusta Procurement Department  
Attn: Geri A. Sams, Director of Procurement  
535 Telfair Street, Room 605  
Augusta, GA 30901  
Email: [procbidandcontract@augustaga.gov](mailto:procbidandcontract@augustaga.gov)

'18 NOV 2 AM 10:08

**Re: Appeal to Augusta, Georgia Commission of Protest Denial related to Corizon Health's Response to RFP Item #18-200**

To the Augusta, Georgia Commission:

Corizon Health ("Corizon") submits this appeal letter pursuant to Section 1-10-85 and 86 of the Procurement Guidelines and Procedures.

On October 16, 2018, Corizon Health received a letter from Geri Sams, Procurement Director, stating that Corizon's proposal response to RFP Item #18-200 was non-compliant; and therefore, not eligible for consideration as the provider of Inmate Medical Services. The stated reason for non-compliance was failure to check the box confirming receipt of Addendum 4 to the RFP. Corizon responded on October 18, 2018, acknowledging that a simple clerical error was made in our submission and offered supporting evidence to demonstrate receipt of the Addendum. Finally, on October 26, 2018, we received correspondence from the Procurement Office denying our protest and stating that we would not be eligible for selection in the RFP process.

Accordingly, we are appealing the Procurement Director's decision to the Commission for the reasons stated herein.

In its October 26, 2018 letter, the Procurement Office indicated, "a review of your submittal was also conducted to determine if you had provided another source of acknowledgement for Addendum Four (4) within your RFP Submittal and no such acknowledgement was discovered." However, Corizon respectfully disagrees. Addendum 4 answered remaining questions from Addendum 3 and then included instructions regarding the Richmond County Correctional Institution (RCCI). Specifically, it instructed bidders to include Richmond County Correctional Institution (RCCI), a facility not specifically mentioned in the original RFP document in its RFP response to the County. In addition, Addendum 4 invited bidders to contact the Warden or Deputy Warden for a RCCI facility visit, if interested. Corizon did both. We included RCCI in our cost proposal and staffing plan, and we toured the facility in September. Therefore, Corizon's adherence to the instructions provided in Addendum 4 should serve as a "source of acknowledgement" for Addendum 4 because we utilized information only found therein to complete our response to the RFP.

In addition, attached hereto is supplemental information evidencing Corizon's receipt of Addendum 4 and subsequent conversation with the Procurement Office regarding the same. The attached documentation includes the certified mail receipt of August 13, 2018; an email of August 22, 2018, in which the Procurement Office attached Addendum 4 and acknowledged delivery of a hardcopy to our offices on August 13<sup>th</sup>; and finally, an email to your office asking for clarification regarding claims data mentioned in previous communications from the Procurement Office, but ultimately not provided in Addendum 4.

Item # 6

Finally, Corizon does not believe that disqualification is the appropriate response to a minor, and arguably non-material mistake in an RFP proposal that is unrelated to the services that would be provided to the inmates in the custody of Augusta, GA. In fact, disqualification seems like a harsh result given that Augusta will allow a bidder to correct the mistake of a material contract term, but not a simple clerical error (Section 1-10-50(h)). Corizon does not believe that this simple clerical error should prohibit our RFP response from reaching the evaluation committee. Corizon requests that the Augusta Commission reconsider the Procurement Office's decision and permit Corizon to continue in the bid process.

Thank you for considering our request.

Sincerely,



**Jennifer Stradtman**  
**Director, Business Development**  
**Corizon Health**  
**103 Powell Court**  
**Brentwood, TN 37027**

cc: Marc Fucci, SVP of Business Development and Chief Growth Officer

Enclosures

## EXHIBIT 5

**Stradtman, Jennifer**

**From:** Stradtman, Jennifer  
**Sent:** Thursday, August 23, 2018 9:58 AM  
**To:** Sheila Paulk  
**Cc:** Darrell White; Nancy M. Williams; Phyllis Johnson  
**Subject:** RE: [EXTERNAL] RFP 18-200 - Inmate Medical Services

Thank you.

Jennifer Stradtman  
Director, Business Development  
Corizon Health  
(615) 604-7574  
[corizon health logo] <<http://www.corizonhealth.com/>>

**From:** Sheila Paulk [mailto:SPaulk@augustaga.gov]  
**Sent:** Thursday, August 23, 2018 7:17 AM  
**To:** Stradtman, Jennifer <Jennifer.Stradtman@corizonhealth.com>  
**Cc:** Darrell White <DWhite2@augustaga.gov>; Nancy M. Williams <NWilliams@augustaga.gov>; Phyllis Johnson <P.johnson@augustaga.gov>  
**Subject:** FW: [EXTERNAL] RFP 18-200 - Inmate Medical Services  
Importance: High

This Message has originated outside of your organization.

Good Morning Ms. Stradtman,

A copy of Addendum 4 is attached.

Addendum 4 was mailed on August 9th via U.S.P.S. Certified Mail.

As listed on the attached MPB sign in sheet, we show your address as:

CORIZON CORRECTIONAL HEALTHCARE  
ATTN JENNIFER STRADTMAN  
103 POWELL COURT  
BRENTWOOD TN 37027

Please check within your facility for the Certified Mail which was received on August 13th @ 11:32 a.m. (see attached)

Item # 6

EXHIBIT 5

Please note, the last day for questions was Thursday, A

**Attachments:**

[image001.jpg](#)

[image002.png](#)

(17 KB)

(10 KB)

## EXHIBIT 5

**Stradtman, Jennifer**

**From:** Stradtman, Jennifer  
**Sent:** Wednesday, September 12, 2018 8:54 AM  
**To:** Sheila Paulk  
**Cc:** Darrell White; Nancy M. Williams; Phyllis Johnson  
**Subject:** RE: [EXTERNAL] RFP 18-200 - Inmate Medical Services

Good morning, Ms. Paulk.

