



Administrative Services Committee Meeting Virtual/Teleconference - 3/9/2021

ATTENDANCE:

Present: Hons. Hardie Davis, Jr., Mayor; Hasan, Chairman; Scott, Vice Chairman; Frantom and B. Williams, members.

ADMINISTRATIVE SERVICES

1. Award the contract to furnish and install roller shelving in the Records Retention Annex, in the amount of \$81,644.50, to the Clyde Castleberry Company of Covington, GA (Bid #20-283). **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commisioner Sean Frantom	Commissioner Bobby Williams	Passes

2. Motion to approve the purchase of two pickup trucks, at a total cost of \$44,490, to Allan Vigil Ford for the Augusta Regional Airport (Bid 20-265). **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commisioner Sean Frantom	Commissioner Bobby Williams	Passes

3. Approve the purchase of two Heavy Duty Shredders at a total of \$38,365.98 to Whitaker Brothers Business Machines Inc. of Rockville, MD for the Central Services Department-Records Retention Division (Bid 21-135). **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commisioner Sean Frantom	Commissioner Bobby Williams	Passes

4. Request approval of the Comprehensive Fleet Management Operations, Maintenance and Replacement Policy. **Item Action:** Rescheduled

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Motion to refer this item to the next committee meeting. Motion Passes 4-0.	Commisioner Sean Frantom	Commissioner Ben Hasan	Passes

5. Accept HCDs Motion to: a) approve the Georgia Department of Public Health (GDPH) Intergovernmental Agreement, b) accept \$2,675,029.44 in HUD Program funds for program implementation, c) allow HCD to create/administer an Augusta, GA Lead Grant Hazard Reduction Program (LGHR) ~ in partnership with the Georgia Department of Public Health, d) allow HCD to hire two (2) FT staff persons to provide program implementation, and e) instruct finance department to add available funding to HCDs budget (upon receipt) for immediate use and implementation. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commisioner Sean Frantom	Commissioner Bobby Williams	Passes

6. Motion to approve the minutes of the Administrative Services Committee held on February 23, 2021. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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Approve	Motion to approve. Motion Passes 4-0.	Commisioner Sean Frantom	Commissioner Bobby Williams	Passes
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7. Update from HCD relative to Augusta's Emergency Rental Assistance Program implementation with United Way of the CSRA. **(Requested by Commissioner Ben Hasan)** **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information. Motion Passes 4-0.	Commissioner Francine Scott	Commisioner Sean Frantom	Passes

8. Update from the Law Department on proposed draft of the non-discrimination ordinance. **(Requested by Mayor Hardie Davis, Jr.)** **Item Action:** None

Motions

Motion Text	Made By	Seconded By	Motion Result
It was the consensus of the committee that this item be deleted without objection.			

9. Discuss the draft of an Anti-Discrimination Ordinance prepared by the Law Department and to determine the path forward. **(Requested by Commissioner Jordan Johnson)** **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve holding a workshop in the next 30 days on this agenda item. Mr. Hasan out. Motion Passes 3-0.	Commisioner Sean Frantom	Commissioner Bobby Williams	Passes

Discuss establishing a working Committee to create a MOU for future consideration with Gold Cross EMS. **(Requested by Commissioner Ben Hasan)**

Item Action:
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Delete	Motion to delete this item from the agenda. Motion Passes 4-0.	Commisioner Sean Frantom	Commissioner Bobby Williams	Passes

11. FY 2020 GDOT Transportation Alternatives Planning Funding Grant Award to Study the Intersection of Wrightsboro Rd. at McCauley St. RFQ 20-232.

Item Action:
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	It was the consensus of the committee that this item be added to the agenda.			

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commisioner Sean Frantom	Commissioner Bobby Williams	Passes

www.augustaga.gov



Administrative Services Committee Meeting
3/9/2021 1:10 PM
Attendance 3/9/21

Department:

Presenter:

Caption:

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Invitation to Bid

Sealed bids will be received at this office until **Wednesday, November 18, 2020 @ 2:00 p.m.** via ZOOM Meeting ID: Meeting ID: **969 2341 9311** Passcode: **877785** furnishing for:

Bid Item #20-283 Records Retention Deed Docket Storage System – Central Services Department – Facilities Maintenance

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

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

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 **(706-821-2422)**.

A Pre-Bid Conference will be held on Wednesday, November 4, 2020 @ 2:00 p.m. via ZOOM – ID: 918 8500 5839 Password: 830748

All questions must be submitted in writing by fax to 706 821-2811 or by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by Thursday, November 5, 2020 @ 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 8, 15, 22, 29, 2020
Metro Courier October 8, 2020



Bid Opening - Item #20-283
Records Retention Deed Docket Storage System
For Central Services Department – Facilities Maintenance
ITB Due: Wednesday, November 18, 2020 @ 2:00 p.m.

Total Number Specifications Mailed Out: 29
 Total Number Specifications Download (Demandstar): 2
 Total Electronic Notifications (Demandstar): 75
 Georgia Registry: 109
 Pre-Proposal Conference Attendees:
 Total packages submitted: 3
 Total Noncompliant: 0

VENDORS	CLYDE CASTERBERRY COMPANY INC. 2129 PACE STREET COVINGTON, GA 30014	MODERN BUSINESS WORKPLACE SOLUTIONS 1018 TELFAIR STREET AUGUSTA, GA 30901	PATTERSON POPE, INC. 1859-C BEAVER RIDGE CIRCLE NORCROSS, GA 30071
Attachment "B"	Yes	Yes	Yes
E-Verify Number	348644	1545902	284490
SAVE Form	Yes	Yes	Yes
PRICING			
1) Base Bid: Metal Storage Unit	\$77,292.00	\$256,311.95	\$69,164.70
Alternate One	No Charge	No Bid	\$67,907.16
Unit Rates: SSG-S-113	\$1,390.06	\$4,487.49	\$1,257.54
Unit Rates: SSG-S-117	\$2,034.01	\$4,737.49	\$1,257.54
Anticipated Time of Delivery	60 Days ARO	70 Days	120 Days
2) Base Bid: Custom Casework System	No Bid	No Bid	No Bid
	Exceptions Noted		



Central Services Department

Takiyah A. Douse, Director
Rick Acree, Project Manager

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

MEMORANDUM

'21 JAN 20 1:55 PM

FROM: Mr. Rick Acree, Project Manager, Central Services

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

TO: Ms. Geri Sams, Director, Procurement Department

DATE: January 14, 2021

SUBJECT: Bid Item #20-283 Records Retention Deed Docket Storage –
Recommendation and Cost Overrun Justification

On November 18, 2020, we received three compliant bids for bid item #20-283. The cost estimate submitted on the Procurement Solicitation Checklist for this project was \$65,000 which did not include unloading, assembly, and set-up within the space. Central Services anticipates the costs for this additional work to be approximately \$12,500 with the method to be determined later. Therefore, the total new estimated project cost would be approximately \$77,500.

The low bid received from Patterson Pope, Inc. did not include the additional work. However, Clyde Castleberry Company of Covington, Georgia includes unloading, assembly and set-up for \$77,292 which is within the total projected project cost.

Central Services recommends award to Clyde Castleberry Company of Covington, Georgia. Please request the additional documentation necessary for approval. We will then prepare the appropriate agenda item for Administrator review and Commission action.

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

Cc: Takiyah A. Douse
Laquona Sanderson



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Attachment "B"	Yes	Yes	Yes
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PRICING			
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2) Base Bid: Custom Casework System	No Bid	No Bid	No Bid
	Exceptions Noted		



Procurement Department

Mrs. Geri Sams, Director

November 24, 2020

Takiyah Douse, Central Services

Ref: Bid Item #20-283 Records Retention Deed Docket Storage System Central Services Department – Facilities Maintenance

Dear Ms. Douse:

Submittals to Records Retention Deed Docket Storage System – Central Services Department exceeded the Central Services Department Estimated Price (budget).

If your decision is to Award. Please send a revised Procurement Solicitation Form Checklist include revised budget to the Procurement Department Bid and Contract team with a justification letter of cost variance for review on or before **Tuesday, December 1, 2020.**

If your decision is to Re-Bid. Please send revised plans/specifications and/or new Procurement Solicitation Form Checklist to the Procurement Department Bid and Contract team on or before **Tuesday, December 8, 2020.**

If your decision is to cancel. Please forward cancellation letter to the Procurement Department Bid and Contract Team on or before **Tuesday, December 8, 2020.**

Attached is a copy of the bid tabulation sheet as it relates to the above referenced bid item. If you have any questions, please contact the Bid and Contract Team:

Nancy Williams 706-821-2888 or Kathy Murry 706- 821-2402

Thank you in advance for your prompt attention to this matter.

Sincerely,

Geri

Geri A. Sams, Director
Procurement Department

GAS/km
Attachment (as indicated)

cc: Jarvis Sims, Deputy Administrator
Rick Acree, Central Services – Facilities Department

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

www.augustaga.gov

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



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



PROCUREMENT DEPARTMENT

Procurement Solicitation Form Checklist

The following Information is required prior to processing your request.

Date *

9/24/2020



Estimate date which Product or Service is needed.

Requesting Department *

Central Services



Project Contact First Name *

Rick

Project Contact Last Name *

Acree

Project Contact Email *

RACREE@AUGUSTAGA.GOV

Phone Number: *

7068211595

1. What type of solicitation? *

☒ ITB ☐ RFQ ☐ RFP ☐ PROFESSIONAL
SERVICES

Annual Bid *

☐ Yes
☒ No

2. Project Name *

Records Deed Docket Storage

3. Project Description:

Provide shelving to archive deed docket books for Augusta Records Retention

4. Funding Source:

☐ General Fund	☐ State
☐ Federal	☒ SPLOST
☐ Grant	☐ T-SPLOST
☐ State Contract	☐ Enterprise Funds
☐ other	

5. Funding Available:

☒ Yes ☐ No

6. Project Type: *

☐ Federal Project ☐ Transit Project ☒ Local Project

7. Type of Work *

- ☒ Construction
☐ Professional Services
☐ Airport
☐ Other

8. Independent Cost Analysis Matrix for Federal/State funded projects valued at \$100,000.00 or more: * ☐ Yes ☒ No

10. Estimated Budget *

\$

11. Printing Cost of Plans & Specs Account Number:

12. Org Key for Printing Plans & Specifications: *

(Augusta Blue Print, ARC)

Numbers only and formatted ____-____-____

13. Org Key for Projects and Services

Numbers only and formatted ____-____-____

14. Job Ledger # (If applicable):

Numbers only and formatted ____-____-____

15. Object Code for Advertising:

5233111

16. Object Code for Postage:

5232117

17. Bonds Required

Bond requirements are based on department policy, type of project, and the estimated budget of a project. A bond(s) may be required, even if this form indicates otherwise.

- ☐ Bid Bond Required
☐ Payment & Performance Bond Required

The Procurement Department will not be held responsible for any Federal, State or Grant information that is required for publication.

22. Specifications Upload *

Word Files

- ☒ A CD of these documents will be delivered or Interoffice mailed within 24 hours

23. Drawings Upload

- ☒ A CD of these documents will be delivered or Interoffice mailed within 24 hours

24. Item previously purchased:

- ☐ Yes ☒ No

25-A. Pre-Bid Conference

- ☐ Mandatory ☐ Optional ☒ N/A

25-B. Pre-Qualification Conference

- ☐ Mandatory ☐ Optional ☒ N/A

25-C. Pre-Proposal Conference

- ☐ Mandatory ☐ Optional ☒ N/A

25-D. Telephone Conference

☐ Mandatory ☐ Optional ☒ N/A

25-E. Site Visit Required

☐ Mandatory ☐ Optional ☒ N/A

26. List of vendors to receive copy of Specifications.*

Word Only and formatted for 5160 Avery Labels

Upload

Shelving Vendor List.doc (/Forms/handle... 34KB

X

27. AUGUSTA, GA CODE Sec 1-10-52
Sealed Proposals (RFP/RFQ):

Conditions for use. In accordance with O.C.G.A. § 36-91-21(c)(1)(C), the competitive sealed proposals method may be utilized when it is determined in writing to be the most advantageous to Augusta, Georgia, taking into consideration the evaluation factors set forth in the request for proposals. The evaluation factors in the request for proposals shall be the basis on which the award decision is made when the sealed proposal method is used. Augusta, Georgia is not restricted from using alternative procurement methods for obtaining the best value on any procurement, such as Construction Management at Risk, Design/Build, etc. Justification:

Requester's Signature *



x

THIS SOLICITATION WILL NOT BE ADVERTISED UNTIL PROCUREMENT RECEIVES THE INFORMATION REQUESTED ABOVE. ALL NECESSARY POSTAGE AND PRINTING COST WILL BE CHARGED TO YOUR DEPARTMENT.

Procurement (Revised: 7/19/16)

Submit

Save as Draft

CLYDE CASTLEBERRY CO., INC.

2129 Pace St., Covington, GA 30014
P.O. Box 1187, Covington, Georgia 30015

Phone (770) 787-1031 or 1-800-222-1250 FAX (770) 787-2338

February 24, 2021

To: Mr. Rick Acree

Augusta, GA

Email: racree@augustaga.gov

RE: Bid #20-283

Dear Rick,

I had to adjust my original bid because of an increase in the cost of steel and freight in the past few weeks.

The updated price is \$81,644.50.

Also, due to Covid-19 delivery times can't be guaranteed because of plant shut downs or having to work with partial staffs. A job like this would normally take eight to ten weeks to manufacture, but may be longer. The same issue has also been a problem with shipping, we have to use a private carrier to ship the equipment so that it will arrive without damage which is not possible with the commercial freight lines. We would hope that everything would proceed without any problems due to Covid-19 but just can't rule it out.

Sincerely,



Lester Castleberry

**MODERN BUSINESS WORKPLACE
SOLUTIONS. LLC
3023 RIVERWATCH PKWY STE G
AUGUSTA, GA 30907**

**MCWATERS – AUGUSTA
ATTN: Cindy Miller
3708 BENCHMARK DRIVE
AUGUSTA, GA 30909**

**Weinberger's Business Interiors
3023 Riverwatch Parkway
Augusta, GA 30907**

**Augusta Office Solutions
3070 Damascus Road
Augusta, GA 30909**

**Southwest Solutions Group
3927 E. Emile Zola Ave.
Phoenix, AZ 85032**

**Augusta Sash and Door
1824 Wilkinson Road
Augusta, GA 30904**

**Steel Fixture Manufacturing Co
612 SE 7th Street
Topeka, KS 66607**

**Martinez Cabinet and Millworks
2111 Highland Ave.
Augusta, GA 30904**

**Larson Metal Shelving
P.O. Box 1182
Jamestown, NY 14702-1182**

**OFFICE FURNITURE WAREHOUSE
1960 STUART ST.
CHATTANOOGA, TN 37406**

**INTERIOR ELEMENTS
ATTN: DONNIE FETNER
1316 WASHINGTON ST., SUITE 101
COLUMBIA, SC 29201**

**PMC COMMERCIAL INTERIORS
ATTN: JULIA HONSHALL
18 S. MARKLEY STREET
GREENVILLE, SC 29601**

**HA OFFICE 515, INC.
ATTN: ANN HENDERSON
1582 STONELEIGH HILL RD.
LITHONIA, GA 30058**

**STAPLES ADVANTAGE
ATTN: GABRIEL THORNE
300 ARBOR LAKE DRIVE
COLUMBIA, SC 29223**

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

**CORPORATE ENVIRONMENTS OF GA
ATTN: KIM GRANT,
1636 NORTHEAST EXPRESSWAY, N.E.,
ATLANTA, GEORGIA 30329**

**CWC OFFICE FURNISHINGS
ATTN: ANDREA BIRD
1201 GEORGE C WILSON DR,
AUGUSTA, GA 30909**

**GA CORRECTIONAL INDUSTRIES 2984
CLIFTON SPRINGS ROAD
DECATUR, GA 30034**

**WEINBERGERS BUSINESS INTERIORS
ATTN: JENNIFER DUNCAN
3023 RIVERWATCH PKWY., SUITE G
AUGUSTA, GA 30907**

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

**AUGUSTA OFFICE SOLUTIONS
ATTN: Garnett Johnson
3070 DAMASCUS ROAD, SUITE C
AUGUSTA, GA 30909**

**HA Office 515, INC.
1582 Stoneleigh Hill Rd.
Lithonia, GA 30058**

**BRUCE ANDREWS
2500 TRADE CENTER DRIVE
EVANS, GA 30809**

**MCCI
3717 Apalachee Parkway, Suite 201
Tallahassee, FL 32311**

**ALLEN-BATCHELOR CONSTRUCTION
ATTN: FLETCHER DICKERT
1063 FRANK INDUSTRIAL DRIVE
AUGUSTA, GA 30909**

**R.W. ALLEN
ATTN: CHUCK MCREE
1015 BROAD STREET
AUGUSTA, GA 30901**

**J. E. STEWART BUILDERS, INC
237 CHESTERFIELD STREET
N. AIKEN, SC 29801**

**Bid Item #20-283
Records Retention Deed Docket Storage
System Central Services Department
Fleet Maintenance
Bid Due: Wed, Nov 18, 2020 @ 2:00 p.m.**

**Bid Item #20-283
Records Retention Deed Docket Storage
System Central Services Department
Fleet Maintenance
Mailed: 10/9/20**

**RCN CONTRACTING
ATTN JIM NEWMAN
1115 FRANKIE PLACE COURT
AUGUSTA GA 30909**

**KUHLKE CONSTRUCTION
3704 BENCHMARK DRIVE
AUGUSTA, GA 30909**

**S. D. CLIFTON CONSTRUCTION
4324 WHEELER ROAD
AUGUSTA, GA 30907**

**DABBS-WILLIAMS GC
ATTN JAY JAMES
319 S WALNUT STREET
STATESBORO GA 30459**

**LAVENDER & ASSOC, INC.
P.O. BOX 1654
STATESBORO, GA 30459**

**R.D. BROWN CONSTRUCTION
410 CAROLINA SPRINGS ROAD
NORTH AUGUSTA, SC 29841**

**HEAVENER AND ASSOCIATES
CONSTRUCTION
P.O. BOX 14129
AUGUSTA, GA 30919**

**ATTN: LARRY MCCORD
LARRY MCCORD DESIGN/BUILD
2016 HIGHLAND AVENUE
AUGUSTA, GA 30904**

**ATTAWAY CONSTRUCTION
ATTN: MELISSA TYLER
4234 WHEELER ROAD
MARTINEZ, GA 30907**

**ATTN: PAT PATRICK
MCKNIGHT CONSTRUCTION CO
P. O. BOX 204718
AUGUSTA GA 30917**

**ATTN: JAMES WILLIAMS
CONTRACT MANAGEMENT, INC.
P. O. BOX 3833
AUGUSTA, GA 30914**

**B.R. WALDEN CONSTRUCTION
2320 WALDEN DRIVE
AUGUSTA, GEORGIA 30904**

**COOK GENERAL CONTRACTING
ATTN: JENNIFER GRIER
3120 FRONTAGE ROAD
GAINESVILLE, GA 30504**

**SPRATLIN & SON CONSTRUCTION
P.O. BOX 66
139 N. PEACHTREE STREET
LINCOLNTON, GA 30817**

**BLOUNT'S COMPLETE HOME SERVICE
ATTN: JIMMY BLOUNT
2907C TOBACCO ROAD
HEPHZIBAH, GA 30815**

**TWENTIETH CENTURY CONST.
ATTN: CARL JORDAN
2106 KELLY STREET
AUGUSTA, GA 30904**

**ACC CONSTRUCTION CO
635 NORTHWEST FRONTAGE
AUGUSTA, GA 30907**

**AKINS GENERAL CONTRACTORS
PO BOX 941
520 PARK AVENUE
STATESBORO, GA 30458**

**J & B CONSTRUCTION
ATTN: JEROME JONES
3550 GORDON HWY
GROVETOWN, GA 30813**

**SHEARER CONSTRUCTION
ATTN: ROBBIE SHEARER
P. O. BOX 2570
EVANS, GA 30809**

**SOMMERS CONSTRUCTION
ATTN: PATRICK SOMMERS
4889 SOMERSET DRIVE
EVANS, GA 30809**

**Rick Acree
Central Services**

**Takiyah Douse
Central Services**

**Treza Edwards
Compliance**

**Bid Item #20-283
Records Retention Deed Docket Storage
System Central Services Department
Fleet Maintenance
Bid Due: Wed, Nov 18, 2020 @ 2:00 p.m.**

**Bid Item #20-283
Records Retention Deed Docket Storage
System Central Services Department
Fleet Maintenance
Mailed: 10/9/20**

2 of 2

Planholders

[Add Supplier](#)[Export To Excel](#)

Supplier (2)

Supplier 	Download Date
BSC	10/13/2020
Kardex Remstar.LLC	10/12/2020

[Add Supplier](#)

Supplier Details

Supplier Name	BSC
Contact Name	Rick Romano
Address	113 Little Valley Ct , hoover, Alabama 35244
Email	rickromano@bscsolutions.com
Phone Number	205-988-3300

[Remove](#)

