



Administrative Services Committee Commission Chamber- 2/11/2020- 1:15 PM Meeting

ADMINISTRATIVE SERVICES

1. Fleet Management requests approval for the purchase of four Richmond County Sheriff's Office vehicles totaling \$95,636 from Thomson Motor Center. Bid Item 19-172  [Attachments](#)
2. Approve the purchase of one Utility Tractor for \$74,375 from Burke Truck and Tractor of Waynesboro, GA for the Utilities Department.  [Attachments](#)
3. The Augusta Regional Airport is requesting one new 2020 Ford F150 truck for \$25,285 from Allan Vigil Ford. Bid Item 19-280  [Attachments](#)
4. Motion to approve the Beazley Room Policy as written.  [Attachments](#)
5. Award the contract to provide custodial services for various new locations for fiscal year 2020 as follows, Bid Item 19-290:  [Attachments](#)
 - Augusta Transit Operations Center to Pro Cleaning Services – \$17,940.00.
 - Housing and Community Development to Diamond Shine Services - \$16,804.52.
 - Planning and Development on Marvin Griffin Road to Executive Janitorial Services - \$3,974.40.
 - New Records Retention Annex on Marvin Griffin Road to Executive Janitorial Services - \$5,299.20.
6. Motion to approve Housing and Community Development Department's (HCD's) request to provide HOME funding to assist one (1) low to moderate income homebuyer with gap financing, down-payment and closing cost to purchase home.  [Attachments](#)
7.  [Attachments](#)

Motion to approve Housing and Community Development Department's (HCD's) request to fund HOPWA Sponsors with 2019 HOPWA funds and to continue to support their organization's purpose of assisting individuals living with HIV/AIDS.

8. Motion to approve Housing and Community Development Department's (HCD's) request to enter into a contractual agreement with Auben Realty for property management services.  [Attachments](#)
9. Motion to approve HCD's Memorandum of Understanding request with Richmond County School System Marion E. Barnes Center (RCSS/MEBCC) in support of the Augusta Housing and Community Development mission (to create positive change by promoting self-sufficiency through partnership in Economic Development, Quality Housing, and Neighborhood Reinvestment).  [Attachments](#)
10. Motion to approve Housing and Community Development Department's (HCD's) request to provide funding to assist one (1) low to moderate income homebuyer with down-payment assistance to purchase a home.  [Attachments](#)
11. Motion to approve the minutes of the Administrative Services Committee held on January 28, 2020.  [Attachments](#)



Administrative Services Committee Meeting
2/11/2020 1:15 PM
2020 - RCSO-CID Vehicles

Department: Central Services - Fleet Management Division

Presenter: Ron Crowdwn

Caption: Fleet Management requests approval for the purchase of four Richmond County Sheriff's Office vehicles totaling \$95,636 from Thomson Motor Center. Bid Item 19-172

Background: The Richmond County Sheriff's Office Criminal Investigation Division is in need of four vehicles three (3) meet the replacement criteria and one (1) vehicle is declared uneconomically repairable due to the recent flood damage (December 2019) which damaged the vehicles electrical system.

Asset 206206 – 2007 Chevrolet Impala with 132,325miles;
Asset 206120 – 2007 Chevrolet Impala with 133,426miles;
Asset 208105 – 2008 Chevrolet Impala with 131,964 miles
Asset 210068 – 2009 Chevrolet Impala with 113,044 miles – Flooded

Bid Tab Sheets are attached.

Analysis: The Procurement Department published a competitive bid using the Demand Star application for the Dodge Charger Bid Number #19-172. The bid tabulation is attached for review. Bid #19-172 – Dodge Charger: Thomson Motor Centre = \$23,909

Financial Impact: The four Richmond County Sheriffs Vehicles totaling \$95,636 will be purchased using SPLOST VII (ACCT# 329-03-1310/54-22110).

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

Recommendation:

Cover Memo

Item # 1

Approve the request to replace four vehicles for the Richmond County Sheriff's Office for \$95,636.00 from Thomson Motor Center.

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

SPLOST VII (ACCT# 329-03-1310/54-22110) JL 216036001

REVIEWED AND APPROVED BY:

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

FOR ALL DEPARTMENTS- 2019 Dodge Police Charger-BIDS OPENED 3/8/19 @ 11:00
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BID 19-172

Year

Brand

Model

Delivery Date

Thomson Motor Centre

2019

Dodge

Charger

9-12 weeks

5.01 Administrative Public Safety Package

\$	22,434.00
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7.05 1 Each Jotto Desk 425-5630

\$	405.00
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7.09 1 Each ATD-7974 Heavy Duty Cables

\$	240.00
----	--------

7.15 1 Each Jotto 475-0980

\$	600.00
----	--------

7.20' 1 Each Jotto 475-0267

\$	230.00
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OPTIONS TOTAL \$ 1,475.00

TOTAL FOR OPTIONS AND BASE PRICE \$ **23,909.00**

Invitation to Bid

Sealed bids will be received at this office until **Friday, March 8, 2019 @ 11:00 a.m.** for furnishing for **Augusta, GA Central Services Department - Fleet Maintenance**

Bid Item #19-172	2019 Dodge Police Charger
Bid Item #19-173	2019/2020 Compact SUV
Bid Item #19-174	2019/2020 Mid-Size 4-Door Sedan

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 examined during regular business hours at the offices of Augusta, GA Procurement Department.

All questions must be submitted in writing by fax to 706 821-2811 or by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by Friday, February 22, 2019 @ 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 ninety (90) 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

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

GERI A. SAMS, Procurement Director

Publish:

Augusta Chronicle	January 31, February 7, 14, 21, 2019
Metro Courier	January 31, 2019



**Bid Opening Item #19-172 - 2019 Dodge Police Charger
for Augusta, Georgia- Central Services Department-
Fleet Maintenance Division**

Bid Due: Friday, March 8, 2019 @ 11:00 a.m.

Total Number Specifications Mailed Out: 19
Total Number Specifications Download (Demandstar): 1
Total Electronic Notifications (Demandstar): 51
Mandatory Pre-Bid/Telephone Conference: N/A
Total packages submitted: 2
Total Non-Compliant: 0

VENDORS	THOMSON MOTOR CENTRE 2158 WASHINGTON RD NE THOMSON, GA 30824	AKINS FORD CORP 220 WEST MAY STREET WINDER, GA 30680
Attachment B	Yes	YES
Exceptions	Yes	
E-Verify Number	369935	388164
SAVE Form	Yes	YES

VEHICLE/OPTIONS REQUIRED

5.01 Administrative Package-Police Model Charger	\$22,434.00	\$23,000.00
5.02 Civil Package Police Model Charger	\$23,248.00	\$23,800.00
5.03 Marshal Package Police Model Charger	\$25,612.00	\$25,800.00
5.04 Patrol Package V8 Police Model Charger	\$28,916.00	\$29,081.00
5.05 Traffic Package V8 Police Model Charger	\$29,097.00	\$29,402.00
5.06 Patrol Package V6 Police Model Charger	\$27,933.00	\$28,263.00
5.07 Traffic Package V6 Police Model Charger	\$28,234.00	\$28,564.00

6.00 OPTIONAL ITEMS

6.01 HEMI 5.7 Liter engine	\$1,985.00	\$920.00
6.02 All-wheel drive	Exceptions	\$1,860.00
6.03 Special exterior paint colors each	\$500.00	\$445.00

Item # 1



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VENDORS	THOMSON MOTOR CENTRE 2158 WASHINGTON RD NE THOMSON, GA 30824	AKINS FORD CORP 220 WEST MAY STREET WINDER, GA 30680
6.04 Police Charger "Convenience Group"	\$427.00	\$427.00
6.05 Park Assist Group	N/A	Standard
6.06 Blind Spot Monitoring	\$312.00	\$312.00
7.00 OUTFITTER'S SPECIALTY ITEMS		
7.01 1 Each Code 3 Model 21TR47MC THIN LINE LED LIGHT BAR	\$1,675.00	\$1,665.00
7.02 1 each Jotto Desk 425-6175 console with 425-6384 ACC ADPT PLT	\$515.00	\$505.00
7.03 1 each Jotto Desk 425-6260 armrest	\$50.00	\$50.00
7.04 1 each Jotto Desk 425-3704 cup holder	\$50.00	\$50.00
7.05 1 each Jotto Desk 425-5630 (Not Top) HD passenger side mount laptop stand	\$405.00	\$405.00
7.06 1 each Sho-Me model 05.6000 six rocker switch power control-center	\$195.00	\$140.00
7.07 1 each Sho-Me model 14.0553 three outlet receptacle	\$60.00	\$60.00
7.08 3 Waytek Rocker Switches, two for lights (front/rear) and one for siren, mounted on the dash at the right side of the steering wheel	\$21.00	\$21.00
7.09 1 each ATD-7974 Heavy Duty battery jumper cable connection	\$240.00	\$235.00

Item # 1



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VENDORS	THOMSON MOTOR CENTRE 2158 WASHINGTON RD NE THOMSON, GA 30824	AKINS FORD CORP 220 WEST MAY STREET WINDER, GA 30680
7.10 2 sets of Fenix industries FN-H-2209BW Cannon Blue/White 12 LED	\$515.00	\$505.00
7.11 1 each Code3 HDLNBKT-CH15 bracket w/ 2 Code3 MR6-B light Heads mounted above rearview mirror	\$320.00	\$320.00
7.12 1 each Fenix Industries FN-0416-B light stick w/ 2 FN-4016 brackets Mounted in rear deck	\$390.00	\$390.00
7.13 1 each Carson Manufacturing SA-361-20 Defender hands-free, Siren Controller	\$240.00	\$240.00
7.14 1 each Fenix Industries S-2009 speaker with in grille mounting bracket	\$210.00	\$210.00
7.15 1 each Jotto 475-0980 High Security/High Visibility Cage with locking sliding window, with transparent upper side filler panels	\$600.00	\$600.00
7.16 1 each Jotto 475-0994 lower extension plate with toe kick	\$135.00	\$135.00
7.17 1 each Jotto Desk 475-0421 secure grid side window barriers	\$220.00	\$220.00
7.18 1 Jotto Desk 475-0421 Secure Grid side window barriers	\$220.00	\$220.00
7.19 1 each Jotto Desk 475-0749 pre molded rear Bio seat, grey in color	\$460.00	\$460.00

OFFICIAL



**Bid Opening Item #19-172 - 2019 Dodge Police Charger
for Augusta, Georgia- Central Services Department-
Fleet Maintenance Division**

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Total packages submitted: 2
Total Non-Compliant: 0

VENDORS	THOMSON MOTOR CENTRE 2158 WASHINGTON RD NE THOMSON, GA 30824	AKINS FORD CORP 220 WEST MAY STREET WINDER, GA 30680
7.20 1 each Jotto Desk 475-0267 pre molded floor pan, grey in color	\$230.00	\$230.00
7.21 1 each Jotto Desk 475-0192 GR-87 Vertical mount single gun rack. With handcuff key over-ride and electric lock	\$395.00	\$395.00
7.22 Push bumper – Go Rhino model 5077 installed	\$495.00	\$495.00
7.23 Headlight guard – Go Rhino 5077WHD installed	\$470.00	\$470.00
7.24 # 35 window tint film application to include 6” windshield strip	\$150.00	\$150.00
7.25 Fire Extinguisher	\$55.00	\$55.00
2019 DODGE CHARGER AUTOMOBILE, POLICE MODEL		
Delivery Schedule	9-12 Weeks ARO	14-16 Weeks ARO

Item # 1



Central Services Department

Takiyah A. Douse, Director
Ron Crowden, Fleet Manager

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

MEMORANDUM

TO: Ms. Geri Sams, Procurement Director
THROUGH: Mrs. Takiyah A. Douse, Central Services Director
FROM: Mr. Ron Crowden, Fleet Manager, Central Services Department
DATE: March 12, 2019
SUBJECT: Recommendation Bid #19-172 - 2019 Dodge Police Charger

Bid #19-172 is recommended for award to Thomson Motor Centre of Thomson, Georgia. The vendor met all required specifications and has the lowest bid on the majority of bid items.

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

If you need further information or if you have any questions regarding this recommendation, please contact the Fleet Management Office at 706-821-2892.

RGC/kb

19 MAR 14 AM 8:39

FOR ALL DEPARTMENTS- 2019 Dodge Police Charger-BIDS OPENED 3/8/19 @ 11:00
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BID 19-172

Year

Brand

Model

Delivery Date

Thomson Motor Centre	Akins Ford Corp
2019	2019
Dodge	Dodge
Charger	Charger
9-12 weeks	14-16 Weeks

- 5.01** Administrative Public Safety Package
- 5.02** Civil Package
- 5.03** Marshal Package
- 5.04** Patrol Package V8
- 5.05** Traffic Package V8
- 5.06** Patrol Package V6
- 5.07** Traffic Package V6

\$ 22,434.00	\$ 23,000.00
\$ 23,248.00	\$ 23,800.00
\$ 25,612.00	\$ 25,800.00
\$ 28,916.00	\$ 29,081.00
\$ 29,097.00	\$ 29,402.00
\$ 27,933.00	\$ 28,263.00
\$ 28,234.00	\$ 28,564.00

- 6.01** HEMI 5.7 Liter Engine
- 6.02** All-Wheel Drive
- 6.03** Special Exterior Paint Color
- 6.04** Police Charger "Convenience Group"
- 6.05** Park Assist Group
- 6.06** Blind Spot Monitoring

\$ 1,985.00	\$ 920.00
Expectations	\$ 1,860.00
\$ 500.00	\$ 445.00
\$ 427.00	\$ 427.00
n/a	std
\$ 312.00	\$ 312.00

- 7.01** 1 Each Code 3 Model 21TR47MC
- 7.02** 1 Each Jotto Desk 425-6175
- 7.03** 1 Each Jotto Desk 426-6260
- 7.04** 1 Each Jotto Desk 425-3704
- 7.05** 1 Each Jotto Desk 425-5630
- 7.06** 1 Each Sho-Me model 05.6000
- 7.07** 1 Each Sho-Me model 14.0553
- 7.08** 3 Waytek Rocker Switches
- 7.09** 1 Each ATD-7974 Heavy Duty Cables
- 7.10'** 2 sets of Fenix FN-H-229bW
- 7.11** 1 Each Code3 HDLNBKT-CH15
- 7.12** 1 Each Fenix FN-0416-B
- 7.13** 1 Each Carson SA-361-20
- 7.14** 1 Each Fenix S-2009
- 7.15** 1 Each Jotto 475-0980
- 7.16** 1 Each Jotto 475-0994
- 7.17** 1 Each Jotto 475-0421 grid
- 7.18** 1 Each Jotto 475-0421 grid
- 7.19** 1 Each Jotto 475-0749
- 7.20'** 1 Each Jotto 475-0267
- 7.21** 1 Each Jotto 475-0192
- 7.22** Push Bumper
- 7.23** Headlight Guard
- 7.24** Window Tint
- 7.25** Fire Extinguisher

\$ 1,675.00	\$ 1,665.00
\$ 515.00	\$ 505.00
\$ 50.00	\$ 50.00
\$ 50.00	\$ 50.00
\$ 405.00	\$ 405.00
\$ 195.00	\$ 140.00
\$ 60.00	\$ 60.00
\$ 21.00	\$ 21.00
\$ 240.00	\$ 235.00
\$ 515.00	\$ 505.00
\$ 320.00	\$ 320.00
\$ 390.00	\$ 390.00
\$ 240.00	\$ 240.00
\$ 210.00	\$ 210.00
\$ 600.00	\$ 600.00
\$ 135.00	\$ 135.00
\$ 220.00	\$ 220.00
\$ 220.00	\$ 220.00
\$ 460.00	\$ 460.00
\$ 230.00	\$ 230.00
\$ 395.00	\$ 395.00
\$ 495.00	\$ 495.00
\$ 470.00	\$ 470.00
\$ 150.00	\$ 150.00
\$ 55.00	\$ 55.00

OPTIONS TOTAL

TOTAL FOR OPTIONS AND BASE PRICE \$ - \$ - Item # 1

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Planholders List

Member Name City of Augusta, GA (Augusta Commission)**Bid Number** ITB-19-172-0-2019/nw**Bid Name** 2019 Dodge Police Charger

1 Planholder(s) found.

Supplier Name 	City	State	Phone	Fax
ACME AUTO LEASING LLC	NORTH HAVEN	CT	2032346850	2032346858

Page 1 of 1

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GORDON CHEVROLET
ATTN: TRACI SEIGLER
2031 GORDON HIGHWAY
AUGUSTA, GA 30909

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

GERALD JONES FORD
ATTN: FLEET SALES/TROY SNOW
3480 WRIGHTSBORO ROAD
AUGUSTA, GA 30919

WILSON COUNTY MOTORS
1310 WEST MAIN STREET
LEBANON, TN 37887

LOVE CHEVROLET
100 PARKRIDGE DR
COLUMBIA, SC 29212

HARDY CHEVROLET/FORD
ATTN: JUAN LIZANO
1249 CHARLES HARDY PARKWAY
DALLAS, GA 30132

THOMSON CHRYSLER DODGE JEEP
2158 WASHINGTON ROAD
THOMSON, GA 30824

BUTLER CHRYSLER
1555 SALEM ROAD
BEAUFORT, SC 29902

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

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

PEACH STATE TRUCK SALES
P. O. BOX 808
ATLANTA, GA 30091

HERNDON CHEVROLET
ATTN: HAZEL TYNDELL
5617 SUNSET BLVD
LEXINGTON, SC 29072

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

MILTON RUBEN CHEVROLET
ATTN: JOHNNY TOBY
3514 WASHINGTON ROAD
AUGUSTA, GA 30907

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

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

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

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

THOMSON CHRYSLER
DODGE JEEP
2158 WASHINGTON ROAD
THOMSON, GA 30824

RON CROWDEN
CENTRAL SERVICES DEPARTMENT

TAKIYAH DOUSE
CENTRAL SERVICES DEPARTMENT

PHYLLIS MILLS JOHNSON
COMPLIANCE

BID ITEM# 19-172
2019 DODGE POLICE CHARGER
FOR AUGUSTA-CENTRAL SERVICES
DEPT- FLEET MAINTENANCE DIVISION
BID DUE 3/8/19 @ 11:00 A.M.

BID ITEM# 19-172
2019 DODGE POLICE CHARGER
FOR AUGUSTA-CENTRAL SERVICES
DEPT- FLEET MAINTENANCE DIVISION
BID MAILED: 1/31/2019

	2019-02-18	WILMACINC, WILMACINC		
581544713	Wade Ford, Inc 2019-02-18	jeastland@wade.com Eastland, Jack	Y	AFA
260815152	Wamar Technologies LLC 2019-02-18	jason.lindsey@wamartech.com Lindsey, Jason	N	NOM
	Wamar Technologies LLC 2019-02-18	stacey.thomas@wamartech.com Thomas, Stacey		
631084060	Warren Truck & Trailer, Inc. 2019-02-18	sjohnson@dumptrucks.com Johnson, Steve	N	NOM
253458344	Weaver Distributors 2019-02-18	jwillis@weaverdist.com Willis, Jimmy	N	NOM
262373311	Xtreme Green Products, Inc. 2019-02-18	joe@xgpinc.com Worrell, Joseph	N	NOM
	Xtreme Green Products, Inc. 2019-02-18	neil@xgpinc.com Roth, Neil		
307101255	YANCEY TRUCK CENTER 2019-02-18	RAY_ADAMS@MAYSTRUCKS.COM ADAMS, RAY	N	NOM
668035047	adesinabadesina 2019-02-18	adesina123@yahoo.com adesina, badesina	Y	AFA
669057938	akinrolabuoluwole 2019-02-18	woleray@yahoo.com akinrolabu, oluwole	Y	AFA
203845641	e-Watch Corporation 2019-02-18	pgiles@e-watch.com Giles, Patrick	N	NOM

ETHNIC GROUP	COUNT
African American	51
Asian American	6
Native American	2
Hispanic/Latino	6
Pacific Island/American	1
Non Minority	214
Not Classified	0
Total Number of Vendors	280
Total Number of Contacts	370

PR_bid_email_list

Georgia Procurement Registry Vendor Summary
Bid Item 19-172

Item # 1



Administrative Services Committee Meeting
2/11/2020 1:15 PM
2020 - Utilities Facilities Maintenance Division Tractor

Department:	Central Services Department - Fleet Management Division
Presenter:	Ron Crowden
Caption:	Approve the purchase of one Utility Tractor for \$74,375 from Burke Truck and Tractor of Waynesboro, GA for the Utilities Department.
Background:	The Utilities Department - Facilities Maintenance Division is requesting to purchase a new Utility Tractor 4x4 to support landscape maintenance operations. The tractor will have a batwing mower accessory for removal of brush and grass within multiple Utilities Department areas.
Analysis:	The Procurement Department published a competitive bid using the Demand Star application for a Utility Tractor. Invitations to bid were sent to 31 vendors and received a total of six (6) responses. J & B Tractor of Augusta, GA fell within the Local Vendor Preference 10% difference, but declined to accept the match offer. The next compliant bidder, Burke Truck and Tractor met the required specifications, was offered the bid and accepted. Bid 19-297: Utility Tractor 4 x 4: 2020 Kubota M6131DTCF – Burke Truck and Tractor: \$74,375.00 (Waynesboro, GA), 2020 John Deere 5115R– AG-Pro: \$74,514.00 (Conyers, GA), 2020 Kubota M6111DTCF – J & B Tractor: \$77,133.00 (Augusta, GA), 2020 John Deere 511R – Blanchard Equipment: \$77,150.31 (Martinez, GA), 2020 Massey Ferguson 5713S – Low Country TCB: \$87,649.00 (Pooler, GA), 2020 Massey Ferguson 5713S – Atlantic and Southern Equipment: \$89,768.00 (Morrow, GA)
Financial Impact:	One (1) – 2020 Kubota M6131DTCF \$74,375.00 each. The total purchase is \$74,375.00 for the Utilities Department-Facilities Maintenance Division. The equipment will be purchased with capital funds (ACCT# 506-04-3580/54.21110). Cover Memo
Alternatives:	(1) Approve the request; (2) Do not approve the request Item # 2

Recommendation: Approve the purchase of one – 2020 Kubota M6131DTCF for the Utilities Department-Facilities Maintenance Division for \$74,375.00 from Burke Truck and Tractor of Waynesboro Georgia.