There are multiple references where the County states that they have or that they will provide claims data. In the 4 amendment documents circulated, there is no claims data, only the HSRs that provide statistics. Will the claims data be forthcoming?

Jennifer

Jennifer Stradtman  
 Director, Business Development  
 Corizon Health  
 (615) 604-7574  
[\[corizon health logo\]<http://www.corizonhealth.com/>](http://www.corizonhealth.com/)

**From:** Shella Paulk [mailto:SPaulk@augustaga.gov]  
**Sent:** Thursday, August 23, 2018 7:17 AM  
**To:** Stradtman, Jennifer <Jennifer.Stradtman@corizonhealth.com>  
**Cc:** Darrell White <DWhite2@augustaga.gov>; Nancy M. Williams <NWilliams@augustaga.gov>; Phyllis Johnson <P.johnson@augustaga.gov>  
**Subject:** FW: [EXTERNAL] RFP 18-200 - Inmate Medical Services  
 Importance: High

This Message has originated outside of your organization.

Good Morning Ms. Stradtman,

A copy of Addendum 4 is attached.

Addendum 4 was mailed on August 9th via U.S.P.S. Certified Mail.

As listed on the attached MPB sign in sheet, we show your address as:

**Attachments:**

EXHIBIT 5

image001.jpg  
image002.png

(17 Kb)  
(10 Kb)

Item # 6

## EXHIBIT 5

**Stradtman, Jennifer**

**From:** Stradtman, Jennifer  
**Sent:** Wednesday, August 22, 2018 11:53 AM  
**To:** procidandcontract@augustaga.gov  
**Cc:** Noble, Holly  
**Subject:** RFP 18-200 - Inmate Medical Services

Good morning.

I am writing to request information and clarification on Addendum 3 and Addendum 4.

First, Addendum 3 states that Addendum 4 will provide additional answers. When can we expect to receive Addendum 4?

Secondly, only one facility tour was offered during the pre-bid meeting. We toured the one facility but our research and certain references in the RFP and Addenda suggests there may be three total facilities. Can you please clarify whether this RFP is inclusive of all three facilities? If they are included what are the rated capacities of each facility and current ADP? What level of offenders are in each facility. What level of services are provided in each by the current contractor and/or in accordance with the RFP? Are the others ACA/NCCHC accredited facilities? Can we tour the other two facilities if they are part of this RFP?

Finally, we have identified several pieces of conflicting information in the documents provided. For example:

- 1) Med pass – one response states 5 med carts and 3 med passes per day. However, the ACA documents provided sh

**Attachments:**

image001.jpg

(17 KB)

Item # 6



**Administrative Services Committee Meeting  
1/8/2019 1:10 PM  
Mr. Stanley Brown**

---

**Department:**

**Presenter:**

**Caption:** Presentation by Mr. Stanley Brown regarding the Archer Study.

**Background:**

**Analysis:**

**Financial Impact:**

**Alternatives:**

**Recommendation:**

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

**REVIEWED AND APPROVED BY:**

---

## AGENDA ITEM REQUEST FORM

**Commission meetings:** First and third Tuesdays of each month – 2:00 p.m.

**Committee meetings:** Second and last Tuesdays of each month – 1:00 p.m.

**Commission/Committee:** (Please check one and insert meeting date)

|                                     |                                   |                 |       |
|-------------------------------------|-----------------------------------|-----------------|-------|
| <input type="checkbox"/>            | Commission                        | Date of Meeting | _____ |
| <input type="checkbox"/>            | Public Safety Committee           | Date of Meeting | _____ |
| <input type="checkbox"/>            | Public Services Committee         | Date of Meeting | _____ |
| <input checked="" type="checkbox"/> | Administrative Services Committee | Date of Meeting | _____ |
| <input type="checkbox"/>            | Engineering Services Committee    | Date of Meeting | _____ |
| <input type="checkbox"/>            | Finance Committee                 | Date of Meeting | _____ |

**Contact Information for Individual/Presenter Making the Request:**

Name: Stanley Brown  
 Address: 5082 Sussex Dr. Evans, Ga. 30309  
 Telephone Number: 706 - 836-0445 706-855-0435  
 Fax Number: 706-312-1301  
 E-Mail Address: sbrown@augustaga.gov

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

Recreation Specialist TIF and Senior Managers  
paygrade and job duties investigation was not  
done as stated by Human Resources. False statements made  
on Archer study. No one is being held  
accountable for falsehoods.

Please send this request form to the following address:

Ms. Lena J. Bonner  
 Clerk of Commission  
 Suite 220 Municipal Building  
 535 Telfair Street  
 Augusta, GA 30901

Telephone Number: 706-821-1820  
 Fax Number: 706-821-1838  
 E-Mail Address: nmorawski@augustaga.gov

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



**Administrative Services Committee Meeting**  
**1/8/2019 1:10 PM**  
**Municipal Building Condenser Water Pipe Insulation**

---

**Department:** Central Services Department - Facilities Maintenance

**Presenter:** Takiyah A. Douse

**Caption:** Motion to approve the bid award for the Municipal Building Condenser Water Pipe Insulation to Contract Management of Augusta, GA in the amount of \$79,900.00. Bid Item 18-222A.

**Background:** The Augusta, Georgia Municipal Building is a 125,642 SF nine-story, reinforced concrete structure with marble skin constructed in 1957. Modifications to the building include window replacements and roof improvements in 2008 and a total renovation from 2013 to 2015. The former condenser water pipes were insulated. However, since 2015, the condenser water pipes were not insulated, per construction specifications, which can cause condensation throughout the building to develop and result in water gathering in the building's walls and basement. If not corrected, condensation of this magnitude can cause black mold growth which is environmentally hazardous. Pruett, Ford, the renovation engineer, assisted with the proposed building modification.

**Analysis:** Bids were received for the referenced project on November 6, 2018. Contract Management of Augusta, GA submitted the lowest compliant bid in the amount of \$79,900.00.