Documents

Filename	Type	Action
20-283_ITB	Bid Document / Specifications	View History

	Resources llc 2020-10-09	Atanmo, Chinedu		
621808341	TriMark 2020-10-09	brodenroth@trimarkusa.com Rodenroth, Brooke	N	NOM
274320287	TriMark south 2020-10-09	dphillips@trimarkusa.com PHILLIPS, DAVID	N	NOM
363642294	U S FOODS INC 2020-10-09	craig.keppen@usfoods.com USFOODSA, USFOODSA	N	NOM
	U S FOODS INC 2020-10-09	greg.carlson@usfood.com Carlson, Greg		
	U S FOODS INC 2020-10-09	orlencia.mccoy@usfood.com OMCCOY, OMCCOY		
	U S FOODS INC 2020-10-09	scott.euton@usfoods.com SEUTON, SEUTON		
	U S FOODS INC 2020-10-09	susan.caldwell@usfoods.com SUSANUSF99, SUSANUSF99		
431262275	UPBEAT INC 2020-10-09	bids@upbeat.com SHERYM, SHERYM	Y	NAA
	UPBEAT INC 2020-10-09	jonathan.estes@upbeat.com Estes, Jonathan		
371848812	US Fabricated Products 2020-10-09	asim@cmfinc.net Asim, Muhammed	Y	ASA
	US Fabricated Products 2020-10-09	sales@usfabpro.com Blenkhorn, Kirke		
361150280	W W GRAINGER INC 2020-10-09	aaron.turley@grainger.com Turley, Aaron	N	NOM
	W W GRAINGER INC 2020-10-09	pat.duffy@grainger.com GRAINGERGOV, GRAINGERGOV		
	W W GRAINGER INC 2020-10-09	richard.rodriquez@grainger.com RICHARD.RODRIGUEZ@GRAINGER.COM, RICHARD.RODRIGUEZ@GRAINGER.COM		
311680911	WASSERSTROM 2020-10-09	joebadenhop@wasserstrom.com Badenhop, Joe	N	NOM
562540330	WW EQUIPMENT COMPANY LLC 2020-10-09	wwequipment@comcast.net Swint, Louis	N	NOM
	WW EQUIPMENT COMPANY LLC 2020-10-09	wwequipment@knology.net McKnight, Michael		
044147588	Wilson Welding Service, Inc 2020-10-09	kdw@wws54.com Wilson, Danny	N	NOM

ETHNIC GROUP	COUNT
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African American	9
Asian American	3
Native American	4
Hispanic/Latino	0
Pacific Island/American	0

Non Minority	90
Not Classified	0
Total Number of Vendors	109
Total Number of Contacts	211

[PR_bid_email_list](#)

Bid Item #20-283 Records Retention Deed Docket Storage System – Central Services Department

Name (Original Name)	User Email	Join Time
Shill@augustaga.gov	shill@augustaga.gov	11/4/2020 13:49
Phyllis Johnson	shill@augustaga.gov	11/4/2020 13:50
Yolanda Jackson	yljackson25@gmail.com	11/4/2020 13:53
Rick Acree		11/4/2020 14:00
Yolanda Jackson	yljackson25@gmail.com	11/4/2020 14:00
Rick Acree		11/4/2020 14:00
Darrell White		11/4/2020 14:01
Darrell White		11/4/2020 14:01
Swannette Jones	sjones2@augustaga.gov	11/4/2020 14:01
Swannette Jones	sjones2@augustaga.gov	11/4/2020 14:01

t – Facilities Maintenance

Leave Time	Duration (M Guest
11/4/2020 14:13	24 No
11/4/2020 14:13	23 No
11/4/2020 14:00	8 Yes
11/4/2020 14:00	1 Yes
11/4/2020 14:13	13 Yes
11/4/2020 14:13	13 Yes
11/4/2020 14:01	1 Yes
11/4/2020 14:08	7 Yes
11/4/2020 14:01	1 No
11/4/2020 14:13	12 No



Administrative Services Committee Meeting
3/9/2021 1:10 PM
20-283 Award Contract for Records Retention Deed Docket Storage

Department:	Central Services - Facilities
Presenter:	Takiyah A. Douse
Caption:	Award the contract to furnish and install roller shelving in the Records Retention Annex, in the amount of \$81,644.50, to the Clyde Castleberry Company of Covington, GA (Bid #20-283).
Background:	Space is available in the recently completed Records Retention Annex on Marvin Griffin Road to archive bound documents, including court dockets, deed books and other records Augusta is required to house in perpetuity. These records are accessed periodically by citizens doing various types of research. Storing them on roller shelving allows for easier access, is less damaging to the bindings of historical deed books and ensures the documents are preserved in a manner recommended by the Society of Georgia Archivists. Currently the books are stacked on top of each other and have suffered damage over the years, as the pages are old and fragile. ITB #20-283 for providing appropriate storage was issued and bids were received on November 18, 2020 in accordance with the Augusta Procurement guidelines.
Analysis:	The lowest responsive bid to furnish and install the shelving was submitted by the Clyde Castleberry Company, of Covington, GA, in the amount of \$77,292.00. The bid award is past the 90 day to hold pricing. The vendor has requested due to Covid-19 and an increase cost of steel and freight a revised bid price of \$81,644.50.
Financial Impact:	The contract amount is \$81,644.50.
Alternatives:	1. Award the contract to furnish and install roller shelving in the Records Retention Annex, in the amount of \$81,644.50, to the Clyde Castleberry Company of Covington, GA (Bid #20-283). 2. Do not award

Recommendation: Award the contract to furnish and install roller shelving in the Records Retention Annex, in the amount of \$81,644.50, to the Clyde Castleberry Company of Covington, GA (Bid #20-283).

Funds are Available in the Following Accounts: Funds are available for this project in SPLOST VII: GL 329-05-1120 JL 216-05-7904

REVIEWED AND APPROVED BY:

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

FOR ALL DEPARTMENTS- Pickup Truck 6300 GVWR-BIDS OPENED 10/21/2020 @ 3:00

Department: Augsuta Regional Airport

Funds: Department Funds

BID 20-265

Year

Brand

Model

Delivery Date

Base Price 5.01

Allan Vigil Ford	Wade Ford	Master Buick GMC
2021	2021	Non-Compliant
Ford	Ford	Non-Compliant
F150	F150	Non-Compliant
90-120 DAYS	12-14 Weeks	Non-Compliant
\$ 20,794.00	\$ 20,919.00	Non-Compliant

- 6.18** Class IV Hitch
- 6.34** Tailgate Step
- 6.43** Delivery Fee
- 7.04** Trailer Hitch requires 6.18 or 6.19
- 7.06** Trailer Ball
- 7.13** LED Top Mount light

\$ 189.00	\$ 205.00	
\$ 355.00	\$ 430.00	
\$ 150.00	\$ 200.00	
\$ 45.00	\$ 295.00	
\$ 30.00	\$ 50.00	
\$ 682.00	\$ 690.00	

OPTIONS TOTAL:	\$ 1,451.00	\$ 1,870.00	
BASE PRICE:	\$ 20,794.00	\$ 20,919.00	

TOTAL FOR OPTIONS AND BASE PRICE	\$ 22,245.00	\$ 22,789.00	
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5.01	2021 Ford F-150 (1/2 ton) Regular Cab, 6 Cyl, 4X2 SWB Equipment included in base price: 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 Vynyl 40/20/40 Bench seat Rubber Floor Covering Full Size Spare/Step bumper Step Bumper Auto Lamp Headlights Short Bed (6.5 ft.) 6300 GVWR P245/70RX17 Tires Rain Sensing wipers	EXT COLOR:
		INT COLOR:

Invitation to Bid

Sealed bids will be received at this office until **Wednesday, October 21, 2020 @ 3:00 p.m.** via ZOOM Meeting ID: 994 6797 8765
Password: 008026 for furnishing for:

Bid Item #20-265 6300GVWR Pickup Truck – Augusta, GA - Central Services Department – Fleet Maintenance

Bid Item #20-266 2021 Midsize SUV for Augusta, GA – Central Services Department – Fleet Maintenance

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

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

Bid documents may be viewed on the Augusta, Georgia web site under the Procurement Department **ARCbid**. Bid documents may Documents may be examined during regular business hours at the offices of Augusta, GA Procurement Department **(706-821-2422)**.

All questions must be submitted in writing by fax to 706 821-2811 or by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by Friday, October 9, 2020 @ 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 17, 24, October 1, 8, 2020
Metro Courier September 17, 2020



Bid Item #20-265 6300GVWR Pickup Truck Augusta, GA
 Central Services Department Fleet Maintenance
 Bid Opening Date: Wednesday, October 21, 2020 @ 3:00 p.m.

Total Number Specifications Mailed Out: 21
 Total Number Specifications Download (Demandstar): 1
 Total Electronic Notifications (Demandstar): 15
 Georgia Procurement Registry: 0
 Total packages submitted: 2
 Total Noncompliant: 1

Vendors	MASTER BUICK GMC INC. 3710 WASHINGTON ROAD AUGUSTA, GA 30907	ALLAN VIGIL FORD LINCOLN 6790 MT ZION BLVD MORROW, GA. 30260	WADE FORD 3860 SOUTH COBB DRIVE SMYRNA, GA 30080
Attachment B	YES NO Business License Non-Compliant	Yes	Yes
E-Verify Number	665555	94460	314470
SAVE Form	Yes	Yes	Yes
5.00 Vehicle/Options Required			
5.01 2020 Pickup Truck, (1/2 Ton) 6300 GVWR, Regular Crew Cab, 6 Cyl	\$24,974.00	\$20,794.00	\$20,919.00
5.01 2020 Pickup Truck, (1/2 Ton) 6300 GVWR, Crew Cab, 6 Cyl	\$31,054.00	\$24,440.00	\$25,600.00
6.00 Manufacturer Options:			
6.01 5.0L V8 Flex Fuel Engine	\$1,495.00	\$1,836.00	\$1,995.00
6.02 3.5L V6 EcoBoost	NB	\$2,388.00	\$2,595.00
6.03 2.7L V6 EcoBoost	NB	\$1,125.00	\$1,195.00
6.04 Long Bed (8ft)	NC	\$295.00	\$300.00
6.05 Extended range fuel tank	NA	\$410.00	\$445.00
6.06 Super Cab (6.5ft Bed)	\$34,654.00	\$2,525.00	\$22,365.00
6.07 Super Cab (8ft Bed)	NA	\$3,600.00	\$22,765.00
6.08 4x4 Option Regular Cab	\$29,574.00	\$3,495.00	\$3,400.00
6.09 4x4 Option Crew Cab	\$34,354.00	\$3,045.00	\$2,700.00
6.09 Skid Plates (4x4 Only)	\$150.00	\$155.00	\$160.00
6.10 Crew Cab XL SWB	NA	See 5.1B	\$25,600.00
6.11 Crew Cab XL LWB	NA	\$24,440.00 plus \$975.00	\$26,000.00
6.12 Limited Slip Axle	\$395.00	\$525.00	\$570.00
6.14 Cab Steps	\$850.00	\$262.00	\$250.00
6.15 Daytime Running Lights	NC	\$42.00	\$45.00
6.16 Power Windows/Locks/Mirrors	\$1,444.00	\$1,088.00	\$1,170.00
6.17 Power Seat	\$290.00	\$345.00	\$350.00
6.18 Class IV Hitch (w/o tow pkg)	NB	\$189.00	\$205.00
6.19 Trailer Tow Pkg	\$395.00	\$897.00	\$1,090.00
6.20 Trailer Tow Pkg (w/101A pkg)	NB	NA	\$1,090.00
6.21 Tow Mirrors w/spolights	\$490.00	\$495.00	\$395.00



Bid Item #20-265 6300GVWR Pickup Truck Augusta, GA
Central Services Department Fleet Maintenance
Bid Opening Date: Wednesday, October 21, 2020 @ 3:00 p.m.

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6.22 XL w/Power W-L-M, SYNC AM/FM/CD Cruise Control	NB	\$2,070.00	\$2,280.00
6.23 Cruise Control & SYNC	\$225.00	\$215.00	\$225.00
6.24 40-20-40 Cloth Split Bench	NC	NC	\$75.00
6.25 Cloth Buckets w/Console	NB	\$275.00	\$295.00
6.26 Electric Brake Controller	\$275.00	\$265.00	\$275.00
6.27 Fog Lighhts	NB	\$135.00	\$140.00
6.28 Carpet w/Mats	\$300.00	\$140.00	\$145.00
6.29 XL SSV Package	NB	\$46.00	\$50.00
6.30 XLT Package	NB	\$5,110.00	\$3,660.00
6.31 Rear Window Defroster & Bumpers	NB	\$305.00	\$220.00
6.32 Aluminum Wheels & Bumpers	\$350.00	\$740.00	\$706.00
6.33 Box Side Steps	NB	NA	Not availble 2021
6.34 Tailgate Step	NC	\$355.00	\$430.00
6.35 Reverse Sensing	\$295.00	\$255.00	\$275.00
6.36 Spray-In	\$545.00	\$395.00	\$595.00
6.37 Exterior Color Not Included in Base Price Color: _____	NB	\$660.00	\$650.00
6.38 Exterior Color Not Included in Base Price Color: _____	NB	\$660.00	\$650.00
6.39 Exterior Color Not Included in Base Price Color: _____	NB	\$660.00	\$650.00
6.40 Interior Color Not Included in Base Price Color: _____	NB	\$660.00	\$650.00
6.41 Interior Color Not Included in Base Price Color: _____	NB	\$660.00	\$650.00
6.42 Interior Color Not Included in Base Price Color: _____	NB		
6.43 Delivery Fee Per Vehicle	NC	\$150.00	\$200.00
7.00 Outfitter's Specialty Items:			
7.01 Fire Extinguisher	NB	\$65.00	\$65.00
7.02 Outlet receptacle	NB	\$75.00	\$75.00
7.03 Toolbox	\$600.00	\$475.00	\$575.00
7.04 Trailer hitch	NB	\$45.00	\$295.00



Bid Item #20-265 6300GVWR Pickup Truck Augusta, GA
 Central Services Department Fleet Maintenance
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7.05 Trailer wiring	\$200.00	Included 6.18 or 6.19	Comes with hitch 7.04
7.06 Trailer ball	NB	\$30.00	\$50.00
7.07 Window Tint Reg Cab	\$120.00	\$180.00	\$185.00
7.08 Window Tint Extended Cab	\$120.00	\$195.00	\$195.00
7.09 Window Tint Crew Cab	\$120.00	\$215.00	\$205.00
7.10 Add on step	NB	\$275.00	\$780.00
7.11 Backup larm	NB	\$85.00	\$75.00
7.12 Drill Free Light Bar Cab Mt	NB	\$797.00	\$805.00
7.13 Led top mount light	NB	\$682.00	\$690.00
7.14 County Emergency Equip Pk	NB	\$957.00	\$975.00
7.15 Fire Emergency Equipment Pkg.	NB	\$2,084.00	\$2,105.00
2021 6300GVWR Pickup Truck:			
Year	2021	2021	2021
Make	GMC	Ford	Ford
Model	Sierra	F150	F150
Approximate Delivery Time:	12-16 Weeks	90-120 days	12-14 Wks +3 Wks for equipment
Exceptions Noted	Yes	Yes 3rd key w/remote \$225.00	Yes



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

MEMORANDUM

Date: January 29, 2021

To: Ron Crowden, Fleet Manager

From: Herbert Judon, Executive Director 

Re: **AIRPORT MAINTENANCE VEHICLE PURCHASE (2)**

On January 28, 2021, the Augusta Aviation Commission approved the Maintenance vehicle purchase request for two (2) F-150 base model pickup trucks. This expenditure would be through the City of Augusta Fleet Management Department and the GMA Lease services program. Funds are in the Capital budget.

Total vehicle cost is \$22,245 each. These are being purchased with the GMA lease.

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



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: February 2, 2021
SUBJECT: Recommendation for Bid #20-265 – 2021 6300GVWR Pick-Up

'21FEB 3 9:01AM

Bid #20-265 is recommended for award based on the requirements and options needed by various departments, divisions and positions. The following recommendations are to purchase two trucks for the Augusta Regional Airport.

Allan Vigil Ford:

- 2 - Regular Cab with required options for the Augusta Regional Airport - \$22,245.00

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

FOR ALL DEPARTMENTS- Pickup Truck 6300 GVWR-BIDS OPENED 10/21/2020 @ 3:00

Department: Augsuta Regional Airport

Funds: Department Funds

BID 20-265

Year
Brand
Model
Delivery Date
Base Price 5.01

Allan Vigil Ford	Wade Ford	Master Buick GMC
2021	2021	Non-Compliant
Ford	Ford	Non-Compliant
F150	F150	Non-Compliant
90-120 DAYS	12-14 Weeks	Non-Compliant
\$ 20,794.00	\$ 20,919.00	Non-Compliant

6.18 Class IV Hitch
6.34 Tailgate Step
6.43 Delivery Fee
7.04 Trailer Hitch requires 6.18 or 6.19
7.06 Trailer Ball
7.13 LED Top Mount light

\$ 189.00	\$ 205.00	
\$ 355.00	\$ 430.00	
\$ 150.00	\$ 200.00	
\$ 45.00	\$ 295.00	
\$ 30.00	\$ 50.00	
\$ 682.00	\$ 690.00	

OPTIONS TOTAL \$ 1,451.00 \$ 1,870.00
BASE PRICE: \$ 20,794.00 \$ 20,919.00

TOTAL FOR OPTIONS AND BASE PRICE \$ 22,245.00 \$ 22,789.00

2021 Ford F-150 (1/2 ton)
Regular Cab, 6 Cyl, 4X2 SWB

EXT COLOR:

Equipment included in base price:

INT COLOR:

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
 Step Bumper
 Auto Lamp Headlights
 Short Bed (6.5 ft.)
 6300 GVWR
 P245/70RX17 Tires
 Rain Sensing wipers



Bid Item #20-265 6300GVWR Pickup Truck Augusta, GA
Central Services Department Fleet Maintenance
Bid Opening Date: Wednesday, October 21, 2020 @ 3:00 p.m.

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Attachment B	YES NO Business License Non-Compliant	Yes	Yes
E-Verify Number	665555	94460	314470
SAVE Form	Yes	Yes	Yes
5.00 Vehicle/Options Required			
5.01 2020 Pickup Truck, (1/2 Ton) 6300 GVWR, Regular Crew Cab, 6 Cyl	\$24,974.00	\$20,794.00	\$20,919.00
5.01 2020 Pickup Truck, (1/2 Ton) 6300 GVWR, Crew Cab, 6 Cyl	\$31,054.00	\$24,440.00	\$25,600.00
6.00 Manufacturer Options:			
6.01 5.0L V8 Flex Fuel Engine	\$1,495.00	\$1,836.00	\$1,995.00
6.02 3.5L V6 EcoBoost	NB	\$2,388.00	\$2,595.00
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6.04 Long Bed (8ft)	NC	\$295.00	\$300.00
6.05 Extended range fuel tank	NA	\$410.00	\$445.00
6.06 Super Cab (6.5ft Bed)	\$34,654.00	\$2,525.00	\$22,365.00
6.07 Super Cab (8ft Bed)	NA	\$3,600.00	\$22,765.00
6.08 4x4 Option Regular Cab	\$29,574.00	\$3,495.00	\$3,400.00
6.09 4x4 Option Crew Cab	\$34,354.00	\$3,045.00	\$2,700.00
6.09 Skid Plates (4x4 Only)	\$150.00	\$155.00	\$160.00
6.10 Crew Cab XL SWB	NA	See 5.1B	\$25,600.00
6.11 Crew Cab XL LWB	NA	\$24,440.00 plus \$975.00	\$26,000.00
6.12 Limited Slip Axle	\$395.00	\$525.00	\$570.00
6.14 Cab Steps	\$850.00	\$262.00	\$250.00
6.15 Daytime Running Lights	NC	\$42.00	\$45.00
6.16 Power Windows/Locks/Mirrors	\$1,444.00	\$1,088.00	\$1,170.00
6.17 Power Seat	\$290.00	\$345.00	\$350.00
6.18 Class IV Hitch (w/o tow pkg)	NB	\$189.00	\$205.00
6.19 Trailer Tow Pkg	\$395.00	\$897.00	\$1,090.00
6.20 Trailer Tow Pkg (w/101A pkg)	NB	NA	\$1,090.00
6.21 Tow Mirrors w/spolights	\$490.00	\$495.00	\$395.00



Bid Item #20-265 6300GVWR Pickup Truck Augusta, GA
Central Services Department Fleet Maintenance
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6.22 XL w/Power W-L-M, SYNC AM/FM/CD Cruise Control	NB	\$2,070.00	\$2,280.00
6.23 Cruise Control & SYNC	\$225.00	\$215.00	\$225.00
6.24 40-20-40 Cloth Split Bench	NC	NC	\$75.00
6.25 Cloth Buckets w/Console	NB	\$275.00	\$295.00
6.26 Electric Brake Controller	\$275.00	\$265.00	\$275.00
6.27 Fog Lights	NB	\$135.00	\$140.00
6.28 Carpet w/Mats	\$300.00	\$140.00	\$145.00
6.29 XL SSV Package	NB	\$46.00	\$50.00
6.30 XLT Package	NB	\$5,110.00	\$3,660.00
6.31 Rear Window Defroster & Bumpers	NB	\$305.00	\$220.00
6.32 Aluminum Wheels & Bumpers	\$350.00	\$740.00	\$706.00
6.33 Box Side Steps	NB	NA	Not available 2021
6.34 Tailgate Step	NC	\$355.00	\$430.00
6.35 Reverse Sensing	\$295.00	\$255.00	\$275.00
6.36 Spray-In	\$545.00	\$395.00	\$595.00
6.37 Exterior Color Not Included in Base Price Color: _____	NB	\$660.00	\$650.00
6.38 Exterior Color Not Included in Base Price Color: _____	NB	\$660.00	\$650.00
6.39 Exterior Color Not Included in Base Price Color: _____	NB	\$660.00	\$650.00
6.40 Interior Color Not Included in Base Price Color: _____	NB	\$660.00	\$650.00
6.41 Interior Color Not Included in Base Price Color: _____	NB	\$660.00	\$650.00
6.42 Interior Color Not Included in Base Price Color: _____	NB		
6.43 Delivery Fee Per Vehicle	NC	\$150.00	\$200.00
7.00 Outfitter's Specialty Items:			
7.01 Fire Extinguisher	NB	\$65.00	\$65.00
7.02 Outlet receptacle	NB	\$75.00	\$75.00
7.03 Toolbox	\$600.00	\$475.00	\$575.00
7.04 Trailer hitch	NB	\$45.00	\$295.00