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

Utilities Capital Outlay: 506-04-3580/54.21110

REVIEWED AND APPROVED BY:

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

FOR ALL DEPARTMENTS-UTILITY TRACTOR- BID OPENING 12/9/19 @ 11:00						
BID 19-297	Blanchard Equipment	Burke Truck and Tractor	Low Country TCB	Atlantic and Southern Equipment	AG-Pro	J & B Tractor
Year	2020	2019	2019	2020	2020	2019
Make	John Deere	Kubota	Massey Ferguson	Massey Ferguson	John Deere	Kubota
Model	5115R	M6131DTCF	5713S	5713S	5115R	M6111DTCF
Base Cost	\$76,950.31	\$74,375.00	\$86,200.00	\$87,243.00	\$74,354.00	\$74,533.00
Item 6.01 Keys	INCLUDED	INCLUDED	\$23.00	\$150.00	INCLUDED	\$45.00
Item 6.02 Two Oper Man	INCLUDED	INCLUDED	\$281.00	\$225.00	INCLUDED	\$1,575.00
Item 6.03 Initial Training	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED	\$250.00
Item 6.04 Delivery Charge	\$200.00	INCLUDED	\$500.00	\$750.00	INCLUDED	\$275.00
Item 7.01 Cab Flash Light	INCLUDED	INCLUDED	\$500.00	\$650.00	INCLUDED	\$275.00
Item 7.02 Warning Flags	INCLUDED	INCLUDED	\$120.00	\$250.00	\$160.00	\$180.00
Item 7.03 SMV Placard	INCLUDED	INCLUDED	\$25.00	INCLUDED	INCLUDED	INCLUDED
Item 7.04 Ext 3-Point Hitch	INCLUDED	INCLUDED	INCLUDED	\$500.00	INCLUDED	INCLUDED
Delivery Date	45 DAYS ARO	90 DAYS ARO	Apr-20	120 DAYS ARO	90 DAYS ARO	120-180 DAYS ARO
TOTALS:	\$77,150.31	\$74,375.00	\$87,649.00	\$89,768.00	\$74,514.00	\$77,133.00

Invitation to Bid

Sealed bids will be received at this office until **Friday, November 22, 2019 @ 11:00 a.m.** for furnishing for **Augusta, GA Central Services Department - Fleet Maintenance**

Bid Item #19-297 Utility Tractor Commodity Codes: 002-020-02, 002-020-33, 002-020-61, 002-020-89

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

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

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

All questions must be submitted in writing by fax to 706 821-2811 or by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by Friday, November 8, 2019 @ 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 ninety (90) days after bids have been opened, pending the execution of contract with the successful bidder.

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

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

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

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

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

GERI A. SAMS, Procurement Director

Publish:

Augusta Chronicle	October 17, 24, 31, November 7, 2019
Metro Courier	October 17, 2019



Bid Opening
Bid Item #19-297 Utility Tractor
for Augusta, Georgia- Central Services Department-Fleet Maintenance Division
Bid Due: Friday, November 22, 2019 @ 11:00 a.m.

Total Number Specifications Mailed Out: 31
 Total Number Specifications Download (Demandstar): 7
 Total Electronic Notifications (Demandstar): 4
 Georgia Procurement Registry: 199
 Total packages submitted: 5
 Total Non-Compliant: 0

VENDORS	Blanchard Equipment 4107 Columbia Rd Martinez, GA 30907	Burke Truck & Tractor 706 West Sixth St Waynesboro, GA 30830	Low Country JCB 1008 US Highway 80 E Pooler, GA 31322	Atlantic and Southern Equipment 1642 Forest Parkway Morrow, GA 30260	AG-Pro 1377 Dogwood Dr., SW Conyers, GA 30012	J & B Tractor 3585 Mike Padgett Hwy Augusta, GA 30906
Attachment B	Yes	Yes	Yes	Yes	Yes	Yes
E-Verify Number	72760	67865	198415	762893	1675168	515905
SAVE Form	Yes	Yes	Yes	Yes	Yes	Yes

5.00 TRACTOR REQUIREMENTS

5.01 Tractor, Utility, 2019/2020 Model with the purpose of pulling a Batwing Mower	\$76,950.31	\$74,375.00	\$86,200.00	\$87,243.00	\$74,354.00	\$74,533.00
---	-------------	-------------	-------------	-------------	-------------	-------------

6.00 SPECIALTY ITEMS

6.01 Keys-1 extra key for ign & fc	Included	Included	\$23.00	\$150.00	Included	\$45.00
6.02 Two (1) each operator man	Included	Included	\$281.00	\$225.00	Included	\$1,575.00
6.03 Initial Operator Training Sess	Included	Included	Included	Included	Included	\$250.00
6.04 Delivery Charge	\$200.00	Included	\$500.00	\$750.00	Included	\$275.00

Item # 2



Bid Opening
Bid Item #19-297 Utility Tractor
for Augusta, Georgia- Central Services Department-Fleet Maintenance Division
Bid Due: Friday, November 22, 2019 @ 11:00 a.m.

Total Number Specifications Mailed Out: 31
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---------	---	--	---	---	---	---

7.00 OPTIONAL ITEMS PRICING

7.01 Cab Top Flashing Light	Included	Included	\$500.00	\$650.00	Included	\$275.00
7.02 DOT Traffic Warning Flags	Included	Included	\$120.00	\$250.00	\$160.00	\$180.00
7.03 SMV Placard	Included	Included	\$25.00	Included	Included	Standard
7.04 Extended Remote for 3-Point Hitch	Included	Included / See Exceptions	Included	\$500.00	Included	Standard

2019/2020 TRACTOR, AG, UTILITY 4X4

Year	2020	2019	2019	2020	2020	2019
Make	John Deere	Kubota	Massey Ferguson	Massey Ferguson	John Deere	Kubota
Model	5115R	M6131DTCF	5713S	5713S	5115R	M6111DTCF
Approximate Delivery Time	45 Days ARO	90 Days ARO	April 2020	120 Days ARO	90 Days ARO	120- 180 Days ARO

Item # 2



Bid Opening
Bid Item #19-297 Utility Tractor
for Augusta, Georgia- Central Services Department-Fleet Maintenance Division
Bid Due: Friday, November 22, 2019 @ 11:00 a.m.

Total Number Specifications Mailed Out: 31

Total Number Specifications Download (Demandstar): 7

Total Electronic Notifications (Demandstar): 4

Georgia Procurment Registry: 199

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VENDORS	Blanchard Equipment 4107 Columbia Rd Martinez, GA 30907	Burke Truck & Tractor 706 West Sixth St Waynesboro, GA 30830	Low Country JCB 1008 US Highway 80 E Pooler, GA 31322	Atlantic and Southern Equipment 1642 Forest Parkway Morrow, GA 30260	AG-Pro 1377 Dogwood Dr., SW Conyers, GA 30012	J & B Tractor 3585 Mike Padgett Hwy Augusta, GA 30906
Exceptions Noted	Yes	Yes	No	No	No	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
THROUGH:  Takiyah A. Douse, Director, Central Services Department
FROM: Ron Crowden, Fleet Manager, Central Services Department 
DATE: December 23, 2019
SUBJECT: Recommendation for Bid #19-297 –Utility Tractor

Fleet Management would like to recommend the award of bid # 19-297, Utility Tractor to Burke Truck and Tractor of Waynesboro, GA. The vendor's proposal met the requirements of the bid and was the best and lowest price for the equipment requested.

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

If you need further information or if you have any questions regarding this recommendation, please contact the Fleet Management Office at 706-821-2892.

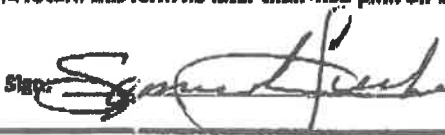
RGC/ams

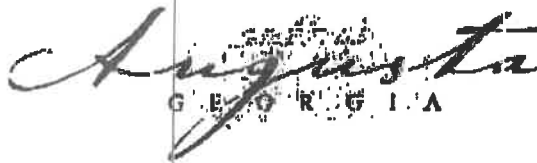
19 DEC 30 PM 2:30

Bid Opening Bid Item #19-297 Utility Tractor for Augusta, Georgia- Central Services Department-Fleet Maintenance Division Bid Due: Friday, November 22, 2019 @ 11:00 a.m.							
Augusta G E O R G I A							
Total Number Specifications Mailed Out: 31 Total Number Specifications Download (Demandstar): 7 Total Electronic Notifications (Demandstar): 4 Georgia Procurement Registry: 199 Total packages submitted: 5 Total Non-Compliant: 0							
VENDORS	Blanchard Equipment 4107 Columbia Rd Martinez, GA 30907	Burke Truck & Tractor 706 West Sixth St Waynesboro, GA 30830	Low Country JCB 1008 US Highway 80 E Pooler, GA 31322	Atlantic and Southern Equipment 1642 Forest Parkway Morrow, GA 30260	AG-Pro 1377 Dogwood Dr., SW Conyers, GA 30012	J & B Tractor 3585 Mike Padgett Hwy Augusta, GA 30906	
Attachment B	Yes	Yes	Yes	Yes	Yes	Yes	
E-Verify Number	72760	67865	198415	762893	1675168	515905	
SAVE Form	Yes	Yes	Yes	Yes	Yes	Yes	
5.00 TRACTOR REQUIREMENTS							
5.01 Tractor, Utility, 2019/2020 Model with the purpose of pulling a Batwing Mower	\$76,950.31	\$74,375.00	\$86,200.00	\$87,243.00	\$74,354.00	\$74,533.00	
6.00 SPECIALTY ITEMS							
6.01 Keys-1 extra key for ign & fc	Included	Included	\$23.00	\$150.00	Included	\$45.00	
6.02 Two (1) each operator man	Included	Included	\$281.00	\$225.00	Included	\$1,575.00	
6.03 Initial Operator Training Sess	Included	Included	Included	Included	Included	\$250.00	
6.04 Delivery Charge	\$200.00	Included	\$500.00	\$750.00	Included	\$275.00	

FOR ALL DEPARTMENTS-UTILITY TRACTOR- BID OPENING 12/9/19 @ 11:00

BID 19-297		Blanchard Equipment	Burke Truck and Tractor	Low Country TCB	Atlantic and Southern Equipment	AG-Pro	J & B Tractor
Year	2020	John Deere	2019	2019	2020	2020	2019
Make		John Deere	Kubota	Massey Ferguson	Massey Ferguson	John Deere	Kubota
Model		5115R	M6131DTCF	5713S	5713S	5115R	M6111DTCF
Base Cost		\$76,950.31	\$74,375.00	\$86,200.00	\$87,243.00	\$74,354.00	\$74,533.00
Item 6.01 Keys		INCLUDED	INCLUDED	\$23.00	\$150.00	INCLUDED	\$45.00
Item 6.02 Two Oper Man		INCLUDED	INCLUDED	\$281.00	\$225.00	INCLUDED	\$1,575.00
Item 6.03 Initial Training		INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED	\$250.00
Item 6.04 Delivery Charge		\$200.00	INCLUDED	\$500.00	\$750.00	INCLUDED	\$275.00
Item 7.01 Cab Flash Light		INCLUDED	INCLUDED	\$500.00	\$650.00	INCLUDED	\$275.00
Item 7.02 Warning Flags		INCLUDED	INCLUDED	\$120.00	\$250.00	\$160.00	\$180.00
Item 7.03 SMV Placard		INCLUDED	INCLUDED	\$25.00	INCLUDED	INCLUDED	INCLUDED
Item 7.04 Ext 3-Point Hitch		INCLUDED	INCLUDED	INCLUDED	\$500.00	INCLUDED	INCLUDED
Delivery Date		45 DAYS ARO	90 DAYS ARO	Apr-20	120 DAYS ARO	90 DAYS ARO	120-180 DAYS ARO
TOTALS:		\$77,150.31	\$74,375.00	\$87,649.00	\$89,768.00	\$74,514.00	\$77,133.00

 Local Vendor Option Bid Item #19-297 Utility Tractor for Augusta, Georgia- Central Services Department- Fleet Maintenance Division				
VENDORS	J & B Tractor 3585 Mike Padgett Hwy Augusta, GA 30906	Lowest Non-Local Vendor	Accept or Decline	
5.00 TRACTOR REQUIREMENTS				
5.01 Tractor, Utility, 2019/2020 Model with the purpose of pulling a Batwing Mower	\$74,533.00	\$74,375.00	Decline	
6.00 SPECIALTY ITEMS				
6.01 Keys	\$45.00	Included		
6.02 Two (1) each operator man	\$1,575.00	Included		
6.03 Initial Operator Training Sessions	\$250.00	Included		
6.04 Delivery Charge	\$275.00	Included		
7.00 OPTIONAL ITEMS PRICING				
7.01 Cab Top Flashing Light	\$275.00	Included		
7.02 DOT Traffic Warning Flaps	\$180.00	Included		
7.03 SMV Placard	Standard	Included		
7.04 Extended Remote for 3- Point Hitch	Standard	Included / See Exceptions		
2019/2020 TRACTOR, AG, UTILITY 4X4				
Year	2019	2019		
Make	Kubota	Kubota		
Model	M6111DTCF	M6151DTCF		
Approximate Delivery Time	120- 180 Days ARO	90 Days ARO		
Exceptions Noted	Yes	Yes		
	\$77,133.00	\$74,375.00	Yes	☒
Please indicate if you wish to match the bid of the lowest non-local bidder by selecting the appropriate box to the right of the total amount. Please sign, date and return this form no later than 4:00 p.m. on Wednesday, December 18, 2019.				
Sign:  Date: 12/17/19				

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

December 16, 2019

E-Mailed/Faxed (sjenkins4025@yahoo.com)
(706) 793-8016Samuel Jenkins
J & B Tractor
3585 Mike Padgett Hwy
Augusta, GA 30908Ref: Local Vendor Option - Bid Item #19-297 Utility Tractor
for Augusta, Georgia- Central Services Department Fleet Maintenance

Dear Mr. Jenkins:

Thank you for your bid response in reference to bid item #19-297. We would like to extend to you the option to exercise your rights as set forth in Ordinance No. 8890.

...Local Vendor Preference: The Local Vendor Preference policy shall only be applied to projects of one-hundred thousand dollars (\$100,000) or less and only when the lowest local qualified bidder is within 10% or \$10,000, whichever is less of the lowest non-local bidders. The lowest local qualified bidder will be allowed to match the bid of the lowest non-local bidder and, if matched, the lowest local qualified bidder will be awarded the contract.

Please be advised that you have the option to match the lowest bid as submitted by a non-local vendor on bid item #19-297. I have attached a copy of the local vendor option which lists your bid price along with the price of the lowest non-local bidder.

Please indicate if you wish to match the bid of the lowest non-local bidder by selecting the appropriate box of the items as listed in the attached form. We are requesting that you reply to this request by signing and faxing the form back to 706-821-2811 by Wednesday, December 18, 2019 @ 4:00 p.m.

Should you have any questions concerning this request, please do not hesitate to contact me at 706-821-2422.

Sincerely,

Geri A. Sams
Director Procurement

Decline:

GAS/nw

Attachment

cc: Takiyah Douse, Central Services
Ron Crowden, Fleet ManagerRoom 605 - 535 Telfair Street, Augusta Georgia 30901
(706) 821-2422 - Fax (706) 821-2811www.augustaga.govRegister at www.demandstar.com/supplier for automatic bid notificationScan this QR code with your
smartphone or camera equipped
tablet to visit the Augusta, Georgia

Planholders List - DemandStar

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 ITB-19-297-0-2019/nw

Bid Name Utility Tractor

1 Document(s) found for this bid

4 Planholder(s) found.

[Add Planholder](#)

Supplier Name 	Phone	Fax	Doc Count	Attributes	Programs	Actions
Blanchard Equipment	7068367970		1			Documents
Construction Sales and Service, Inc	8506839186	8506834570	1	1. Small Business 2. Woman Owned		Documents
Dodge Data	4133767032		1			Documents
jpower	7069454425		1			Documents

Page 1 of 1

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Item # 2

BIDDERS LIST

BID ITEM # 19-297 COST \$ _____

#	COMPANY'S NAME & CONTACT PERSON	COMPLETE MAILING ADDRESS TELEPHONE & FAX NUMBERS	DATE	SPEC #	INITIALS	MAILED BY
1	Cobb Tractor Inc. Attn: Bennie Lino 1520 Cobb Parkway North Marietta, GA 30062	Phone 770-616-4100	10/18/19	19-297	DW	U.S. mail
2		Fax 770-427-8491				
3						
4						
5						
6						
7						
8						
9						
10						
11						Item # 2

Allez à avery.ca/gabarits
Utilisez le Gabarit Avery 5160

Étiquettes d'adresse Easy Peel[®]
Repliez à la hachure afin de révéler le rebord Pop-up

Pat: avery.com/patents

ADAMS EQUIPMENT CO. INC.
1431 LANIER ROAD
WHITE PLAINS, GA 30678

BLANCHARD EQUIPMENT CO.
138 HIGHWAY 80 WEST
WAYNESBORO, GA 30830

ALAMO INDUSTRIAL
P. O. BOX 549
SEQUIN, TX 78156

**BURKE TRUCK & TRACTOR
COMPANY**
P. O. BOX 478
706 WEST 6TH STREET
WAYNESBORO, GA 30830

J & B TRACTOR COMPANY
ATTN: SAM JENKINS
3585 MIKE PADGETT HIGHWAY
AUGUSTA, GA 30906

INTERSTATE EQUIPMENT CO.
ATTN: PAUL MCCORKLE
PO BOX 1198
143 NORTH SEYMOUR DRIVE
THOMSON, GA 30824

FLINT CONSTRUCTION & FORESTRY
PHILLIP MURPHEY
1900 WILLIAM FEW PARKWAY
GROVETOWN, GA 30813

OUTDOOR EQUIPMENT COMPANY
ATTN: STEVE DYE
3357 PEACH ORCHARD ROAD
AUGUSTA, GA 30906

GREENVILLE TURF & TRACTOR CO.
ATTN: MARK HENDRICKS
701 SANDY SPRINGS ROAD
PIEDMONT, SC 29673

BLANCHARD EQUIPMENT CO. INC
4266 BELAIR FRONTAGE ROAD
AUGUSTA, GA 30909

TRACTOR SUPPLY COMPANY
270 BOBBY JONES EXPY SUITE 190
AUGUSTA, GA 30907

RITCHIE TRACTOR
6725 ASHEVILLE HIGHWAY
KNOXVILLE, TN 37924

HARTLEY ENTERPRISES, LLC
17 OLD INDIAN TRAIL
MONETTA, SC 29105

MIDWEST TRACTOR SALES, INC
ATTN: DEWAYNE HART
27065 CRYSTAL LAKE ROAD
JERSEYVILLE, IL 62052

ADAMS TRACTOR OF SPOKANE
1602 EAST TRENT
SPOKANE, WA 99202

**BURKHARD'S TRACTOR,
TRAILERS, & EQUIPMENT**
4180 S. UNIVERSITY DRIVE
DAVIE, FL 33328

YANCEY RENTALS
4165 MIKE PADGETT HWY
AUGUSTA, GA 30906

AG-PRO COMPANY
1377 DOGWOOD DRIVE SW
CONYERS, GA 30012

BORDER EQUIPMENT
2804 WYLDs RD
AUGUSTA, GA 30909

Low Country Machinery
1008 East Highway 80
Pooler, GA 31322

Yancy Brothers Co.
4165 Mike Padgett Highway
Augusta, GA 39906

DITCH WITCH OF GEORGIA
5430 GA HIGHWAY 85
FOREST PARK, GA 30297-2486

AG-PRO
1377 DOGWOOD DRIVE SW
CONYERS, GA 30012

STITH TRACTOR & EQUIP CO.
3809 MIKE PADGETT HWY.
AUGUSTA, GA 30906

SUNBELT EQUIPMENT CO.
2530 PEACH ORCHARD RD
AUGUSTA, GA 30906

NEFF EQUIPMENT COMPANY
2325 TUBMAN HOME RD
AUGUSTA, GA 30906

RENTAL SERVICE CORP.
3521 MIKE PADGETT HWY
AUGUSTA, GA 30906

BID ITEM #19-297
UTILITY TRACTOR
CENTRAL SERVICES DEPT FOR FLEET
MAINTENANCE DIVISION
BID DUE: TUE 11/22/19 @ 11 a.m.