**Financial Impact:** The contract amount is \$79,900.00

**Alternatives:** 1. Award the bid for the Municipal Building Condenser Water Pipe Insulation to Contract Management of Augusta, GA in the amount of \$79,900.00. 2. Do not award

**Recommendation:** Award the bid for the Municipal Building Condenser Water Pipe Insulation to Contract Management of Augusta, GA in the amount of \$79,900.00.

Cover Memo

Item # 8

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

Funds are available in account: 329-05-1120/JL 218059113

**REVIEWED AND APPROVED BY:**

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

---

### Invitation to Bid

Sealed bids will be received at this office until Thursday, October 25, 2018 @ 11:00 a.m. for furnishing:

**Bid Item #18-222A      Municipal Building Condenser Water Pipe Insulation for Augusta, GA Central Services Department - Facilities Maintenance**  
**Bid Item #18-223A      Municipal Building Drainpipe Installation for Augusta, GA Central Services Department – Facilities Maintenance**

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

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

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

**A Mandatory Pre Bid Conference for bid item # 18-222A will be held on Thursday, October 11, 2018 @ 10:00 a.m. in the Procurement Department, 535 Telfair Street, Room 605. A Mandatory Site Visit to follow.**

**A Mandatory Pre Bid Conference for Bid Item # 18-223A will be held on Thursday, October 11, 2018 @ 3:00 p.m. in the Procurement Department, 535 Telfair Street, Room 605. A Mandatory Site Visit to follow.**

All questions must be submitted in writing by fax to 706 821-2811 or by email to [procbidandcontract@augustaga.gov](mailto:procbidandcontract@augustaga.gov) to the office of the Procurement Department by Friday, October 12, 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: Gerri A. Sams, Director of Procurement  
 535 Telfair Street, Room 605  
 Augusta, GA 30901  
 Fax: 706-821-2811 or Email: [procbidandcontract@augustaga.gov](mailto:procbidandcontract@augustaga.gov)

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

GERI A. SAMS, Procurement Director

Publish:

|                   |                                       |
|-------------------|---------------------------------------|
| Augusta Chronicle | September 13, 20, 27, October 4, 2018 |
| Metro Courier     | September 13, 2018                    |

OFFICIAL



**Re-Bid Item #18-222A**  
**Municipal Building Condenser Water Pipe Insulation**  
**for Augusta, GA- Central Services Department-Facilities Maintenance Division**  
**Re-Bid Date: Tuesday, November 6, 2018 @ 11:00 a.m.**

Total Number Specifications Mailed Out: 27  
 Total Number Specifications Download (Demandstar): 3  
 Total Electronic Notifications (Demandstar): 145  
 Mandatory Pre-Bid Attendees: 3  
 Total packages submitted: 1  
 Total Noncompliant: 0

| VENDORS                                                                     | Attachment<br>B | E-Verify # | Addendum 1 | SAVE<br>Form | Bid Price   |
|-----------------------------------------------------------------------------|-----------------|------------|------------|--------------|-------------|
| MORRIS INSULATION &<br>ENVIRONMENTAL<br>1463 BROAD ST<br>AUGUSTA, GA. 30901 |                 |            |            |              |             |
| CONTRACT MANAGEMENT<br>1827 KILLINGSWORTH RD.<br>AUGUSTA, GA 30904          | Yes             | 225306     | Yes        | Yes          | \$79,900.00 |
| COPPER CONSTRUCTION<br>410 MCINTOSH ST<br>VIDALIA, GA 30474                 |                 |            |            |              |             |

**Mandatory Pre-Bid Conference Sign-In-Sheet**  
**Bid Item #18-222A Municipal Building Condenser Water Pipe Insulation**  
**For Augusta, GA – Central Services Department-Facilities Maintenance**  
**Tuesday, October 23, 2018 @ 10:00 a.m.**  
**PLEASE PRINT**

10/22  
Item # 8

| NAME               | COMPANY/DEPT.                      | ADDRESS/CITY/STATE/<br>ZIP CODE                       | TELEPHONE<br>NUMBER | FAX NUMBER   | EMAIL                               | Prime/Sub |
|--------------------|------------------------------------|-------------------------------------------------------|---------------------|--------------|-------------------------------------|-----------|
| 1. Darrell White   | Procurement                        | 535 Telfair Street,<br>Suite 605<br>Augusta, GA 30901 | 706-821-2423        | 706-821-2811 | probidandcontract<br>@augustaga.gov |           |
| 2. Tabitha Daniels | Procurement                        | 535 Telfair Street,<br>Suite 605<br>Augusta, GA 30901 | 706-821-4251        | 706-821-2811 | probidandcontract<br>@augustaga.gov |           |
| 3. Nancy Williams  | Procurement                        | 535 Telfair Street,<br>Suite 605<br>Augusta, GA 30901 | 706-821-2888        | 706-821-2811 | probidandcontract<br>@augustaga.gov |           |
| 4. Tywana Scott    | Procurement                        | 535 Telfair Street,<br>Suite 605<br>Augusta, GA 30901 | 706-821-2355        | 706-821-2811 | probidandcontract<br>@augustaga.gov |           |
| 5. John Morris     | Morris Insulation<br>Environmental | 1405 Broad St<br>Augusta, Ga                          | 706-364-2446        | 706-364-2449 | JMORRIS@mi-e.us                     |           |
| 6. Gisele Morris   |                                    |                                                       |                     |              | GIMORRIS@mi-e.us                    |           |
| 7. Mike Hall       | Copier Contr. Co Inc               | 410 McIntosh St.<br>Vidalia Ga.                       | 912 537 6420        | 912 537 3214 | Jmhall@copierco.com                 | Prime     |

**Mandatory Pre-Bid Conference Sign-In-Sheet**  
**Bid Item #18-222A Municipal Building Condenser Water Pipe Insulation**  
**For Augusta, GA – Central Services Department-Facilities Maintenance**  
**Tuesday, October 23, 2018 @ 10:00 a.m.**  
**PLEASE PRINT**