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7.05 Trailer wiring	\$200.00	Included 6.18 or 6.19	Comes with hitch 7.04
7.06 Trailer ball	NB	\$30.00	\$50.00
7.07 Window Tint Reg Cab	\$120.00	\$180.00	\$185.00
7.08 Window Tint Extended Cab	\$120.00	\$195.00	\$195.00
7.09 Window Tint Crew Cab	\$120.00	\$215.00	\$205.00
7.10 Add on step	NB	\$275.00	\$780.00
7.11 Backup alarm	NB	\$85.00	\$75.00
7.12 Drill Free Light Bar Cab Mt	NB	\$797.00	\$805.00
7.13 Led top mount light	NB	\$682.00	\$690.00
7.14 County Emergency Equip Pk	NB	\$957.00	\$975.00
7.15 Fire Emergency Equipment Pkg.	NB	\$2,084.00	\$2,105.00
2021 6300GVWR Pickup Truck:			
Year	2021	2021	2021
Make	GMC	Ford	Ford
Model	Sierra	F150	F150
Approximate Delivery Time:	12-16 Weeks	90-120 days	12-14 Wks +3 Wks for equipment
Exceptions Noted	Yes	Yes 3rd key w/remote \$225.00	Yes

[Bid Details](#)[Audit Trail](#)[Watchers List](#)[Planholders](#)[Postbid Viewers](#)[Broadcast History](#)[Reminder](#)

Planholders

[Add Supplier](#)[Export To Excel](#)

Supplier (1)

Supplier 

Wade Ford

Download Date

10/12/2020

[Add Supplier](#)

Supplier Details

Supplier Name	Wade Ford
Contact Name	Roger Moore
Address	3860 South Cobb Drive , Smyrna, Georgia 30080
Email	rmoore@wade.com
Phone Number	770-527-9041

Documents

Filename	Type	Action
20- 265_ITB	Bid Document / Specifications	View History

MACOLM 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

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

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

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

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

FAIRWAY FORD OF AUGUSTA
ATTN: BRIAN STEWART/LARRY WILLIAMS
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/JESSICA DAVIS
3860 SOUTH COBB DRIVE
SMYRNA, GA 30080

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

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

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

MILTON MARTIN HONDA
2420 BROWNS BRIDGE RD
GAINESVILLE, GA 30504

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

Matt Forte
Alan Jay Automotive Network
1896 Bluebonnet Way
Fleming Island, FL 32003

Larry Williams
O.C. Welch Ford-Lincoln, Inc.
4920 Independence Blvd.
Hardeeville, SC 29927

JC Lewis Ford
6922 Veterans Memorial Pkwy
Statesboro, Ga 30458

RON CROWDEN
FLEET MANAGEMENT

Treza Edwards
COMPLIANCE

TAKIYAH DOUSE
CENTRAL SERVICES

BID ITEM 20-265
6300GVWR Pickup Truck Augusta, GA
Central Services Department Fleet Maint.
BID DUE: FRI., 1/24/20 @ 11:00 A.M.

BID ITEM 20-265
6300GVWR Pickup Truck Augusta, GA
Central Services Department Fleet
Mailed:



Administrative Services Committee Meeting
3/9/2021 1:10 PM
2021 Airport Maintenance F150s - ITB 20-265

Department:	Central Services - Fleet Management
Presenter:	Ron Crowden
Caption:	Motion to approve the purchase of two pickup trucks, at a total cost of \$44,490, to Allan Vigil Ford for the Augusta Regional Airport (Bid 20-265).
Background:	The Augusta Regional Airport is requesting the acquisition of two 2021 Ford F150s for the Airport Maintenance Division. The Augusta Aviation Commission has approved this purchase per the attached memorandum. The trucks will be purchased utilizing the GMA Lease program.
Analysis:	The Procurement Department published a competitive bid using the Demand Star application for 6300GVWR Pickup Truck (Bid #20-265). Invitations to Bid were sent to 21 vendors with two compliant vendors responding. Bid tab sheets are attached for your review. Bid #20-265 – 2021 Ford F150: Allan Vigil Ford - \$22,245; Wade Ford – \$22,789
Financial Impact:	2 - 2021 Ford F150 @ \$22,245 each. The total purchase amount is \$44,490. (GMA LEASE ACCT# 631-10-1110/54-99631)
Alternatives:	(1) Approve the request; (2) Do not approve the request
Recommendation:	Motion to approve the purchase of two pickup trucks, at a total cost of \$44,490 to Allan Vigil Ford for the Augusta Regional Airport (Bid 20-265).
Funds are Available in the Following Accounts:	(GMA LEASE ACCT# 631-10-1110/54-99631)

REVIEWED AND APPROVED BY:

Finance.

Procurement.

Law.

Administrator.

Clerk of Commission

FOR ALL DEPARTMENTS-COMMERCIAL SHREDDERS - BID OPENING 1/11/21 @ 11:00am

21-135	Whitaker Brothers (Rockville, MD)	Scaletics, Inc. (Harlem, GA)	Pugh Services, Inc. (Orchard Hill, GA)	Augusta Office Solutions (Augusta, GA)	Total Office Products (Martinez, GA)
Year:	2020	2020	2020/2021	2021	2020
Make:	HSM	HMS Powerline	Intimus	HSM	HSM
Model:	SP 4040V	SP4040V	\$14.87	SP 4040	SP 4040V
DELIVERY:	8-10 WEEKS ARO	4 days ARO	1 Month ARO	15 Weeks ARO	18 Weeks ARO
Base Price Including all options	\$18,129.00	\$21,899.00	\$23,500.00	\$24,596.00	\$27,642.00
SPECIALTY ITEMS:					
6.01 Shredder Oil (1 Gal)	\$54.99	N/C	\$45.00	\$56.60	\$47.00
6.02 Parts/Service Manual	N/C	N/C	No Bid	N/C	No Bid
6.03 Two-Wheeled Dolley	\$999.00	N/C	No Bid	N/C	No Bid
TOTALS:	\$19,182.99	\$21,899.00	\$23,545.00	\$24,652.60	\$27,689.00

HSM Powerline SP 4040

Shredder Baler Combination



- Automatic reverse prevents paper jams
- Material intake via loading table and electronic conveyer belt
- Keypad control for constant operation and reverse function
- Integrated, manual oiler for cutting unit (cross cut version only)
- Baler - state-of-the-art controller; removable trolley for box or waste bag
- Display indicates finished bales
- Maximum bale size 23.6" x 15.7" x 19.6"
- Anti-Jam Technology designed to easily and quickly reverse out paper in the event the machine is overloaded



HSM part #	HSM3513	HSM3514
Cutting type	Strip cut	Cross cut
Cutting size	1/4"	1/4" x 2"
Security level DIN 32757-1	2	3
Security level DIN 66399	P-2 / O-2 / T-2 / E-2	P-3 / O-2 / T-3 / E-2
Cutting capacity per run in sheets	130	120
Cutting speed	41 ft / min	42 ft / min
Throat opening	17"	17"
Voltage	3 x 208 V / 60 Hz	3 x 208 V / 60 Hz
Output per hour	6 - 8 bales	6 - 8 bales
Pressing power	44 kN	44 kN
Dimensions (H x W x D)	77.5" x 42.9" x 79.9"	77.5" x 42.9" x 79.9"
Weight	1,624 lbs	1,624 lbs
Maximum bale size	23.6" x 15.7" x 19.6"	23.6" x 15.7" x 19.6"
Cutting capabilities		

All technical specifications are approximate values. Technical and design modifications reserved.

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Downingtown, PA 19335
www.hsmofamerica.com
Customer Service: 800.613.2110

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Invitation to Re-Bid

Sealed re-bids will be received at this office until **Monday, January 11, 2021 @ 11:00 a.m.** via **ZOOM Meeting ID: 988 2423 1346**
Passcode: 896162 for furnishing for:

Re-Bid Item #21-135 2020/2021 Commercial Shredder – Augusta, GA - Central Services Department – Fleet Maintenance

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

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

Re-Bid documents may be 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 **(706-821-2422)**.

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 Monday, December 28, 2020 @ 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 December 3, 11, 17, 24, 2020
Metro Courier December 3, 2020



**Bid Item #21-135 2020/2021 Commercial Shredder
for Central Services Department-Fleet Maintenance
Bid Opening Date: Monday, January 11, 2021 @ 11:00 a.m.**

**Total Number Specifications Mailed Out: 21
Total Number Specifications Download (Demandstar): 3
Total Electronic Notifications (Demandstar): 18
Georgia Procurement Registry: 381
Total Packages Submitted: 5
Total Noncompliant: 0**

Vendors	Whitaker Brothers Business Machines Inc. 10 Taft Court Rockville, MD 20850	Pugh Services Inc. P.O. Box 58 Orchard Hill, Ga 30266	Total Office Products Services 307 Commerce Dr. D. Martinez, GA 30907	Scaletics Inc 1065 Nathan Jones Rd. Harlem, GA 30814	Augusta Office Solutions 1018 Telfair St. Augusta, Ga 30901
Attachment B	Yes	Yes	Yes	Yes	Yes
E-Verify Number	320927	Exempt	557534	1625870	365815
SAVE Form	Yes	Yes	Yes	Yes	Yes
5.00 - Requirements					
Bidders Price:	\$18,129.00	\$23,500.00	\$27,642.00	\$21,899.00	\$24,596.00
6.00 - Optional Specialty Items					
6.01 Shredder Oil (1-Gallon)	\$54.99	\$45.00	\$47.00	Included	\$56.60
6.02 One (1) each parts/service manual (if available)	No Charge	No Bid	No Bid	Included	Included
6.03 Two Wheeled Dolley (For Bin Removal)	\$999.00	No Bid	No Bid	Included	Included
2020/2021 Commerical Shredder					
Year	2020	2020-2021	2020	2020	2021
Make	HSM	Intimus	HSM	HMS Powerline	HSM
Model	HSM SP 4040V	14.87	SP4040V	SP 4040V	SP 4040
Approximate Delivery Time	8-10 Weeks ARO	1 Month ARO	18 Weeks ARO	4 Days ARO	15 Weeks ARO



Central Services Department

Takiyah A. Douse, Director
Ron Crowden, Fleet Manager

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

MEMORANDUM

TO: Geri Sams, Director, Procurement Department
THROUGH:  Takiyah A. Douse, Director, Central Services Department
FROM: Ron Crowden, Fleet Manager, Central Services Department
DATE: January 14, 2021
SUBJECT: Recommendation for Bid #21-135 –Heavy Duty Shredders

'21 JAN20 1:55PM

On January 11, 2021, we received proposals from five compliant vendors for bid item #21-135. Fleet Management would like to recommend the award to Whitaker Brothers Business Machines, Inc. of Rockville, MD, that met required specifications and offered the lowest pricing.

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



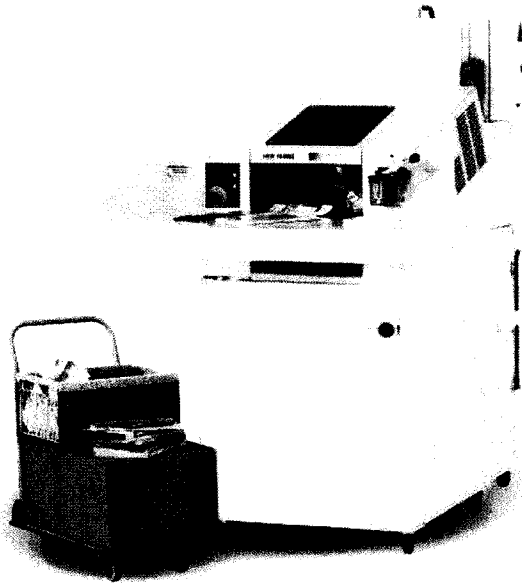
Bid Item #21-135 2020/2021 Commercial Shredder
for Central Services Department-Fleet Maintenance
Bid Opening Date: Monday, January 11, 2021 @ 11:00 a.m.

Total Number Specifications Mailed Out: 21
Total Number Specifications Download (Demandstar): 3
Total Electronic Notifications (Demandstar): 18
Georgia Procurement Registry: 381
Total Packages Submitted: 5
Total Noncompliant: 0

Vendors	Whitaker Brothers Business Machines Inc. 10 Taft Court Rockville, MD 20850	Pugh Services Inc. P.O. Box 58 Orchard Hill, Ga 30266	Total Office Products Services 307 Commerce Dr. D. Martinez, GA 30907	Scaletics Inc 1065 Nathan Jones Rd. Harlem, GA 30814	Augusta Office Solutions 1018 Telfair St. Augusta, Ga 30901
Attachment B	Yes	Yes	Yes	Yes	Yes
E-Verify Number	320927	Exempt	557534	1625870	365815
SAVE Form	Yes	Yes	Yes	Yes	Yes
Bidders Price:	\$18,129.00	\$23,500.00	\$27,642.00	\$21,899.00	\$24,596.00
6.01 Shredder Oil (1-Gallon)	\$54.99	\$45.00	\$47.00	Included	\$56.60
6.02 One (1) each parts/service manual (If available)	No Charge	No Bid	No Bid	Included	Included
6.03 Two Wheeled Dolley (For Bin Removal)	\$999.00	No Bid	No Bid	Included	Included
Year	2020	2020-2021	2020	2020	2021
Make	HSM	Intimus	HSM	HMS Powerline	HSM
Model	HSM SP 4040V	14.87	SP4040V	SP 4040V	SP 4040
Approximate Delivery Time	8-10 Weeks ARO	1 Month ARO	18 Weeks ARO	4 Days ARO	15 Weeks ARO

HSM Powerline SP 4040

Shredder Baler Combination



- Automatic reverse prevents paper jams
- Material intake via loading table and electronic conveyer belt
- Keypad control for constant operation and reverse function
- Integrated, manual oiler for cutting unit (cross cut version only)
- Baler - state-of-the-art controller; removable trolley for box or waste bag
- Display indicates finished bales
- Maximum bale size 23.6" x 15.7" x 19.6"
- Anti-Jam Technology designed to easily and quickly reverse out paper in the event the machine is overloaded



HSM part #	HSM3513	HSM3514
Cutting type	Strip cut	Cross cut
Cutting size	1/4"	1/4" x 2"
Security level DIN 32757-1	2	3
Security level DIN 66399	P-2 / O-2 / T-2 / E-2	P-3 / O-2 / T-3 / E-2
Cutting capacity per run in sheets	130	120
Cutting speed	41 ft / min	42 ft / min
Throat opening	17"	17"
Voltage	3 x 208 V / 60 Hz	3 x 208 V / 60 Hz
Output per hour	6 - 8 bales	6 - 8 bales
Pressing power	44 kN	44 kN
Dimensions (H x W x D)	77.5" x 42.9" x 79.9"	77.5" x 42.9" x 79.9"
Weight	1,624 lbs	1,624 lbs
Maximum bale size	23.6" x 15.7" x 19.6"	23.6" x 15.7" x 19.6"
Cutting capabilities		

All technical specifications are approximate values. Technical and design modifications reserved.

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FOR ALL DEPARTMENTS-COMMERCIAL SHREDDERS - BID OPENING 1/11/21 @ 11:00am

Year:	2020	2020	2020/2021	2021	2020
Make:	HSM	HMS Powerline	Intimus	HSM	HSM
Model:	SP 4040V	SP4040V	\$14.87	SP 4040	SP 4040V
DELIVERY:	8-10 WEEKS ARO	4 days ARO	1 Month ARO	15 Weeks ARO	18 Weeks ARO
Base Price including all options	\$18,129.00	\$21,899.00	\$23,500.00	\$24,596.00	\$27,642.00
SPECIALTY ITEMS					
6.01 Shredder Oil (1 Gal)	\$54.99	N/C	\$45.00	\$56.60	\$47.00
6.02 Parts/Service Manual	N/C	N/C	No Bid	N/C	No Bid
6.03 Two-Wheeled Dolly	\$999.00	N/C	No Bid	N/C	No Bid
TOTALS:	\$19,182.99	\$21,899.00	\$23,545.00	\$24,652.60	\$27,689.00

**WHITAKER BROTHERS BUS.
MACHINES, INC.
ATTN: KYLE MITCHELL
3 TAFT COURT
ROCKVILLE, MD 20850**

**USA OFFICE MACHINES
3901 NW 79TH AVE. STE. 245, #146
MIAMI, FL 33166**

**DEHART RECYCLING EQUIPMENT
ATTN: SEAN JUSTEN
11862 MISSOURI BOTTOM ROAD
HAZELWOOD, MO 63042**

**GEORGIA BALER AND COMPACTOR
21 BARRY DRIVE
WHITE, GA 30184**

**CLARY BUSINESS MACHINES CO.
8170 MIRAMAR ROAD
SAN DIEGO, CA 92126**

**GLOBAL INDUSTRIAL
11 HARBOR PARK DRIVE,
PORT WASHINGTON, NY 11050**

**FASTENAL
ATTN: JESSIE RUIZ
1467 REYNOLDS ST.
AUGUSTA, GA USA 30901**

**ALLEGHENY PAPER SHREDDERS
ATTN: SARAH LEWEY
80 P.O. BOX
DELMONT, PA 15626**

**COMPACTORS, INC.
P.O. BOX 3173
HILTON HEAD ISLAND, SC 29928**

**REI
P.O. BOX 1474
HICKORY, NC 28603**

**MACHINE- SOLUTION
15825 TOMBALL PKWY., SUITE 25
HOUSTON, TX 77086**

**FRANKLIN MILLER INC
60 OKNER PKWY
LIVINGSTON, NJ 07039**

**TOTAL OFFICE PRODUCTS
BID AND CONTRACT DEPT.
307 COMMERCE DRIVE, SUITE D
AUGUSTA, GA 30907**

**AUGUSTA OFFICE SOLUTIONS
BID AND CONTRACT DEPT.
3070 DEMACUS ROAD
SUITE C
AUGUSTA, GA 30909**

**STAPLES BUSINESS ADVANTAGE
BID AND CONTRACT DEPT.
P.O. BOX 405386
ATLANTA, GA 30384**

**KAMO
ALLIE BENTLEY
BID AND CONTRACT DEPT.
1326 REYNOLDS STREET
AUGUSTA, GA 30901**

**MILTON JONES CO.
BID AND CONTRACT DEPT.
1325A OAKBROOK DR.
NORCROSS, GA 30093**

**QUILL.COM.
BART SUCHOCKI OR
BID AND CONTRACT DEPT.
100 SHELTER ROAD
LINCOLNSHIRE, IL 60069**

**QUILL CORPORATION
BID AND CONTRACT DEPT.
100 SHELTER RD.
LINCOLNSHIRE, IL 60069**

**STAPLES
NORMAN JEAN LARGENT
140 COUNTRY PLACE COURT.
COLUMBIA, SC 29212**

**BE EQUIPMENT
ATTN: BRENDA DERR
P.O. BOX 139.
QUAKERTOWN, PA 18951**

**Takiyah Douse
Central Services**

**Ron Crowden
Fleet Maintenance**

**Phyllis Johnson
Compliance**

**Re-Bid Item #21-135
2020/2021 Commercial Shredder
Augusta, GA - Central Services
Department Fleet Maintenance
Bid Due: Mon, Jan 11, 2021 @ 11:00 a.m.**

**Re-Bid Item #21-135
2020/2021 Commercial Shredder
Augusta, GA - Central Services
Department Fleet Maintenance
Mailed:**

1 of 1

Planholders

Add Supplier

Export To Excel

Supplier (3)

Supplier

Download Date

Momentum Supply Services

12/07/2020

ROYAL WAVE ENT LP

01/08/2021

Scaletics Inc.