BID ITEM #19-297
UTILITY TRACTOR
CENTRAL SERVICES DEPT FOR FLEET
MAINTENANCE DIVISION
MAILED: 10/17/19

1 of 2

Item # 2

Go to avery.com/templates
Use Avery Template 5160

Easy Peel Address Labels
Bend along line to expose Pop-up Edge

5160

EVERY

Allez à avery.ca/gabarits
Utilisez le Gabarit Avery 5160

Étiquettes d'adresse Easy Peel®
Repliez à la hachure afin de révéler le rebord Pop-up®

Pat: avery.com/patents

RELIABLE EQUIPMENT RENTAL
4001 WASHINGTON RD
AUGUSTA, GA 30907

TRACTOR & EQUIPMENT CO.
3809 OLD SAVANNAH RD
AUGUSTA, GA 30809

NORTHERN TOOL & EQUIPMENT
4040 FERNANDINA RD
COLUMBIA, SC 29210

HOLLEY TRACTOR & EQUIPMENT
1721 RICHLAND AVE E
AIKEN, SC 29801

TAKIYAH DOUSE
CENTRAL SERVICES DEPT.-ADM

RON CROWDEN
CENTRAL SERVICES DEPT-
FLEET MAINT

Treza Edwards
COMPLIANCE

BID ITEM #19-297
UTILITY TRACTOR
CENTRAL SERVICES DEPT FOR FLEET MAINTENANC
BID DUE: TUE 11/22/19 @ 11 a.m.

BID ITEM #19-297
UTILITY TRACTOR
CENTRAL SERVICES DEPT FOR FLEET MAINTENANC
MAILED: 10/17/19

2 of 2

Item # 2

Use Avery Template 5160

Bend along line to expose Pop-up Edge

5160

AVERY®

241069738	abuduoyeyemi 2019-10-16	OYEYEMI@GMAIL.COM abudu, oyeyemi	Y	AFA
611390193	clay mohan mowing 2019-10-16	kevintost@bellsouth.net mckissick, kevin	N	NOM
444465156	cross creek Farm & Ranch DBA Cross Creek 2019-10-16	crosscreekfarmandranch@yahoo.com Steen, Carl	N	NOM
252115248	currieluvanda 2019-10-16	luvandacurrie@yahoo.com currie, luvanda	Y	AFA
260922692	mcentyrephil 2019-10-16	philmc926@yahoo.com mcentyre, phil	N	NOM
205656893	monitorconstruction company, inc 2019-10-16	afain@monitorcorp.com Fain, Asa	Y	HIA
	monitorconstruction company, inc 2019-10-16	dhussey@monitorcorp.com Hussey, Diane		
010024502	nashville tractor 2019-10-16	leeboat@live.com boatenreiter, lee	N	NOM
669229518	ogunfowokanmotola 2019-10-16	foyintola@yahoo.com ogunfowokan, motola	Y	AFA
252115248	procurement for professional people 2019-10-16	luvandacurrie@yahoo.com currie, luvanda	Y	AFA
832416914	rlc farms llc 2019-10-16	Rlc farms1062@gmail.com Stallings, Julia	N	NOM
214787398	stephen's mecnanical service 2019-10-16	stephen.hills@ymail.com Hills, stephen	Y	AFA
202475086	thomas allen 2019-10-16	tom@kaslinfrared.com allen, thomas	N	NOM
010777955	usregistryconnect 2019-10-16	rfq@usregistryconnect.com usregistry, usregistry	N	NOM

ETHNIC GROUP	COUNT
African American	24
Asian American	0
Native American	4
Hispanic/Latino	2
Pacific Island/American	1
Non Minority	168
Not Classified	0
Total Number of Vendors	199
Total Number of Contacts	337

PR_bid_email_list

Bid Item 19-297
Georgia Procurement Registry Vendor Summary

Item # 2



Administrative Services Committee Meeting
2/11/2020 1:15 PM
2020 Airport F150

Department: Central Services Department - Fleet Management Division

Presenter: Ron Crowden

Caption: The Augusta Regional Airport is requesting one new 2020 Ford F150 truck for \$25,285 from Allan Vigil Ford. Bid Item 19-280

Background: The Augusta Regional Airport is requesting the acquisition of one 2020 Ford F150 for Airside Operations. The Augusta Regional Airport Commission has approved this purchase, per the attached memorandum

Analysis: The Procurement Department published a competitive bid using the Demand Star application for 2020 6500 GVWR Pick-up Truck (Bid #19-280). Invitations to Bid were sent to 18 vendors with three vendors responding and one deemed non-compliant. Bid tab sheets are attached for your review. Bid #19-280 – 2020 Ford F150: Allan Vigil Ford = \$25,285; Gerald Jones Ford = \$27,782 –Declined Local Vendor Match

Financial Impact: 1- 2020 Ford F150 @ \$25,285. (GMA LEASE ACCT# 631-10-1110/54-99631)

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

Recommendation: Approve the purchase of one pickup truck at \$25,285 for the Augusta Regional Airport, purchased using GMA Lease.

Funds are Available in the Following Accounts: GMA Lease Program: 631-10-1110/54.99631

Cover Memo

REVIEWED AND APPROVED BY:

Item # 3

Finance.
Procurement.
Law.
Administrator.
Clerk of Commission



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

MEMORANDUM

Date: January 30, 2020

To: Ron Crowden, Fleet Manager

From: Herbert Judon, Executive Director

Re: **AIRPORT GMA LEASE PURCHASE- Airport OPS Vehicle/F-150 4X2 Super Cab**

On January 30, 2020, the Airport Aviation Commission approved the GMAC lease Purchase of a 2020 Ford F-150 4X2 Super Cab Truck using the County's annual bid contract. The Purchase price for the Truck is \$25,285, which will be financed by GMAC Leasing, through their lease purchase option. The Funding Source for the Vehicle is **551081112-6111631**.

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

A handwritten signature in black ink that reads "Norbert L. Judon Jr." The signature is written in a cursive, flowing style.

FOR ALL DEPARTMENTS- Pickup Truck 6500 GVWR-BIDS OPENED 10/08/2019 @ 11:00**Department:****Funds:****BID 19-280****Year****Brand****Model****Delivery Date****Base Price 5.01**

Allan Vigil Ford	Gerald Jones
2020	\$ 2,020.00
Ford	Ford
F150	F150
90-120 DAYS	90-DAYS ARO
\$ 19,550.00	\$ 19,948.76
	\$ 21,157.76

6.06 Super Cab (6.5 ft. bed)
6.13 Tilt/Cruise
6.14 Cab Steps (black)
6.16 Power Windows/locks/mirrors
6.36 Spray Bed Liner
6.43 Delivery Fee
7.14 County Emergency Package
 Extra Key

\$ 2,525.00	\$ 3,902.00
\$ 215.00	\$ 205.00
\$ 262.00	\$ 228.00
\$ 1,088.00	\$ 883.00
\$ 375.00	\$ 400.00
\$ 150.00	\$ 50.00
\$ 895.00	\$ 898.00
\$ 225.00	\$ 58.24

OPTIONS TOTAL	\$ 5,735.00	\$ 6,624.24
BASE PRICE:	\$ 19,550.00	\$ 21,157.76

TOTAL FOR OPTIONS AND BASE PRICE	\$ 25,285.00	\$ 27,782.00
---	--------------	--------------

2018 Ford F-150 (1/2 ton)
Regular Cab, 6 Cyl, 4X2 SWB

Equipment included in base price:

5.01 3.3L V6 flex fuel engine
 6 speed Automatic Transmission
 Factory Installed A/C
 AM-FM Radio
 Solar Tinted Glass
 Power Steering/ABS Brakes
 Rear View back up camera
 Vinyl 40/20/40 Bench seat
 Rubber Floor Covering
 Full Size Spare/Step bumper
 Auto Lamp Headlights
 Short Bed (6.5 ft.)
 6500 GVWR
 P245/70RX17 Tires
 Rain Sensing wipers

EXT COLOR:**INT COLOR:**

THRU 11/30/2019
AFTER 11/30/2019



Central Services Department

Takiyah A. Douse, Director
Ron Crowden, Fleet Manager

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

MEMORANDUM

TO: Geri Sams, Director, Procurement Department

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

FROM: Ron Crowden, Fleet Manager, Central Services Department *RL*

DATE: February 3, 2020

SUBJECT: Recommendation for Bid #19-280 – 2020 6500GVWR Pick-Up

Bid #19-280 is recommended for award based on the requirements and options needed by various departments, divisions and positions. The following recommendations are to purchase one truck for the Augusta Regional Airport.

Allan Vigil Ford:

- **1 - Super Cab with required options for Airport Operations - \$25,285 – (Gerald Jones Ford declined the local vendor option)**

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

If you need further information or if you have any questions regarding this recommendation, please contact the Fleet Management Office at 706-821-2892.

RGC/kb

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** ITB-19-280-0-2019/nw**Bid Name** 2020 6500GVWR Pickup Truck

1 Document(s) found for this bid

2 Planholder(s) found.

[Add Planholder](#)

Supplier Name 	Phone	Fax	Doc Count	Attributes	Programs	Actions
A4 Autos Inc.	7063643595		1			Documents
Dodge Data	4133767032		1			Documents

Page 1 of 1

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Item # 3

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

HARDY FORD / MERCURY
1249 CHARLES HARDY PKWY
DALLAS, GA 30132

ALAN JAY AUTOMOTIVE NETWORK
ATTN: MATT FORTE
1896 BLUEBONNET WAY
FLEMING ISLAND, FL 33870

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

THOMSON CHRYSLER DODGE JEEP
ATTN: MAC MCALLISTER
2158 WASHINGTON ROAD
THOMSON, GA 30824
RETURNED MAIL

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

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

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

BUTLER CHRYSLER DODGE JEEP
1555 SALEM ROAD
BEAUFORT, SC 29902

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

LANGDALE CHEVROLET
1006 W FRANKLIN ST
SYLVESTER GA 31791

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

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

GERALD JONES FORD
ATTN: FLEET SALES
3480 WRIGHTSBORO ROAD
AUGUSTA, GA 30919

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

O.C. WELCH FORD-LINCOLN INC.
ATTN: LARRY WILLIAMS
4920 INDEPENDENCE BLVD.
HARDEEVILLE, SC 29927

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

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

BID ITEM# 19-215
2020 MIDSIZE SUV
FOR AUGUSTA-CENTRAL SERVICES DEPT-
FLEET MAINTENANCE DIVISION
BID DUE: TUESDAY 4/23/19 @ 11:00 A.M.

BID ITEM# 19-215
2020 MIDSIZE SUV
FOR AUGUSTA-CENTRAL SERVICES DEPT-
FLEET MAINTENANCE DIVISION
BID MAILED: 3/14/19

RON CROWDEN
FLEET MANAGEMENT

PHYLLIS MILLS JOHNSON
COMPLIANCE

TAKIYAH DOUSE
CENTRAL SERVICES
 Item # 3

472788464	Zs All American Hauling 2019-08-29	zamericanhauling@gmail.com Slatten, Dwight	Y	AFA
253251853	ogletrees hauling 2019-08-29	ogletreeshawn@yahoo.com Ogletree, Shawn	N	NOM

ETHNIC GROUP	COUNT
African American	15
Asian American	0
Native American	0
Hispanic/Latino	0
Pacific Island/American	0
Non Minority	49
Not Classified	0
Total Number of Vendors	64
Total Number of Contacts	97

PR_bid_email_list

Invitation to Bid

Sealed bids will be received at this office until **Tuesday, October 8, 2019 @ 11:00 a.m.** for furnishing for **Augusta, GA Central Services Department - Fleet Maintenance**

Bid Item #19-280 2020 6500GVWR Pickup Truck

Bid Item #19-281 2019/2020 15 Passenger Van

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 Documents may be examined during regular business hours at the offices of Augusta, GA Procurement Department.

All questions must be submitted in writing by fax to 706 821-2811 or by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by Friday, September 20, 2019 @ 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 ninety (90) 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

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

GERI A. SAMS, Procurement Director

Publish:

Augusta Chronicle August 29, September 5, 12, 19, 2019
Metro Courier August 29, 2019

 Bid Opening Bid Item #19-280 2020 6500GVWR Pickup Truck for Augusta, Georgia - Central Services Department-Fleet Maintenance Division Wednesday, October 8, 2019 @ 11:00 a.m.			
Total Number Specifications Mailed Out: 18 Total Number Specifications Download (Demandstar): 2 Total Electronic Notifications (Demandstar): 15 Georgia Procurement Registry: 64 Mandatory Pre-Bid/Telephone Conference: NA Total packages submitted: 3 Total Non-Compliant: 1			
VENDORS	Allan Vigil 6790 Mount Zion Blvd Morrow, GA 30260	Master Buick GMC 3710 Washington Rd Augusta, GA 30907	Gerald Jones Ford 3480 Wrightsboro Rd Augusta, GA 30909
Attachment B	Yes	Non-Compliant Not Notarized	Yes
E-Verify Number	94460	665555	933751
SAVE Form	Yes	Non-Compliant Not Notarized	Yes
2020 6500GVWR Pickup Truck:			
Year	2020	2020	2020
Make	Ford	GMC	Ford
Model	F150	Sierra	F150
Approximate Delivery Schedule	90-120 days		90 days from award
5.00 Vehicle/Optionals Required:			
5.01 2020 Pickup Truck (1/2 ton)	\$19,500.50	\$27,563.00	\$19,948.76
6.00 Manufacturer options:			
6.01 5.0L V8 Flex Fuel Engine - 995	\$1,836.00	\$1,395.00	\$1,816.00
6.02 3.5L V6 EcoBoost Engine – 99G	\$2,388.00	n/a	\$2,362.00
6.03 2.7L V6 EcoBoost – 99P	\$916.00	n/a	\$906.00
6.04 Long Bed (8ft)	\$285.00	n/a	\$287.00
6.05 Extended range fuel tank	\$410.00	n/a	n/a
6.06 Super Cab (6.5ft bed)	\$2,525.00	3900	3902
6.07 Super Cab (8ft bed)	\$3,690.00	n/a	n/a
6.08 4X4 Option (All Models)	\$2,645.00	5600	4436
6.09 Skid Plates	\$155.00	150	146
6.10 Crew Cab XL SWB	\$4,920.00	6300	6247
6.11 Crew Cab XL LWB	\$5,850.00	6600	n/a

tem # 3

 Bid Opening Bid Item #19-280 2020 6500GVWR Pickup Truck for Augusta, Georgia - Central Services Department-Fleet Maintenance Division Wednesday, October 8, 2019 @ 11:00 a.m.			
Total Number Specifications Mailed Out: 18 Total Number Specifications Download (Demandstar): 2 Total Electronic Notifications (Demandstar): 15 Georgia Procurement Registry: 64 Mandatory Pre-Bid/Telephone Conference: NA Total packages submitted: 3 Total Non-Compliant: 1			
VENDORS	Allan Vigil 6790 Mount Zion Blvd Morrow, GA 30260	Master Buick GMC 3710 Washington Rd Augusta, GA 30907	Gerald Jones Ford 3480 Wrightsboro Rd Augusta, GA 30909
6.12 Limited Slip Axle	\$525.00	395	519
6.13 Tilt / Cruise	\$215.00	1285	205
6.14 Cab Steps	\$262.00	795	228
6.15 Daytime Running Lights	\$42.00	n/a	41
6.16 Power Windows/Locks/Mirrors	\$1,088.00	*pk	883
6.17 Power Seat	\$345.00	n/a	\$319.00
6.18 Class IV Hitch (w/o tow pkg) – 53B	\$100.00	n/a	\$137.00
6.19 Trailer Tow Pkg	\$555.00	395	\$542.00
6.20 Trailer Tow Pkg (w/101A pkg)	\$916.00	n/a	\$906.00
6.21 Tow Mirrors w/ spotlights	\$495.00	345	\$360.00
6.22 XL w/Power W-L-M, SYNC, AM/FM/CD, Cruise Control	\$2,075.00	n/a	\$2,074.00
6.23 Cruise Control & SYNC	\$795.00	n/a	588
6.24 40-20-40 Cloth Split Bench	no charge	n/a	no charge
6.25 Cloth Buckets w/Console	\$275.00	n/a	\$295.00
6.26 Electric Brake Controller	\$265.00	\$275.00	\$250.00
6.27 Fog Lights	\$135.00	n/a	\$127.00
6.28 Carpet w/Mats	\$140.00	n/a	\$132.00
6.29 XL SSV Package	\$49.00	n/a	\$46.00
6.30 XLT Package –	\$4,763.00	n/a	\$5,055.00
6.31 Rear window defroster & Bumpers	\$305.00	n/a	\$360.00
6.32 Aluminum Wheels & Bumpers – 86A	\$740.00	4900	\$705.00
6.33 Box Side Steps	\$305.00	n/a	\$296.00
6.34 Tailgate Step	\$355.00	no charge	\$341.00

tem # 3

 Bid Opening Bid Item #19-280 2020 6500GVWR Pickup Truck for Augusta, Georgia - Central Services Department-Fleet Maintenance Division Wednesday, October 8, 2019 @ 11:00 a.m.			
Total Number Specifications Mailed Out: 18 Total Number Specifications Download (Demandstar): 2 Total Electronic Notifications (Demandstar): 15 Georgia Procurement Registry: 64 Mandatory Pre-Bid/Telephone Conference: NA Total packages submitted: 3 Total Non-Compliant: 1			
VENDORS	Allan Vigil 6790 Mount Zion Blvd Morrow, GA 30260	Master Buick GMC 3710 Washington Rd Augusta, GA 30907	Gerald Jones Ford 3480 Wrightsboro Rd Augusta, GA 30909
6.35 Reverse Sensing	\$255.00	n/a	\$250.00
6.36 Spray-In Bedliner	\$375.00	\$545.00	\$400.00
6.37 Exterior Color Not Included in Base Price Color: _____	720.00 school bus yellow	195	n/c
6.38 Exterior Color Not Included in Base Price Color: _____	n/a	495	n/c
6.39 Exterior Color Not Included in Base Price Color: _____	n/a	n	n/c

 Bid Opening Bid Item #19-280 2020 6500GVWR Pickup Truck for Augusta, Georgia - Central Services Department-Fleet Maintenance Division Wednesday, October 8, 2019 @ 11:00 a.m.			
Total Number Specifications Mailed Out: 18 Total Number Specifications Download (Demandstar): 2 Total Electronic Notifications (Demandstar): 15 Georgia Procurement Registry: 64 Mandatory Pre-Bid/Telephone Conference: NA Total packages submitted: 3 Total Non-Compliant: 1			
VENDORS	Allan Vigil 6790 Mount Zion Blvd Morrow, GA 30260	Master Buick GMC 3710 Washington Rd Augusta, GA 30907	Gerald Jones Ford 3480 Wrightsboro Rd Augusta, GA 30909
6.40 Interior Color Not Included in Base Price Color: _____	n/a	n	n/c
6.41 Interior Color Not Included in Base Price Color: _____	n/a	n	n/c
6.42 Interior Color Not Included in Base Price Color: _____	n/a	n	n/c
6.43 Delivery Fee per Vehicle	\$150.00	n	\$50.00
7.00 Outfitter's Specialty Items:			
7.01 Fire extinguisher	\$65.00	no bid	\$55.00
7.02 Outlet receptacle	\$75.00	no bid	\$65.00
7.03 Toolbox	\$500.00	no bid	\$500.00
7.04 Trailer hitch	\$150.00	no bid	\$170.00
7.05 Trailer wiring	see 6.19	no bid	\$40.00
7.06 Trailer ball	\$35.00	no bid	\$30.00
7.07 Window tint, regular cab	\$175.00	no bid	\$170.00
7.08 Window tint, extended cab	\$185.00	no bid	\$180.00
7.09 Window tint, crew cab	\$195.00	no bid	\$185.00
7.10 Add on step	\$185.00	no bid	\$228.00
7.11 Backup alarm	\$80.00	no bid	\$70.00
7.12 Drill Free Light Bar Cab Mount	\$750.00	no bid	\$743.00
7.13 LED top mount light	\$625.00	no bid	\$618.00
7.14 County Emergency Equipment Package	\$895.00	no bid	\$898.00
7.15 Fire Emergency Equipment Package	\$1,958.00	no bid	\$1,968.00

tem # 3



**Administrative Services Committee Meeting
2/11/2020 1:15 PM
Approve Beazley Room Policy**

Department: Central Services

Presenter: Takiyah A. Douse

Caption: Motion to approve the Beazley Room Policy as written.