Item # 8

| NAME                  | COMPANY/DEPT. | ADDRESS/CITY/STATE/<br>ZIP CODE                  | TELEPHONE<br>NUMBER | FAX NUMBER      | EMAIL                                  | Prime/Sub |
|-----------------------|---------------|--------------------------------------------------|---------------------|-----------------|----------------------------------------|-----------|
| 8. LORENZO<br>Mason   | CMI           | 1829<br>KILLINGBETH RD,<br>Augusta, GA           | 706-667-9033        | 706-667-9034    | lorenzo_m@<br>contract-mgmt<br>inc.com | Prime     |
| 9. Connie<br>Wimberly | CS Fac.       | 2760<br>Peach Orchard Rd<br>Augusta, GA 30706    | 706<br>821-1948     | 706<br>796-5077 |                                        |           |
| 10. Lauren Saul       | Compliance    | 535 TelBar St.<br>Suite 710<br>Augusta, GA 30901 | 706-821-2466        |                 | lsaul@<br>augustaga.gov                |           |
| 11.                   |               |                                                  |                     |                 |                                        |           |
| 12.                   |               |                                                  |                     |                 |                                        |           |
| 13.                   |               |                                                  |                     |                 |                                        |           |
| 14.                   |               |                                                  |                     |                 |                                        |           |
| 15.                   |               |                                                  |                     |                 |                                        |           |

2052



## Central Services Department

Takiyah A. Douse, Director  
Lonnie Wimberly, Deputy Director

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

### MEMORANDUM

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

**FROM:** Mrs. Takiyah Douse, Director, Central Services Department

**DATE:** December 18, 2018

**SUBJECT:** Bid Item #18-222A Municipal Building Condenser Water Pipe  
Insulation Recommendation

---

Bids were received for the referenced project on November 6, 2018. The lowest compliant bid was submitted by Contract Management Inc., of Augusta, Georgia, in the amount of \$79,900.00. This bid is within the 20% margin of the estimated budget of \$70,000.00 and funds are available.

Central Services recommends award to the low bidder, Contract Management Inc., of Augusta, GA.

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

Cc: Lonnie Wimberly  
Takiyah Douse

'18 DEC 18 PM 1:32

User: Daniels, Tabitha

Organization:

City of Augusta, GA (Augusta Commission)

Logout

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## Planholders List

**Member Name** City of Augusta, GA (Augusta Commission)**Bid Number** ITB-18-222A-0-2018/nw**Bid Name** Municipal Building Condenser Water Pipe Installation

2 Document(s) found for this bid

3 Planholder(s) found.

[Add Planholder](#)

| Supplier Name  | Phone      | Fax        | Doc Count | Attributes | Programs | Actions                   |
|-------------------------------------------------------------------------------------------------|------------|------------|-----------|------------|----------|---------------------------|
| <a href="#">ConstructConnect</a>                                                                | 8772271680 | 8665708187 | 2         |            |          | <a href="#">Documents</a> |
| <a href="#">Copper Construction Co., Inc.</a>                                                   | 9125376420 |            | 2         |            |          | <a href="#">Documents</a> |
| <a href="#">Dodge Data</a>                                                                      | 4133767032 |            | 2         |            |          | <a href="#">Documents</a> |

Page 1 of 1

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Item # 8

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**COLEMAN MECHANICAL SERVICES**  
135 HENRY MILLER STREET  
HARLEM, GA 30814

**CRAWFORD CONTRACTING LLC**  
109 WEST CHURCH STREET  
SALUDA, SC 29138

**UNIVERSAL PLUMBING, INC.**  
2415 MILLEDGEVILLE RD  
AUGUSTA, GA 30904

**AVRETT PLUMBING**  
1547 GORDON HIGHWAY  
AUGUSTA, GA 30906

**H & H INDUSTRIAL INSULATION**  
1248 GORDON PARK RD  
AUGUSTA, GA 30901

**MORRIS INSULATION &  
ENVIRONMENTAL**  
1465 BROAD ST  
AUGUSTA, GA. 30901

**B & N MECHANICAL CONTRACTORS**  
4209 WHEELER RD  
AUGUSTA, GA 30907

**TURNER MECHANICAL**  
12384 ATOMIC RD,  
BEECH ISLAND, SC 29842

**TROTTER BUILDERS**  
308 COMMERCE DR STE C  
AUGUSTA, GA 30907

**DRAIN SURGEON**  
664 S OLD BELAIR RD STE B  
GROVETOWN, GA 30813

**MIDWEST MAINTENANCE**  
4013 ENTERPRISE CT  
AUGUSTA, GA 30907

**C & C MECHANICAL TRADES**  
2242B HEPHZIBAH MCBEAN RD  
HEPHZIBAH, GA 30815

**C J UTILITIES**  
201 SENTELL RD.  
GREENVILLE, SC 29611

**HARDY PLUMBING**  
P.O BOX 3268  
EVANS, GA 30809

**ARROW HAWK**  
325 BYARS RD.  
LAURENS, SC 29360

**BILL JAMES & SONS MECHANICAL  
CONTRACTORS**  
1225 NEW SAVANNAH RD,  
AUGUSTA, GA 30901

**CAPERS & ASSOCIATES**  
1912 NORTH LEG RD.  
AUGUSTA, GA 30909

**MIDLAND AIR SERVICES EXPERTS**  
1720 N LAKE DRIVE  
LEXINGTON, SC 29072

**MORTON CONSTRUCTION GROUP**  
4708 BROAD OAK CT.  
AUGUSTA, GA 30906

**EPOXY PIPE RESTORATIONS**  
505 HENRIETTA AVE E  
GREENWOOD, SC 29649

**Lonnie Wimberly**  
Central Services Department-  
Facilities Maintenance Division

**Takiyah Douse**  
Central Services Department-Admin.

**KELLY IRVING**  
LSBOP/COMPLIANCE OFFICE

**Bid 18-222A**  
Municipal Building Condenser Water  
Pipe Insulation  
For Central Services Department-  
Facilities Maintenance Division