01/05/2021

Add Supplier

Supplier Details

Supplier Name	Momentum Supply Services
Contact Name	Nicole Brooks
Address	108 Chester Ave. , Atlanta, Georgia 30316
Email	nbrooks@momentumsupplyservices.com
Phone Number	404-946-4037
Self Declarations	African American Owned,Small Business,Woman Owned

Remove

Documents

Filename	Type	Action
21-135_ITB	Bid Document / Specifications	View History

831558212	Veteran Technology Sales 2020-12-03	csmith@veterantechnologysales.co Smith, Charvis	N	NOM
361150280	W W GRAINGER INC 2020-12-03	aaron.blaine@grainger.com ABLAINE104WWG, ABLAINE104WWG	N	NOM
	W W GRAINGER INC 2020-12-03	kendra.morman@grainger.com Morman, Kendra		
	W W GRAINGER INC 2020-12-03	pat.duffy@grainger.com GRAINGERGOV, GRAINGERGOV		
	W W GRAINGER INC 2020-12-03	richard.rodriquez@grainger.com RICHARD.RODRIGUEZ@GRAINGER.COM, RICHARD.RODRIGUEZ@GRAINGER.COM		
521357073	WHITAKER BROTHERS 2020-12-03	jbrown@whitakerbrothers.com WHITAKER01, WHITAKER01	N	NOM
581295937	WILKES OFFICE MACHINE COMPANY INC 2020-12-03	larry@womc.biz LDW071544, LDW071544	N	NOM
304619008	Walker Printing Company 2020-12-03	stephanie@walkerprintingcompany.com Chaney, Sandra	N	NOM
256275698	Walker Printing Company, LLC 2020-12-03	sandra@walkerprintingcompany.com Chaney, Sandra	N	NOM
202796341	Waste Control International 2020-12-03	brittany@wastecontrolint.com Brevik, Brittany	N	NOM

ETHNIC GROUP	COUNT
African American	32
Asian American	9
Native American	0
Hispanic/Latino	4
Pacific Island/American	0
Non Minority	151
Not Classified	0
Total Number of Vendors	196
Total Number of Contacts	381

[PR_bid_email_list](#)

Ashkea White

From: Holly Amick <hamick@sissines.com>
Sent: Monday, December 21, 2020 9:19 AM
To: Ashkea White
Subject: RE: [EXTERNAL] BID NUMBER: 21-135

Good Morning Ashkea. Happy Monday. ☺ Thank you for your email. My office address is as follows:

2649 Causeway Center Drive
Tampa, Florida 22619

We have several offices but this one is where I receive mail. In the meantime, I will follow your instructions as well.

Thank you,

Holly Amick

SR Account Executive

☎ Office: (813)_ 333-1788 ext 368
📞 Cell: (813) 597-4824
📞 Toll-Free: 1-888-771-COPY
✉ hamick@sissines.com



www.sissines.com

From: Ashkea White <AWhite2@augustaga.gov>
Sent: Monday, December 21, 2020 8:36 AM
To: Holly Amick <hamick@sissines.com>
Subject: RE: [EXTERNAL] BID NUMBER: 21-135

Greetings,

It will be my pleasure to send you the requested documents. Attached is a copy of how to pull it up online. If you could provide me with your business physical address a hard copy can be mailed out to you.

Ashkea White

Procurement Technician II
Procurement Department
Augusta, Georgia Municipal Building
535 Telfair Street, Room 605
Augusta, GA 30901

Ashkea White

From: Chris Snyder <chris@chrissnyder.net>
Sent: Monday, December 14, 2020 3:10 PM
To: Ashkea White
Subject: Re: [EXTERNAL] Event ID 20-850

Chris Snyder & Associates, Inc.
1632 Vineyard Mist Drive
Cary, NC 27519

From: Ashkea White <AWhite2@augustaga.gov>
Date: Monday, December 14, 2020 at 3:07 PM
To: Chris Snyder <chris@chrissnyder.net>, Bid and Contract Team <ProcBidandContract@augustaga.gov>
Cc: "Nancy M. Williams" <NWilliams@augustaga.gov>, "Kathy E. Murry" <Murry@augustaga.gov>, Darrell White <DWhite2@augustaga.gov>
Subject: RE: [EXTERNAL] Event ID 20-850

Greetings,

Thanks for reaching out.....please provide a physical address to mail bid specifications out to you.

Ashkea White

Procurement Technician II
Procurement Department
Augusta, Georgia Municipal Building
535 Telfair Street, Room 605
Augusta, GA 30901
(706) 821-4251
(706) 821-2811 Fax

From: Chris Snyder <chris@chrissnyder.net>
Sent: Monday, December 14, 2020 2:27 PM
To: Bid and Contract Team <ProcBidandContract@augustaga.gov>
Subject: [EXTERNAL] Event ID 20-850

Geri,

Hi. I received an email concerning the following:

A State of Georgia Agency (AUGUSTA, CITY OF) has a bid to which your company may want to respond. The bid is entitled -Professional Svcs for Executive Recruiting Svcs . Click on the link below for more details:

I am interested. Is there bid information that you can send me?

Thanks,



Administrative Services Committee Meeting
3/9/2021 1:10 PM
2021 Commercial Shredder ITB #21-135

Department: Central Services - Fleet Management

Presenter: Takiyah Douse

Caption: Approve the purchase of two Heavy Duty Shredders at a total of \$38,365.98 to Whitaker Brothers Business Machines Inc. of Rockville, MD for the Central Services Department-Records Retention Division (Bid 21-135).

Background: The Central Services Department-Records Retention Division is requesting the purchase of two new Heavy Duty Shredders; one asset will replace the failing shredder located at the main Records Retention facility and one asset will be housed at the recently built Records Retention Annex. The Records Retention Division maintains a large amount of documents and files and requires the capability for mass destruction. These Heavy Duty Shredders will be utilized for periodic destruction of files beyond the Georgia Archives records retention period and files no longer needed by various departments for operation. The acquisition of the shredders will greatly diminish the need for contracted shredding services, currently used for destruction purposes.

Analysis: The Procurement Department published a competitive bid using the Demand Star application for two Heavy Duty Shredders. Invitations to bid were sent to 21 vendors and received a total of five qualified responses. Whitaker Brothers Business Machines offered the lowest cost and provided all the necessary specifications for the requested equipment. Bid 21-135: Heavy Duty Shredders: 2020 HSM SP 4040V – Whitaker Brothers: \$19,182.99 (Rockville, MD) 2021 Intimus 14.87 – Pugh Services Inc: \$23,545.00 (Orchard Hill, GA) 2020 HSM SP 4040V – Total Office Products: \$27,689.00 (Martinez, GA) 2020 HMS Powerline– Scaletics Inc: \$21,899.00 (Harlem, GA) 2021 HSM SP 4040V – Augusta Office Solutions: \$24,652.60 (Augusta, GA)

Financial Impact: Two 2021 Heavy Duty Shredders at \$19,182.99 each, for a total of \$38,365.98, utilizing SPLOST 7 account; 329-05-1120/21-6057904

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

Recommendation: Approve the purchase of two Heavy Duty Shredders at a total of \$38,365.98 to Whitaker Brothers Business Machines Inc. of Rockville, MD for the Central Services Department-Records Retention Division (Bid 21-135).

**Funds are
Available in the
Following
Accounts:** 329-05-1120/21-6057904

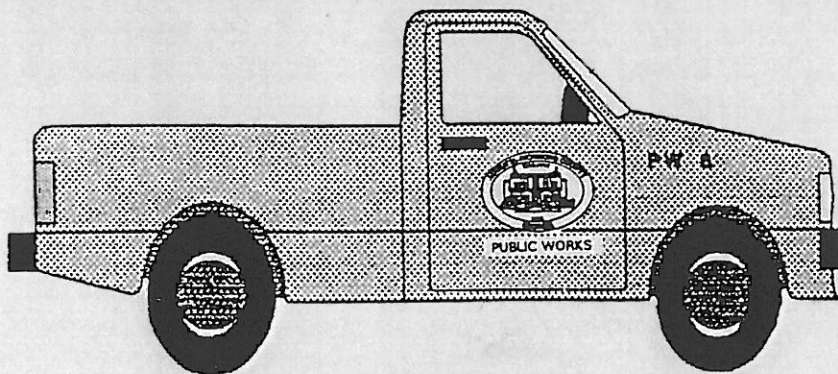
REVIEWED AND APPROVED BY:

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

AUGUSTA - RICHMOND COUNTY COMMISSION

Policy on

FLEET MANAGEMENT, OPERATIONS AND MAINTENANCE



1997

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The proponent agency for this policy is the Finance Office (Attention: Fleet Manager). Any comments, questions or recommendations should be referred to: Augusta - Richmond County Fleet Manager. The provisions of this policy applies to government owned or leased vehicles and equipment; it does not apply to privately owned vehicles and equipment owned by employees.

FLEET MANAGEMENT, OPERATIONS AND MAINTENANCE

- A. POLICY:** Vehicles belonging to the Augusta-Richmond County Commission will be maintained and operated in a legal, safe and prudent manner, consistent with all Federal, State and Local laws and ordinances. The proper management of vehicles is the responsibility of all supervisors, managers, and directors. Every effort will be made to eliminate misuse, misappropriation and abuse of vehicles and/or equipment belonging to the government. Employees responsible for driving vehicles will ensure the vehicle is available for maintenance consistent with the appropriate maintenance schedule(s). It is the responsibility of every employee of Augusta - Richmond County, regardless of position, to support a cost effective operation. Vehicles and/or allowances, associated with private vehicle use for official business, will not be used for salary compensation.
- B. RESPONSIBILITIES:**
1. Administrator:
 - a. Has authority for the management, operations and maintenance of all Augusta-Richmond County (A-RC) motor vehicles and equipment, as provided by the powers entrusted to the position of Administrator by the Commission.
 - b. Establish department vehicle allowances and approves annually departmental motor vehicle authorization for vehicles to be driven home.
 - c. Recommend surplus vehicles for auction/salvage sales to the Commission (See Fixed Asset Policy; proponent agency is Comptroller's Office).
 2. Department Heads:
 - a. Responsible for the safe, economical and efficient management, operations and maintenance of A-RC motor vehicles assigned to their departments.
 - b. Ensure all vehicles receive scheduled service/maintenance with no more than a 10% variance in miles/hours as recommended by the manufacturers maintenance schedule.
 - c. Implement a system of departmental inspections to ensure drivers compliance with daily vehicle and /or equipment inspections.

- d. Implement procedures to insure vehicle and driver accountability (dispatch).
- e. Insure departmental vehicles are clean (interior and exterior) and reflects a professional appearance. As a minimum, vehicles will be cleaned once each week.
- f. Periodically review justification for vehicles being driven home to insure the need exists. Annual justification will be submitted to the Administrator once each year, in June, using the form at Appendix 1.
- g. Implement procedures for reporting of vehicle damage/accidents to Risk Management within 24 hours of the damage occurring or being noticed.
- h. Submit requests for "Out-of-County" use at least one working day prior to the trip. Requests will be sent to Risk Management, Appendix 3.
- i. Ensure all vehicles are properly marked, see paragraph F below.
- j. May approve non-employees riding in government vehicles, when necessary to conduct official business. In these cases the vehicle will be driven by an employee.

3. Fleet Manager:

- a. Responsible for the management functions of fleet operations and maintenance. Serves as the central point of contact between Department Heads and contract services in support of the fleet and operational equipment belonging to Augusta-Richmond County.
- b. Develop or review all equipment specifications (prior to bidding process by Purchasing) for practicality, economy, standards and need. Recommends standard classes and specifications as policy.
- c. Maintain an active fleet list and records associated with proper management of vehicles and operational equipment.
- d. Conduct vehicle and equipment assessments to ensure cost effectiveness and has the authority to designate vehicles and equipment as uneconomically repairable.

- e. Monitor contract service operations and costs to ensure efficient and effective operations.
 - f. Recommend policy and procedures on Fleet maintenance, operations and management.
 - g. Provide status reports as appropriate.
 - h. Provide administrative support to the Administrator in "annual vehicle justification" for vehicles being driven home.
 - i. Establish procedures to conform to policy.
4. Director, Purchasing:
- a. Coordinate/conduct vehicle auctions of excess vehicles belonging to Augusta - Richmond County.
 - b. When publishing bid specifications for the purchase of vehicles ensures vehicle specifications are in line with Augusta-Richmond County Policy; specifically as it applies to the color of vehicles. (See paragraph G, below)
5. Risk Management:
- a. Provide administrative support to the Administrator in:
 - (1) "Out-of-County" Use of County Vehicles.
 - (2) Claims investigation/administration for vehicles involved in accidents.
 - (3) Investigate complaints of misappropriation, misuse and abuse of vehicles and equipment.
 - b. Conduct periodic safety inspections of vehicles to ensure compliance with driver inspection requirements.
 - c. Coordinate vehicle repair incident to accidents/incidents resulting in vehicle damage.
 - d. Upon initial hire and annually, there after, review driving records of employees authorized to drive government vehicles (Appendix 4).

- b. Department Heads may withdraw government vehicle driving privileges of any employee under his/her charge, for cause. This must be documented in writing and filed in the employees personnel file. Should driving a government vehicle be a job qualification, the employee may be terminated for loss of job qualification.
- 2. Department Heads must request, in writing, approval of "Summer Hire" personnel to operate A-RC vehicles. The request will include the results of a Motor Vehicle Records check through the Augusta - Richmond County Sheriff Department. Department Heads will provide Risk Management with a copy of the approved request along with a copy of the individual drivers license.
- 3. Employees working at temporary sites may use their assigned government vehicle for transportation during eating periods when on duty if:
 - a. It is more advantageous to Augusta - Richmond County for the vehicle not to return to the primary job site (headquarters).
 - b. When the driver's duties are such that returning to the primary job site would result in more miles being put on the vehicle.
 - c. If the employee is approved to drive the vehicle home.
- 4. When the vehicle is to be parked in a commercial parking lot the driver should take every precaution to park the vehicle in a protected location. This may mean passing up a parking spot next to or near the entrance and parking the vehicle away from congestion.
- 5. Only Certified Law Enforcement Officers, Arson Investigators, and designated personnel from the District Attorney's Office will be authorized to carry weapons in Augusta-Richmond County vehicles.
- 6. Employees authorized to drive Augusta-Richmond County vehicles home may make "quick stops" at commercial establishments as long as the establishment is along the route of travel to the employee's residence. Diversions over a quarter mile from the route of travel are excessive and not authorized. Augusta-Richmond County vehicles will not be used during non-duty hours for travel at the convenience of the employee (personal use is not authorized). **The following items are prohibited from being carried in Augusta-Richmond County vehicles:**

- a. Any item classified as contraband or illegal substance (Exception: Public Safety Officers when in the execution of their legal and expected duties.)
 - b. Firearms or weapons of any type except by Public Safety Officers who are certified and hold a position of employment as a Public Safety Officer.
 - c. Alcoholic beverages.
- 7. Smoking of tobacco products in Augusta - Richmond County vehicles is prohibited; however, the Sheriff shall establish the policy for Sheriff's Department vehicles.
 - 8. Seat belts will be worn by the driver and all passengers when the vehicle is moving; see Section III, paragraph E, "Vehicle Safety", Safety/Risk Management Manual (approved February 20, 1996).
 - 9. Family members may not be transported in A-RC vehicles. Family members who are employees of Augusta-Richmond County may not be given rides to and from work, on a daily/routine basis, by an employee authorized to drive an A-RC vehicle home. The exception to this policy is that both employees are required at the same location or written permission is granted by the Administrator.
 - 10. Any exceptions to the above listed restrictions must be made in writing and approved by the Administrator.

DISCLAIMER OF LIABILITY

Employees who are in violation of this policy by transporting family members or using Augusta-Richmond County vehicles for personal use and involved in a vehicle accident resulting in physical damage and/or bodily injury may: (1) be personally responsible for any and all damages to property resulting from the accident and/or (2) be personally responsible for any and all medical related costs resulting from the accident and/or (3) be subject to disciplinary action up to and including termination of employment.

D. ~~AUTHORIZATION TO DRIVE HOME:~~ DELETED APRIL 2010

- 1. Authorization to drive assigned vehicles home must be approved, in writing, by the Administrator (Appendix 1). Requests will be reviewed every year.

2. Approvals will be granted only when allowing the employee to drive the vehicle home is for the convenience of the government.
3. Department Heads must enclose a full justification in the "Comments" portion of the "Vehicle Identification/Utilization" form. Additional justification may be put on the back of the form or on a separate piece of paper.
4. The following condition(s) must exist for consideration of "home" driving privileges.
 - a. A real need exists and the need is for the convenience of the government and the employee must meet one of the four test criteria listed at Appendix 2.
 - b. The vehicle is a law enforcement/public safety vehicle (Sheriff, Marshal, Fire Departments) and/or;
 - c. The employee resides in Richmond County (employees living outside Richmond County will not be authorized to drive their vehicles to their residence). Sheriff's Department employees authorized to take Department vehicles home may exceed Richmond County boundaries up to seven (7) miles; however, no vehicles are to be taken home out of State.

E. OUT OF COUNTY USE:

1. Drivers of government vehicles may drive out of the County boundaries when the department mission requires. This would be in the course of routine requirements of the respective department. The "Out of County Travel Notification" form is not required. These requirements will be controlled at the department level.
2. Department Heads must receive authorization from the Administrator when the vehicle is to be driven out of the County boundaries (appendix 3) for such travel to: seminars, training activities, civic support requirements, etc. Authority is delegated to the Risk Management Manager in the event the Administrator is not available. Law enforcement vehicles (including the District Attorney's Office) are exempt from this provision when executing official duties (ie: prisoner transport, investigations, etc.)
3. Risk Management will be sent the original request and obtain a decision from the Administrator.

4. Requests will be maintained on file with Risk Management.
5. Only the approved driver(s) will be authorized to operate the vehicle.

F. VEHICLE MARKINGS:

1. All regular department, service type, vehicles will bear at least an 8 inch circular decal affixed to the driver and front passenger doors of vehicles; ie: pick-up trucks, vans, utility and dump trucks. Construction equipment will be decaled as appropriate to the type and shape of the equipment. Vehicles assigned to Bush Field Airport may use the Bush Field logo decal.
2. Vehicles will also have a 12 inch by 3 inch decal designating the department (The length of the decal will be between 12' to 18" depending on the length of the department name). This decal will be affixed below the circular decal.
3. All vehicles, other than public safety vehicles, will have the appropriate departmental vehicle number displayed in at least 3" letters/numbers on the left rear trunk area, readily visible from the rear and right and left fender, 4 inches forward of the leading edge of the front door. Abbreviations for each department for stenciling is included as appendix 5.
4. "Public Safety" vehicles will be marked in accordance with the respective department policies.
5. Exceptions to vehicle markings are not authorized without the expressed written permission of the Administrator.

G. VEHICLE COLORING: A-RC vehicles will bear the following colors.

1. Department Heads and regular department (non-public safety) vehicles including: automobiles, pick-up trucks, vans, utility body (service) and dump trucks (cab and hood) will be white in color; construction equipment excluded.
2. Fire Department: As prescribed by the Fire Department Chief but will be only a single color.
3. Sheriff's Department: As prescribed by the Sheriff.

4. Marshal's Department: Dark Blue.
5. Vehicles transferred from the Sheriff's Department to another A-RC Department will be painted white prior to putting the vehicle in service at the gaining department.

H. TAGS:

1. All vehicles will display the proper state government tag in the proper manner.
2. Tags will be removed from Vehicles **only** by Risk Management, Shop 1 or Shop 2 personnel and processed/coordinated with Central Services.
3. **No tag will be transferred** from one vehicle to another. Coordination with Central Services is required.
4. Temporary tags will be used on new vehicles until permanent tags are received. Tags removed from other vehicles (excess/salvage) will **NOT** be placed on new vehicles, in lieu of "paper" tags.
5. Exceptions to paragraph H, 1-4 above are granted only to the Sheriff's Department under cover cars; however, Sheriff's Department must notify Central Services of the transfer.

- I. **FUEL CARDS:** Fuel cards are accountable items and should be periodically checked/inspected by supervisors. Fuel cards are issued by Finance. Department Heads should request fuel cards for drivers and vehicles/equipment from Finance. Any lost card should be immediately reported as missing. Vehicles turned in as excess will have the fuel card removed from the vehicle and turned in to Finance.

J. NEW VEHICLES:

1. Under normal circumstances A-RC vehicles will be replaced on a basis of need or economic reasons. Administrative requirements associated with turn in and request for replacement vehicles can be found in the "Fixed Asset Policy".
2. New vehicles will be delivered by the vendor to the appropriate repair shop by the vendor for distribution to the departments. The respective shop will notify the Fleet Manager who will coordinate with Purchasing and Central Services. Departments will be notified that the vehicle is ready for issue by the Fleet Manager. Prior to being issued the following

will be completed:

- a. An asset number has been applied (Purchasing);
 - b. The vehicle is properly stenciled (Shop);
 - c. Special equipment (other than bid specification items) mounted and operational (Department);
 - d. A vehicle safety inspection is performed (Shop);
 - e. The vehicle has been added to the Fleet List (Finance-see Fixed Asset Policy);
 - f. Finance has been contacted and a vehicle fuel card ordered.
3. The gaining department must turn in the old vehicle before the time of pickup (if the vehicle was purchased as a replacement), unless a turn in has already been made.
 4. Any vehicle which is non-operational and non-repairable will be turned in to the appropriate Shop for disposal. Vehicles in the above mechanical status will NOT be stored at the respective department pending the arrival of a new/replacement vehicle. A completed Fixed Asset Tracking Forms serves as a valid turn in document. The tracking form will be sent to the Fleet Manager for processing.

K. VEHICLE TRANSFERS:

1. Department Heads desiring to receive vehicles from another department must request, in writing, authorization to transfer the vehicle from the Administrator. Requests will be submitted to the Fleet Manager for staffing and sent to the Administrator for final decision.
2. Vehicle transfers will be made to replace vehicles NOT add to a department's inventory of vehicles. Refer to FIXED ASSET POLICY, dated February 8, 1995 for administrative procedures required prior to transfer (proponent agency of Fixed Asset Policy is Comptroller).
3. If approved the Fleet Manager will notify the gaining department and;
 - a. Provide copies of the approved request to:
 - (1) Finance: Attention Fixed Assets

- (2) Central Services
 - (3) General Manager of the Contract Maintenance provider
 - (4) Department Head of the losing vehicle.
- b. The gaining department has financial responsibility for:
 - (1) Repainting, if necessary
 - (2) Maintenance
 - (3) Re-stenciling
- c. The gaining department will ensure:
 - (1) The vehicle meets the criteria for department operations as set forth in this policy, ie: coloring, stenciling, etc.
 - (2) Coordination with Central Services for tag transfer.
 - (3) Coordination with Finance for Asset transfer.