Background: The Beazley Room, in the Municipal Building, was named in honor of the first Executive Director of the Richmond County Board of Elections Office, Linda Beazley, who served from 1973-1993. The space was created as a state of the art facility for early voting and as a multipurpose room for use by citizens. The room was dedicated in her honor in 2014 and has been heavily used by the public and local government departments and agencies since. The attached policy details the process for reserving the space and recommends authorized uses.

Analysis: As this space is heavily utilized, it is imperative users understand how to reserve the space to ensure their needs are met and the facility expectations are consistent.

Financial Impact: None

Alternatives: Do not approve the Beazley Room Policy

Recommendation: Approve the Beazley Room Policy

Funds are Available in the Following Accounts: None Required

REVIEWED AND APPROVED BY:

Cover Memo

Item # 4

Finance.
Law.
Administrator.
Clerk of Commission

Beazley Room History

Linda Beazley was the first Executive Director for the Richmond County Board of Elections Office and served in that capacity from 1973-1993. She also served as County Administrator from 1993-1996, as State Elections Director from 1996-2005, and as Chairperson of the Richmond County Board of Elections from 2005-2011. On November 18, 2014 the Augusta Commission dedicated the room in her honor as a way to commemorate this great Augustan and Georgian.

Facility Availability

The Beazley Room is available for Augusta, Georgia department events and citizens' use during advance voting and as a multi-purpose room for meetings and hearings. Requests for the use of this space should be entered through the online service request portal available through the Augusta 311 online portal of the Central Services Department (see attached "How To") or contact Augusta 311 at (706) 821-2300. Requests are processed on a first-come, first-serve basis.

Advance voting through the Board of Elections Office takes first priority and all other requests will be denied in the event of a conflict.

Event Hours

The Beazley Room is available for use from 8:30 AM to 5:00 PM, Monday through Friday. Any request for use of this space outside of normal business hours must be made by a Department Sponsor. Any requests outside of these hours will require prior approval from the Marshal's Office. All required information and documentation will be reviewed and confirmed by the Central Services Department prior to finalization of the booking. Once the booking is confirmed the requesting party will receive an email confirmation.

Special Events: Augusta 311 will obtain written approval from the Richmond County Marshal for all requests that fall on holidays, weekends, or outside of the regular time frames noted above. The Special Event requests will be subject to any associated personnel cost for needed security coverage, and each requests will be confirmed with the Marshal's Office prior to receiving the approved email confirmation.

Facility Amenities and Setup

All bookings will need to be a minimum of thirty minutes apart to provide sufficient time for floor setup. It is vital that the room is fully vacated by the approved end time to provide appropriate preparation for subsequent bookings.

The Facilities Maintenance Division of the Central Services Department offers limited assistance with the setup of the Beazley Room during regular business hours noted above.

The Customer Support Services Division of the Information Technology Department provides limited assistance for the audio and visual equipment within the Beazley Room. Please contact (706) 821-2522 if you experience issues related to the audio or visual equipment during regular business hours noted above.

Please ensure the projector screen is put up prior to exiting the room to ensure the projector does not time out.

The Beazley Room measures 38'W by 45'L and includes the following amenities:

- A break room with an ice machine, refrigerator, microwave, and sink
- Storage Room that houses the main AV and Sound System controls

- One unisex bathroom
- One water fountain
- Commercial grade food warmer

The maximum occupancy for this space is 100 people with sitting room for no more than 80 people. To maintain the best air quality we suggest no less than 20 and no more than 80 people. Please see the available furniture for room set up below:

Available Furniture and Equipment

- 80 folding chairs and two dollies for the chairs
- 8 six foot round tables
 - o Suggested Seating – 4 chairs on each side for a total of 8
- 20 eight foot rectangular tables
 - o Suggested Seating – 6 chairs maximum
- Podium
- Sound system with overhead speakers, 2 wall mics, 2 fifty foot cords, 1 thirty foot mic cord and 1 mic stand
- AV system consists of a projector and a drop down screen, any adapters needed should be secured prior to the event
 - o 1 VGA cable
 - o 1 HDMI cable

Prohibited Activities:

- No Reserved Parking
- No live cooking permitted in the room
- The service or sale of alcohol is not permitted

Date:

Start Time:

End Time:

What will this spaced be used for? (Limit: 4000 characters)

(Please provide a detailed description)

How many tables are you requesting?

(Please specify whether you prefer rectangular or round tables)

How many chairs are you requesting?

(If there is a preference of how many chairs per table please notate)

How many people will occupy the room?

(The current occupancy maximum is 100 with 80 available chairs.)

What equipment are you requesting? Please select all answers that apply.

☐ Sound System - The sound system consists of overhead speakers, 2 wall mics, 2 50 ft. mic cords, 1 30 ft. mic cord and 1 mic stand. There is a podium in the room.

☐ AV System - The AV system consists of a ceiling mounted projector and drop down screen. There are also cables for connecting laptops.

☐ Microphone

Will food be served?

Preferred method of follow-up?



**Administrative Services Committee Meeting
2/11/2020 1:15 PM
Award Janitorial Services for Various Locations**

Department:	Central Services – Facilities
Presenter:	Takiyah A. Douse
Caption:	Award the contract to provide custodial services for various new locations for fiscal year 2020 as follows, Bid Item 19-290: · Augusta Transit Operations Center to Pro Cleaning Services – \$17,940.00. · Housing and Community Development to Diamond Shine Services - \$16,804.52. · Planning and Development on Marvin Griffin Road to Executive Janitorial Services - \$3,974.40. · New Records Retention Annex on Marvin Griffin Road to Executive Janitorial Services - \$5,299.20.
Background:	The locations listed above are new facilities that have not been integrated into the overall Augusta Janitorial Services annual bid process. Invitation to Bid (ITB) #19-290 was issued for pricing to serve these locations for 2020. They will be included in the full Augusta annual bid process when the contract is advertised for bid later this year.
Analysis:	Eight compliant responsive bids were received in response to the ITB. The combination of bids recommended is the lowest combination of responsive bids.
Financial Impact:	The contract amount is: Augusta Transit – \$17,940.00 Housing and Community Development - \$16,804.52 Planning and Development - \$3,974.40 New Records Retention Annex - \$5,299.20
Alternatives:	1. Award the contract to provide custodial services for various new locations for fiscal year 2020 as follows: • Augusta Transit Operations Center to Pro Cleaning Services – \$17,940.00. • Cover Memo Housing and Community Development to Diamond Shine Services - \$16,804.52. • Planning and Development on Marvin Griffin Road to Executive Janitorial Services - \$3,974.40. • New Records Retention Annex on Marvin Griffin Road to Executive Janitorial Services - \$5,299.20. Item # 5

Griffin Road to Executive Janitorial Services – \$3,974.40. • New Records Retention Annex on Marvin Griffin Road to Executive Janitorial Services - \$5,299.20. 2. Do not award

Recommendation: Award the contract to provide custodial services for various new locations for fiscal year 2020 as follows: • Augusta Transit Operations Center to Pro Cleaning Services – \$17,940.00. • Housing and Community Development to Diamond Shine Services - \$16,804.52. • Planning and Development on Marvin Griffin Road to Executive Janitorial Services – \$3,974.40. • New Records Retention Annex on Marvin Griffin Road to Executive Janitorial Services - \$5,299.20.

Funds are Available in the Following Accounts: Records Retention Annex 101016430/5223111 Planning and Development 101015160/5223111 Augusta Transit 546091117/5223111 Housing and Community Development 101054312/5223111

REVIEWED AND APPROVED BY:

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

Invitation to Bid

Sealed bids will be received at this office until **Thursday, November 7, 2019 @ 11:00 a.m.** for furnishing for **Augusta, GA Central Services Department – Facilities Maintenance**

Bid Item #19-290 Janitorial Services for Various Locations Commodity Code: 001-958-63 022-910-39

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

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

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

A Mandatory Pre Bid Conference will be held on Tuesday, October 22, 2019 @ 10:00 a.m. in the Procurement Department, 535 Telfair Street, Room 605.

All questions must be submitted in writing by fax to 706 821-2811 or by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by Thursday, October 24, 2019 @ 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 ninety (90) days after bids have been opened, pending the execution of contract with the successful bidder.

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

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

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

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

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

GERI A. SAMS, Procurement Director

Publish:

Augusta Chronicle	September 26, October 3, 10, 17, 2019
Metro Courier	September 26, 2019



**Bid Opening Bid Item #Bid Item #19-290
Janitorial Services for Various Locations
for Augusta, GA - Central Services Department
Bid Date: Friday, November 15, 2019**

Total Number Specifications Mailed Out: 27
Total Number Specifications Download (Demandstar): 3
Total Electronic Notifications (Demandstar): 41
Georgia Procurment Registry: 2131
Mandatory Pre-Bid Conference Attendees: 15
Total Packages Submitted: 10
Total Noncompliant: 2

Vendors	Attach B	E-Verify	Save Form	Add 1	Augusta Transit		Planning and Development Facility		Records Retention Annex Facility		Housing and Community Development Facility	
					Per Month	Per Year	Per Month	Per Year	Per Month	Per Year	Per Month	Per Year
A-ACTION 6607 TRIBBLE STREET P.O. BOX 1046 LITHONIA, GA 30058	YES	975776	YES	YES	\$2,458.06	\$29,496.61	\$965.97	\$11,591.69	\$885.66	\$10,627.87	\$2,782.41	\$33,388.98
AJAX INDUSTRIAL CLEANING 260 NARROWS DRIVE BIRMINGHAM, AL 35242												
ALL BRIGHT JANITORIAL SERVICES P.O. BOX 2681 MCDONOUGH, GA 30253	Yes No Business License No Notary Seal Non-Compliant	812974	Yes No Notary Seal Non-Compliant	YES	\$2,095.00	\$25,140.00	\$875.00	\$10,500.00	\$750.00	\$9,000.00	\$2,110.00	\$25,320.00
AMIR'S ALL PUPOSE CLEANING SERVICE 2526 SERENITY LANE AUGUSTA, GA 30909	YES	NO Non- compliant	YES	NO	N/B	N/B	\$2,588.00	\$31,056.00	\$1,840.00	\$22,084.00	\$5,060.00	\$60,720.00
DIAMOND SHINE SERVICES 2208 SUNNY DAY DR. HEPZIBAH, GA 30815	YES	895220	YES	YES	\$2,247.20	\$26,966.40	\$848.28	\$10,179.38	\$517.77	\$6,213.21	\$1,400.38	\$16,804.52
EXECUTIVE CLEANING INC PO BOX 1360 MILLEDGEVILLE, GA 31061												
EXECUTIVE JANITORIAL SERVICES P.O. BOX 12678 AUGUSTA, GA 30909	YES	240034	YES	YES	\$2,208.00	\$26,496.00	\$331.20	\$3,974.40	\$441.60	\$5,299.20	\$2,472.96	\$29,675.52

Item # 5



Bid Opening Bid Item #19-290
Janitorial Services for Various Locations
for Augusta, GA - Central Services Department
Bid Date: Friday, November 15, 2019

Total Number Specifications Mailed Out: 27
 Total Number Specifications Download (Demandstar): 3
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Vendors	Attach B	E-Verify	Save Form	Add 1	Augusta Transit		Planning and Development Facility		Records Retention Annex Facility		Housing and Community Development Facility	
ICS, INC 1110 SATELLITE, SUITE 403 SUWANNEE, GA 30024												
IMBUE CLEANING 2397 RICHWOOD DRIVE AUGUSTA, GA 30906												
JAN-PRO 105 ROSSMORE PL AUGUSTA, GA 30909	YES	230917	YES	YES	\$4,021.00	\$48,252.00	\$1,775.00	\$21,300.00	\$844.00	\$10,128.00	\$2,021.00	\$24,252.00
JANI-KING OF AUGUSTA 3665 WHEELER RD SUITE 1A AUGUSTA, GA 30909	YES	332901	YES	YES	\$1,934.00	\$23,208.00	\$1,071.00	\$12,852.00	\$644.00	\$7,728.00	\$2,413.00	\$28,956.00
JP LOGISTICS SOLUTION, LLC 137 BROADLEAF TRAIL GROVETOWN, GA 30813												
KBM SERVICES 306 SCARLETT CT. EVANS, GA 30809	YES	1456655	YES	YES	\$12,755.00	\$153,065.00	\$6,030.00	\$72,358.00	\$4,059.00	\$48,703.00	\$23,192.00	\$278,300.00
M & M MANAGEMENT 3114 AUGUSTA TECH DRIVE, SUITE 403 AUGUSTA GA 30906	YES	357593	YES	YES	\$3,556.27	\$42,675.24	2136.25	\$25,635.00	\$2,136.25	\$25,635.00	\$2,487.93	\$29,855.16
PRO CLEANING SERVICES P.O. BOX 204419 MARTINEZ, GA 30907	YES	732873	YES	YES	\$1,495.00	\$17,940.00	\$713.00	\$8,556.00	\$690.00	\$8,280.00	\$2,103.00	\$25,236.00

Item # 5

Mandatory Pre-Bid Conference Sign-in Sheet
Bid Item #19-290 Janitorial Services for Various Locations
For Augusta, Georgia – Central Services Department-Facilities Maintenance Division
Tuesday, October 22, 2019 @ 10:00 a.m.
PLEASE PRINT

NAME	COMPANY/DEPT.	ADDRESS/CITY/STATE/ ZIP CODE	TELEPHONE NUMBER	FAX NUMBER	EMAIL	Prime/Sub
1. Darrell White <i>Darrell White</i>	Procurement	535 Telfair Street, Suite 605 Augusta, GA 30901	706-821-2423	706-821-2811	probidandcontract @augustaga.gov	
2. Nancy Williams <i>Nancy Williams</i>	Procurement	535 Telfair Street, Suite 605 Augusta, GA 30901	706-821-2888	706-821-2811	probidandcontract @augustaga.gov	
3. Michael Stinson	Amir's All-Purpose Cleaning Service	2526 Serenity Ln Augusta GA 30908	706-572-1401		MichaelStinson 1009@gmail.com	
4. DEONTA HAMPTON		6607 Tribble Street Lithonia, GA 30058	678-526-7421	678-526-7424	deonta@action inc.com	PRIME
5. TONY GRIFFIN	ALL Bright Janitorial SVC.	PO Box 2681 McDonough, GA 30253	678-793-0927	678-9615434	ALLBright JanitorialSVC @gmail.com	PRIME
6. Michael Jacobs	Executive Janitorial SVC	P.O. Box 12678 Augusta, GA 30904	706-664-7705	706-710-4511	EXECUTIVE JANITORIAL SVC	PRIME
7. Johnny Hector	EXECUTIVE CLEANING INC	PO Box 1360 Milledgeville GA 31061	478-456-9578	478 453-2766	Johnny Hector J Hector @ Executive Cleaning Inc	

Mandatory Pre-Bid Conference Sign-in Sheet
Bid Item #19-290 Janitorial Services for Various Locations
For Augusta, Georgia – Central Services Department-Facilities Maintenance Division
Tuesday, October 22, 2019 @ 10:00 a.m.
PLEASE PRINT

NAME	COMPANY/DEPT.	ADDRESS/CITY/STATE/ ZIP CODE	TELEPHONE NUMBER	FAX NUMBER	EMAIL	Prime/Sub
8. ERIC WALKER	NCR Restoration		404-826-2106		CAR RESTORATION BELL SOUTH NET	
9. Brian Huckabee	ProClean Services, Inc.	PO Box 204419 Martinez GA 30917	706-832-0623	706-868-7103	Brian.Huckabee@comcast.net	
10. Cindy Turberville	Agex Industrial Cleaning	260 N. R. R. D. W. Dr. Birmingham, AL 35242	205-936-1309	-	Cturberville20@gmail.com	
11. Jennifer Gortel	Jani King	3405 Wheeler Rd. Suite 1A Augusta GA 30909	706 564-2244	706 793-4521	jgortel@janikingofaugusta.com	
12. Eric McDonald	M+M MBT Services	3114 Augusta Tech Dr Augusta GA 30906	770-203-8825	706-793-6625	emcdonald0974@gmail.com	Prime
13. Stephanie Harris	M+M Management Services Inc	3114 Augusta Tech Dr Ste 403 Augusta, GA 30906	706-993-6040	706-993-6625	Sharris@mm-sm.net	Prime
14. Patrick L. McCondo	Latent-McCondo LLC	2016 Highland Ave Augusta GA 30904	706 733 2231	706 738 6838	patrick@latent-mccondo.com	Prime
15. Keenan Mann	KBM Svc	906 Scarlett Ct Evans GA 30604	706 267 3939		Kbm services augusta.com	Prime

Mandatory Pre-Bid Conference Sign-in Sheet
Bid Item #19-290 Janitorial Services for Various Locations
For Augusta, Georgia – Central Services Department-Facilities Maintenance Division
Tuesday, October 22, 2019 @ 10:00 a.m.
PLEASE PRINT

NAME	COMPANY/DEPT.	ADDRESS/CITY/STATE/ ZIP CODE	TELEPHONE NUMBER	FAX NUMBER	EMAIL	Prime/Sub
16. Nichole Hayes	Jan-Pro	105 Rossmore Place Augusta, GA 30909	706-834-8999		Nichole. hayes@jan-pro.com	Prime
17. Termez Washington	Imbue Cleaning Solutions	2397 Richmond drive Augusta Ga 30816	706-360-8079		termez@ imbuecleaning .com	prime
18. Chelsea Sims	Diamond Shine Cleaning Services	2208 Sunny Day Dr Hephzibah Ga 30815	706 945-3784		Chelseasims@ gmail.com	Prime
19. SARICIA HAMMONDS	SP Logistics Solutions	137 Broadleaf Trl Groveview GA 30813	706 869- 2699		phamonds@ splogisticsolutions.com	PRIME
20. Kelly Hammon	TCS, Inc	1110 Satellite Ste 403 Gunnery, Ga 30024	770-455- 6081		ICS.Emails@ gmail.com	Prime
21. Maria Rivera - Rivera	Augusta, GA central services	2760 Peach avenue Rd	777599-0446 706 828 7174		tdouse@ augusta ga.gov	Dept
22. Takiyah Bouse	central services	2760 Peach avenue Rd	706-828 7174		tdouse@ augusta ga.gov	Dept
23. Yolanda Jackson	Compliance DOE/LSBP	535 Telfair St. Ste 530 Augusta GA 30901	(706) 821-2406	—	yjackson@ augustaga.gov	



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: Ms. Geri Sams, Director, Procurement Department
FROM: Mrs. Takiyah A. Douse, Director, Central Services Department
DATE: December 11, 2019
SUBJECT: Bid Item #19-290 Janitorial Services for Various Locations

Eight compliant responsive bid proposals were received on November 15, 2019 for the referenced bid item. We are recommending award to the following vendors for Janitorial Services as indicated in the tables below:

- Diamond Shine Services
- Executive Janitorial Services
- Pro Cleaning Services

Location	Vendor	Monthly Price	2020 Total
Augusta Transit	Pro Cleaning Services	\$1,495.00	\$17,940.00
Housing and Community	Diamond Shine Services	\$1,400.38	\$16,804.52
Planning and Development	Executive Janitorial Services	\$331.20	\$3,974.40
Records Retention Annex	Executive Janitorial Services	\$441.60	\$5,299.20

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

cc: Takiyah A. Douse
LaQuona Sanderson

'19 DEC 12 PM 1:46

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 ITB-19-290-0-2019/nw

Bid Name Janitorial Services for Various Locations

1 Document(s) found for this bid

3 Planholder(s) found.

[Add Planholder](#)

Supplier Name ▲	Phone	Fax	Doc Count	Attributes	Programs	Actions
CL Reynolds, Inc.	8133171028		1	1. African American Owned 2. Veteran Owned		Documents
Imbue Cleaning Solutions	7063608079	7063608079	1			Documents
Jani-King of Augusta	7067905977	7067934521	1			Documents

Page 1 of 1

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BIDDERS LIST

BID ITEM # 19-290 COST \$ _____

#	COMPANY'S NAME & CONTACT PERSON	COMPLETE MAILING ADDRESS TELEPHONE & FAX NUMBERS	DATE	SPEC #	INITIALS	MAILED BY
1	INCLUSIVE MAINTENANCE SERVICES ATTN: SIRENA GREEN PO BOX 1314 COLUMBIA, SC 29202		10/15/19	19-290	DW	4.5r mai 1
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						

BIDDERS LIST

BID ITEM # 19-290 COST \$ _____

#	COMPANY'S NAME & CONTACT PERSON	COMPLETE MAILING ADDRESS TELEPHONE & FAX NUMBERS	DATE	SPEC #	INITIALS	MAILED BY
1	AJAX INDUSTRIAL CLEANING, LLC ATTN: CINDY TUBERVILLE 260 NARROWS DRIVE BIRMINGHAM, AL 35242	Phone 205-936-1399	9/27/19	19-290	DW	U.S. mail
2						
3	LB LUXURY CLEANING SERVICES ATTN: JOANESA BARNES 1115 MOUNT ZION RD., SUITE 1 MORROW, GA 30260	Phone (205) 936-1399	9/27/19	19-290	DW	U.S. mail
4		Fax 678-833-2575				
5	GMI GROUP ATTN: KAYLA DANG 130 STONE MOUNTAIN STREET LAWRENCEVILLE, GA 30046	Phone 678-482-5288	9/30/19	19-290	DW	U.S. mail
6		Fax 678-482-7106				
7	CFL Facility Services, Inc. Attn: Adrian Lee 775 Senate Parkway Anderson, SC 29621	Phone 864-540-8118	10/8/19	19-290	DW	U.S. mail
8		Fax 864-540-8148				
9	D & B Janitorial Service, Inc. Attn: Robert Barnes 5785 Colonist Dr. Fairburn, GA 30213		10/8/19	19-290	DW	U.S. mail
10						
11	Triband Chris Corey	2905 Manorview Lake Milton, GA 30004 404-664-0391-cell	10/8/19	19-290	DW	U.S. mail

TOP TO BOTTOM JANITORIAL SERVICE
1706 FAIRWOOD COURT
AUGUSTA, GA 30909

JAN-PRO
105 ROSSMORE PL
AUGUSTA, GA 30909

JANI-KING OF AUGUSTA
3665 WHEELER RD
SUITE 1A
AUGUSTA, GA 30909

AMERICAN FACILITIES SERVICES
1325 UNION HILL INDUSTRIAL CT
SUITE A
ALPHARETTA, GA 30004

G & C CLEANING
1718 FAIRWOOD DRIVE
AUGUSTA, GA 30909

IMAGANN CLEANING SERVICES, INC
2640 LITHONIA IND. BLVD
LITHONIA, GA 30058

CSRA CUSTODIAN SPECIALIST
2709 OAKLAND AVENUE
AUGUSTA, GA 30909

EXECUTIVE JANITORIAL SERVICES
3070 DAMASCUS ROAD SUITE "F"
AUGUSTA GA 30909

SCRUBBING BUDDIES
2101 TROTTERS WAY,
AUGUSTA, GA 30906

IMMACULATE CLEANING
2008 HOPETOWN DRIVE
AUGUSTA, GA 30904

EASTER SEAL EAST, GA INC.,
1500 WRIGHTSBORO RD
AUGUSTA GA 30904

M & M MANAGEMENT
3114 AUGUSTA TECH DRIVE, SUITE 403
AUGUSTA GA 30906

SMILE CLEANING
2230 RALEIGH DRIVE,
AUGUSTA, GA 30904

CSRA BIO-CARE LLC
1003 GRINDSTONE CREEK
HEPHZIBAH GA 30815

DIAMOND SHINE SERVICES
2208 SUNNY DAY DR.
HEPHZIBAH, GA 30815

BIG HEAD FLOOR MASTERS
4321 PARKWOOD DRIVE
AUGUSTA, GA 30906

EXECUTIVE CLEANING INC
PO BOX 1375
MILLEDGEVILLE, GA 31061

A-KUSTOM CLEANING CO.
3567 CRAWFORDVILLE DR
AUGUSTA, GA 30909

LADY EXEC LLC
PO BOX 5090
AUGUSTA, GA 30916

JP LOGISTICS SOLUTION, LLC
137 BROADLEAF TRAIL
GROVETOWN, GA 30813

EXECUTIVE CLEANING, INC
PO BOX 1375
MILLEDGEVILLE, GA 31061

TOM WEIDMEIER
UTILITIES DEPARTMENT

PHYLLIS MILLS JOHNSON
COMPLIANCE DEPARTMENT

BID ITEM #19-290
JANITORIAL SERVICES FOR VARIOUS LOCATIONS
FOR AUGUSTA, GA-CENTRAL SERVICES
DEPARTMENT-FACILITIES MAINTENANCE
DIVISION
BID DUE: THUR, NOVEMBER 7, 2019 @ 11:00 AM

BID ITEM #19-290
JANITORIAL SERVICES FOR VARIOUS LOCATIONS
FOR AUGUSTA, GA-CENTRAL SERVICES
DEPARTMENT-FACILITIES MAINTENANCE
DIVISION
BID MAILED: 9/26/19

813120520	yclean 2019-09-27	yitz@yclleanup.com Frankforter, Yitzchok	N	NOM
821592185	yvonne janitorial services 2019-09-27	shuntriciacooper@gmail.com cooper, shuntricia	Y	AFA
274835775	zapp cleaning service 2019-09-27	zapp2clean@yahoo.com goodman, tabitha	Y	AFA
262830424	Q.D.K. JANITORIAL SERVICES LLC 2019-09-27	johnson61993@bellsouth.net Johnson, Henry	Y	AFA
	Q.D.K. JANITORIAL SERVICES LLC 2019-09-27	ruthief5@bellsouth.net Johnson, Ruthie		

ETHNIC GROUP	COUNT
African American	1364
Asian American	48
Native American	8
Hispanic/Latino	62
Pacific Island/American	4
Non Minority	645
Not Classified	0
Total Number of Vendors	2131
Total Number of Contacts	2630

PR_bid_email_list

Bid 19-290

Georgia Procurement Registry Vendor Summary

Item # 5



Administrative Services Committee Meeting
2/11/2020 1:15 PM
HCD _ Homebuyer Subsidy Request

Department: HCD

Presenter: Hawthorne Welcher, Jr. and/or HCD Staff

Caption: Motion to approve Housing and Community Development Department's (HCD's) request to provide HOME funding to assist one (1) low to moderate income homebuyer with gap financing, down-payment and closing cost to purchase home.

Background: The City of Augusta's Home Subsidy Program is a loan in the form of a second mortgage. This financial assistance is combined with a primary loan (first mortgage loan) from a participating lending institution and enables a qualified first-time home buyer to become a homeowner. The buyer must be a first-time home buyer and the home must become the buyer's primary residence. The program is funded by The Department of Housing and Urban Development (HUD) and administered by Augusta Housing and Community Development Department (HCD). The program promotes neighborhood stability by assisting with the gap financing toward the purchase price and closing costs for homes located within Augusta, GA and in conjunction with local Community Housing Development Organizations (CHDOs). The application is awaiting approval to be able to move forward with the homeownership process: 1. 1460 Kingston Ct – Requesting: \$ 25,000.00 Sales Price: \$ 124,810.00 Developer: Antioch Ministries, Inc. The application has a first mortgage from a lending institution but needs the Subsidy to complete the process. Once approved, Lenders will schedule closing and the applicant will then become a new homeowner in Augusta, Georgia.

Analysis: The approval of the application will enable one individual to become a homeowner and "Make the American Dream a Reality". Approval will also have a positive impact on the community by increasing the tax base in Augusta, Georgia.

Cover Memo

Financial Impact:

Item # 6

The City receives funding from the US Housing and Urban Development Department on an annual basis. This approval would be for the amount of \$25,000.00. Org key 221073212 Object Code 5225110

Alternatives: Do not approve Subsidy's Agreement.

Recommendation: Motion to approve Housing and Community Development Department's (HCD's) request to provide HOME funding to assist one (1) low to moderate income homebuyer with gap financing, down-payment and closing cost to purchase home.

Funds are Available in the Following Accounts: 221073212-5211119

REVIEWED AND APPROVED BY:

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

HOME PROGRAM HOMEBUYER WRITTEN AGREEMENT

NOTICE TO HOMEBUYER: This AGREEMENT contains a number of requirements you must fulfill in exchange for the federal assistance you are receiving through the Home Investment Partnerships Program (HOME Program). Be sure to read each paragraph carefully and ask questions regarding any sections you do not fully understand. This AGREEMENT will be enforced by a forgivable loan and mortgage as set forth below. You should be sure that you thoroughly understand these documents before you sign them.

THIS AGREEMENT, made and entered into this 23 day of **January, 2020** by and between **Crystal Gipson** hereinafter referred to as “BORROWER,” and **AUGUSTA HOUSING & COMMUNITY DEVELOPMENT** having its principal office at **510 Fenwick, Augusta, Georgia 30901**, hereinafter referred to as “LENDER.”

WHEREAS, on _____, the Lender agreed to provide to the Borrower financial assistance to be used in pursuit of the purchase of certain real property hereafter described: **Map Parcel # 046-3-146-00-0** and **1460 Kingston Ct, Augusta, Georgia 30901**.

WHEREAS, a percentage of said financial assistance was provided in the form of a Forgivable Loan, hereinafter referred to as a “LOAN,” with said Loan being in the amount of **Twenty-Five thousand dollars 00/100 (\$25,000.00)** subject to the condition that the Borrower executes this Agreement.

WHEREAS, the Forgiveness Loan is funded by the U.S. Department of Housing and Urban Development (“hereafter HUD”) via the HOME Investment Partnership Program (hereafter “HOME Program”), and restrictions apply to the Borrower when participating in the City of Augusta’s Forgiveness Loan Program.

NOW THEREFORE, in consideration of the said Loan and in accordance with the provisions of State of Georgia Statutes, the parties do hereby agree as follows:

The Borrower covenants and agrees with the Lender to adhere to the following HOME Program Restrictions imposed on them for the federal assistance provided:

Affordability Period

You must comply with the HOME Program’s period of affordability. The period of affordability for the home will be 20 years, based on the amount of the direct subsidy to the HOMEBUYER. During this 20 year period, the HOMEBUYER must maintain the home as his/her **principal place of residence** at all times. During this time the recapture restriction is effective and requires all HOME funds that were provided for the purchase of the home to be repaid to the City, including principal,

interest, late fees, and other charges, if you do not occupy the property as your principal residence or if you sell or transfer the property.

Maximum Sales Price

The property may not have a purchase price for the type of single family housing that exceeds 95% of the median purchase price for the area. It has been verified that the purchase price of the housing does not exceed 95 percent (95%) of the median purchase price of homes for the area, as set forth in 24 CFR Part 92.254(a).

The maximum purchase price is as follows for the Augusta Richmond County GA:

Unit #	FHA Limits Pre-Economic Stimulus Act-2019	
	Existing Homes	New Homes
1 Unit	\$ 152,000	\$ 227,000
2 Unit	\$ 195,000	\$ 291,000
3 Unit	\$ 236,000	\$ 352,000
4 Unit	\$ 292,000	\$ 436,000
Unadjusted Median Value	\$ 160,000	\$ 239,000

Appraised property value

The AWARDEE certifies that a certified property appraiser has appraised the property that is the subject of this AGREEMENT at a value of **\$135,000.00.**

Principal residence requirement

This agreement shall remain in force throughout the affordability period as long as the home remains the principal residence of the HOMEBUYER. Should the HOMEBUYER not maintain the home as his/her principal residence, or rent or sell the residence to another party, the HOMEBUYER will be in breach of this agreement and will be required to repay the amount awarded, as of the day the home is no longer the principal place of residence of the HOMEBUYER. If the home is sold to another party, the liability of the HOMEBUYER will be limited to the amount of the net proceeds of the sale as set forth below.

_____ *Buyer Initials*

Recapture Agreement

This is a mechanism to recapture all or a portion of the direct HOME subsidy if the HOME recipient decide to sell the house within the affordability period at whatever price the market will bear. The recaptured funds will come from the net proceeds if available. Any such repayment as required shall be made to the Lender no later than thirty (30) days following the action that require the repayment.

Obligation of Repayment

As security of Borrower's obligation of repayment, and subject to the terms and conditions of this Agreement, the Borrower grants, and the Lender shall and hereby does have, a lien on the real estate hereinafter described in the full amount necessary to satisfy said repayment obligation and the cost, including reasonable attorney's fees, of collecting the same. The real estate subject to said lien is legally described as:

ALL THAT LOT OR PARCEL OF LAND, situated, lying and being in the City of Augusta, Richmond County, Georgia bounded east by Summer Street, west by RA Dent, east by Holley Street, and south by Brown St. Parcel # 046-3-146-00-0. Property recorded as 1460 Kingston Ct., Augusta, Georgia 30901.

Promptly after the date of any sale, transfer or other conveyance of the above describe property, or in the event of a sale by contract for deed, at least ten (10) days prior to the date of such sale; or if the property shall cease to be the Borrower's **principal place of residency**, the Borrower or his/her heirs, executors, or representatives shall give the lender notice thereof.

In the event the Borrower or his/her heirs, executors, or representatives shall fail or refuse to make a required payment within said limited period, the Lender may, with or without notice to the Borrower, foreclose said lien in the same manner as an action of the foreclosure or mortgages upon said real estate, as provided by State Statute.

Ownership of Property

You must hold fee simple title to the property purchased with HOME funds for the duration of your Forgiveness Loan.

Use of HOME funds

The HOMEBUYER agrees that the HOME assistance will be used to lower the cost of the home by providing down payment assistance. This will reduce the sales price of the home to the HOMEBUYER and reduce the total amount the HOMEBUYER will be required to borrow in order to purchase the home.

_____ *Buyer Initials*

Household Income

You must be an eligible household through the time of filing a loan application with the City or other lender to the escrow closing of the purchase transaction. Income eligibility means that your annual gross household income, adjusted for household size does not exceed eighty percent (80%) of the Augusta-Aiken median income, as established by HUD.

Insurance requirement

The HOMEBUYER must at all times during the duration of this AGREEMENT maintain a valid and current insurance policy on the home for the current appraised or assessed value of the home. Failure to maintain a valid and current insurance policy will be considered a breach of this AGREEMENT, and the AWARDEE will have the right to foreclose on its mortgage lien if necessary to protect the HOME Program investment.

Property standards

Pursuant to HOME Program rules, the property that is the subject of this AGREEMENT must meet all State and local housing quality standards and code requirements. If no such standards or codes apply, the property must at a minimum meet the HUD Section 8 Housing Quality Standards/Uniform Physical Condition Standards.

Termination Clause

In the event of foreclosure or deed in lieu of foreclosure of Prior Security Deed, any provisions herein or any provisions in any other collateral agreement restricting the use of the Property to low or moderate-income households or otherwise restricting the Borrower's ability to sell the Property shall have no further force or effect. Any person (including his successors or assigns) receiving title to the Property through a foreclosure or deed in lieu of foreclosure of a Prior Security Deed shall receive title to the Property free and clear from such restriction.

Further, if any Senior Lien Holder acquires title to the Property pursuant to a deed in lieu of foreclosure, the lien of this Security Instrument shall automatically terminate upon the Senior Lien Holder's acquisition of title, provided that (i) the Lender has been given written notice of a default under the Prior Security Deed and (ii) the Lender shall not have cured the default under the Prior Security Deed within the 30-day notice sent to the Lender."

This Agreement shall run with the aforementioned real estate and shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, representatives, successors and assigns.

If at any time that the City realizes that you have falsified any documentation or information, you may be required by law to pay the full amount of subsidy provided.

_____ *Buyer Initials*

Post Purchase Requirement

Homeowner must attend a Post Homeownership Counseling class and submit a certificate of completion to AHCD within the first two years of purchasing the house. AHCD will not release the lien on the property until this requirement has been met.

_____ *Buyer Initials*

IN WITNESS WHEREOF, the Borrower has executed this Forgiveness Loan Repayment Agreement.

 HOMEBUYER SIGNATURE _____ Date _____

Attest:

Subscribed and sworn to before me _____, 20____.

My Commission Expires _____, 20____.

 Notary Signature

IN WITNESS WHEREOF, the parties have set their hands and seals as of the date first written above:

ATTEST: AUGUSTA, GEORGIA
 (The City)

Approved as to form: _____ Date: _____
 Augusta, GA Law Department

By: _____ Date: _____
 Hardie Davis
 As Mayor

By: _____ Date: _____
 Jarvis Sims
 As Interim Administrator

By: _____ Date: _____
 Hawthorne Welcher, Jr.
 As Director, HCD

SEAL

 Lena Bonner
 As its Clerk



**Administrative Services Committee Meeting
2/11/2020 1:15 PM
HCD _ HOPWA Sponsor Approval Request**

Department:	HCD
Presenter:	Hawthorne Welcher, Jr. and/or HCD Staff
Caption:	Motion to approve Housing and Community Development Department's (HCD's) request to fund HOPWA Sponsors with 2019 HOPWA funds and to continue to support their organization's purpose of assisting individuals living with HIV/AIDS.
Background:	Housing and Community Development receives funding from Housing and Urban Development (HUD) to support efforts in providing stable housing for individuals living with HIV/AIDS. HCD currently assists six Sponsoring Organization by providing funds to assist their day-to-day program operations and support of clients. Organizations requested funds through a competitive request. HCD along with members of the Citizen Advisory Committee (CAC) reviewed and scored all applications. Please see attached funding recommendations.
Analysis:	The approval of funding will allow HCD to continue to assist organizations in their efforts to provide services to individuals living with HIV/AIDs in the Georgia (Richmond County, Columbia County, McDuffie County, Burke County and Warren County) and Aiken and Edgefield Counties in South Carolina.
Financial Impact:	HCD will utilize 2019 HOPWA funding to assist organizations. HCD received \$ 1,023,398 in 2019 HOPWA funds from the U.S. Housing and Urban Development (HUD). ORG/Object codes: 221073213-521119 - (HOPWA Other Official Admin
Alternatives:	Do not approve HCD's request to enter into agreement with organizations to provide services to individuals living with HIV/AIDS.

Recommendation:

Cover Memo

Item # 7

Motion to approve Housing and Community Development Department's (HCD's) request to fund HOPWA Sponsors with 2019 HOPWA funds and to continue to support their organization's purpose of assisting individuals living with HIV/AIDS.

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

2019 Housing Opportunities for Persons With AIDS Funds
(HOWPA). 221073213-5211119

REVIEWED AND APPROVED BY:

Finance.

Law.

Administrator.