**Bid Item #18-222A**  
Municipal Building Condenser Water  
Pipe Insulation  
For Central Services Department-  
Facilities Maintenance Division

Item # 8

|           |                                                                   |                                                          |   |     |
|-----------|-------------------------------------------------------------------|----------------------------------------------------------|---|-----|
|           | <a href="#">South Coast Renovations, INC</a><br>2018-09-18        | tracie@builtbysouthcoast.com<br>Turcotte, Tracie         |   |     |
| 270649385 | <a href="#">Spotless Cleaning, LLC</a><br>2018-09-18              | jamesbowser@thespotlesscleaningsvc.com<br>Bowser, James  | Y | AFA |
| 270600339 | <a href="#">Star One Supplies</a><br>2018-09-18                   | MBURDETTE30@GMAIL.COM<br>BURDETTE, MORGAN                | Y | AFA |
| 203940740 | <a href="#">Strapping Products, Inc.</a><br>2018-09-18            | choward@strappingproducts.com<br>Howard, Christopher     | N | NOM |
| 204253008 | <a href="#">TELWORX COMMUNICATIONS, LLC</a><br>2018-09-18         | brooke.holder@telworx.net<br>HOLDER, BROOKE              | N | NOM |
| 264333942 | <a href="#">TYE TREASURE GROUP</a><br>2018-09-18                  | ttgdotcom@yahoo.com<br>OJO, TAIYE                        | Y | AFA |
| 203161797 | <a href="#">Techworks Services, Inc.</a><br>2018-09-18            | adaniel@techworksservices.com<br>Daniel, Ali             | Y | AFA |
|           | Techworks Services, Inc.<br>2018-09-18                            | reshmafrett@gmail.com<br>Frett, Reshma                   |   |     |
| 208976389 | <a href="#">The Alpha Omega Group</a><br>2018-09-18               | latanyamillhouse@gmail.com<br>Millhouse, LaTanya         | Y | AFA |
| 123456910 | <a href="#">Tomorrows Place</a><br>2018-09-18                     | leoparker04@aol.com<br>Parker, Leonardo                  | Y | AFA |
| 412061414 | <a href="#">UNITED TECHNOLOGY SERVICE INC</a><br>2018-09-18       | sandy@utechserve.com<br>UTS, UTS                         | Y | HIA |
| 208203587 | <a href="#">UTILICOM SUPPLY ASSOCIATES LLC</a><br>2018-09-18      | kmears@utilicomsupply.com<br>KMEARS123, KMEARS123        | N | NOM |
|           | UTILICOM SUPPLY ASSOCIATES LLC<br>2018-09-18                      | kmears@utilicomsupply.com<br>UTILICOM, UTILICOM          |   |     |
| 671057706 | <a href="#">Unique Executive</a><br>2018-09-18                    | dr.linda@mchsi.com<br>Carter, Dr. Linda                  | Y | AFA |
| 562281578 | <a href="#">VALLEN DISTRIBUTION INC</a><br>2018-09-18             | blynahjr@hagemeyerna.com<br>SHLYNAH, SHLYNAH             | N | NOM |
|           | VALLEN DISTRIBUTION INC<br>2018-09-18                             | eaustin@hagemeyerna.com<br>EAUSTIN, EAUSTIN              |   |     |
|           | VALLEN DISTRIBUTION INC<br>2018-09-18                             | lamar.camp@vallen.com<br>LCAMP, LCAMP                    |   |     |
| 580639944 | <a href="#">WARNER ROBINS SUPPLY COMPANY INC</a><br>2018-09-18    | jtaylor@wrsupply.com<br>WRSUPPLY, WRSUPPLY               | N | NOM |
| 581419413 | <a href="#">WHATLEY OIL &amp; AUTO PARTS CO INC</a><br>2018-09-18 | tbridges@whatleyoil.com<br>TBRIDGES, TBRIDGES            | N | NOM |
| 461235465 | <a href="#">Weems M &amp; E</a><br>2018-09-18                     | nick.rose@weemsengineering.com<br>Rose, Nick             | N | NOM |
| 270669449 | <a href="#">Winroc-SPI</a><br>2018-09-18                          | klockhart@spi-co.com<br>Lockhart, Kim                    | N | NOM |
|           | Winroc-SPI<br>2018-09-18                                          | smahaffey@spi-co.com<br>mahaffey, stuart                 |   |     |
| 990231830 | <a href="#">World Industries Inc</a><br>2018-09-18                | vgoziah@worldindustriesincorporated.com<br>Flores, Vicky | Y | PAI |
| 274574251 | <a href="#">angel personal touch inc</a><br>2018-09-18            | mollison3@yahoo.com<br>mollison, lorna                   | Y | AFA |
| 452366331 | <a href="#">crystal dish</a><br>2018-09-18                        | temmyteeb@yahoo.com<br>HENDREN, TEMITOPE                 | Y | AFA |
| 674383278 | <a href="#">dehindeolusegun</a><br>2018-09-18                     | segundeh@gmail.com<br>dehinde, olusegun                  | Y | AFA |
| 259138435 | <a href="#">obotdonatus</a><br>2018-09-18                         | donatusobot@yahoo.com<br>obot, donatus                   | Y | AFA |
| 669229518 | <a href="#">ogunfowokanmotola</a><br>2018-09-18                   | foyintola@yahoo.com<br>ogunfowokan, motola               | Y | AFA |
| 010777955 | <a href="#">usregistryconnect</a><br>2018-09-18                   | rfq@usregistryconnect.com<br>usregistry, usregistry      | N | NOM |

| ETHNIC GROUP             | COUNT |
|--------------------------|-------|
| African American         | 38    |
| Asian American           | 2     |
| Native American          | 1     |
| Hispanic/Latino          | 5     |
| Pacific Island/American  | 1     |
| Non Minority             | 39    |
| Not Classified           | 0     |
| Total Number of Vendors  | 86    |
| Total Number of Contacts | 120   |

Summary 18-222A  
Georgia Procurement Registry

Item # 8



**Administrative Services Committee Meeting**  
**1/8/2019 1:10 PM**  
**Municipal Building Drainpipe Installation**

---

**Department:** Central Services Department - Facilities Maintenance

**Presenter:** Takiyah A. Douse

**Caption:** Motion to approve the bid award for the Municipal Building Drainpipe installation to Contract Management of Augusta, GA in the amount of \$77,369.00. Bid Item 18-223A.