L. EXCESS and SALVAGE VEHICLE AUCTIONS:

- 1. Vehicles which are excess to department needs, uneconomically repairable or damaged beyond repair will be turned in to the appropriate Shop for auction or salvage sales. Departments are responsible for completing the requirements of the "Fixed Asset Tracking Form".
 - a. The Fleet Manager will prepare a list of vehicles by asset number, year, make, model and vehicle identification number.
 - b. The list will be coordinated with those departments which the vehicles came from to ensure all vehicles are no longer needed.
 - c. The list will be sent to the Administrator to declare the vehicles excess/surplus.
 - d. Once approved a signed copy of the approval along with the vehicle list will be provided to:
 - (1) Risk Management - information

- (2) Central Services
 - (3) General Manager of the Contract Maintenance provider
 - (4) Department Head of the losing vehicle.
- b. The gaining department has financial responsibility for:
 - (1) Repainting, if necessary
 - (2) Maintenance
 - (3) Re-stenciling
- c. The gaining department will ensure:
 - (1) The vehicle meets the criteria for department operations as set forth in this policy, ie: coloring, stenciling, etc.
 - (2) Coordination with Central Services for tag transfer.
 - (3) Coordination with Finance for Asset transfer.

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 - a. The Fleet Manager will prepare a list of vehicles by asset number, year, make, model and vehicle identification number.
 - b. The list will be coordinated with those departments which the vehicles came from to ensure all vehicles are no longer needed.
 - c. The list will be sent to the Administrator to declare the vehicles excess/surplus.
 - d. Once approved a signed copy of the approval along with the vehicle list will be provided to:
 - (1) Risk Management - information

- (2) Finance - asset accountability
 - (3) Central Services - title check
 - (4) Purchasing - auction announcement, sale coordination and execution
 - e. Coordination will be made between all departments listed in paragraph K, d (1) - (3), above, to establish a sale date and appropriate advertising.
2. Vehicles which have been confiscated by the Sheriff's Department and turned over to Augusta - Richmond County may be sold at public auction when all of the following requirements have been met:
- a. Purchasing notifies the Sheriff's Department of an impending auction.
 - b. The Sheriff's Department representative provides a list of releasable/saleable vehicles to Purchasing.
 - c. Purchasing provides a list of vehicles to Central Services for a title check.
 - d. Central Services notifies Purchasing of vehicles on the list whose title is clear.
 - e. Coordination/confirmation of cleared vehicles, auction date and coordination to move confiscated vehicles to the auction site is made between Purchasing and the Sheriff's Department.
3. Proceeds of the Sale are as follows:
- a. Revenue from the sale of Fleet vehicles deposited in the "Capital Replacement Fund".
 - (1) Proceeds from the sale of vehicles, originally purchased from enterprise funds will be deposited in enterprise fund accounts.
 - (2) Proceeds from the sale of vehicles, originally purchased from grant funds will be deposited in grant fund accounts.
 - b. Revenue from the sale of Confiscated vehicles will be distributed as prescribed by the appropriate judicial authority.

4. The proponent agency for vehicle auctions, for vehicles belonging to Augusta-Richmond County is the Purchasing Department.

M. VEHICLE and/or EQUIPMENT ABUSE:

1. Employees driving or using A-RC vehicles or equipment are responsible for the overall upkeep of their vehicles and equipment. Failure to: perform daily checks, keep their vehicle/equipment clean and serviced, make the vehicle available for servicing, or use their vehicle or equipment for other than its intended official use constitutes vehicle/equipment abuse (beyond normal fair wear and tear). Employees are subject to having their driving privileges revoked for A-RC vehicles. If damage is associated with misuse, abuse, neglect or misappropriation; a damage assessment may be directed by the Safety Review Committee. Abuse will be reported to the Risk Management Committee for review. Examples may include, but not limited to:
 - a. Failure to perform daily vehicle safety checks (no oil or coolant).
 - b. Excessively dirty vehicle.
 - c. Failure to make the vehicle available for scheduled servicing.
 - d. Driving the vehicle in a manner or location which:
 - (1) Discredits the Department or Augusta - Richmond County.
 - (2) Driving the vehicle in a location not appropriate for the type of vehicle.
 - (3) Using the vehicle for personal use.
 - (4) Causing or exposing the vehicle or equipment to damage beyond normal "fair wear and tear".
2. Employees having a conviction for Driving Under the Influence or more than 15 points (within 24 consecutive month period) against their Georgia Drivers License; or 15 administrative points by the Safety Review Committee over a 3 year period (consecutive years) will not be permitted to drive an Augusta-Richmond County Vehicle. Driving records will be reviewed annually by Risk Management. Employees falling in this category and whose primary job function requires they drive an A-RC vehicle may be terminated for loss of job qualification (See Personnel Policy and Procedures Manual).

3. The Safety Review Committee may recommend to the Risk Management Committee that the driver's A-RC driving privileges be revoked and recommend a damage assessment, based on the estimated cost of repair. The Risk Management Committee has the authority to revoke any employees vehicle driving privileges of A-RC vehicles.
4. Department Heads have the same authority as the Risk Management Committee but will exercise this authority in writing and forward a copy to Risk Management and the Human Resources Department for inclusion into the employees file.

N.

DAMAGED VEHICLES: Any A-RC vehicle which has been involved in an accident and must be towed to the appropriate shop will be under "quarantine" until released by the Risk Management Manager. No one is authorized to touch, remove items, move or remove parts, or otherwise physically alter any part of the vehicle unless authorized to do so by the Risk Management Manager. The only exception would be the authorized law enforcement investigator or driver of the vehicle to remove personal property or criminal evidence being transported. This will ensure protection of physical evidence for potential liability.

- O. **AUTOMOBILE ALLOWANCES:** A bimonthly cash payment may be made to compensate an employee for the availability and use, for official purposes, of a privately owned vehicle. Automobile allowances will be authorized by the Administrator only. A full justification, in writing, must be made by the Department Head of the employee concerned. The test criteria at appendix 6 must be met by the employee and explained in the written request. Employees authorized automobile allowances must possess a valid drivers license, current vehicle registration and must have insurance of a type and level required by state law.
- P. **MILEAGE REIMBURSEMENT:** Mileage reimbursement may be authorized by the department head for an employee who must utilize his/her personal vehicle to conduct official business and who receives no other form of allowance.
 1. Claims for mileage reimbursement shall be made in accordance with current Travel Expense Reimbursement procedures.
 2. The standard rate of the mileage reimbursement shall be set annually, by the Administrator, upon the recommendation of the Finance Director/Comptroller.

Administrator: _____ Approved _____ Disapproved _____

VEHICLE IDENTIFICATION/UTILIZATION

V E H I C L E	DEPARTMENT: _____ SECTION: _____								
	YEAR: _____ MAKE: _____ MODEL: _____ STYLE: _____								
	ASSET #: _____ TAG #: _____ VIN #: _____								
	DEPT STENCIL #: _____ Vehicle Mounted Radio: ☐ Yes/No ☐ Gov't Car Phone: ☐ Yes/No ☐								
D R I V E R	ASSIGNED/ PRIMARY DRIVER: _____								
	JOB TITLE: _____								
	DRIVERS LICENSE #: _____ STATE: _____ EXPIRES: _____								
P U R P O S E	("X" as appropriate)								
	<table><tr><td>☐ On Call Vehicle</td><td>☐ Inspections</td><td>☐ Equipment Transport</td></tr><tr><td>☐ Law Enforcement</td><td>☐ Public Safety</td><td>☐ Work/Utility Veh (Light) ☐ Work Veh (heavy)</td></tr><tr><td>☐ Crew Transport(crew cab)</td><td>☐ Coordination</td><td>☐ Public Support Program ☐ Transit</td></tr></table>	☐ On Call Vehicle	☐ Inspections	☐ Equipment Transport	☐ Law Enforcement	☐ Public Safety	☐ Work/Utility Veh (Light) ☐ Work Veh (heavy)	☐ Crew Transport(crew cab)	☐ Coordination
☐ On Call Vehicle	☐ Inspections	☐ Equipment Transport							
☐ Law Enforcement	☐ Public Safety	☐ Work/Utility Veh (Light) ☐ Work Veh (heavy)							
☐ Crew Transport(crew cab)	☐ Coordination	☐ Public Support Program ☐ Transit							
V E H I C L E U S E	Estimated miles driven per week: _____ Vehicle is driven to assigned drivers residence: ☐ Yes, ☐ No								
	☐ This vehicle is driven home for emergency on call basis and the driver (is)(is not) rotated...								
	If the vehicle is driven home by the assigned driver: Employee's County of Residence _____								
	Number of miles to residence (1 way) _____ Number of days driven home each week: _____								

Justification for approval to drive vehicle home will be placed on the rear of this form or attached as an enclosure. Department Heads will initial only when recommending approval for the vehicle to be driven home.

Submitted by: _____ Title: _____

Department Head Initials _____ Date: _____

Appendix 2 (Take Home Vehicle Guidelines)

GUIDELINES ***Government Vehicle Driven Home***

- TEST 1:** The employee is (1) subject to frequent after-hours emergency call back or other unscheduled work and (2) such unscheduled work involves the first response to a real or present threat to life or property requiring an immediate response and (3) specialized vehicle, tools, or equipment are required for the performance of emergency duties.
- TEST 2:** The employee is (1) subject to frequent after-hours call back and (2) such call back arrangements are to locations other than the employee's normal duty station and (3) a special vehicle, tools or equipment are required to perform after-hour assignments and (4) an unacceptable delay in the response would result from the employee's return to the normal duty station to retrieve the needed equipment. This category is normally reserved for emergency maintenance response situations where a group of employees share formal on call responsibilities on a rotational basis, typically for a week at a time. In such cases, the use of the take-home vehicle is for the period of on-call assignment only. (On-call, **rotational**, duties are managed at department level).
- TEST 3:** The employee is (1) subject to frequent before/after hours call back and (2) the nature of job requirements are unique to the employee and (3) the location of job requirements are routinely varied and (4) an unacceptable delay in response would jeopardize job requirements from being completed which could result in a loss to this government.
- TEST 4:** Certified Law Enforcement personnel required to use an individually assigned vehicle during their normal tour of duty may use the vehicle for commuting purposes. While not on-duty during such commutes, officers are expected to take action on incidents they may encounter.

OUT OF COUNTY TRAVEL NOTIFICATION

TO: Risk Management

DATE: _____

NAME OF ORGANIZATION: _____

CONTACT: _____

PHONE: _____

DRIVER: _____

DRIVERS LICENSE # _____ EXPIRES: _____

VEHICLE ASSET NUMBER: _____

DATE OF DEPARTURE: _____

DATE OF RETURN: _____

DESTINATION: _____

REASON FOR TRAVEL: _____

Number of people to be transported: ____ Are they employees? ____ Yes No ____

If not, explain: _____

(signature)

(title)

This request must be received by Risk Management 24 working hours (3 days) prior to the requested travel.

AUGUSTA - RICHMOND COUNTY

MOTOR VEHICLE RECORDS

RELEASE FORM

WARNING

PLEASE READ THE STATEMENT OF UNDERSTANDING AT THE BOTTOM OF THIS REQUEST FORM. IF YOU DO NOT UNDERSTAND THE FORM OR HAVE QUESTIONS PLEASE ASK BEFORE SIGNING THE FORM. PLEASE PRINT AND COMPLETE ALL THE BLANKS.

LAST NAME: _____ FIRST: _____ MIDDLE: _____
DEPARTMENT: _____ JOB TITLE: _____
SOCIAL SECURITY NUMBER: _____ DOB: _____ RACE: _____
LICENSE NUMBER: _____ ISSUING STATE: _____ ISSUE DATE: _____
CIRCLE LICENSE TYPE: CDL REGULAR

I CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THAT AUGUSTA - RICHMOND COUNTY WILL OBTAIN MY DRIVING RECORD AND THAT IT IS TO BE USED TO DETERMINE MY ELIGIBILITY FOR EMPLOYMENT OR CONTINUATION OF DRIVING PRIVILEGES. I ALSO UNDERSTAND THAT MY DRIVING RECORD WILL BE OBTAINED ON A YEARLY BASIS AND THAT I MUST INFORM MY SUPERVISOR IMMEDIATELY IF MY LICENSE IS SUSPENDED.

SIGNATURE OF EMPLOYEE/APPLICANT DATE

SIGNATURE OF WITNESS DATE

DOCUMENT NAME: Fleet Replacement Policy

DOCUMENT TYPE:

YEAR: 1998

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NUMBER OF PAGES: 13

AUGUSTA, GEORGIA
FINANCE DEPARTMENT-FLEET MANAGEMENT DIVISION
FLEET REPLACEMENT POLICY

1. POLICY: Timely and appropriate acquisition and maintenance of fleet resources is essential in this Government's mission to provide services to the Citizens of Augusta. This Government's fleet is nothing more than a tool for the provision of services to the general public by government employees. To facilitate budgeting and planning of resources this regulation establishes "Life Expectancies" for fleet equipment. The Life Expectancies are used as planning parameters and identify potential candidates for replacement. Actual replacement criteria is established using a point system which considers; age, miles/hours, reliability, maintenance and repair costs and overall condition. The criteria will identify specific units requiring replacement. Vehicles and equipment purchased with government funds represent a valuable resource and as such will be preserved and maintained to legal and established standards published in this policy. The replacement criteria published in this regulation are not absolute and are contingent on available funds and overall condition of equipment within the "window" of replacement.

2. PURPOSE: The timely replacement of fleet vehicles and equipment is necessary to encourage and maintain a safe, efficient, reliable and cost effective fleet. This policy establishes acceptable replacement criteria for replacement consideration of existing fleet assets. In addition, it establishes minimum safety and mechanical standards of equipment that are not replaced due to budgetary constraints. The overall goal of this policy is to reduce overall equipment life cycle costs (procurement, maintenance, and disposal). It is the intent of this policy to replace vehicles and equipment when owning and operating them cost more than owning and operating their replacements.

3. ECONOMIC CONCEPT: All vehicles and equipment within the fleet will eventually wear out. As they age they become increasingly more expensive to operate and maintain and less reliable and safe to use. In order to minimize total vehicle or equipment cost, replacement should be made when the operating cost (maintenance, repair and fuel) exceeds the value of the vehicle over time.

4. REFERENCES:

- 4.1 Managing Public Equipment (Second Edition), American Public Works Association, August 2000.
- 4.2 Fleet Maintenance Staffing Guide, National Association of Fleet Administrators, 2002.
- 4.3 Fleet Management; IQ Report (Fleet Management) -- Volume 34/Number 7, International City/County Management Association, July 2002.
- 4.4 Official Code of Georgia, Chapter 8, Equipment and Inspection of Motor Vehicles.

5. DEFINITIONS:

- 5.1 Life Cycle Cost- those costs associated with ownership, operating expenses throughout the working life of equipment.

5.2 Life Expectancy: The expected number of years a vehicle or piece of equipment is expected to provide economical, cost effective service in the performance of its primary intended use.

6. GENERAL:

6.1 In establishing the Fleet Replacement Policy, the Augusta Commission will establish a life expectancy for each vehicle and piece of fleet equipment, (Appendix I). The life expectancy will be expressed in age, miles, or hours of operation.

6.2 The life expectancy of any new type equipment or vehicle, not currently in the inventory, will be established and presented as part of the agenda item presented to the Commission for the approval to purchase the item.

6.3 The life expectancy allows for the timely planning of replacements of fleet assets for the purpose of annual budget submission. It has a direct affect on the annual Capital Outlay program as well as the "Non-Contract" maintenance budget.

6.4 The life expectancy is a primary factor, but not sole factor, in consideration of potential replacements and is used for budget planning.

6.5 Replacement criteria is an evaluative process whereby potential replacements, identified from the Life Expectancy evaluation, are graded individually to determine the necessity of replacement and assist in prioritizing replacements. Each vehicle will be evaluated according to the matrix at Appendix II.

6.6 Vehicle replacement is contingent on available funding.

7. PROCESS of REPLACEMENT:

7.1 Fleet Management will maintain an inventory of all fleet assets, the department/division assigned to, the date acquired and the replacement date. This information will be provided to each department at the beginning of each annual budget process.

7.2 Department Heads will review their inventories to determine those items that require replacement and establish a priority of need for their department. The information will be displayed on the Budget Form C, Capital Equipment/Budget Request (Appendix IV).

7.3 A copy of this form will be forwarded to the Fleet Manager with the original being submitted with the requested budget to Finance.

7.4 Fleet Management will consolidate all capital outlay requests, by major fund, and formulate a recommendation of replacement, through the Finance Director to the Administrator.

8. Replacement Criteria: (See Appendix II)

8.1 Consideration for replacement will be based on several factors: life expectancy, actual age, operating cost (maintenance and fuel), annual mileage/utilization, reliability, and resale value. Each vehicle or piece of equipment (capital expenditure) will be evaluated by Fleet Management using the form at Appendix II to determine if replacement is required.

8.2 Should the vehicle meet the replacement requirements and funding is available, the information will from the evaluation will be transposed to the Replacement Criteria Form, (Appendix IV) and submitted with the Agenda for purchase approval.

8.2 Vehicles which have been classified as totaled will have priority in the replacement process in the next fiscal year.

9. Vehicles Retained Beyond Life Expectancy.

9.1 A number of Public Safety, pursuit vehicles are replaced in order to ensure reliability.

9.2 Public Safety vehicles taken out of public safety service will be assessed by Fleet Management to determine the possibility of continued use in an administrative capacity.

9.3 Vehicles retained beyond their life expectancy will be maintained to a level which meets the legal requirements of safety established by Georgia Law (O.C.G.A. Chapter 8, Section 40) Appendix V.

10. ANNUAL FLEET REVIEW: At the end of each calendar year, Fleet Management will calculate the annual mileage for each vehicle within the fleet. Vehicles which have been driven 5,000 miles or less in the year will be identified and a list published to the Finance Director and Administrator. Each Department Director will be provided a list of vehicles within their department with 5,000 miles or less (miles driven in a year). Directors must justify the retention of these vehicles in their active fleet. Fleet Management will consolidate the individual justifications and provide a recommendation through the Director of Finance to the Administrator for approval to retain or recommendation to turn the vehicle in.

11. FUNDING:

11.1 General Fund: Departments funded by the General Fund will submit capital asset requirements each year as part of the budget process. Fleet Management will consolidate all capital outlay requests and provide a General Fund Capital Outlay replacement plan for that calendar year. The recommendation will be forwarded through the Director of Finance to the Administrator.

11.2 Enterprise Funds – Each Department funded as an Enterprise Fund will submit capital asset requirements as part of the budget process. Fleet Management will review all requirements to ensure they are consistent with this policy.

11.3 Grant Funds – Departments which have access to grants are responsible for the application and administration required to obtain the grant. Fleet Management will provide any necessary vehicle/equipment specifications and appropriate purchasing processing (including proposals in accordance with purchasing requirements).

11.4 Seizure Funds – (applicable to Sheriff and District Attorney) – These funds are awarded based on a court order and are under the control of the respective elected official. They may be used by the receiving agency, have no affect on the General Fund and may be used for vehicle and/or equipment purchases and/or used in compliance with the Court Order. Fleet Management will assist with the processing of necessary administration associated with the purchase of vehicles or equipment.

11.5 Special One Cent Sales Tax (SPLOST) – The purchase of vehicles or equipment using SPLOST funds will be closely monitored to ensure that any expenditures are consistent with the approved referendum.

12. PROPONENT: The proponent agency for this policy is: Finance Department, Attention: Fleet Management Division. Any suggestions for improvement or comments should be addressed to Finance Department, Attention: Fleet Management Division.

13. This policy supercedes the Augusta-Richmond County Vehicle and Equipment Replacement Criteria, dated 1 September 1998.