Clerk of Commission



Housing & Community Development Department

Hawthorne E. Welcher, Jr.
Director

Shauntia Lewis
Deputy Director

CAC Entitlement Funding Committee Funding Determination Table Year 2019 Housing Opportunities for Persons with Aids (HOPWA)

AGENCY NAME	FUNDED IN YEAR 2018	2019 FUNDING REQUEST	CAC APPROVED FUNDING AMOUNT
Antioch Ministries	\$174,182.72	308,658.00	\$ 254,642.85
Community Dev. & Improvement Corp.	N/A	210,000.00	\$ 167,475.00
East Augusta CDC	N/A	150,000.00	\$ 118,125.00
Family Initiative of the CSRA, Inc.	\$103,457.54	190,868.40	\$ 153,649.00
Promise Land Community Development	\$135,895.31	242,169.00	\$ 193,129.78
St. Stephen's Ministry	\$193,000.00	275,000.00	\$ 136,376.31
Total:	\$606,535.57	\$1,316,722.40	\$ 1,023,397.94

Housing Opportunities for Persons with Aids Grant (HOPWA) Proposed Funding Total: \$1,023,398

Housing Programs Manger Approval:

11/26/19

HCD Deputy Director Approval:

HCD Director Approval:

CAC Scoring Committee Members:

Mr. Levert Lane Mr. Leon Maben

Ms. Barbara Gordon Bishop L.A. Green

Mr. Michael Thurman



Administrative Services Committee Meeting
2/11/2020 1:15 PM
HCD _ Property Management Services Request

Department:	HCD
Presenter:	Hawthorne Welcher, Jr. and/or HCD Staff
Caption:	Motion to approve Housing and Community Development Department's (HCD's) request to enter into a contractual agreement with Auben Realty for property management services.
Background:	Housing and Community Development has a number of rental units located throughout the CSRA that requires property management services. In the past, HCD worked with Good Sense Realty to provide services. The agreement between Good Sense Realty and HCD expired but a relationship remains until approval is granted to move forward. HCD worked with the Procurement Department to go through the proper process to procure an agency that would benefit the needs of the tenants and HCD. There was only two agencies that met the threshold for consideration. Property Management Services shall include: 1. Auben Hills 2. Sand Hills Apt. 3. Florence Street Apts. 4. Eleventh Street Duplex
Analysis:	The approval of funding will allow HCD to continue to provide affordable rental housing to residents in Richmond County while utilizing a professional management team to ensure all regulatory guidelines are followed and residents have a contact to provide assistance when needed.
Financial Impact:	HCD will utilize proceeds received from rental collections to pay cost of property management services. Funding codes: NSP 221000000-1224117 and HOME 221000000-1224116
Alternatives:	Do not approve HCD to enter into agreement with Auben Realty for Property Management Services.

Recommendation:

Cover Memo

Item # 8

Motion to approve Housing and Community Development Department's (HCD's) request to enter into a contractual agreement with Auben Realty for property management services.

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

Neighborhood Stabilization and HOME Programs 221073217-5211119 and 221073212-5211119;

REVIEWED AND APPROVED BY:

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

Auben Realty



1918 Central Avenue • Augusta, GA 30904
(706) 305-1551

1. EXCLUSIVE LEASING/MANAGEMENT AGREEMENT(GEORGIA)

1.1 GEORGIA

THIS EXCLUSIVE LEASING/MANAGEMENT AGREEMENT ("Agreement") is made and entered into this date 01/01/2020 by and between Augusta Housing and Community Development (hereinafter referred to as "Owner") and Auben Realty (hereinafter referred to as "Manager"). WHEREAS, Owner owns that certain real estate property located at See Attached List, Augusta, GA 30901, which may be further described in an exhibit attached hereto ("Premises").

WHEREAS, Owner desires to retain Manager, a licensed Georgia real estate broker, as Owner's agent to exclusively rent, lease, operate, and manage Premises for and on behalf of Owner in accordance with the terms of this Agreement;

NOW THEREFORE, in consideration of the mutual covenants herein set forth, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

- Lease.** Manager is authorized to procure a tenant or tenants to lease the premises for a term of no more than N/A months nor less than 12 months at a monthly rental of at least \$Dependent on Property. Premises shall be available for occupancy by a tenant obtained by Manager as of the date of 01/01/2020. Any such lease will be in writing on Manager's standard lease form then in use. In the event, this Agreement is still in effect upon the termination of any lease, Manager shall be authorized to procure a new tenant for the Premises on the same terms and conditions as are set forth in this Agreement.
- Term.** Manager shall have the exclusive right to lease and manage the Premises for an initial term of 12 months beginning on the date of 01/01/2020 and ending on (and including) the date of 12/31/2024. Notwithstanding the above, if the Premises is leased during the term of this Agreement and the initial term of the Lease extends beyond the initial term of this Agreement, the term of this Agreement shall automatically be extended so that it expires at the same time as the initial term of the Lease plus all renewals thereof ("Initial Term"). Upon expiration of the Initial Term this Agreement will automatically renew for an additional period of 12 months unless either Manager or Owner provides written notice to the other of their intent not to renew this Agreement at least 30 days prior to the commencement date of the renewal term. If Owner terminates this Agreement or if Manager terminates this agreement due to Owner's default, Owner shall immediately pay Manager all fees and commissions they would have earned had this Agreement not been terminated but instead had been in effect for the entire term set forth above. manager may deduct the full amount of such fees and commissions from any monies being held coming to Manager which would be due Owner.
- Security Deposit.** With respect to any security deposit to be paid by tenant pursuant to the Lease of Property, Owner either <Select one. The section not selected shall not be part of this Agreement.> ☒ authorizes Manager to hold such security deposit in Manager's trust account and all interest earned on said account is the property of the Manager or ☐ agrees that Owner shall hold the security deposit in accordance with all Georgia laws and shall be fully responsible for the same. If Manager is holding the security deposit of tenant on Property, which is being managed by Manager and the management agreement is terminated, Owner shall designate another real estate broker in Georgia to hold the security deposit and shall give notice to tenant and Manager of the same. Upon such notice being given, Manager shall within thirty (30) days thereafter transfer the security deposit to the newly designated manager. Owner does hereby consent to such a transfer and agree that Manager shall thereafter be relieved of any and all responsibility and liability for the same. If Owner does not designate a new Manager to hold the security deposit within thirty (30) days of the date of termination of the management agreement with manager, then Owner shall be obligated to pay Manager a monthly fee of \$25.00 for each month thereafter during which Manager acts as escrow agent with respect to the security deposit
- Charges.** Manager is hereby authorized to charge and collect from the tenant all rent, additional rent, late charges, fees for returned checks and credit reports and such other fees and charges as Manager may reasonably deem appropriate. Other than rent, which shall belong to Owner, these charges shall be the property of the party identified below:

Additional Rent:	92.0% Owner	8.0% Manager
Late charges:	50% Owner	50% Manager
Fees for Returned Checks:	0% Owner	100% Manager
Credit Reports:	0% Owner	100% Manager
Witness and Production of Document Fees in Litigation:	100% Owner	0% Manager
Non-refundable Administration Fees:	0% Owner	100% Manager
Payment Processing Fees:	0% Owner	100% Manager
Other: Monthly Pet Rent:	92.0% Owner	8.0% Manager

5. **Services and Fees.** Owner agrees to pay Manager:

- A Leasing Fee of 50% of first months rent upon the new tenant moving into the Premises.

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- A Renewal Fee of \$150.00 if the tenant remains in the property beyond the initial term of the lease regardless of whether that extension is on a month to month basis or an extended term. This fee will not be charged more than once every 12 months.
- A management fee of 8.0% of the rent collected per month.
- If this box is checked, the Services to be Performed by a Manager Exhibit is attached hereto and incorporated herein and shall control with respect to the management fees to be performed by Manager and the fees for such services.

6. Receipt and Payment of Funds.

- **Funds of Owner to be Deposited in Trust Account:** Manager is hereby authorized to deposit all rent and other monies received on behalf of Owner in one or more trust accounts of Manager. The account(s) shall be maintained in a federally insured banking institution with office in Georgia.
- **Manager's Right to Debit Trust Account:** Owner hereby expressly authorizes Manager to deduct from Owner's funds in said trust account(s) amounts needed to pay the following expenses (collectively referred to as "Expenses"): (1) management fees, commissions and other amounts owing to Manager; (2) Manager's out-of-pocket expenses associated with managing the Property including, without limitation, copying costs, postage, mileage expenses at the IRS maximum rate, costs to conduct credit checks, costs associated with evicting tenants, etc.; (3) all costs to maintain, repair and improve the property including emergency repairs to the extent approved in writing by owner or to the extent the same have been approved elsewhere herein; and (4) all amounts needed to pay bills for which Manager is responsible for paying under the lease of the Property.
- **Owner to Maintain Minimum Required Amount in Trust Account:** Owner agrees to maintain in Manager's trust account a minimum required balance of \$ 0.00 so that Manager has sufficient funds to pay for the above-referenced Expenses. Upon notice from Manager, Owner agrees to immediately send funds to Manager whenever the balance in the trust account(s) is anticipated to have fallen below or has actually fallen below the minimum required balance because of pending or actual Expenses. The amount to be sent to Manager shall at least be sufficient to pay the actual or pending Expense(s) plus restore the minimum required balance in the trust account(s). If Owner fails to fund such deficit shortfall, Manager shall have no liability for failing to do the same. Per Georgia law, the Owner's cash balance in Manager's trust account must be zero or positive at all times. If manager notified Owner that the Owner's cash balance is negative, Owner agrees to immediately send Manager the amount necessary to bring the Owner's cash balance back to an amount not less than \$0.00. If Manager has not received the required amount from Owner within fifteen (15) days of manager's notice to Owner, Manager shall have the right to charge Owner an administrative fee of \$100 for each such occurrence where Manager has advanced funds on behalf of Owner without being timely repaid plus interest of the funds advanced in an amount of 15% per annum prorated for that portion of a year(s) that the funds remain unpaid. If Manager has Expenses that exceed Owner's funds in the escrow account(s), Manager may in its sole discretion pay all, some or a portion of the Expenses. Owner expressly consents to Manager paying from the funds being held by manager in trust the commissions, fees, charges and out-of-pocket expenses of manager it is owed before paying other expenses hereunder. In the event Expenses of Owner exceed the funds of Owner in manager's trust account, manager, after paying all amounts owed to Manager is authorized in Manager's sole discretion, to pay the oldest Expenses owed by owners first.
- **Trust Account Reporting:** Manager shall provide Owner a detailed monthly accounting of funds (not later than 30 days after the end of each month) received and disbursed on Owner's behalf and shall remit to Owner the balance of such funds in excess of the minimum required balance, if any, remaining after Manager deducts and pays the Expenses referenced above.
- **Prepaid Rent:** Any prepaid rent shall be deposited in Manager's trust account(s). However, such amounts will not be disbursed to Owner (less Expenses) until the same are due and owing to Owner.
- **Form 1099:** Manager shall prepare and file on Owner's behalf all 1099 forms of the IRS required by law relative to Expenses paid by Manager.
- **Risk of Bank Failure:** Owner hereby agrees to Indemnify and hold Manager harmless from any and all claims, causes of action and damages arising out of relating to any failure by such lending institution(s).

7. Marketing.

- **Lockboxes:** Owner does hereby authorize manager to place a lockbox on the Property to be used in connection with the marketing, inspection and leasing of the Property by Manager, Manager's affiliated licensees, other real estate brokers and their affiliated licensees and others who may need access to the Property. There have been isolated instances of crimes occurring against property and persons where a key from the lockbox was alleged to have been used for a criminal purpose. In order to minimize the risk of such crimes occurring, Owner is encouraged to (a) remove all jewelry, keys, prescription drugs and other valuables or put them in a secure place, (b) not permit lockboxes on door handles that can be unscrewed from the outside or on other parts of the building from which a lockbox can be easily removed, (c) place a separately keyed or internally locking deadbolt lock on the door serviced by lockbox that is locked at all times when the occupant of the Property is present in the Property and (d) take any other measures Owner believes are appropriate to protect Owner's property and all persons occupying the Property.
- **Multiple Listing Service(s):** Manager agrees to file the listing with the following multiple listing service(s): Greater Augusta MLS. Owner acknowledges that the Service(s) is/are not a party to this Agreement and is/are not responsible for errors or omissions on the part Owner or of Manager. Owner agrees to indemnify the Service(s) from and against any and all claims, liabilities, damages or losses arising out of or related to the listing and lease of the Property.

8. Manager's Authority. Owner agrees to be responsible for the expenses associated with the leasing and management of the Property and hereby gives Manager the authority to:

- advertise exclusively Property for rent and to display "for rent" signs thereon; to sign, renew and cancel leases for Property to collect rents that become due and give receipts; to terminate tenancies and to sign and serve in the name of the Owner such notices as are appropriate; to sue in the name of the Owner and recover rents and other sums due; and when expedient, to sell to, compromise, and release such actions or lawsuits or reinstate such tenancies.
- make, contract, facilitate and coordinate repairs, alterations, and/or decorations to Property; to purchase supplies and pay bills therefore; Manager agrees to secure the prior approval of the Owner on all expenditures estimated to be in excess of \$150.00 for any

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one item, except monthly or recurring operating charges and/or emergency repairs in excess of the maximum, if in the opinion of the Manager such repairs are necessary to protect the Property from damage or to maintain services to the tenants as called for their leases.

- hire, discharge and supervise all contractors as in Manager's sole opinion are necessary for the operation and maintenance of Property. Any contractor working on the Property shall be deemed to be working on behalf of the Owner (and not the Manager) and the Owner shall be financially responsible for all work performed by such contractor.
- make contracts for electricity gas, fuel, water, telephone, window cleaning, trash or rubbish hauling and other services as Manager shall deem advisable; Owner shall assume the obligations on any contract so entered into prior to the termination of this Agreement.
- contract with others, including affiliates of Manager, in-house staff or companies owned by Manager, to perform services including, but not limited to repairs maintenance, improvements, accounting, data processing, and record keeping. Any such arrangement with affiliates or companies owned by Manager will be on lease terms generally competitive with terms that could reasonably be realized with unaffiliated persons or companies capable of performing the same services. Owner is hereby aware that manager may deduct these expenses for the monies coming to Manager that are due to Owner.
- Institute and prosecute legal actions and proceedings in Owner's name and on behalf of Owner, terminate leases for cause, remove tenants from Property, recover from damage to Property, and for such purposes, manager may employ attorneys and incur court costs and litigation costs at owner's expense for any and all these things. Manager, at its discretion, is also authorized to settle or compromise any such legal actions or proceedings.
- If the Property is a multi-family apartment complex, obtain candidates to perform ongoing, on-site management services. All decisions whether to hire a particular candidate shall be that of the Owner and any candidates hired by Owner shall be employees of and paid by Owner rather than Manager. Owner acknowledges that the efficient administration of the Property will require at least N/A on-site personnel.

9. Limits on Manager's Authority and Responsibility. Owner acknowledges and agrees that Manager:

- may show other properties to prospective tenants who are interested in Owner's Property;
- shall have no duty to inspect the Property or advise Owner or Tenant on any matter relating to the Property which could have been revealed through a survey, appraisal, title search, Official Georgia Wood Infestation Report, utility bill review, septic system inspection, well water test, tests for radon, asbestos, mold, and lead-based paint; Inspection of the Property by a licensed home inspector, construction expert, structural engineer, or environmental engineer; review of this Agreement and transaction by an attorney, financial planner, mortgage consultant, or tax consultant; and consulting appropriate governmental official to determine, among other things and without limitation, the zoning of the Property, whether any condemnation action is pending or has been filed or other nearby governmental improvements are planned. Owner acknowledges that Broker does not perform or have expertise in any of the above tests, inspections, and reviews or in any of the matters handled by the professionals referenced above. Owner should seek independent expert advice regarding any matter of concern to Owner relative to the Property and this Agreement. Owner acknowledges that Broker shall not be responsible to monitor or supervise or inspect any portion of any construction or repairs to Property and that such tasks fall outside the scope of real estate brokerages services;
- shall owe no duties to Owner nor have any authority to act on behalf of Owner other than what is set forth in this Agreement;
- shall make all disclosures required by law;
- may disclose all information about Property to others; and
- shall, under no circumstances, have any liability greater than the amount of the real estate commission paid hereunder to the Manager (excluding any commission amount paid to a cooperating real estate broker, if any) or, if no real estate commission is paid to Manager, than a sum not to exceed one hundred dollars.

10. Disclosures.

- Manager agrees to keep confidential all information which Owner asks to be kept confidential by express request or instruction unless the Owner permits such disclosure by subsequent word or conduct or such disclosure is required by law. Owner acknowledges, however, that tenant and tenant's broker may possibly not treat any offer made by Owner (including its existence, terms and conditions) as confidential unless those parties have entered into a confidentiality agreement with Owner.
- Manager shall not knowingly give customers false information.
- In the event of a conflict between Manager's duty not to give customers false information and the duty to keep the confidences of Owner, the duty not to give customers false information shall prevail.
- Unless specified below, Manager has no other known agency relationships with other parties that would conflict with any interests of Owner (except that Manager may represent other buyers, sellers, landlords, and tenants in buying, selling or leasing property).
- Manager may provide assistance to prospective tenants and buyers without violating any duties to Owner.
- Manager may show alternative properties to tenants and buyers and provide information to same.

11. Manager's Policy on Agency. Unless Manager indicates below that Manager is not offering a specific agency relationship, the types of agency relationships offered by Manager are seller agency, buyer agency, designated agency, dual agency, owner agency, and tenant agency. The agency relationship(s), if any, not offered by manager include the following: N/A

12. Dual Agency Disclosure. *<Applicable only if Manager's agency policy is to practice dual agency>* If Owner and a prospective tenant are both being represented by the same manager, Owner is aware that Manager is acting as a dual agent in this transaction and consents to the same. Owner has been advised that:

- In serving as a dual agent, manager is representing two clients whose interests are or at times could be different or even adverse;
- manager will disclose all adverse, material facts relevant to the transaction and actually known to the dual agent to all parties in the transaction except for information made confidential by request or instructions from another client which is not otherwise required to be disclosed by law;

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- Owner does not have to consent to dual agency and, the consent of Owner to dual agency has been given voluntarily and Owner has read and understands the brokerage engagement agreement.
- Notwithstanding any provision to the contrary contained herein, Owner hereby directs manager, while acting as a dual agent, to keep confidential and not reveal to the other party any information, which could materially and adversely affect Owner's negotiating position.
- Manager or Manager's affiliated licensees will timely disclose to each client the nature of any material relationship with other clients other than that incidental to the transaction. A material relationship shall mean any actually known personal, familial, or business relationship between manager and a client, which would impair the ability of manager to exercise fair and independent judgement relative to another client. The other party whom broker may represent in the event of dual agency may or may not be identified at the time a tenant enters into this Agreement. If any party is identified after the Agreement and has material relationship with Manager, then Manager shall timely provide to Owner a disclosure of the nature of such relationship.
- Upon signing this brokerage engagement with the dual agency disclosures contained herein, Client's consent to dual agency is conclusively deemed to have been given and informed in accordance with state law.

13. **Designated Agency Disclosure.** *<Applicable only if Manager's agency policy is to practice designated agency.>* Owner hereby consents to Manager acting in a designated agency capacity in transactions in which Manager is representing Owner and a prospective tenant. With designated agency, manager assigns one or more of its affiliated licensees exclusively to represent Owner and one or more of its other affiliated licensees exclusively to represent the prospective tenant.

14. **Independent Contractor Relationship.** This agreement shall create an independent contractor relationship between manager and Owner. Manager shall at no time be considered an employee of Owner. If there are affiliated licensees of manager assisting Manager in marketing and selling the Property, said licensees may be either employees or independent contractors of Manager.

15. **Arbitration.** All claims arising out of or relating to this Agreement and the alleged acts or omissions of any or all the parties hereunder shall be resolved by arbitration in accordance with Federal Arbitration Act 9 U.S.C 1 et. seq. and the rules and procedures of the arbitration company selected to administer the arbitration. Upon making or receiving a demand for arbitration, the parties shall work together in good faith to select a mutually acceptable arbitration company with offices in Georgia to administer and conduct the arbitration. If the parties cannot mutually agree on an arbitration company, the company shall be selected as follows. Each party shall simultaneously exchange with the other party a list of three arbitration companies with offices in Georgia acceptable to that party to administer and conduct the arbitration. if there is only one (1) arbitration company that is common to both lists, that company shall administer and conduct the arbitration. If there is more than one arbitration company that is common to both lists, the parties shall either mutually agree on which arbitration company shall be selected or flip a coin to select the arbitration company. If there is not initially a common arbitration company on the lists, the parties shall repeat the process by expanding their lists by two each time until there is a common name on the lists selected by the parties. The decision of the arbitrator shall be final, and the arbitrator shall have authority to award attorneys' fees and allocate the costs of arbitration as part of any final award. All claims shall be brought by a party in his or her individual capacity and not as a plaintiff or class member in any purported class or representative proceeding. The arbitrator may not consolidate more than one person's claims and may not otherwise preside over any form of a representative or class proceeding. Notwithstanding anything to the contrary contained herein, this agreement to arbitrate shall not apply to: (1) any claim regarding the handling and disbursement of earnest money; and (2) any claim of Broker regarding the entitlement to or the non-payment of a real estate commission hereunder.