**Background:** The Municipal Building is a 125,642 square foot, nine-story, reinforced concrete structure with marble skin constructed in 1957. Past modifications to the building included window replacements and roof improvements in 2008 and a total renovation from 2013 to 2015. During the renovation of the Municipal Building, when heavy rain persist, the roof drain piping system backups as a result of poor engineering since excessive 90 degree pipe configurations were installed. This coupled with multiple drain lines, results in drain blowbacks and detrimental pressure to the piping system. The current drainpipe design is inadequate to handle the amount of water coming from the roof. As a result, the pipe size will be increased from 6 inches to 8 inches. This change is expected to eliminate the back up pressure in the drain lines. Pruett, Ford has re-engineered drawings to facilitate this installation.

**Analysis:** Bids were received for the referenced project on November 6, 2018. Contract Management of Augusta, GA, submitted the lowest compliant bid in the amount of \$77,369.00.

**Financial Impact:** The contract amount is \$77,369.00.

**Alternatives:** 1. Award the contract for the Municipal Building Drainpipe installation to Contract Management of Augusta, GA in the amount of \$77,369.00. 2. Do not award

**Recommendation:**

Cover Memo

Item # 9

Award the contract for Municipal Building Drainpipe installation to Contract Management of Augusta, GA in the amount of \$77,369.00.

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

Funds are available in account: 329-05-1120.

**REVIEWED AND APPROVED BY:**

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

---

### Invitation to Re-Bid

Sealed re-bids will be received at this office until Thursday, October 25, 2018 @ 11:00 a.m. for furnishing:

- Re-Bid Item #18-222A    Municipal Building Condenser Water Pipe Insulation for Augusta, GA Central Services Department - Facilities Maintenance**
- Re-Bid Item #18-223A    Municipal Building Drainpipe Installation for Augusta, GA Central Services Department – Facilities 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

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

**A Mandatory Pre Bid Conference for Re-Bid item # 18-222A will be held on Thursday, October 11, 2018 @ 10:00 a.m. in the Procurement Department, 535 Telfair Street, Room 605. A Mandatory Site Visit to follow.**

**A Mandatory Pre Bid Conference for Re-Bid Item # 18-223A will be held on Thursday, October 11, 2018 @ 3:00 p.m. in the Procurement Department, 535 Telfair Street, Room 605. A Mandatory Site Visit to follow.**

All questions must be submitted in writing by fax to 706 821-2811 or by email to [procbidandcontract@augustaga.gov](mailto:procbidandcontract@augustaga.gov) to the office of the Procurement Department by Friday, October 12, 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 RE-BID documents through any source other than the office of the Procurement Department is not advisable. Acquisition of RE-BID documents from unauthorized sources placed the bidder at the risk of receiving incomplete or inaccurate information upon which to base his qualifications.

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

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

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

GERI A. SAMS, Procurement Director

Publish:

|                    |                                       |
|--------------------|---------------------------------------|
| Augusta Chronicle  | September 13, 20, 27, October 4, 2018 |
| Metro Courier      | September 13, 2018                    |
| cc: Janice Jackson | Administrator                         |
| Takiyah Douse      | Central Services                      |
| Lonnie Wimberly    | Central Services - Facilities         |

Revised: 2/2/2016

Item # 9

OFFICIAL



**Re-Bid Item #18-223A**  
**Municipal Building Drainpipe Installation**  
**for Augusta, GA- Central Services Department-Facilities Maintenance Division**  
**Re-Bid Date: Tuesday, November 6, 2018 @ 11:00 a.m.**

Total Number Specifications Mailed Out: 18  
 Total Number Specifications Download (Demandstar): 1  
 Total Electronic Notifications (Demandstar): 141  
 Mandatory Pre-Bid Attendees: 2  
 Total packages submitted: 1  
 Total Noncompliant: 0

| VENDORS                                                            | Attachment<br>B | E-Verify # | Addendum 1 | SAVE<br>Form | Bid Price   |
|--------------------------------------------------------------------|-----------------|------------|------------|--------------|-------------|
| COPPER CONSTRUCTION<br>410 MCINTOSH SREET<br>VIDALIA, GA 30474     |                 |            |            |              |             |
| CONTRACT MANAGEMENT<br>1827 KILLINGSWORTH RD.<br>AUGUSTA, GA 30904 | Yes             | 225306     | Yes        | Yes          | \$77,369.00 |

**Mandatory Pre-Bid Conference Sign-in Sheet**  
**Item #18-223A Municipal Building Drainpipe Installation**  
**For Augusta, Georgia – Central Services Department-Facilities Maintenance**  
**Tuesday, October 23, 2018, @ 2:00 p.m.**  
**PLEASE PRINT**