APPENDIX I

LIFE EXPECTANCY

EQUIPMENT TYPE	AGE	MILES/ HOURS
Air Tools (construction)	5	N/A
Asphalter	10	N/A
ATV	8	N/A
Auger, Portable	6	N/A
Automobile, Administrative	8	125,000
Automobile, Pursuit	4	90,000
Blower, Leaf	4	N/A
Boat	12	N/A
Boring Machine	10	8,000 hr
Bus, Small	10	1,250,000
Cart, Utility	7	N/A
Chipper, Wood	8	5,000 hr
Compactor, Landfill	6	10,000 hr
Compressor, Air	6	5,000 hr
Dozer, Tracked	7	8,500 hr
Dozer, Tracked - Landfill	6	8,500 hr
Edger, Lawn	2	N/A
Engine, Outboard	10	N/A
Excavator, Tracked	8	8,000 hr
Excavator, Wheeled	8	9,000 hr
Finisher, Concrete	5	N/A
Flusher, Sewer (trailer mtd)	8	N/A
Forklift	12	N/A
Generator, Portable	8	N/A
Grader, Road	10	9,000 hr
Grinder, Stump	8	5,000 hr
Lawn Equipment - small	2	N/A
Loader, Front End	10	9,000 hr
Machine, Smoke	5	N/A
Mixer, Cement (towed)	6	N/A
Motorcycle	6	75,000
Mower, Self Propelled W/B	3	N/A
Mower, Sidearm	8	7,000 hr
Mower, Small Riding	4	2,500 hr
Mower, Towed -all types	8	N/A
Paint Machine, Line Traffic	6	N/A
Prunner	2	N/A
Pulverizer	4	N/A
Pump - all types	7	3,000 hr
Rodder, Sewer (towed)	8	N/A

EQUIPMENT TYPE	AGE	MILES/ HOURS
Roller, Asphalt	8	9,500 hr
Sandblaster	7	N/A
Saw, Chain	2	N/A
Saw, Concrete	4	N/A
Saws, Other	4	N/A
Scraper/Motor grader	12	9,500 hr
Snow Plow	15	N/A
Sprayer, trailer mtd	6	5,000 hr
Steam Cleaner (diesel)	8	N/A
Steam Cleaner (gas)	6	N/A
Sweeper (floor/street)	8	9,500 hr
Tractor, AG	10	9,500 hr
Trailer, Cargo (small)	12	N/A
Trailer, Equipment	15	N/A
Trailer, Tanker	10	N/A
Trailer, Trash Haul 12 Ton	10	N/A
Trailer, Trash Haul 24 Ton	10	N/A
Trencher	8	7,500 hr
Truck, Animal Contain	6	125,000
Truck, Bucket (over 45 ft)	10	125,000
Truck, Bucket (under 45 ft)	8	125,000
Truck, Crane	12	125,000
Truck, Dump-Single Axle	10	150,000
Truck, Dump-Tandem	12	150,000
Truck, Fire Ladder	15	N/A
Truck, Fire Pumper	15	N/A
Truck, Flatbed/Stakebody	10	125,000
Truck, Fuel/Lube	10	150,000
Truck, Grapple	10	125,000
Truck, Landscape	10	125,000
Truck, Leaf Vac	8	125,000
Truck, Pickup - below 1 Ton	8	125,000
Truck, Pickup- 1 Ton & over	9	125,000
Truck, Pole Digger	12	125,000
Truck, SUV	8	125,000
Vacuum, Lawn	5	N/A
Van, Cargo & Passenger	8	125,000
Van, Prisoner/work Detail	8	125,000
Washer, Pressure	5	N/A
Welder	7	N/A

FINANCIAL IMPACT: Deferring or not replacing vehicles and equipment beyond their life expectancy impacts on the operating budget, directly affecting vehicle cost allocation (maintenance budget). As vehicle move beyond the life expectancy, maintenance costs move from contract repairs to non-contract repairs, directly affecting their operating budget.

APPENDIX II
REPLACEMENT EVALUATION MATRIX
FLEET REPLACEMENT POLICY

FACTOR	POINT DESCRIPTION	POINTS
Age	One point for each year of chronological age. For Pursuit vehicles (road patrol and traffic cars) use 1.5 points for each year. Use .5 for each year for equipment with life expectancy of 10 years or more.	
Miles/Hours	One point for each 10,000 miles of use or 1,000 hours (500 hrs small equipment)	
Type of Service	5 points for vehicles/equipment for severe duty service 3 points for public service work type vehicles. 1 point administrative or passenger transport type vehicles.	
Reliability	Points are assigned based on the average number of times an item is in the shop over the past year. The repair is not a "quick fix" repair, "come-back" or PM service. 5 points = average of 2 times each month or a total of 15 times within 12 months (add one point for road patrol/traffic car, and one for fire machine). 3 points = average of one time each month or up to 10 times within a 12 month period. 1 point = average of one time every 3 months.	
Maintenance And Repair Costs	Considers total repair costs against the purchase price of the equipment. 5= maintenance and repair costs equal to or greater than the purchase price of the equipment. 1= maintenance and repair costs 20% or less than the purchase price of the vehicle	
Condition	Considers overall body condition, interior and exterior; accident history future repair estimates. Scale of 1 to 5 with 5 being a vehicle that is in poor condition.	
	TOTAL POINTS	
RANGES: Under 18 points Excellent 18 to 22 points Good 23 to 27 points Qualifies for Replacement 28 points or more Needs immediate consideration for replacement		

APPENDIX III

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

Department Name:		Department Number:		Date:	
Vehicle Description:					
Assigned Use:				Signature of Director/Elected Official	
Actual Age:		Current miles/hours:		Purchase Price:	
Life Expectancy Criteria Requirements- (Policy Evaluation)					
Age	Mi/Hr:	Type of Service:	Reliability:	Maint/Repair:	Condition:
Evaluation Points:			Policy Evaluation Results:		
Fleet Manager Recommendation					
Finance Director Approval:					
Replacement Date:				Fiscal Year Replacement:	
Estimated Replacement Cost:				Funding Source:	

APPENDIX IV
Budget Worksheet
FLEET REPLACEMENT POLICY

Augusta, Georgia
Capital Equipment/Budget Request
2005 Budget Worksheet

Form C

Page: _____

FUND NO: _____

DEPARTMENT No. & NAME: _____

ACCOUNT No.: _____

Item/Project Description	Priority Rank	Acct. No.	Estimated Cost	Amt. Approved

Replace Asset No.	_____	_____	_____	_____

Replace Asset No.	_____	_____	_____	_____

Replace Asset No.	_____	_____	_____	_____

Replace Asset No.	_____	_____	_____	_____

Replace Asset No.	_____	_____	_____	_____
Total	_____	_____	_____	_____

Appendix V
Mechanical Standards
FLEET REPLACEMENT POLICY

The following represents the standards of equipment for vehicles from the Georgia Code. Augusta government vehicles will comply with the mechanical standards established by law. Any item not in compliance with Georgia law will render the vehicle "out of service" or not operational on the public highway until the short-coming is corrected. No employee, supervisor or manager has the authority to "over-ride" these provisions. Policy dictates that employees of Augusta will operate their vehicles in a "safe, legal and prudent manner consistent with all Federal, State, and local laws and ordinances".

Chapter	Sec	Para	Sub-Para	SUBJECT	DESCRIPTION
40	8	22	(d)	Head lights	Headlights shall be maintained in proper working condition
40	8	23	(b)	Tail lights	Tail lights shall be maintained in proper working condition
40	8	23	(b)	Trailer Tail Lights	Every motor vehicle, trailer, semi-trailer, and pole trailer shall be equipped with 2 tail lights
40	8	25	(b)	Brake lights	If a motor vehicle is manufactured with 2 brake lights, both must be operational.
40	8	26	(d)	Rear lights-general	All lenses on brake lights and signal devices shall be maintained in good repair and shall meet manufactures' specs
40	8	27	(a)	Flag on Projected Load	A 12 inch by 12 inch (orange/red) flag for any projection beyond 4 feet from the rear of the vehicle
40	8	50	(a)	Brakes	Every vehicle to have two separate means of applying the brakes. (ref: park brake)
40	8	50	(c)	Trailer brakes	Every trailer of 2,500 pounds gross weight or more shall be equipped with brakes on all wheels.
40	8	53		Brake Performance	@ 20 mph stop in 30 feet
40	8	54		Maintenance of Brakes	All brakes shall be maintained in good working order and shall be so adjusted as to operate as equally as practicable with respect to the wheels on opposite sides of the vehicle.
40	8	70	(a)	Horns	Every motor vehicle when operated upon a highway shall be equipped with a horn in good working order (200 feet)
40	8	71	(a)	Exhaust System	Must be in good working order

40	8	72		Mirrors	Must be equipped to reflect to the driver, 200 feet to the rear of the vehicle
40	8	73	(c)	Windshield & Wipers	Wipers to be maintained in good working order
40	8	73	(d)	Windshield & Wipers	No motor vehicle shall be operated with a windshield or rear window having a starburst or spider webbing effect greater than three inches by three inches.
40	8	74	(a)	Tires (non-CDL)	(1) Shall have not less than 2/32 inch tread measurable in all major grooves. (2) Shall be free from cuts, breaks or snags deep enough to expose body cord. (3) Shall be free from bumps, bulges or separations
40				Tires (CDL)/Buses	(1) Front tires 4/32, shall be of the same tread and not recapped. (2) All other tires, 2/32 (3) Same as (2) & (3) (non-CDL)
40	8	75		Mud Flaps	(1) Mounted on the rear most wheels (2) Shall have a ground clearance of not more than one-half the distance from the center of the rearmost axle to the center of the tires they are covering unless equipped with fenders that accomplish the same purpose.
40	8	76.1	All	Safety belts	
40	6	254	All	Placing load on or in vehicle	No person shall operate any motor vehicle with a load on or in such vehicle unless the load on or in such vehicle is adequately secured to prevent dropping or shifting or such load onto the roadway.
40	8	4	All	Slow moving Vehicles	Vehicles/equipment generally operated at speeds less than 25 miles an hour, including all road construction or maintenance equipment shall have the proper emblem (ASAE S276.1)



OFFICE OF THE ADMINISTRATOR

CHARLES R. OLIVER, PE CPA
ADMINISTRATOR

WALTER S. HORNSBY, III
ASST. ADMINISTRATOR

ROOM 801 - MUNICIPAL BUILDING
530 GREENE STREET - AUGUSTA, GA 30911
(706) 821-2400 - FAX (706) 821-2819

September 2, 1998

Mr. Harry L. Siddall
Fleet Manager
Room 901, Municipal Building
530 Greene Street
Augusta, Georgia 30911

1998 Replacement Policy

Dear Harry,

The Augusta Commission, at its Regular Meeting held Tuesday, September 1, 1998, approved the Augusta-Richmond County vehicle and equipment replacement criteria. (Funded by Account #21-4511-00-0449.)

Should you have any questions in this regard, please do not hesitate to call.

Sincerely,

Charles R. Oliver
Administrator

CRO/shw

cc: Mr. David Collins
Mrs. Donna Williams
Mrs. Geri Sams

9-1-98-#4

TO: Finance Committee/Commissioners
Charles "Randy" Oliver, County Administrator

FROM: Harry L. Siddall, Fleet Manager

DATE: August 17, 1998

SUBJECT: Motion to approve the Augusta-Richmond County vehicle and equipment replacement criteria.

1998 Replacement Policy

CAPTION: Motion to approve the Augusta-Richmond County vehicle and equipment replacement criteria.

BACKGROUND: In performance of the duties of the Fleet Management Department, the section requires the need to determine when equipment should be replaced. To effectively determine this, a replacement limitation criteria has to be established as a point of reference for the determination. The current Fleet Maintenance Contract, Section 5.2 - Limitations, contains language stipulating that the replacement guidelines will be established and that all repair cost for equipment that has exceeded it's life will be charged non-contract cost.

ANALYSIS: Common fleet practices require a vehicle replacement criteria be established, in order to determine if maintenance funds should be spent to repair a unit, or if the unit should be salvaged.

FINANCIAL IMPACT: Funding currently established for contracted services would be reduced as equipment becomes overage and the funds would then be transferred to non-contract funds. Approved repairs, as authorized by the Fleet Manager, would be funded with the non-contract revenues.

ALTERNATIVES:

1. Approve the replacement criteria for Augusta-Richmond.
2. Do not approve the request and hamper the effectiveness of all of the City/County Departments.

RECOMMENDATION: Approve the replacement criteria.

DEPARTMENT
DIRECTOR: _____

FUNDS ARE AVAILABLE IN THE
FOLLOWING ACCOUNTS:

21-4511-00-0449

COUNTY
ADMINISTRATOR: _____

FINANCE: _____

COMMITTEE ACTION:

AUGUSTA-RICHMOND COUNTY EQUIPMENT REPLACEMENT CRITERIA

The following is the Replacement Criteria's for Augusta-Richmond County vehicles and equipment:

<u>EQUIPMENT TYPE</u>	<u>YEARS OR MILEAGE</u>	
Automobiles, Administrative	5	125,000
Automobiles, Emergency (Fire/CID)	4	125,000
Automobiles, Pursuit	4	110,000
Buses	15	n/a
Motorcycles	5	50,000
Trailers, Cargo	10	n/a
Trailers, Equipment Hauler	15	n/a
Trailers, Tanker	8	n/a
Trucks, Animal Control	7	150,000
Trucks, Bucket, under 45 foot	7	110,000
Trucks, Bucket, over 45 foot	10	110,000
Trucks, Crane	10	175,000
Trucks, Dump, under 15 ton	8	175,000
Trucks, Dump, over 15 ton	10	175,000
Trucks, Fire, Pumper	15	n/a
Trucks, Fire, Ladder	15	n/a
Trucks, Flatbed/Stakebody	8	150,000
Trucks, Pole Digger	12	150,000
Trucks, Pickup, below 1 ton	6	150,000
Trucks, Pickup, 1 ton and above	7	150,000
Trucks, Tractor, 5th wheel	10	250,000
Trucks, Sewer Cleaner	7	150,000
Trucks, Sewer Rodder	7	150,000
Trucks, Utility Body	7	150,000
Vans, Cargo and Passenger	6	150,000
Vans, Law Enforcement	5	125,000

1998 Replacement Policy

Compressor, Air	8	n/a
Boat	10	n/a
Boat Motor	7	n/a
Bulldozer	12	n/a
Chipper	7	n/a
Excavator	12	n/a
Forklift	12	n/a
Generator	10	n/a

<u>EQUIPMENT TYPE</u>	<u>YEARS OR MILEAGE</u>	
Grader, Road	12	n/a
Landfill Bulldozer	3	n/a
Landfill Compactor	3	n/a
Landfill Excavator	4	n/a
Landfill Loader	4	n/a
Landfill Scraper	3	n/a
Loader, Backhoe	10	n/a
Loader, Front End	10	n/a
Mower, Riding	7	n/a
Mower, Self-Propelled, Commercial	4	n/a
Mower, Towed, Rotary	7	n/a
Mower, Towed, Flail	7	n/a
Pumps	5	n/a
Roller, below 8 ton	6	n/a
Roller, above 8 ton	8	n/a
Roller, Sheepfoot	10	n/a
Saw, Rescue	4	n/a
Scraper	12	n/a
Sweeper, Floor	6	n/a
Sweeper, Street	7	n/a
Tractor, Agricultural	10	n/a
Tractor, Side Arm Mower	10	n/a
Tractor, Flail Mower	10	n/a
Trencher	7	n/a
Utility Cart	6	n/a

1998 Replacement Policy

The Fleet Maintenance Contractor will make replace versus repair recommendations when equipment requires repairs estimated to exceed established repair limits or when the Contractor believes the equipment is uneconomical to repair.

Replace versus repair analysis should include, but not limited to:

- Equipment repair estimates
- Equipment replacement cycles
- Equipment condition
- Equipment life cycle cost

The Fleet Manager will determine, based on the analysis, if the equipment should be removed the fleet.

Fleet Management will prepare the appropriate documentation to request approval from the Augusta-Richmond City/County Commission to excess the equipment and prepare for auction.

FLEET MANAGEMENT OPERATIONS, MAINTENANCE, AND REPLACEMENT POLICY

CENTRAL SERVICES DEPARTMENT

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The proponent agency for this policy is the Central Services Department (Attention: Fleet Management Division). Any comments, questions or recommendations should be referred to: Fleet Management.

FLEET MANAGEMENT, OPERATIONS AND MAINTENANCE POLICY

POLICY STATEMENT: Vehicles and equipment, belonging to Augusta, Georgia will be maintained and operated in a legal, safe and prudent manner, consistent with all federal, state and local laws and ordinances. The proper management, accountability and use of government assets is the responsibility of all users. Every effort will be made to eliminate misuse, misappropriation, and abuse of vehicles and equipment belonging to this government. Employees responsible for driving vehicles or operating equipment will ensure the asset is turned in for maintenance consistent with the appropriate maintenance schedules or at the time the operator detects a shortcoming. It is the responsibility of all employees, regardless of position, to support a cost-effective operation. In order to ensure proper adherence to use of Augusta, Georgia vehicles and equipment, employees should also review Risk Management Vehicle Usage guidelines and other policies of the Augusta, Georgia Personnel Policy and Procedures Manual. The information included in this policy does not supersede the policies of the Augusta, Georgia Personnel Policy and Procedures Manual.

SECTION I **ADMINISTRATIVE OVERVIEW**

1.01 PURPOSE: The purpose of this policy is to establish uniform and comprehensive criteria for the purchase, assignment, use, administrative control, and disposal of assets owned, leased, titled, or under the control of Augusta, Georgia.

1. Provides for necessary information to ensure adequate, safe, and legal transportation for the performance of official business in the most cost effective and service efficient manner possible.
2. Provides a standard policy which will be enforced in all functional areas.

1.02 APPLICABILITY: This policy is applicable to all employees that are subordinate to the Augusta Commission. It encompasses the operation of fleet assets owned, leased by, under the control of and/or titled to Augusta, Georgia, unless otherwise specified in this policy.

1.03 ORGANIZATION: Effective June of 2016, the Fleet Management Division became a subordinate division of the Central Services Department of Augusta, Georgia. It operates as an internal service fund and is headed by a Fleet Manager, who reports to the Director of Central Services. The mission is to provide support to all departments, agencies and Constitutional Officers/Elected Officials in matters relating to the administration, acquisition, operation, maintenance, management, fueling and disposal of assets, which are owned, leased, titled to or otherwise controlled by Augusta, Georgia.

1.04 RESPONSIBILITIES:

1. Responsible for developing and recommending uniform policies for vehicle acquisition, use, maintenance, fueling, and disposal consistent with federal, state, and local laws and ordinances.
2. Develops and reviews all fleet asset specifications, prior to the bidding process by the Procurement Department, for practicality, economy, standards, and need.
3. Responsible for coordinating maintenance, establishing priorities, and accounting for expenses relating to fleet management functions.
4. Maintains an active fleet list and records associated with the proper management of assets.

5. Conducts asset assessments to ensure cost effectiveness and has the authority to designate assets as uneconomically repairable.
6. Monitors contracts and subcontracts relating to the maintenance and fueling of fleet assets to ensure efficient and effective operations.
7. Recommends policy and procedures on fleet maintenance, operations, and management.
8. Provide status reports as appropriate.
9. Provides administrative support, as directed by the Central Services Director, to the Administrator on processing of vehicles requested to be driven home by employees and Department Heads.
10. Responsible for the managed fuel program.
11. Responsible for administration associated with obtaining vehicle license tags, titles and registrations.
12. Responsible for the proper disposal of excess, surplus assets and property (excluding real estate) as required by policy or as directed by the Administrator, Commission or Elected Official having authority over said property.

SECTION II

OPERATIONS

2.01 USE OF GOVERNMENT ASSETS:

1. Government assets will be used **“For Official Use Only”** and are to be operated in a safe, legal and prudent manner. The use of assets will be for the convenience of the government, not the employee.
2. Augusta, Georgia vehicles may be used when on official travel status between the place of departure, in Augusta, Georgia to a place of business and the place of temporary lodging. The vehicle may be used to transport the employee(s) to eating establishments or to obtain medical assistance (including drug store) while in a travel or training status.
3. Employees working at job sites away from their normal work place (“headquarters”) may use their assigned government vehicle for transportation during eating periods when on duty if:
 - a. It is more advantageous to Augusta, GA that the vehicle not to return to the headquarters.
 - b. When the driver’s duties are such that returning to the primary job site would result in more miles being put on the vehicle.
 - c. If the employee is authorized to drive the vehicle home.
4. Smoking of tobacco products in government vehicles is prohibited.
5. Seat belts will be worn at all times inside of Augusta, GA vehicles.
6. Family members may not be transported in government vehicles. Family members who are employees of this government may not be given rides to and from work, on a daily/routine basis, unless the employee driver and the employee rider are required at the same location.
7. No employee is authorized to modify, uninstall, or install any electronic device that requires connecting to any existing wiring within the vehicle (wiring harness, battery, or fuse box). The use of electrical outlets, as provided by the manufacturer, is authorized.

2.02 UNAUTHORIZED VEHICLE USE:

1. Any use for personal purposes other than commuting/travel which has been authorized.

2. Transport of hitchhikers, family member or anyone that is not an employee of Augusta.
3. Transport of cargo that is not related to the performance of official Augusta, Georgia business.
4. Transport of any hazardous materials such as acids, explosives, weapons, ammunition or highly flammable material, except by specific authorization or in an emergency.
5. Transporting any political campaign literature or matter to engage in soliciting votes or to transport any person or persons soliciting votes in any election or primary.
6. Transporting alcoholic beverages or contraband (unlawful drugs, weapons or other restricted items).

2.03 DISCLAIMER OF LIABILITY: Employees who are in violation of this policy by transporting family members, persons not employed by this government, or any unauthorized passengers or using Augusta, GA assets for any purpose other than “Official Business” which results in physical damage and/or bodily injury may:

1. be personally responsible for any and all damages to property or person(s) resulting from the accident and/or;
2. be personally responsible for any and all medical related costs resulting from the accident and/or;
3. be subject to disciplinary action up to and including termination of employment as determined by the Augusta, GA Personnel Policy and Procedures Manual

2.04 DRIVING VEHICLES HOME:

1. Authorization to drive an assigned vehicle home must be approved, in writing, by the Administrator. Requests will be reviewed each year.
2. Approvals will be granted only when allowing the employee to drive the vehicle home is for the convenience of Augusta, Georgia.
3. Department heads must enclose a full justification on the request for “Authorization to Drive a Government Vehicle Home” form. The completed form will be sent to Fleet Management for additional information and forwarded to Risk Management for comment.
4. For an employee to drive a vehicle home:
 - a. a real need must exist and the need is for the convenience of the government
 - b. the employee is on 24 hour on-call
 - c. the employee is frequently required to work outside of normal business hours
 - d. the employee responds to after-hours emergencies at locations other than their normal business location
5. IRS Publication 15-B establishes that some drive home vehicles are considered as a Fringe Benefit. This publication requires a value to be established for this benefit and the employee will pay taxes on that value.