16. **No Punitive Damages.** Notwithstanding anything to the contrary contained herein, neither Owner nor Manager shall be liable to the other for any special, indirect or punitive damages of any kind or nature.

17. **Owner's Responsibility.**

- Owner certifies that unless provided otherwise herein, all systems and furnished appliances are in good working order and repair. Owner certifies that Property is in good and habitable condition and Owner, will at all times, be responsible for the maintenance of Property in: (1) a good habitable condition; and (2) compliance with all applicable laws, ordinances and regulations of all government authorities. Upon the execution of this agreement, Owner will provide to Manager two sets of keys for Property and ensure that Property is clean, and the grounds are in good condition.
- Owner shall maintain adequate fire and extended coverage insurance on Property, and will, at all times maintain landlord's liability insurance for Owner and will cause Manager to be named as additional insured under such liability insurance. Owner will provide manager with evidence of such insurance coverage prior to date of occupancy by tenant and thereafter, within seven (7) days of manager requesting the same. Owner further certifies to Manager that Owner is unaware of any environmental contamination, or hazardous, toxic, dangerous or unsafe conditions or products on or in Property.
- Owner shall keep current in all mortgage obligations, property taxes, association fees, or any other obligations which could lead to a foreclosure action against the Property. Should Manager be notified that a foreclosure action has been initiated against the subject property then Owner authorizes Manager to freeze all of the Owners funds related to that property and Manager will make no further disbursement to Owner. Owner will have thirty (30) days to correct and make current the obligation that initiated the foreclosure action. Should Owner fail to make current the obligation, and thereby stop the foreclosure action, Owner authorizes Manager to refund the security deposit to the Tenant and to deduct from Owner's funds on hand with Manager all amounts due to broker or Tenant including but not limited to, any refund to tenant of prorated rent or expenses and all of the management fees that would be due to manager through the end of the current lease term. Owner and Manager agree that the tenant is not a third-party beneficiary and nothing in this paragraph shall limit Manager's other legal remedies to collect from Owner and unpaid fees due to Manager.

18. **Owner's Property Disclosure Statement.** Owner's Property Disclosure Statement ☐ is OR ☒ is not attached to this Agreement. If Owner's Property Disclosure Statement is attached hereto, manager is authorized to provide a copy thereof to prospective tenants. Owner

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shall update Owner's Property Disclosure Statement if Owner is aware of material changes in the Statement so that Manager and any tenant are fully aware of the then current conditions affecting the Property.

19. **Repairs.**

- **Generally.** Manager shall be responsible for arranging for needed repairs to the Property and shall contract with vendors on behalf of Owner to perform such repairs. Manager does not guarantee or warrant the work of such vendors against defects in either labor or materials. Manager and/or manager's employees or agents shall confirm that the maintenance or repair work has generally been performed. Unless otherwise agreed to in writing by Manager, such personnel (including Manager) are not: (1) general contractors; (2) do not have the same level of expertise as the vendor performing the work; and (3) shall rely on the vendor's recommendations in deciding the scope of the repair or maintenance work.
- **Emergency Repairs.** Manager is authorized to make emergency repairs to Property as Manager reasonably believes to be necessary to protect Property from damage, prevent the risk of injuries to persons or to maintain services to a tenant such as heating, air conditioning, hot water, potable drinking water that are including as part of services available to the Property. In addition, Manager shall treat as an emergency repair all repairs which manager has been notified of by a code enforcement officer as needing to be corrected. Owner acknowledges that the cost of making emergency repairs may be significantly higher than the cost of making repairs on a non-emergency basis. Owner understands that Manager is under no duty to make expenditures in excess of the amount of the deposit. The deposit money shall be deposited in Manager's escrow account with Manager retaining the interest if the account is interest-bearing. In the event any check is not honored, for any reason, by the bank upon which it is drawn, Owner shall deliver good funds to Manager within three banking days of receipt of notice. In the event Owner does not timely deliver good funds, Manager, in his sole discretion, shall have the right to terminate this Agreement by giving written notice to Owner. Owner shall promptly reimburse manager for the cost of all emergency repairs which Manager pays for or for which Manager is obligated.
- **Non-Emergency Repairs.** With regard to non-emergency repairs, Manager agrees to obtain the prior approval of Owner before sending out a contractor to make repairs estimated to be in excess of \$150.00 for any one repair. Owner acknowledges that estimates of repair costs may not reflect the amount eventually billed for the work. Manager shall send notice to Owner of the need for a non-emergency repair or maintenance. If the Owner does not respond to said notice within two (2) business days of said notice, Owner shall be deemed to have approved the repair or maintenance request and the same may thereafter be performed by Manager.

20. **Notice of Propensity of Flooding.** In accordance with O.C.G.A 44-7-20, Owner hereby certifies to Manager the following: some portion or all of the living space or attachment thereto on Property ☐ has OR ☒ has not been flooded at least three times within the last five (5) years immediately preceding the execution of this Management Agreement. Flooding is defined as the inundation of a portion of the living space caused by an increased water level in an established water source such as a river, stream, or drainage ditch, or as a ponding of water at or near the point where heavy or excessive rain fell.

21. **Disclaimer.**

- **Disclaimer on Credit, Criminal and Reference Checks:** Owner acknowledges that any credit and criminal background checks requested by Owner hereunder are being performed by third party credit reporting companies, that the information obtained from such companies may be incomplete and/or inaccurate and that the scope of such checks may vary from company to company with some checks being limited to Georgia while others apply nationwide. Owner shall specify in writing to Manager if Owner wants to credit reporting company to perform a national search. Owner further acknowledges that in checking references the information provided to Manager may also be false, incomplete and/or inaccurate. While manager may obtain or cause to be obtained certain information regarding the background of prospective Tenants, the decision to rent or not rent to any prospective Tenant shall be made by ☐ Owner or ☒ Manager. In filling out any Move-In portion of the Move-In/Move-Out Agreement (F910) all parties acknowledge that defects in the Property may not always be noticed.
- **Credit Report Disclosure:** Owner understands and agrees that all credit report information provided to Broker by applicants or credit reporting agencies is strictly confidential and is the sole property of Broker and broker has no duty to provide said information to Owner unless written permission is granted by the applicant.
- **Manager Not a Contractor:** Owner acknowledges that Manager is not a licensed general contractor and does not have special expertise to determine if any work performed by third party contractors on the Property has been performed in accordance with building code requirements or building industry standards. If there is a reported need for a repair or replacement of any portion of the Property, manager shall contact repair personnel and obtain cost of repairing or replacing the same. Under the approval of the repair or replacement by Owner (except in emergencies) manager shall authorize the work to be performed on behalf of the Owner. Upon the completion of the work, manager shall conduct a visible inspection of the work as a non-expert in the area, to determine if the work appears to have been fully completed. Owner agrees to indemnify and hold Manager harmless from any and all claims, causes of action, suits and damages arising out of relating to the selection of a vendor to perform the work and the performance of the work itself.
- **General Disclaimer:** Manager shall not be responsible for uncovering within the Property and disclaims expertise with respect to: (1) violations of building, subdivision, zoning, fire or other codes; or (2) materials or substances that are toxic, hazardous or potentially harmful to the health. manager disclaims any expertise with respect to protecting the Property and any person residing therein against crime. manager shall have no responsibility to provide security to the Property and Owner agrees to consult a security professional if such matters are important to Owner. manager shall have no responsibility for the debts and liabilities of Owner, including debts and liabilities incurred by Manager on behalf of Owner, pursuant to this Agreement.

22. **Lead-Based Paint.** If any part of a dwelling located on Property was built before 1978 or if Owner does not know when the property was built, Owner agrees to provide the following to Manager prior to entering into this Agreement with a full executed Lead-Based Paint Exhibit (F316) for manager to provide to tenants prior to them leasing the Property.

Item # 8

- a written disclosure by Owner of the presence of known lead-based paint and/or lead-based paint hazards, if any, in the dwelling.

23. **Time of Essence.** Time is of the essence of this Agreement.

24. **Terminology.** As the context may require in this Agreement, the singular shall mean the plural and vice versa and all pronouns shall mean and include the person, entity, firm, or corporation to which they relate.

25. **Indemnity.** Owner agrees to indemnify and hold Manager harmless from any and all claims, causes of action, suits, damages and injuries arising out of or in connection with the leasing and management of the Property by Manager except in the case of intentional wrongdoing or gross negligence on the part of manager. In the event of an allegation of gross negligence or intentional wrongdoing on the part of Manager, Owner shall continue to have an affirmative obligation to indemnify Manager until such time as the manager's gross negligence or intentional wrongdoing has been judicially established in a final order of the court having jurisdiction over said issue. During the entire term of this Agreement, Owner agrees to maintain a general liability insurance policy with a company licensed to do business in Georgia naming the Manager as an additional insured thereunder. Upon request, Owner shall promptly provide Manager with a certificate of insurance evidencing such coverage notwithstanding any provision to the contrary contained herein, Manager's liability to Owner shall be limited to the total compensation paid by Owner to Manager in the twelve (12) months prior to Owner asserting a claim for damages against Manager. For the purposes of this section the term "Manager" shall specifically include Manager and manager's affiliated licensees and employees.

26. **Nondiscrimination.** Owner and Manager hereby agree to fully comply with all state and federal fair housing laws and regulations and shall not unlawfully discriminate on the basis of race, color, creed, national origin, sex, age, handicap, familial status, sexual orientation or gender identify.

27. **No Imputed Knowledge.** Owner acknowledges and agrees that with regard to any property in which Owner intends to rent, there shall be no knowledge imputed between manager and Manager's licensees or between the different licensees of manager. Manager and each of Manager's licensees shall be deemed to have only actual knowledge of such properties.

28. **Governing Law.** This Agreement may be signed in multiple counterparts and shall be governed by and interpreted pursuant to the laws of the State of Georgia.

29. **Survival.** The indemnification obligations of Owner herein, the obligation of Owner to pay Manager Fees for services rendered herein and for commissions earned during the term of this Agreement and the obligation of Owner to reimburse Manager for monies advanced or spent on behalf of Owner hereunder shall survive the termination of this Agreement.

30. **Entire Agreement.** This Agreement constitutes the sole and entire agreement between the parties. No representation promise or inducement not included in this Agreement shall be binding upon any party hereto. This Agreement and the terms and conditions herein may not be amended, modified or waived except by the written agreement of Owner. The failure of the parties to adhere strictly to the terms and conditions of this Agreement shall not constitute a waiver of the right of the parties later to insist on such a strict adherence.

31. **Responsibility to Cooperate.** All parties agree to take all actions and do all things reasonably necessary to fulfill in good faith and in a timely manner the terms and conditions of this Agreement.

32. **Notices.**

- **Communications Regarding Real Estate Transactions:** Client acknowledges that many communications and notices in real estate transactions are of a time sensitive nature and that the failure to be available to receive such notices and communications can have adverse legal, business and financial consequences. During the term of this Agreement, Client agrees to remain reasonably available to receive communications from Manager.
- **Notices between manager and Client Regarding this Agreement:** Client acknowledges that communications and notices between them regarding the terms of this Agreement (and excluding real estate transactions with which the parties may be involved) shall be in writing, signed by the party giving the notice, and may be delivered in person or to any address, e-mail address and/or facsimile number to the person to whom the communication or notice is being given specifically set forth in this Agreement. It is the intent of the parties that those means of transmitting notices for which a party has not provided an address or number shall not be used for receiving notices and communications. For example, if a party has not provided an e-mail address in this Agreement, it shall mean that the party is not accepting notices or communications sent by this means.

33. **Beware of Cyber Fraud:** Fraudulent e-mails attempting to get you to wire money to criminal computer hackers are increasingly common in real estate transactions. Under this scam, computer hackers fraudulently assume the online identity of the actual mortgage lender, closing attorney and/or real estate broker with whom you are working in the real estate transaction. Posing as a legitimate company, they then direct you to wire money to them. In many cases, the fraudulent e-mails sent from what appears to be the authentic web page of the legitimate company responsible for sending the wiring instructions. You should use great caution in sending or receiving funds based solely on wiring instructions sent to you by e-mail. Independently verifying the wiring instructions with someone from the company sending them is the best way to prevent fraud. In particular, you should treat as highly suspect any follow up e-mails you receive from a mortgage lender, closing attorney and/or real estate broker directing you to wire funds to a revised account number. Never verify wiring instructions by calling a telephone number provided along with a second set of wiring instructions since you may end up receiving a fraudulent verification from the computer hackers trying to steal your money. Independently look up the telephone number of the company who is supposed to be sending you the wiring instructions to make sure you have the right one.

34. **Exhibits and Addenda.** All exhibits/and or addenda attached hereto listed and selected below or referenced herein shall be a part of this lease. If any such exhibit or addenda conflicts with any preceding paragraph, said exhibit shall control:

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Property Disclosure Form

SPECIAL STIPULATIONS: The following Special Stipulations, if conflicting with with any exhibit, addendum, or preceding paragraph, shall control:

- *Tenant Procurement Fee:* 50% of 1st full month's rent.
- *Monthly Management Fee:* 8.0% of rent collected (tiered multi-family discount program available)
- *Tenant Takeover/Set-Up Fee:* \$150.00, when tenant is already in place at time of management takeover.
- *Tenant Late Fees:* 50% of total collected. Auben Realty charges tenants a 10% base rent late fee after the 5th of the month.
- *Pet Deposit:* \$250.00/first pet and \$100.00/additional pet (max: 3 pets) is refundable and held in escrow for duration of lease.
- *Pet Rent:* 8.0% of monthly pet rent collected. Auben Realty charges tenants \$25.00 monthly for (1) pet and an additional \$10.00 for each additional pet, if pets are permitted in the home.
- *Lease Renewal Fees:* \$150.00 at time of first renewal, and \$75.00 per renewal thereafter. No charge at time of annual recertifications.
- *Utility Management:* Augusta Housing and Community Development will handle all utility transfers.

BY SIGNING THIS AGREEMENT, OWNER ACKNOWLEDGES THAT: (1) OWNER HAS READ ALL PROVISIONS MADE HEREIN; (2) OWNER UNDERSTANDS ALL SUCH PROVISIONS AND DISCLOSURES AND HAS ENTERED INTO THIS AGREEMENT VOLUNTARILY; AND (3) OWNER IS NOT SUBJECT TO A CURRENT LEASING/MANAGEMENT AGREEMENT WITH ANY OTHER MANAGER.

OWNER'S ACCEPTANCE AND CONTACT INFORMATION

Augusta Housing and Community Development

535 Telfair Street, Room 605, Augusta, GA 30901

BROKER / BROKER'S AFFILIATED LICENSEE CONTACT INFORMATION

Listing Broker: Auben Realty

Broker's Address: 1918 Central Ave / Augusta, GA 30904

Broker/ Affiliated Licensee: Natalie Walls

Licensee E-mail Address: nwalls@aubenrealty.com

GA Real Estate License Number: 334694

MLS Office Code: 359 **Brokerage Firm License Number:** H-62788

REALTOR Membership: Greater Augusta Association of Realtor

By initialing below, you acknowledge and agree to the terms in Section 1.

X _____
Augusta Housing and Community Development

2. ADDITIONAL PAGE "A"**2.1 SPECIAL STIPULATIONS**

This additional page is a continuation of Special Stipulations, continued dated 01/01/2020 for the Property known as See Attached List, Augusta, GA 30901 .

- **Eviction Upon Takeover Fee:** \$500.00, when Auben Realty evicts a resident who was already in place at the time of takeover. Does not include filing fees charged by the Magistrate Court.
- **Delinquent Balances:** 50% of amount collected -- via tenant wage garnishment, payment plan, etc...
- **Tenant Eviction Fees/Count Costs:** Tenant is charged 100% of filing fees, attorney's fees, court costs, etc. associated with his/her delinquent account. In the event the delinquent tenant does not pay, these costs will 100% pass through to the owner during the collection process.
- **Repair/Maintenance Fee** (3rd Party Vendor): Maintenance work orders completed by outside 3rd party vendors will be billed at a Cost + 10%.

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- **Renovation/Turnover:** Projects will undergo a scope and bid process and will require owner approval prior to starting work.

By initialing below, you acknowledge and agree to the terms in Section 2.

X _____
Augusta Housing and Community Development

3. Sign and Accept

3.1 SIGNATURE

WHEREFORE, the parties have executed this Residential Management Agreement or caused the same to be executed by their authorized representative.

THIS AGREEMENT supersedes all prior written or oral agreements and can be amended only through a written agreement signed by both parties.

X _____
Owner Augusta Housing and Community Development

Date Signed

X _____
Agent/Broker

Date Signed



Administrative Services Committee Meeting

2/11/2020 1:15 PM

HCD _Richmond County School System Marion E. Barnes Center MOU

Department: HCD

Presenter: Hawthorne Welcher, Jr. and/or HCD Staff

Caption: Motion to approve HCD's Memorandum of Understanding request with Richmond County School System Marion E. Barnes Center (RCSS/MEBCC) in support of the Augusta Housing and Community Development mission (to create positive change by promoting self-sufficiency through partnership in Economic Development, Quality Housing, and Neighborhood Reinvestment).

Background: As a result of economic growth from Fort Gordon, U.S. Cyber Center, industries such as manufacturing, distribution, customer service centers, Simon Metcalf, an economist with Augusta University, noted Augusta added 24,400 jobs to the metropolitan statistical area. In spite of the growth in Augusta, Georgia, there is a talent shortage in these career fields. While the Georgia Department of Labor and local area non-profits focus on the development of the adult workforce, HCD is committed to the development of the youth in an effort to assist in the grooming of Augusta's future leaders. This partnership will support programs that promote the development of youth in the Central Savannah River Association (CSRA). At its core, this initiative is designed to:

- Enable youth to acquire the knowledge, skills, and attitudes for gainful training and employment.
- Improve work performance in a classroom or occupation.

Analysis: HCD agrees to:

- Participate in RCSS/MEBCC "Workforce Building Wednesdays" and provide speakers.
- Provide student job shadowing opportunities.
- Provide an opportunity for students to serve on the HCD Youth Advisory Council.
- Provide opportunities to participate in the Volunteer Group Project.
- Promote the mission of RCSS/MEBCC.

RCSS/MEBCC agrees to:

- Promote the mission of HCD.
- Provide topics for "Workforce Building Wednesdays" at least two weeks in advance of scheduled visits.
- Provide all required student information and monitoring documentation to ensure

Cover Memo

Item # 9

job-shadowing success. • Provide skilled supervision of non-Augusta, Georgia staff during volunteer projects. • Secure all waivers required for student participation.

Financial Impact: This partnership will not require commitment from Augusta Housing and Community Development's budget.

Alternatives: Do not approve of HCD's Memorandum of Understanding Request.

Recommendation: Motion to approve HCD's Memorandum of Understanding request with Richmond County School System Marion E. Barnes Center (RCSS/MEBCC) in support of the Augusta Housing and Community Development mission (to create positive change by promoting self-sufficiency through partnership in Economic Development, Quality Housing, and Neighborhood Reinvestment).

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

REVIEWED AND APPROVED BY:

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

**MEMORANDUM OF UNDERSTANDING
BETWEEN
AUGUSTA, GEORGIA HOUSING AND COMMUNITY DEVELOPMENT
AND
RICHMOND COUNTY SCHOOL SYSTEM MARION E. BARNES
CAREER CENTER
FY 2020**

Background and Intent

This Memorandum of Understanding (MOU) clarifies the roles and responsibilities between Augusta, Georgia's Housing and Community Development Department and the Richmond County School System Marion E. Barnes Career Center:

This Agreement, is made and entered into as of the _____ day of October 2019 ("the effective date") by and between Augusta, Georgia, acting through the Housing and Community Development Department (hereinafter referred to as "HCD") – with principal offices at 510 Fenwick Street, Augusta, Georgia, as party of the first part, and Richmond County Marion E. Barnes Career Center (hereinafter called "RCSS/MEBCC").

WHEREAS, the sole purpose of this MOU is to encourage a collaboration between HCD and RCSS/MEBCC and to further detail the separate and distinct roles and responsibilities of each party in the of this partnership;

WHEREAS, there is a growing need for skilled training in the trade field due to the growing number of skilled tradesmen who retiring at rapid rate.

WHEREAS, HCD supports the mission of RCSS/MEBCC, "To provide and to create opportunities for students to become employable or employed in the area of skilled trades."

WHEREAS, RCSS/MEBCC support HCD's mission to "Create positive change by promoting self-sufficiency through partnership in economic development, quality housing, and neighborhood reinvestment."