1822  
Original  
Item # 9

| NAME                   | COMPANY/DEPT.                                 | ADDRESS/CITY/STATE/<br>ZIP CODE                       | TELEPHONE<br>NUMBER | FAX NUMBER         | EMAIL                                  | Prime/Sub |
|------------------------|-----------------------------------------------|-------------------------------------------------------|---------------------|--------------------|----------------------------------------|-----------|
| 1. Darrell White       | Procurement                                   | 535 Telfair Street,<br>Suite 605<br>Augusta, GA 30901 | 706-821-2423        | 706-821-2811       | procbidandcontract<br>@augustaga.gov   |           |
| 2. Tabitha Daniels     | Procurement                                   | 535 Telfair Street,<br>Suite 605<br>Augusta, GA 30901 | 706-821-4251        | 706-821-2811       | procbidandcontract<br>@augustaga.gov   |           |
| 3. Nancy Williams      | Procurement                                   | 535 Telfair Street,<br>Suite 605<br>Augusta, GA 30901 | 706-821-2888        | 706-821-2811       | procbidandcontract<br>@augustaga.gov   |           |
| 4. Tywana Scott        | Procurement                                   | 535 Telfair Street,<br>Suite 605<br>Augusta, GA 30901 | 706-821-2355        | 706-821-2811       | procbidandcontract<br>@augustaga.gov   |           |
| 5. Mike Hall           | Copier Const. Co. Inc.                        | 410 McSwain St.<br>Vidalia Ga.<br>30475               | 912<br>537<br>6420  | 912<br>537<br>3214 | amiller@<br>copiersga.com              |           |
| 6. Lorenzo MASON       | Contract Management Inc.                      | 1829 Killinsworth Rd<br>Augusta Ga<br>30904           | 706-667-9033        | 706-667-9034       | lorenzom@<br>contractmanagementinc.com |           |
| 7. Lonn-R<br>usimberly | 2760<br>Pond Creek Rd<br>Augusta, GA<br>30906 | 30906<br>30906<br>PR                                  | 706-<br>5077        |                    |                                        |           |

**Mandatory Pre-Bid Conference Sign-in Sheet**  
**Item #18-223A Municipal Building Drainpipe Installation**  
**For Augusta, Georgia – Central Services Department-Facilities Maintenance**  
**Tuesday, October 23, 2018, @ 2:00 p.m.**  
**PLEASE PRINT**

Item # 9

| NAME               | COMPANY/DEPT. | ADDRESS/CITY/STATE/<br>ZIP CODE                   | TELEPHONE<br>NUMBER | FAX NUMBER      | EMAIL                | Prime/Sub |
|--------------------|---------------|---------------------------------------------------|---------------------|-----------------|----------------------|-----------|
| 8. Lonnie Winberry | CS, Fac       | 2760 Peachtree Industrial Rd<br>Augusta, GA 30906 | 706<br>821-1948     | 706<br>706-5077 |                      |           |
| 9. Lauren Saul     | Compliance    | 535 TelFair St.<br>Suite 710<br>Augusta, GA 30901 | 706-821-2406        |                 | lsaul@augusta.ga.gov |           |
| 10.                |               |                                                   |                     |                 |                      |           |
| 11.                |               |                                                   |                     |                 |                      |           |
| 12.                |               |                                                   |                     |                 |                      |           |
| 13.                |               |                                                   |                     |                 |                      |           |
| 14.                |               |                                                   |                     |                 |                      |           |
| 15.                |               |                                                   |                     |                 |                      |           |

2018



## Central Services Department

Takiyah A. Douse, Director  
Lonnie Wimberly, Deputy Director

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

### MEMORANDUM

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

**FROM:** Mrs. Takiyah Douse, Director, Central Services Department

**DATE:** December 18, 2018

**SUBJECT:** Bid Item #18-223A Municipal Building Drainpipe Installation Recommendation

---

Bids were received for the referenced project on November 6, 2018. The lowest compliant bid was submitted by Contract Management Inc., of Augusta, Georgia, in the amount of \$77,369.00. This bid is within the 20% margin of the estimated budget of \$70,000.00 and funds are available.

Central Services recommends award to the low bidder, Contract Management Inc., of Augusta, GA.

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

Cc: Lonnie Wimberly  
Takiyah Douse

## Planholders List - DemandStar

User: Daniels, Tabitha

Organization:

City of Augusta, GA (Augusta Commission)

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## Planholders List

Member Name City of Augusta, GA (Augusta Commission)

Bid Number ITB-18-223A-0-2018/nw

Bid Name Municipal Building Drain Pipe Installation

2 Document(s) found for this bid

1 Planholder(s) found.

[Add Planholder](#)

| Supplier Name ▲                  | Phone      | Fax        | Doc Count | Attributes | Programs | Actions                   |
|----------------------------------|------------|------------|-----------|------------|----------|---------------------------|
| <a href="#">ConstructConnect</a> | 8772271680 | 8665708187 | 2         |            |          | <a href="#">Documents</a> |

Page 1 of 1

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Item # 9



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**COLEMAN MECHANICAL SERVICES**  
135 HENRY MILLER STREET  
HARLEM, GA 30814