2.05 OUT OF COUNTY USE:

1. Drivers of government vehicles may drive out of the County boundaries, to adjacent counties, when the department mission requires. This would be in the course of routine requirement of the respective department. ~~The “Out of County Travel Notification” form is not required if traveling to adjacent counties for short periods of time, less than 8 hours.~~
2. ~~Government vehicles planning to go beyond the boundaries of Richmond County are required to provide an approved “Out of County Travel Notification Form” from Risk Management prior to travel.~~ Refer to the Risk Management Vehicle Usage Section of the

Augusta, Georgia Personnel Policy and Procedure Manual for possible applicable requirements for Out of County Use.

2.06 POOL CARS: Fleet Management maintains a limited amount of vehicles for use by employees. Priority of use is for employees going out of town for training events, seminars, workshops and coordination with other agencies. If available, vehicles may be reserved for local travel for job related requirements, for short periods. Reservations can be made by contacting Fleet Management. Employees that take a pool vehicle outside the boundaries of Richmond County are required to have completed the “Out of County Travel Notification” form through Risk Management.

2.07 DECALING OF AUGUSTA, GA VEHICLES: (O.C.G.A. § 36-80-20)

1. Fleet Management follows the Official Code of Georgia Annotated (O.C.G.A. § 36-80-20) Local Government provisions regarding decals or seals required on vehicles owned or leased by Augusta, Georgia.
2. All vehicles, other than public safety vehicles and others exempt by law, will have the asset number affixed to the front and rear of the vehicle.

2.08 VEHICLE COLORING: Augusta, Georgia vehicles will bear the following colors.

1. Augusta, Georgia vehicles including: automobiles, pickup trucks, vans, utility body (service) and dump trucks (cab and hood) will be white in color; construction assets excluded.
2. Fire Department: As prescribed by the Fire Department Chief but will be only a single color.
3. Elected Officials are authorized to dictate the vehicle colors for their agency/department.
4. Vehicles transferred from one agency/department to another, for continued use, will be painted the approved color of the receiving agency prior to putting the vehicle in service at the gaining department.

2.09 TAGS, TITLES, AND REGISTRATION:

1. All assets will display the proper state government tag in the proper manner.
2. Tags will be removed from vehicles only by Risk Management, Shop 1 or Shop 2 personnel and processed/coordinated with Central Services.
3. The Fleet Management Division of the Central Services Department is responsible for acquiring tags, titles and registrations for each vehicle.
4. No tag will be transferred from one vehicle to another, including public safety vehicles.
5. Registration will remain in each vehicle belonging to Augusta, Georgia. If the registration is lost or illegible, a copy can be obtained from the Fleet Management Division of the Central Services Department
6. Lost or stolen tags must be reported to Fleet Management immediately. Fleet Management will apply for a replacement tag.

2.10 MANAGED FUEL PROGRAM: Fuel cards are accountable items and should be periodically checked/inspected by supervisors. Fuel cards are issued, as appropriate, by Fleet Management for all new assets. Fuel dispensed using the fuel card system is the property of Augusta, GA and any use of the fuel card for personal use or gain will be considered as misappropriation and/or theft of property and could lead to disciplinary action or termination.

1. Any lost card should be immediately reported as missing. Replacement or missing cards may be ordered by Fleet Management.
2. Departments should report any discrepancy or perceived violation of the card.
3. Per Department Director or Assistant Director request, supervisor cards can be issued to Supervisors for fueling small containers (5 or gallons or less) or equipment not assigned a fuel card and for correcting employee or attendant errors at fueling stations.
4. If an employee or supervisor believes an employee PIN may have been compromised they should immediately contact Fleet Management to have a new PIN issued.
5. Departments should review the monthly fuel report and investigate any noted irregularities

SECTION III **ADMINISTRATION**

3.01 MAINTENANCE BUDGET: Fleet Management will provide a recommendation for the proposed fleet maintenance budget for all departments, with the exception of Augusta Public Transit, Environmental Services, Fire Department and Augusta Regional Airport. The budget will consider past maintenance history/charges and the total number of assets. The budget is currently broken up into Contract Cost (55.12110) and Non-Contract cost (55.12110).

3.02 ANNUAL FLEET ASSESSMENT:

1. In February of each year, or as directed by the Director of the Central Services Department, Fleet Management will calculate the number of miles or hours of use for the previous year along with lifetime mileage or hours for assets.
 - a. In consideration of underutilized assets (5k or less miles for vehicles), departments will need to provide written justification to Fleet Management for retention requests.
 - b. In regards to potential replacements (175k or more miles for vehicles, 125k for patrol vehicles), departments will need to provide a written request to Fleet Management for further evaluation utilizing the 'Evaluation Matrix'.
2. The Director of Central Services will coordinate a meeting with each department Director to go over the list of vehicles prior to meeting with the Administrator for final decision.

3.03 REPLACEMENT CRITERIA: Replacement criteria is established utilizing a point system which considers; miles/hours of use, maintenance/repair costs compared to purchase price, reliability and overall condition of the asset. The included 'Evaluation Matrix' is a guide to assist in evaluating and establishing recommendations for vehicles that qualify (could be considered) for replacement.

3.04 NEW VEHICLES:

1. Under normal circumstances, Augusta, GA assets will be replaced on a basis of need or economic reasons. Prior to the annual published budget calendar, Fleet Management will provide a report to Departments of assets that should be reviewed for replacement; replacement consideration will be based on mileage, repair history, use, and overall condition. Vehicles classified as totaled will have priority in the replacement process in the next fiscal year. Once a department has identified vehicles for replacement, the appropriate budget form, along with the supporting documents, must be submitted to Finance with their budget request and a copy forwarded to Fleet Management.

2. New vehicles will be delivered by the vendor to the appropriate repair shop for distribution to the respective departments. Departments will be notified that the vehicle is ready for issue by the Fleet Manager. Prior to being issued, the following will be completed:
 - a. An asset number has been applied
 - b. The vehicle is properly stenciled
 - c. Special equipment (other than bid specification items) mounted and operational
 - d. A vehicle safety inspection is performed
 - e. The vehicle has been added to the Fleet List
 - f. A vehicle fuel card ordered.
3. The gaining department must turn in the old vehicle before the time of pickup (if the vehicle was purchased as a replacement), unless a turn in has already been made.
4. Any vehicle which is non-operational and non-repairable will be turned in to the appropriate shop for disposal. Vehicles in the above mechanical status will NOT be stored at the respective department pending the arrival of a new/replacement vehicle. A completed Fixed Asset Tracking Form serves as a valid turn in document. The tracking form will be sent to the Fleet Manager for processing.

3.05 ASSET TRANSFERS:

1. Vehicles transferred from one department to another department must have approval from the Administrator. Fleet Management will assist with the necessary administration to submit the request for review by Administration. Any repairs needed to the asset should be done prior to the transfer.
2. Assets that are transferred from one division to another within a department will be reported to Finance and Fleet Management on the "Fixed Asset Transaction Document".
3. Assets cannot be transferred between "funds"; e.g., a vehicle from an enterprise fund to a general fund, unless the asset is purchased by the receiving "fund"/department.
4. Vehicle transfers will be made to replace vehicles NOT add to a department's inventory of vehicles.
5. If approved the Fleet Manager will notify the gaining department and provide copies of the approved request to:
 - a. Finance: Attention Fixed Assets
 - b. Central Services
 - c. General Manager of the Contract Maintenance provider
 - d. Department Head of the losing vehicle
6. The gaining department will be responsible for:
 - a. Repainting, if necessary
 - b. Maintenance
 - c. Re-stenciling
 - d. Ensuring the vehicle meets the criteria for department operations as set forth in this policy
 - e. Coordination with Central Services for tag transfer
 - f. Coordination with Finance for Asset transfer

3.06 DISPOSAL OF ASSETS:

Accountable assets owned by Augusta, Georgia will be disposed of by public auction, unless otherwise directed by the approving authority. The exception is for vehicles involved in vehicle accidents and classified as totaled by Risk Management. In cases of totaled vehicles, every effort

will be made to make use of usable parts before taking the vehicle to a recycling center for scrap metal. Departments turning in vehicles or equipment for auction will be responsible for removing any items or trash. Fleet Management will be responsible for disposing of assets through Public Auction.

1. Vehicles which are excess to the department needs, uneconomically repairable, or damaged beyond repair, will be turned in to the appropriate Shop for auction or salvage sales. Fleet Management will ensure a 'Fixed Asset Transaction Document' is submitted to the Finance Department for every auctioned or salvaged asset.
 - a. The Fleet Manager will prepare a list of vehicles by asset number, year, make, model, and vehicle identification number.
 - b. The list will be coordinated with those departments, which the vehicles came from to ensure all vehicles are no longer needed.
 - c. The list will be sent to the Administrator to declare the vehicles excess/surplus.
2. Confiscated vehicles, awarded by the court to the Sheriff's Office, may be turned over to Augusta, GA for disposal through Fleet Management.
3. Revenue from the sale of Fleet vehicles will be deposited in the appropriate account, as designated by the Finance Department.
 - a. Proceeds from the sale of vehicles, originally purchased from enterprise funds will be deposited in enterprise fund accounts.
 - b. Proceeds from the sale of vehicles, originally purchased for grant funds will be deposited in grant fund accounts.
 - c. Revenue from the sale of confiscated vehicles will be distributed as directed by law.

3.07 VEHICLE and/or EQUIPMENT ABUSE:

Employees driving or using Augusta, Georgia assets are responsible for the overall upkeep of their assets. Failure to perform daily checks, keep their assets clean and serviced, make the vehicle available for servicing, or use their asset for anything other than its intended official use constitutes asset abuse (beyond normal wear and tear). Employees are subject to having their privileges revoked for Augusta, Georgia assets. If damage is associated with the misuse of assets, a damage assessment may be directed by the Safety Review Committee.

APPENDIX I

REPLACEMENT EVALUATION MATRIX

Factor	Point Descriptions
Miles/Hours Vehicles Equipment	One point for each: 10,000 miles driven 1,000 hours (large) or 500 hours (small) of use
Type of Service	1 Point - Administrative or Passenger Transport 3 Points - Public Service Work 5 Points - Severe Duty Service
M&R Costs	Points based on total life M&R costs (excluding accident damage repair) compared to assets original purchase price. 1 Point - Less than 23% of Purchase Price 2 Points - Between 24-48% of Purchase Price 3 Points - Between 49-73% of Purchase Price 4 Points - Between 74-99% of Purchase Price 5 Points - Equal to or greater than purchase price
Reliability	Points based on the frequency that an asset is in the shop for repair over a year, if the repair is not considered preventative maintenance, a 'quick fix' or 'return' service. 1 Point - Average of once a quarter 3 Points - Average of once a month 5 Points - Average of two times a month
Condition	Points based on overall body and interior condition, accident history, anticipated repairs, etc. Scale of 1 (Excellent) through 5 (Poor).
Ranges	
<18	Excellent
18-22	Good
23-27	Qualifies for Replacement
28>	Needs Immediate Consideration

APPENDIX II

REPLACEMENT EVALUATION FORM

Asset Information	
Department Name: _____	Date: _____
Org Key: _____	
Vehicle Description: _____	Asset Number: _____
Assigned Use: _____	
Signature of Director/Elected Official: _____	
Purchase Date: _____	
Purchase Price: _____	
Current Mileage: _____	
Replacement Criteria Scoring	
Score	Details
Miles/Hours _____	_____
Type of Service _____	_____
M&R Cost _____	_____
Reliability _____	_____
Condition _____	_____
Total Score _____	_____
Fleet Manager Recommendation: _____	
Planned Replacement Year: _____	
Funding Source: _____	

Fleet Manager Approval:	_____
Central Services Director Approval:	_____

DRAFT



Administrative Services Committee Meeting
3/9/2021 1:10 PM
Fleet Policy

Department:	Central Services - Fleet Management
Presenter:	Takiyah Douse
Caption:	Request approval of the Comprehensive Fleet Management Operations, Maintenance and Replacement Policy.
Background:	The original Fleet Management Operations and Maintenance policy was first developed and approved by the Commission in 1997. This policy has not been updated since, although changes have been made in the form of Administrative Regulations or Memorandums signed by the Administrator. Several changes in a number of supported and administrative departments that support fleet operations have been made, over the years, which necessitated the need for a comprehensive revision of the policy
Analysis:	Organizational structure, administrative changes in process' in various departments have affected the original policy to the extent that a revision was necessary for the efficient management, operation and maintenance of the Augusta fleet.
Financial Impact:	No known financial impact is anticipated with this revision.
Alternatives:	(1). Approve the revisions as indicated (2) Disapprove the revision in part and provide guidance. (3) Disapprove the revision and provide guidance.
Recommendation:	Request approval of the comprehensive Fleet Management Operations, Maintenance and Replacement Policy.
Funds are Available in the Following Accounts:	No funds.

REVIEWED AND APPROVED BY:

Finance.

Procurement.

Law.

Administrator.

Clerk of Commission

Georgia Department of Public Health Intergovernmental Contract for Services

Solicitation Title N/A	Solicitation Number N/A	Contract Number 40500-049-21213263
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1. This Contract is entered into and between the Georgia Department of Public Health and the Contractor named below:

Augusta Georgia c/o Housing and Community Development (hereafter called Contractor)

2. Contract to Begin: March 1, 2021	Date of Completion: February 28, 2022	Extensions: 3
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3. Performance Bond, if any: N/A	Other Bonds, if any: N/A
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4. Maximum Amount of this Contract: \$2,675,029.44	Total Financial Obligation of the Department for the First Fiscal Year: \$2,675,029.44
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IN WITNESS WHEREOF, this Contract has been executed by the parties hereto.

5.
Augusta Georgia c/o Housing and Community Development (hereafter called "Contractor")

Contractor's Name (If other than an individual, state whether a corporation, partnership, etc.)

By (Authorized Signature)	Date Signed
Printed Name	Title of Person Signing
Address	

6.
Georgia Department of Public Health (hereafter called "DPH" or "Department")

By (Authorized Signature)	Date Signed
Printed Name Kathleen E. Toomey, M.D., M.P.H.	Title of Person Signing Commissioner
Address 2 Peachtree St., 15th Floor Atlanta, GA 30303	

7. Authorized Person to Receive Contract Notices for Department:

Business Owner:
Christy Kuriatnyk
2 Peachtree St., Ste 13-462
Atlanta, GA 30303
Phone: (404) 656-2459
Email: Christy.Kuriatnyk@dph.ga.gov

Contract Administrator:
Lisa McWhorter
2 Peachtree St – Ste. 9-211
Atlanta, GA 30303
Phone: (404) 232-1141
Email: lisa.mcwhorter@dph.ga.gov

Authorized Person to Receive Contract Notices for Contractor:

Authorized Person:
Hardie Davis, Jr., Mayor
Augusta, GA 30901
535 Telfair St., Suite 30901
Augusta, GA 30901
Phone Number: (706) 821-8131

Business Contact:
Hawthorne E. Welcher Jr.
Augusta Georgia Housing and Community Development
925 Laney Walker Boulevard
Augusta, GA 30901
Phone: (706) 521-1797
Email: hwelcher@augusta.ga.gov

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8. The parties agree to comply with the terms and conditions of the following attachments which are by this reference made a part of the Contract:

Attachment 1: Department of Public Health Terms and Conditions for Intergovernmental Service Contracts
Attachment 2: Vendor Lobbyist Disclosure (pursuant to Georgia Executive Order Number 10.01.03.01, 2003)
Attachment 3: External Entities Audit Standards and Sanctions (pursuant to 2 CFR Part 200, 45 CFR Part 75.501, 7 CFR Part 277.17 <i>Audit Requirements</i> , O.C.G.A. 50-20-1 through 50-20-8)
Attachment 4: Responsibilities, Deliverables and Payment Schedule
Attachment 5: Insurance Forms
Attachment 6: Business Associate Agreement
Attachment 7: Contract Addendum for Contract Number: 40500-049-21213263

Department of Public Health
Attachment 1
Terms and Conditions for Intergovernmental Service Contracts

A. DEFINITIONS AND GENERAL INFORMATION

1. **Definitions.** The following words shall be defined as set forth below:
 - i. **"Contractor"** means the provider of the Services under the Contract as identified in paragraph 1 on page 1.
 - ii. **"Department"** means the Georgia Department of Public Health.
 - iii. **"Services"** means the responsibilities and deliverables as provided in the Scope of Work and as further described by the Contract.

B. DURATION OF CONTRACT

1. **Contract Term.** The Contract shall begin and end on the dates specified in the Department Standard Contract Form unless terminated earlier in accordance with the applicable terms and conditions.
2. **Contract Extension.** If extensions are authorized on paragraph 2 on page 1, the Department shall have the option, in its sole discretion, to extend the Contract for additional one-year terms by giving the Contractor written notice of the extension decision. No additional funds will be added to the Contract Amount for extension years.

C. COMPENSATION

1. **Pricing and Payment.** The Contractor will be paid for the Services in accordance with the maximum amount on the Standard Contract form and any budget documents attached to this Contract.
2. **Billings.** If applicable, the Contractor shall submit, on a regular basis, an invoice for the Services supplied electronically to the Department under the Contract at the billing address specified by the Department at the attention of Christina Newby. The Department shall pay all approved invoices in arrears.

D. TERMINATION

1. **Summary Termination.** The Department may terminate the Contract for any one or more of the following reasons effective immediately without advance notice:
 - i. Pursuant to O.C.G.A. Section 50-5-64, if the Department determines, in its sole discretion, that appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of the Department under this contract.
 - ii. The Contractor fails to deliver or has delivered nonconforming Services, or fails to perform, to the Department's satisfaction, any material requirement of the Contract, or is in violation of a material provision of the Contract;

- iii. The Contractor has failed to comply with applicable federal, state and local laws, rules, ordinances, regulations and orders; or
 - iv. The Contractor has engaged in conduct that has or may expose the Department or the State to liability, as determined in the Department's sole discretion.
2. **Termination For Convenience.** Following thirty days' written notice, either party may terminate the Contract in whole or in part without the payment of any penalty or incurring any further obligation to the Contractor.

E. CONFIDENTIAL INFORMATION

1. **Access to Confidential Data.** The Contractor's employees, agents and subcontractors may have access to confidential data maintained by the Department to the extent necessary to carry out the Contractor's responsibilities under the Contract. All information received pursuant to the Contract is confidential and shall remain the property of the Department unless otherwise designated by the Department.
- i. The Contractor shall provide to the Department upon request a written description of the Contractor's policies and procedures to safeguard confidential information;
 - ii. Policies of confidentiality shall address, as appropriate, information conveyed in verbal, written, and electronic formats;
 - iii. The Contractor must designate one individual who shall remain the responsible authority in charge of all data collected, used, or disseminated by the Contractor in connection with the performance of the Contract; and
 - iv. The Contractor shall provide adequate supervision and training to its agents, employees and subcontractors to ensure compliance with the terms of the Contract. The private or confidential data shall remain the property of the Department at all times. Some Services performed for the Department may require the Contractor to sign a nondisclosure agreement. Contractor understands and agrees that refusal or failure to sign such a nondisclosure agreement, if required, may result in termination of the Contract.
2. **No Dissemination of Confidential Data.** No confidential data collected, maintained, or used in the course of performance of the Contract shall be disseminated except as authorized by law and with the written consent of the Department, either during the period of the Contract or thereafter. Any data supplied to or created by the Contractor shall be considered the property of the Department. The Contractor must return any and all data collected, maintained, created or used in the course of the performance of the Contract, in whatever form it is maintained, promptly at the request of the Department.
3. **Subpoena.** In the event that a subpoena or other legal process is served upon the Contractor seeking records containing confidential information, the Contractor shall promptly notify the Department and cooperate with the Department in any lawful effort to protect the confidential information.
4. **Reporting of Unauthorized Disclosure.** The Contractor shall immediately report to the Department any unauthorized disclosure of confidential information.

5. **Survives Termination.** The Contractor's confidentiality obligation under the Contract shall survive termination of the Contract.

F. MISCELLANEOUS PROVISIONS

1. **Compliance with the Law.** The Contractor, its employees, agents, and subcontractors shall comply with all applicable federal, state, and local laws, rules, ordinances, regulations and orders now or hereafter in effect when performing under the Contract. Contractor and Contractor's personnel shall also comply with all State and Department policies and standards in effect during the performance of the Contract, including but not limited to the Department's policies and standards relating to personnel conduct, security, safety, confidentiality, and ethics.
2. **Drug-free Workplace.** The Contractor hereby certifies as follows:
 - i. Contractor will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of this Contract; and
 - ii. If Contractor has more than one employee, including Contractor, Contractor shall provide for such employees a drug-free workplace, in accordance with the Georgia Drug-free Workplace Act as provided in O.C.G.A. Section 50-24-1 et seq., throughout the duration of this Contract; and
 - iii. Contractor will secure from any subcontractor hired to work on any job assigned under this Contract the following written certification: "As part of the subcontracting agreement with (Contractor's Name), (Subcontractor's Name) certifies to the contractor that a drug-free workplace will be provided for the subcontractor's employees during the performance of this Contract pursuant to paragraph 7 of subsection (b) of Code Section 50-24-3."
3. **Amendments.** The Contract may be amended only through a writing signed by both parties.
4. **Sexual Harassment Prevention.** The State of Georgia promotes respect and dignity and does not tolerate sexual harassment in the workplace. The State is committed to providing a workplace and environment free from sexual harassment for its employees and for all persons who interact with state government. All State of Georgia employees are expected and required to interact with all persons including other employees, contractors, and customers in a professional manner that contributes to a respectful work environment free from sexual harassment. Furthermore, the State of Georgia maintains an expectation that its contractors and their employees and subcontractors will interact with entities of the State of Georgia, their customers, and other contractors of the State in a professional manner that contributes to a respectful work environment free from sexual harassment.