NOW THEREFORE, HCD and RCSS/MEBCC agree that it is in the best interest of all concerned to enter into this MOU.

Roles and Responsibilities

It is understood that HCD and RCSS/MEBCC will work together to meet the community and housing Augusta, GA's residents. This level of collaboration will require thorough and timely communication between all parties. However, the parties to this MOU understand their separate and distinct responsibilities, including but not limited to the following:

Augusta, GA is committed the supporting RCSS/MEBCC's mission to provide opportunities for students to obtain skills in the areas of construction pathways. HCD agrees to:

1. **Participate in RCSS/MEBCC "Workforce Building Wednesdays" and provide speakers.**

2. **Provide opportunities for student job shadowing opportunities.**
3. **Provide an opportunity for students to serve on the HCD Youth Advisory Council.**
4. **Provide opportunities to participate with the Volunteer Group Project.**
5. **Promote the mission of RCSS/MEBCC.**

HCD shall have no obligations under this Memorandum of Understanding other than those outlined above.

RCSS/MEBCC agrees to:

1. **Promote the mission of HCD**
2. **Provide topics for “Workforce Building Wednesdays” at least two weeks in advance of scheduled visits.**
3. **Provide all required student information and monitoring documentation to ensure job-shadowing success.**
4. **Provide skilled supervision, non-August, Georgia staff during volunteer projects.**
5. **Secure all waivers required for student participation.**

HCD shall be solely responsible for any expenses incurred by HCD in connection with the performance of its duties hereunder. The parties do not intend to act as joint employers or joint ventures, or in any other legal capacity other than as separate and distinct entities acting pursuant to the contractual relationship established solely by this MOU. RCSS/MEBCC’s primary interest and concern are the results achieved. HCD and RCSS/MEBCC shall have complete and full control with respect to the manner and methods that are used to perform their obligations under this MOU, except that each must comply with any Federal, State or Municipal laws and provide services in accordance with the prevailing standard of care in the community.

Confidentiality

All parties agree that by virtue of entering into this MOU they will have access to certain confidential information regarding the other party’s operations and applicants’ personal information related to this project. None of the parties bound in this MOU will at any time disclose confidential information and/or material without the consent of the subject party unless such disclosure is authorized by this MOU or required by law or court order. Unauthorized disclosure of confidential information shall be considered a material breach of this MOU. Where appropriate, releases will be secured before confidential information is exchanged. Confidential information will be handled with the utmost discretion and judgment. This confidentiality paragraph shall survive the termination of this MOU.

HCD agrees that any information obtained concerning persons served by HCD will remain confidential. HCD agrees not to disclose any information concerning said persons without written authorization from said persons, and only for purposes directly connected with the administration of the program and services, or as may be required by State or Federal law: HIPAA; FERPA; CFR 42 Part 2; mandated abuse and neglect reporting.

Nondiscrimination

There shall be no discrimination of any person or group of persons on account of race, color, creed, religion, sex, marital status, sexual orientation, age, handicap, ancestry or national origin in the implementation of the housing policies described in this MOU.

Modification

This MOU may not be modified or amended except by written agreement executed by the parties hereto.

Counterparts

This MOU may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

Severability

The parties hereto intend and believe that each provision in this MOU comports with all applicable local, state and federal laws and judicial decisions. However, if any provision in this MOU is found by a court of law to be in violation of any applicable ordinance, statute, law, administrative or judicial decision, or public policy, and if such court should declare such provision to be illegal, void or unenforceable as written, then such provision shall be given force to the fullest possible extent that the same is legal, valid and enforceable and the remainder of this MOU shall be construed as if such provision was not contained therein.

Construction

The headings of the MOU are for convenience only and shall not define or limit the provisions hereof. Where the context so requires, words used in singular shall include the plural and vice versa, and words of one gender shall include all other genders. In the event of a conflict between the terms and conditions of any other agreement and the terms and conditions of this MOU, the terms and conditions of this MOU shall prevail.

Legal Review

The parties hereto acknowledge that they have been advised by legal counsel of their choice in connection with the interpretation, negotiation, drafting and effect of this MOU and they are satisfied with such legal counsel and the advice which they have received.

Applicable Law

This MOU shall be governed by, and construed in accordance with, the laws of the State of Georgia, without regard to conflict of laws principles. Venue you shall be Augusta Richmond County, Georgia.

Term

The term of this MOU shall be for 1 year, provided that this MOU is terminable at will in writing, at any earlier time, for any reason, by HCD or RCSS/MEBCC . This MOU will be evaluated at the end of the term based on success measures and renewable until it is determined needs have been achieved or RCSS/MEBCC determines not to renew.

Indemnification

To the fullest extent allowable under applicable law, HCD, for itself, its successors and assigns, shall indemnify, hold harmless and defend RCSS/MEBCC and its respective officers, directors, members, agents, employees, licensees, and invitees from and against:

- (a) Any and all claims, actions, demands, losses, injuries, damages, liability, cost and expense arising from the conduct, acts or omissions, negligent or otherwise, of HCD or any representative, agent, employee, subcontractor, supplier, independent contractor, invitee, or licensee of HCD related to its performance of this MOU;
- (b) All costs, expenses, and liabilities, including attorney fees and other legal expenses, incurred in connection with any such claim, action, or proceeding; and
- (c) Any and all liability or loss in connection with payment of all federal state and local taxes, including payroll withholding taxes, including, but not limited to, unemployment insurance, workers' compensation insurance, and income taxes of HCD or any representative, agent, employee, subcontractor, supplier, independent contractor, invitee, or licensee of HCD rendering services pursuant to the terms of this MOU.

To the extent permitted by law, RCSS/MEBCC shall defend, indemnify and hold harmless HCD and Augusta, Georgia from and against any and all claims, actions, demands, losses, injuries, damages, liability, cost and expense arising from the conduct, acts or omissions, negligent or otherwise, of RCSS/MEBCC or any representative, agent, employee, subcontractor, supplier, independent contractor, invitee, or licensee of RCSS/MEBCC related to its performance of this MOU.

Both PARTIES shall respond to any and all claims for indemnity under this MOU within thirty (30) days of receipt of a claim.

ARTICLE XVII. COUNTERPARTS

This Agreement is executed in two (2) counterparts – each of which shall be deemed an original and together shall constitute one and the same Agreement with one counterpart being delivered to each party hereto.

IN WITNESS WHEREOF, the parties have set their hands and seals as of the date first written above:

ATTEST:

AUGUSTA, GEORGIA

(Augusta)

SEAL

By: _____
Hardie Davis, Jr. _____
As Its Mayor Date

Lena Bonner
Clerk of Commission

Jarvis Sims _____
Administrator Date

Hawthorne Welcher, Jr. _____
Director, AHCDD Date

ATTEST:

Richmond County Board
of Education
(Parnter)

SEAL:

By: _____
Its: _____

(Plain witness)



Administrative Services Committee Meeting
2/11/2020 1:15 PM
HCD_ Down Payment Assistance one (1) Request

Department: HCD

Presenter: Hawthorne Welcher Jr. and/or HCD Staff

Caption: Motion to approve Housing and Community Development Department's (HCD's) request to provide funding to assist one (1) low to moderate income homebuyer with down-payment assistance to purchase a home.

Background: Augusta, GA's (administered by HCD) Down Payment Assistance Program is a loan, given to a prospective homeowner in the form of a second mortgage. This financial assistance is combined with a primary loan (first mortgage loan) from a participating lending institution and enables a qualified first-time home buyer to become a homeowner. The buyer must be a first-time home buyer and the home must become the buyer's primary residence. The program is funded by the U.S. Department of Housing and Urban Development (HUD) and administered by Housing and Community Development Department (HCD). The program promotes neighborhood stability by assisting with the gap financing towards the purchase price and closing costs for homes located within the limits of Augusta-Richmond County. One applicant awaiting approval to move forward with the process of becoming a homeowner is: 1. 2214 Martin Road, Augusta, GA 30906 \$5,000.00 The applicant has a first mortgage from a lending institution but needs down payment assistance to complete the process. A prospective homeowner is only eligible to receive up to \$5,000.00 if they are purchasing a single-family dwelling in the Richmond County area. Once approved, Lenders will schedule closing and the applicant will soon be on their way to homeownership in Augusta – Richmond County.

Analysis: The approval of the application (1) will enable an individual to become a homeowner and "Make the American Dream a Reality". Approval will also have a positive impact on the community by increasing the tax base in Augusta, Georgia. Cover Memo
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Financial Impact: The City receives funding from the US Housing and Urban Development Department (HUD) on an annual basis. This approval would be for the amount of \$5,000.00 given in the form of a second mortgage (forgiven on the fifth year after closing date), and shown as a second lien against said property until forgiven.

Alternatives: Do not approve HCDs Request.

Recommendation: Motion to approve Housing and Community Development Department's (HCD's) request to provide funding to assist one (1) low to moderate income homebuyer with down-payment assistance to purchase a home.

Funds are Available in the Following Accounts: Housing and Urban Development (HUD) Funds: a) HOME Investment Partnership Grant (HOME) funds. -ORG Key = 221073212 ; OBJ Code = 5211119

REVIEWED AND APPROVED BY:

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



HOME PROGRAM HOMEBUYER WRITTEN AGREEMENT

NOTICE TO HOMEBUYER: This AGREEMENT contains a number of requirements you must fulfill in exchange for the federal assistance you are receiving through the Home Investment Partnerships Program (HOME Program). Be sure to read each paragraph carefully and ask questions regarding any sections you do not fully understand. This AGREEMENT will be enforced by a forgivable loan and mortgage as set forth below. You should be sure that you thoroughly understand these documents before you sign them.

THIS AGREEMENT, made and entered into this 23th day of April, 2019 by and between **Rosanna Saffo** hereinafter referred to as “BORROWER,” and **AUGUSTA HOUSING & COMMUNITY DEVELOPMENT** having its principal office at **925 Laney Walker Blvd, 2nd Floor, Augusta, Georgia 30901**, hereinafter referred to as “LENDER.”

WHEREAS, on 4/23/2019, the Lender agreed to provide to the Borrower financial assistance to be used in pursuit of the purchase of certain real property hereafter described; Map Parcel # 0-59-1449-00-0 and

WHEREAS, a percentage of said financial assistance was provided in the form of a Forgivable Loan, hereinafter referred to as a “LOAN,” with said Loan being in the amount of Five Thousand Dollars (\$5,000.00), subject to the condition that the Borrower executes this Agreement.

WHEREAS, the Forgiveness Loan is funded by the U.S. Department of Housing and Urban Development (“hereafter HUD”) via the HOME Investment Partnership Program (hereafter “HOME Program”), and restrictions apply to the Borrower when participating in the City of Augusta’s Forgiveness Loan Program.

NOW THEREFORE, in consideration of the said Loan and in accordance with the provisions of State of Georgia Statutes, the parties do hereby agree as follows:

The Borrower covenants and agrees with the Lender to adhere to the following HOME Program Restrictions imposed on them for the federal assistance provided:

Affordability Period

You must comply with the HOME Program’s period of affordability. The period of affordability for the home will be 5 years, based on the amount of the direct subsidy to the HOMEBUYER. During this 5 year period, the HOMEBUYER must maintain the home as his/her **principal place of residence** at all times. During this time the recapture restriction is

effective and requires all HOME funds that were provided for the purchase of the home to be repaid to the City, including principal, interest, late fees, and other charges, if you do not occupy the property as your principal residence or if you sell or transfer the property.

Maximum Sales Price

The property may not have a purchase price for the type of single family housing that exceeds 95% of the median purchase price for the area. It has been verified that the purchase price of the housing does not exceed 95 percent (95%) of the median purchase price of homes for the area, as set forth in 24 CFR Part 92.254(a).

The maximum purchase price is as follows for the Augusta Richmond County GA:

Unit #	FHA Limits Pre-Economic Stimulus Act	
	Existing Homes	New Homes
1 Unit	\$ 152,000	\$ 227,000
2 Unit	\$ 195,000	\$ 291,000
3 Unit	\$ 236,000	\$ 352,000
4 Unit	\$ 292,000	\$ 436,000
Unadjusted Median Value	\$ 160,000	\$ 239,000

Appraised property value

The AWARDEE certifies that a certified property appraiser has appraised the property that is the subject of this AGREEMENT at a value of \$ 50,000.00.

Principal residence requirement

This agreement shall remain in force throughout the affordability period as long as the home remains the principal residence of the HOMEBUYER. Should the HOMEBUYER not maintain the home as his/her principal residence, or rent or sell the residence to another party, the HOMEBUYER will be in breach of this agreement and will be required to repay any amount that has not yet been forgiven, as set forth in Section 5 of the AGREEMENT, as of the day the home is no longer the principal place of residence of the HOMEBUYER. If the home is sold to another party, the liability of the HOMEBUYER will be limited to the amount of the net proceeds of the sale as set forth in Section 7 below.

_____ *Buyer Initials*

Recapture Agreement

This is a mechanism to recapture all or a portion of the direct HOME subsidy if the HOME recipient decides to sell the house within the affordability period at whatever price the market will bear. The recaptured funds will come from the net proceeds if available. Any such repayment as required shall be made to the Lender no later than thirty (30) days following the action that require the repayment.

Obligation of Repayment

As security of Borrower's obligation of repayment, and subject to the terms and conditions of this Agreement, the Borrower grants, and the Lender shall and hereby does have, a lien on the real estate hereinafter described in the full amount necessary to satisfy said repayment obligation and the cost, including reasonable attorney's fees, of collecting the same. The real estate subject to said lien is legally described as:

ALL THAT LOT OR PARCEL OF LAND,

North by Savannah River, South and East by Gordon Hwy and West by Fifteenth Street.

Promptly after the date of any sale, transfer or other conveyance of the above describe property, or in the event of a sale by contract for deed, at least ten (10) days prior to the date of such sale; or if the property shall cease to be the Borrower's **principal place of residency**, the Borrower or his/her heirs, executors, or representatives shall give the lender notice thereof.

In the event the Borrower or his/her heirs, executors, or representatives shall fail or refuse to make a required payment within said limited period, the Lender may, with or without notice to the Borrower, foreclose said lien in the same manner as an action of the foreclosure or mortgages upon said real estate, as provided by State Statute.

Ownership of Property

You must hold fee simple title to the property purchased with HOME funds for the duration of your Forgiveness Loan.

Use of HOME funds

The HOMEBUYER agrees that the HOME assistance will be used to lower the cost of the home by providing down payment assistance. This will reduce the sales price of the home to the HOMEBUYER and reduce the total amount the HOMEBUYER will be required to borrow in order to purchase the home.

Household Income

_____ *Buyer Initials*

You must be an eligible household through the time of filing a loan application with the City or other lender to the escrow closing of the purchase transaction. Income eligibility means that your annual gross household income, adjusted for household size does not exceed eighty percent (80%) of the Augusta-Aiken median income, as established by HUD.

Insurance requirement

The HOMEBUYER must at all times during the duration of this AGREEMENT maintain a valid and current insurance policy on the home for the current appraised or assessed value of the home. Failure

to maintain a valid and current insurance policy will be considered a breach of this AGREEMENT, and the AWARDEE will have the right to foreclose on its mortgage lien if necessary to protect the HOME Program investment.

Property standards

Pursuant to HOME Program rules, the property that is the subject of this AGREEMENT must meet all State and local housing quality standards and code requirements. If no such standards or codes apply, the property must at a minimum meet the HUD Section 8 Housing Quality Standards/Uniform Physical Condition Standards.

Termination Clause

In the event of foreclosure or deed in lieu of foreclosure of Prior Security Deed, any provisions herein or any provisions in any other collateral agreement restricting the use of the Property to low or moderate-income households or otherwise restricting the Borrower's ability to sell the Property shall have no further force or effect. Any person (including his successors or assigns) receiving title to the Property through a foreclosure or deed in lieu of foreclosure of a Prior Security Deed shall receive title to the Property free and clear from such restriction.

Further, if any Senior Lien Holder acquires title to the Property pursuant to a deed in lieu of foreclosure, the lien of this Security Instrument shall automatically terminate upon the Senior Lien Holder's acquisition of title, provided that (i) the Lender has been given written notice of a default under the Prior Security Deed and (ii) the Lender shall not have cured the default under the Prior Security Deed within the 30-day notice sent to the Lender."

This Agreement shall run with the aforementioned real estate and shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, representatives, successors and assigns.

If at any time that the City realizes that you have falsified any documentation or information, you may be required by law to pay the full amount of subsidy provided.

_____ *Buyer Initials*

Lead Requirement

I understand that my house was built/or not built before 1978. I am in receipt of the "Protect Your Family from Lead in Your Home Booklet" and discussed with the staff of Housing and Community Development.

_____ *Buyer Initials*

Homeowner's house was built before 1978 and has received a Lead Inspection Report.

_____ *Buyer Initials*

Post Purchase Requirement

Homeowner must attend a Post Homeownership Counseling class and submit a certificate of completion to AHCD within the first two years of purchasing the house. AHCD will not release the lien on the property until this requirement has been met.

_____ *Buyer Initials*

IN WITNESS WHEREOF, the Borrower has executed this Forgiveness Loan Repayment Agreement.

_____ Date _____
Rosanna Saffo

Attest:

Subscribed and sworn to before me _____, 20____.

My Commission Expires _____, 20____.

Notary Signature

Approved as to form: _____
Augusta, GA Law Department

Date: _____

By: _____
Hardie Davis
As its Mayor

Date: _____

By: _____
Jarvis Sims
As its Interim Administrator

Date: _____

By: _____
Hawthorne Welcher, Jr.
As its Director, HCD

Date: _____

SEAL

Lena Bonner
As its Clerk



**Administrative Services Committee Meeting
2/11/2020 1:15 PM
Minutes**

Department:

Presenter:

Caption: Motion to approve the minutes of the Administrative Services Committee held on January 28, 2020.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



Administrative Services Committee Meeting Commission Chamber - 1/28/2020

ATTENDANCE:

Present: Hons. Sias, Chairman; Clarke, Vice Chairman; Davis and B. Williams, members.

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

ADMINISTRATIVE SERVICES

1. The Environmental Service Department requests the purchase of one new pickup truck at a cost of \$26,320 from Allan Vigil Ford - Bid Item 19-280
- Item Action:**
Approved

Motions

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

2. Fleet Management requests approval for the purchase of four vehicles for the Marshal's Office totaling \$106,908. Bid Item 19-172
- Item Action:**
Approved

Motions

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

3. The Juvenile Court is requesting one new 2020 Ford Transit, 15-passenger Van at \$35,328.
- Item Action:**
Approved

Motions

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

4. Approve Correction of Inequities Created by Compensation Study.

Item Action:
Disapproved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Mr. Clark votes No. Ms. Davis out. Motion Fails 2-1.	Commissioner Bobby Williams	Commissioner Sammie Sias	Fails

5. Motion to approve Housing and Community Development Department's (HCD's) request to provide Laney Walker/Bethlehem Revitalization Funding to contract with Arbory Tree Services to clear seven (7) lots on Boyd Lane, identified at properties: 918, 922, 924, 930, 932, 936 & 938 Boyd Lane. This project will be completed in order to develop seven (7) single-family, detached homes.

Item Action:
Approved

Motions

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

6. Motion to approve HCD's Rehabilitation Program Lien Restructure request.

Item Action:
Approved

Motions

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

7. Discuss process for hiring Recruitment Consultant/Headhunter to fill the position of Administrator. **(Requested by Commissioner Marion Williams)** **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve the process of the Commission to select a Recruitment Consultant/Headhunter to fill the position of Administrator. Ms. Davis out. Motion Passes 3-0.	Commissioner Bobby Williams	Commissioner John Clarke	Passes

8. Update from HDC regarding the James Brown Gallery in the Penny & Savings Bank on Laney-Walker Blvd. **(Requested by Commissioner Marion Williams)** **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve the recommendations from HCD to solicit through an RFP the services of a museum management consultant to assist with the development of the James Brown Gallery in the Penny Savings Bank Building and to determine the highest and best use of that property in this regard. Motion Passes 4-0.	Commissioner Bobby Williams	Commissioner Mary Davis	Passes

9. Motion to approve the minutes of the Administrative Services Committee held on January 14, 2020. **Item Action:**
Approved

Motions

Item # 11

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

10. Update from the South Augusta Economic Development Initiative. **Item Action:**
(Requested by Commissioner Marion Williams) Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information. Ms. Davis out. Motion Passes 3-0.	Commissioner Bobby Williams	Commissioner John Clarke	Passes

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