**GOLD MECH SERVICES**  
1431 GREENE STREET  
AUGUSTA, GA. 30901

**UNIVERSAL PLUMBING, INC.**  
2415 MILLEDGEVILLE RD  
AUGUSTA, GA 30904

**AVRETT PLUMBING**  
1547 GORDON HIGHWAY  
AUGUSTA, GA 30906

**EARL BABBITT PLUMBING**  
1128 ELLIS STREET  
AUGUSTA, GA 30901

**YOHE PLUMBING**  
1017 FRANKE INDUSTRIAL DR.  
AUGUSTA, GA 30909

**B & N MECHANICAL CONTRACTORS**  
4209 WHEELER RD  
AUGUSTA, GA 30907

**TURNER MECHANICAL**  
12384 ATOMIC RD,  
BEECH ISLAND, SC 29842

**TROTTER BUILDERS**  
308 COMMERCE DR STE C  
AUGUSTA, GA 30907

**DRAIN SURGEON**  
664 S OLD BELAIR RD STE B  
GROVETOWN, GA 30813

**MIDWEST MAINTENANCE**  
4013 ENTERPRISE CT  
AUGUSTA, GA 30907

**C & C MECHANICAL TRADES**  
2242B HEPHZIBAH MCBEAN RD  
HEPHZIBAH, GA 30815

**AUGUSTA WATER HEATER REPAIR**  
819 LANEY WALKER BLVD.  
AUGUSTA, GA 30901

**HARDY PLUMBING**  
P.O BOX 3268  
EVANS, GA 30809

**BRITTINGHAM PLUMBING**  
1912 CENTRAL AVE.  
AUGUSTA, GA 30904

**BILL JAMES & SONS MECHANICAL CONTRACTORS**  
1225 NEW SAVANNAH RD,  
AUGUSTA, GA 30901

**RICKJAY PLUMBING**  
140 DAVIS RD.  
AUGUSTA, GA 30907

**STARK PLUMBING**  
ATTN: CURTIS STARK  
1026 HAMPTON TERRACE  
NORTH AUGUSTA, SC 29841

**Lonnie Wimberly**  
Central Services Department-  
Facilities Maintenance Division

**Takiyah Douse**  
Central Services Department-Admin.

**KELLY IRVING**  
LSBC/P/COMPLIANCE OFFICE

**Bid 18-223A**  
Municipal Building Drainpipe  
Installation  
For Central Services Department-  
Facilities Maintenance Division  
Mailed 09/13/18

**Bid Item #18-223A**  
Municipal Building Drainpipe  
Installation  
For Central Services Department-  
Facilities Maintenance Division  
Bid Due: Thur 10/25/18 @ 11:00 a.m.

Item # 9

PR\_bid\_email\_list

|           |                                                                            |                                                                  |   |     |
|-----------|----------------------------------------------------------------------------|------------------------------------------------------------------|---|-----|
|           | 2018-09-18                                                                 | RODRIGUEZ, ANTHONY                                               |   |     |
|           | TRIPLE POINT ENGINEERING INC<br>2018-09-18                                 | trodriguez@tpointeng.com<br>HMWENGINEERS, HMWENGINEERS           |   |     |
| 752722720 | <a href="#">The Singenis Corporation, INC.</a><br>2018-09-18               | d.anderson@singenis.com<br>Anderson, Diann                       | N | NOM |
| 812843934 | <a href="#">Tree of Life Network LP</a><br>2018-09-18                      | brandonjbrant@thetreeoflifenet.org<br>Brant, Brandon             | Y | AFA |
| 591117804 | <a href="#">UNIVERSAL ENGINEERING SCIENCES</a><br>2018-09-18               | TTY@universalengineering.com<br>TYE, TOM                         | N | NOM |
| 941716908 | <a href="#">URS CORPORATION</a><br>2018-09-18                              | robin.overstreet@aecom.com<br>AECOM Technical Services, Inc.     | N | NOM |
|           | URS CORPORATION<br>2018-09-18                                              | robin_overstreet@urscorp.com<br>ROBINOVERSTREET, ROBINOVERSTREET |   |     |
| 471474475 | <a href="#">Universal Restoration Services, LLC</a><br>2018-09-18          | jhagerman@4universal.com<br>Hagerman, Jennifer                   | N | NOM |
| 010580553 | <a href="#">VISUAL INSPECTION SYSTEMS LLC</a><br>2018-09-18                | rsherwin@vispdm.com<br>VISLLC, VISLLC                            | N | NOM |
| 231501990 | <a href="#">WESTON SOLUTIONS INC</a><br>2018-09-18                         | robyn.brody@westonsolutions.com<br>BRODYR, BRODYR                | N | NOM |
|           | WESTON SOLUTIONS INC<br>2018-09-18                                         | s.jones@westonsolutions.com<br>Jones, Sally                      |   |     |
| 581339100 | <a href="#">WINTER CONSTRUCTION COMPANY</a><br>2018-09-18                  | acannady@winter-environmental.com<br>ACANNADY, ACANNADY          | N | NOM |
|           | WINTER CONSTRUCTION COMPANY<br>2018-09-18                                  | jjackson@winter-environmental.com<br>WINTERENV, WINTERENV        |   |     |
|           | WINTER CONSTRUCTION COMPANY<br>2018-09-18                                  | mreid@winter-construction.com<br>WINTER191, WINTER191            |   |     |
|           | WINTER CONSTRUCTION COMPANY<br>2018-09-18                                  | research@winter-construction.com<br>WINTER, WINTER               |   |     |
| 911641772 | <a href="#">WOOD ENVIRONMENT &amp; INFRASTRUCTURE SOLUTI</a><br>2018-09-18 | kayla.jimmerson@woodplc.com<br>WOODEIS, WOODEIS                  | N | NOM |
|           | WOOD ENVIRONMENT & INFRASTRUCTURE SOLUTI<br>2018-09-18                     | michele.jamros@amecfw.com<br>Jamros, Michele                     |   |     |
|           | WOOD ENVIRONMENT & INFRASTRUCTURE SOLUTI<br>2018-09-18                     | suzanne.mccollum@amecfw.com<br>AMECGA1234, AMECGA1234            |   |     |
| 471792908 | <a href="#">metro pipeline llc</a><br>2018-09-18                           | jim.nicklas@metropipeline.com<br>nicklas, jim                    | N | NOM |
| 160997941 | <a href="#">sevenson environmental services, inc.</a><br>2018-09-18        | jmhouse@sevenson.com<br>house, michael                           | N | NOM |

| ETHNIC GROUP             | COUNT |
|--------------------------|-------|
| African American         | 18    |
| Asian American           | 5     |
| Native American          | 3     |
| Hispanic/Latino          | 1     |
| Pacific Island/American  | 1     |
| Non Minority             | 99    |
| Not Classified           | 0     |
| Total Number of Vendors  | 127   |
| Total Number of Contacts | 241   |

*Bid Item 18-223A*  
*Georgia Procurement Registry Summary*

PR\_bid\_email\_list

Item # 9