Pursuant to the State of Georgia's Statewide Sexual Harassment Prevention Policy (the "Policy"), all contractors who are regularly on State premises or who regularly interact with State personnel must complete sexual harassment prevention training on an annual basis.

If the Contractor, including its employees and subcontractors, violates the Policy, including but not limited to engaging in sexual harassment and/or retaliation, the Contractor may be subject to appropriate corrective action. Such action may include, but is not limited to, notification to

the employer, removal from State premises, restricted access to State premises and/or personnel, termination of contract, and/or other corrective action(s) deemed necessary by the State.

(i) If Contractor is an individual who is regularly on State premises or who will regularly interact with State personnel, Contractor certifies that:

- (a) Contractor has received, reviewed, and agreed to comply with the State of Georgia's Statewide Sexual Harassment Prevention Policy located at <http://doas.ga.gov/human-resources-administration/board-rules-policy-and-compliance/jointly-issued-statewide-policies/sexual-harassment-prevention-policy>;
- (b) Contractor has completed sexual harassment prevention training in the last year and will continue to do so on an annual basis; or will complete the Georgia Department of Administrative Services' sexual harassment prevention training located at this direct link <https://www.youtube.com/embed/NjVt0DDnc2s?rel=0> prior to accessing State premises and prior to interacting with State employees; and on an annual basis thereafter; and,
- (c) Upon request by the State, Contractor will provide documentation substantiating the completion of sexual harassment training.

(ii) If Contractor has employees and subcontractors that are regularly on State premises or who will regularly interact with State personnel, Contractor certifies that:

- (a) Contractor will ensure that such employees and subcontractors have received, reviewed, and agreed to comply with the State of Georgia's Statewide Sexual Harassment Prevention Policy located at <http://doas.ga.gov/human-resources-administration/board-rules-policy-and-compliance/jointly-issued-statewide-policies/sexual-harassment-prevention-policy>;
- (b) Contractor has provided sexual harassment prevention training in the last year to such employees and subcontractors and will continue to do so on an annual basis; or Contractor will ensure that such employees and subcontractors complete the Georgia Department of Administrative Services' sexual harassment prevention training located at this direct link <https://www.youtube.com/embed/NjVt0DDnc2s?rel=0> prior to accessing State premises and prior to interacting with State employees; and on an annual basis thereafter; and
- (c) Upon request of the State, Contractor will provide documentation substantiating such employees and subcontractors' acknowledgment of the State of Georgia's Statewide Sexual Harassment Prevention Policy and annual completion of sexual harassment prevention training.

5. Third Party Beneficiaries. There are no third-party beneficiaries to the Contract. The Contract is intended only to benefit the Department and the Contractor.

6. Assignment and Delegation. The Contract may not be assigned, transferred or conveyed in whole or in part without the prior written consent of the Department.

- 7. Integration.** The Contract, together with its attachments, exhibits, and all other documents incorporated by reference, represents the entire agreement between the parties. No other understanding, oral or written regarding the subject matter of this Contract, may be deemed to exist or to bind the parties at the time of execution. Unless otherwise specified in the Contract, this Contract supersedes all prior contracts or agreements between the Department and the Contractor for the Services provided in connection with the Contract.
- 8. Not a Joint Venture.** Nothing in the Contract shall be construed as creating or constituting the relationship of a partnership, joint venture, or principal and agency relationship between the parties. Neither Contractor nor any of Contractor's agents, servants, employees, subcontractors or contractors shall become or be deemed to become agents, servants, or employees of the Department.
- 9. Waiver.** Except as specifically provided for in a waiver signed by duly authorized representatives of the Department and the Contractor, failure by either party at any time to require performance by the other party or to claim a breach of any provision of the Contract shall not be construed as affecting any subsequent right to require performance or to claim a breach.
- 10. Severability.** If any provision of the Contract is determined to be invalid or unenforceable, such determination shall not affect the validity or enforceability of any other part or provision of the Contract. Further, if any provision of the Contract is determined to be unenforceable by virtue of its scope, but may be made enforceable by a limitation of the provision, the provision shall be deemed to be amended to the minimum extent necessary to render it enforceable under the applicable law.
- 11. Time is of the Essence.** Time is of the essence with respect to the performance of the terms of the Contract.
- 12. Use of Name or Intellectual Property.** Contractor agrees it will not use the name of the Georgia Department of Public Health or any intellectual property owned by the Department, including but not limited to Department trademarks or logos, in any manner, including commercial advertising or as a business reference, without the express prior written consent of the Department.
- 13. Obligations Beyond Contract Term.** All obligations of the Contractor incurred or existing under the Contract as of the date of expiration, termination or cancellation will survive the termination, expiration or conclusion of the Contract.

ATTACHMENT 2

VENDOR LOBBYIST DISCLOSURE AND REGISTRATION CERTIFICATION FORM

Pursuant to Executive Order Number 10.01.03.01 (the "Order"), which was signed by Governor Sonny Perdue on October 1, 2003, Contractors with the state are required to complete this form. The Order requires "Vendor Lobbyists," defined as those who lobby state officials on behalf of businesses that seek a contract to sell goods or services to the state or those who oppose such a contract, to certify that they have registered with the State Ethics Commission and filed the disclosures required by Article 4 of Chapter 5 of Title 21 of the Official Code of Georgia Annotated. Consequently, every vendor desiring to enter into a contract with the state must complete this certification form. False, incomplete, or untimely registration, disclosure, or certification shall be grounds for termination of the award and contract and may cause recoupment or refund actions against Contractor.

In order to be in compliance with Executive Order Number 10.01.03.01, please complete this Certification Form by designating only one of the following:

- ☐ Contractor *does not have any* lobbyist employed, retained, or affiliated with the Contractor who is seeking or opposing contracts for it or its clients. Consequently, Contractor has not registered anyone with the State Ethics Commission as required by Executive Order Number 10.01.03.01 and any of its related rules, regulations, policies, or laws.
- ☐ Contractor *does have* lobbyist(s) employed, retained, or affiliated with the Contractor who are seeking or opposing contracts for it or its clients. The lobbyists are:

Contractor states, represents, warrants, and certifies that it has registered the above named lobbyists with the State Ethics Commission as required by Executive Order Number 10.01.03.01 and any of its related rules, regulations, policies, or laws.

- ☐ Contractor is a Georgia state agency.

CONTRACTOR NAME (*print*): _____

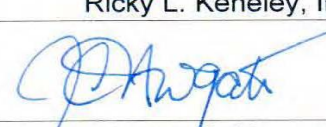
BY: _____

SIGNATURE DATE

Attachment 3



GEORGIA DEPARTMENT OF PUBLIC HEALTH POLICY # AU-02001 EXTERNAL ENTITIES AUDIT STANDARDS AND SANCTIONS POLICY

Approval:		5/24/17
	Ricky L. Keheley, Inspector General	Date
		5/26/17
	James C. Howgate, Chief of Staff	Date

1.0 PURPOSE

To ensure that those non-federal entities which receive funds from the Department of Public Health (DPH) conform to the standards and requirements imposed by federal and state law and by DPH's Contracts. Sanctions are imposed on those entities that do not comply with the standards and/or audit requirements.

2.0 AUTHORITY

The Georgia Department of Public Health (DPH) External Entities Audit Standards and Sanction Policy is published under the authority of DPH and in compliance with the following:

- 2.1 Official Code of Georgia Annotated (OCGA), Sections: 50-20-1 through 50-20-8, as amended, 1998 Legislative Session
- 2.2 OMB Uniform Guidance:
 - 2.2.1 CFR Part 200
 - 2.2.2 45 CFR Part 75.501
 - 2.2.3 7 CFR Part 246.20
- 2.3 Standards for Audit of Governmental Organizations, Programs, Activities and Functions

3.0 SCOPE

This policy applies to all non-federal entities which receive funds from the Department of Public Health (DPH).

4.0 DEFINITIONS

Department of Public Health POLICY AND PROCEDURES	Policy No.	AU-02001	
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- 4.1 **Budget Category** - A numbering system used for budget and accounting purposes that corresponds to a specific program name. Numbers reduce chances of confusion with similar program names.
- 4.2 **Contractor's Fiscal Year** - The 12-month accounting period established by the entity as its business year, which is on file with the U.S. Internal Revenue Service as the basis for filing required for tax and Tax Exempt Status Returns.
- 4.3 **Entity** - An organization receiving funds from DPH exclusive of Public Health field offices.
- 4.4 **Expense Category** - A numbering system corresponding to a list of specific services within a Budget Category, where the amount of funds used to pay for the service are recorded for accounting purposes.
- 4.5 **Independent Auditor** –
- 4.5.1 A Certified Public Accountant (CPA); or
- 4.5.2 A Registered Public Accountant (RPA) licensed on or before December 31, 1970; or
- 4.5.3 A government auditor located outside the staff or line management function of the unit under audit.
- Independence comprises: a) Independence of Mind - The state of mind that permits the performance of an audit without being affected by influences that compromise professional judgment, thereby allowing an individual to act with integrity and exercise objectivity and professional skepticism. b) Independence in Appearance - The absence of circumstances that would cause a reasonable and informed third party, having knowledge of the relevant information, to reasonably conclude that the integrity, objectivity, or professional skepticism of an audit organization or member of the audit team had been compromised.
- 4.6 **Major Program** - A federally funded program determined by the auditor to be a major program in accordance with 2 CFR 200.518 or a program defined as a major program by a federal agency.
- 4.7 **Non-Federal Entity** - A state, local government, or a nonprofit organization.
- 4.8 **Non-Profit Organization** - Any corporation, trust, association, cooperative, or other organization that is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; is not organized primarily for profit; and uses its net proceeds to maintain, improve, or expand its operations.

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- 4.9 **Program** - A grouping of activities and resources to accomplish a mission with specific goals and objectives. Some programs have names, some have numbers, and some have both. Usually programs are budgeted by number for ease of tracking and to reduce potential confusion. Budget categories can and are considered to be programs. Federal programs are considered to be those activities that are or can be assigned a single number in the Catalog of Federal Domestic Assistance (CFDA). When no CFDA number is assigned, all federal awards from the same agency made for the same purpose are to be combined and considered one program. Throughout this procedure, the term "program" refers either to a named activity or an activity that is numbered.
- 4.10 **Public Entity** - Includes, but is not limited to: state and local governments and their instrumentalities; authorities; county Boards of Health; Community Service Boards; and District Attorneys (judicial circuits) operating programs through contracts with DPH.
- 4.11 **Sanctions** - Penalties imposed by the Department on those fund recipients who do not abide by their contract requirements for audit reports and fail to comply with state law regarding timeliness. Sanctions may include: reimbursements being withheld, contracts being canceled, recoupment of funds, and denial of further contracts with the Department for a period of 12 months.
- 4.12 **Schedule of State Awards Expended** - A schedule arranged by state program name and contract number that reflects revenues, expenditures, or expenses and amounts owed to and due from each state organization. Amounts listed for each program should include federal funds that passed through state organizations to the entity.

5.0 POLICY

Entities that contract with the Department must meet certain financial reporting requirements. These requirements are defined in: OMB Uniform Guidance; 2 CFR 200.501; 45 CFR 75.501; Contract Provisions; DPH Policy; and Title 50, Chapter 20, Sections 1 through 8 of the OCGA. The requirements vary based on the dollar amount expended by the entity during its fiscal year. The DPH Office of Audits and the Public Health Programmatic Officers/Business Owners have certain responsibilities that are delineated below. Several words and phrases are used in these procedures that may have meaning that is special to these procedures. These words and phrases are defined below along with the addresses of the Public Health Office of Audits and the State Department of Audits:

DPH Office of Audits

Georgia Department Public Health
Division of Inspector General, Office of Audits
Two Peachtree Street, NW, Suite 9-100
Atlanta, Georgia 30303-3142

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State Department of Audits

State Department of Audits and Accounts
Professional Practices Division, Suite 214
254 Washington Street, SW
Atlanta, Georgia 30334-8400

6.0 RESPONSIBILITIES

The Inspector General, Office of Audits shall ensure compliance to this policy and procedure.

7.0 PROCEDURES

Prior to executing a contract between the DPH and a non-profit organization, the organization furnishes a previous year's audit. If the entity has been in existence for less than a year, then they furnish unaudited financial statements. If no audit or unaudited financial statements are on record with DPH, the following procedure is followed:

7.1 REQUIREMENTS PRIOR TO CONTRACT

- 7.1.1 The contracting Division or Section requests such audit or financial statements as part of its negotiation or solicitation process.
- 7.1.2 The entity furnishes an audit report (or unaudited financial statements, if appropriate) to the DPH Division of Operations, Procurement and Contract Administration Section, as a part of its contract package.
- 7.1.3 When it is received, the financial information is forwarded to the DPH Office of Audits for a compliance review.
- 7.1.4 The Office of Audits reviews the information and determines compliance with O.C.G.A. Section 50-20-1 through 50-20-8, as amended, 1998 Legislative Session.
- 7.1.5 The Office of Audits notifies the DPH Division of Operations, Procurement and Contract Administration Section and/or the Programmatic Officer/Business Owner of the results of its review. For instances of non-compliance with requirements, the omitted items are specified.

7.2 ENTITIES EXPENDING \$750,000 OR MORE IN FEDERAL FUNDS

All entities (private nonprofit or public) expending \$750,000 or more in federal funds during their fiscal year comply with: the provisions of the OMB Uniform Guidance and their implementing regulation - 2 CFR 200.501; with contract provisions; and with DPH Policy.

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These entities must obtain an entity-wide audit of their financial records performed by an independent auditor. The audit covers all financial activities for the fiscal year and is conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States.

Audits for public entities include, for those contracts that were completed during the audit period, a Statement of Revenues and Expenditures Compared to Budget, presented by program name or contract name and number. This statement is presented by contract name and number for the entire contract period. Audits of public entities also include a Schedule of State Awards Expended.

The entity files one copy of the independent auditors' report with the Audit Director, DPH Office of Audit, within 180 days after the end of the organization's fiscal year. Additionally, private nonprofit organizations must submit one copy of the fiscal year report to the State Department of Audits and Accounts.

If an extension of the filing deadline is desired, the State Department of Audits (for private nonprofit entities) or the DPH Office of Audits (for public entities) may waive the requirement for completion if a request is made that shows good cause. The waiver is for an additional time of not more than 90 days, and no such waiver is granted for more than two successive years to the same entity. A plan of corrective action for all deficiencies disclosed in the audit report is submitted with the audit report.

7.3 **ENTITIES EXPENDING \$100,000 OR MORE IN STATE FUNDS**

All entities expending \$100,000 or more in state funds during their fiscal year comply with contract provisions and DPH policy. Nonprofit organizations also must comply with the provisions of the O.C.G.A. Sections 50-20-1 through 50-20-8, as amended, 1998 Legislative Session. Audits of nonprofit organizations also include a Schedule of State Awards Expended.

These entities obtain an entity-wide audit of their financial records performed by an independent auditor. The audit is conducted in accordance with Generally Accepted Auditing Standards issued by the American Institute of Certified Public Accountants and the financial statements are prepared in accordance with generally accepted accounting principles. Audits for public entities include, for those contracts that were completed during the audit period, a Statement of Revenues and Expenditures Compared to Budget, presented by program name or contract name and number. This statement is presented by contract name and number for the entire contract period. Audits of public entities also include a Schedule of State Awards Expended.

The entity files one copy of the independent auditor's report with the Audit Director, DPH Office of Audits, within 180 days after the end of the organization's fiscal year. Additionally, private nonprofit organizations must submit one copy of the fiscal year report to the State Department of Audits and Accounts. If an extension of the filing

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deadline is desired, the State Department of Audits (for private nonprofit entities) or the DPH Audits Section (for public entities) may waive the requirement for completion if a request is made that shows good cause. The waiver is for an additional period of not more than 90 days, and no such waiver is granted for more than two successive years to the same entity. A plan of corrective action for all deficiencies disclosed in the audit report is submitted with the audit report.

7.4 ENTITIES EXPENDING BETWEEN \$25,000 AND \$100,000 IN STATE FUNDS

All entities expending at least \$25,000 but less than \$100,000 in state funds during their fiscal year comply with contract provisions and DPH policy by submitting audited or unaudited financial statements. Nonprofit organizations are also required to comply with the provisions of the O.C.G.A. Sections 50-20-1 through 50-20-8, as amended, 1998 Legislative Session. Audits or financial statements of nonprofit organizations also include a Schedule of State Awards Expended.

Financial statements that have been audited include the auditors' report on the financial statements. Audits for public entities include, for those contracts that were completed during the audit period, a Statement of Revenues and Expenditures Compared to Budget, presented by program name or contract name and number. This statement is presented by contract name and number for the entire contract period. Audits or financial statements of public entities also include a Schedule of State Awards Expended.

Financial statements that have not been audited include a statement from the president or other responsible official of the organization which states that:

- 7.4.1 The financial statements are presented in accordance with generally accepted accounting principles and, if not, the basis used for their presentation;
- 7.4.2 The financial statements are prepared on a basis consistent with that of the preceding year, and if not, the respects in which they differ from the preceding year;
- 7.4.3 The financial statements of public entities include for those contracts that were completed during the audit period, a Statement of Revenues and Expenditures Compared to Budget, presented by program name or contract name and number. This statement is presented by contract name and number for the entire contract period. The financial statements of public entities also include a Schedule of State Awards Expended.

The entity files one copy of the audit or financial statements with the Audit Director, DPH Office of Audits, within 180 days after the end of the organization's fiscal year. Additionally, private nonprofit organizations must submit one copy of the fiscal year report to the State Department of Audits and Accounts. If an extension of the file deadline is desired, the State

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Department of Audits (for private nonprofit entities) or the DPH Office of Audits (for public entities) may waive the requirement for completion if a request is made that shows good cause. The waiver is for an additional period of not more than 90 days, and no such waiver is granted for more than two successive years to the same entity. A plan of corrective action for all deficiencies disclosed in the audit report is submitted with the audit report.

7.5 ROLE OF THE DPH OFFICE OF AUDITS

The Office of Audits:

- 7.5.1 Requests the required audit or financial statements, management reports, memoranda and internal documents from those entities that have failed to provide them;
- 7.5.2 Reviews the audit reports for financial settlement amounts, questioned costs, and findings and recommendations;
- 7.5.3 Communicates the dollar amounts of financial settlements to the DPH Division of Finance for settlement;
- 7.5.4 Requests corrective action plans to preclude recurrence of findings from those entities that have failed to provide them;
- 7.5.5 Forwards one copy of the audit report or financial statements to the Programmatic Officer/Business Owner; and
- 7.5.6 Notifies the appropriate DPH Programmatic Officer/Business Owner of those entities which have not complied with the filing requirements of this policy as well as the DPH Division of Finance that will impose the appropriate sanctions.

7.6 ROLE OF THE PROGRAMMATIC OFFICER/BUSINESS OWNER

The Programmatic Officer/Business Owner:

- 7.6.1 Insures that appropriate programmatic corrective actions are implemented when required by an audit report;
- 7.6.2 Reviews audits for compliance with programmatic performance goals;
- 7.6.3 Enforces corrective action on repeat findings; and
- 7.6.4 Approves or disapproves budget and spending variances.

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8.0 REVISION HISTORY

REVISION #	REVISION DATE	REVISION COMMENTS
0	July 1, 2011	Initial Issue
1	July 9, 2012	Annual review and update. Reformat to new template
2	July 23, 2015	Annual review and update.
3	May 16, 2017	Annual review and update.

9.0 RELATED FORMS

None

ATTACHMENT 4

CONTRACT SCOPE, RESPONSIBILITIES, DELIVERABLES, PAYMENT SCHEDULE

1. SCOPE OF WORK

This is a project to implement lead hazard reduction activities as part of the Department of Public Health (DPH) Georgia Lead Hazard Reduction Program (GLHR Program). The GLHR Program seeks to make 120 eligible housing units lead safe using professionally trained and certified contractors, firms, and workers. The GLHR Program will market this project to low income families in the Augusta/Richmond County area. Funds for this project are provided through grant by the U.S. Department of Housing and Urban Development (HUD). Activities in this Contract must comply with the HUD grant requirements, Georgia Environmental Protection Division (EPD)'s rules, and all other relevant laws and regulations.

Augusta Georgia c/o Housing and Community Development (HCD or Contractor) is the designated sub-grantee for the remediation of housing related and safety hazards identified and documented in each eligible unit receiving lead hazard reduction work. HCD will oversee the remediation work while a certified Healthy Homes Assessor will conduct the initial and follow up assessments to ensure the hazard has been remediated.

2. SPECIFIC CONTRACTOR RESPONSIBILITIES

Contractor shall:

- i. Assist DPH with revising the workplan that describes how Contractor intends to complete its responsibilities in this Contract. The following schedule must be adhered to, subject to extensions of this Contract, unless otherwise approved by DPH:

Deadline	Activity
3/1/21	Establish Program: Create Protocols and assist with project workplan
4/1/21	Purchase XRF
3/1/23	Enroll 120 eligible units
3/1/24	Conduct lead-based paint inspections/risk assessments and prepare reports
3/1/24	Make healthy homes referrals to the Program Manager
3/1/24	Manage relocation of family during construction activities
3/1/24	Conduct clearance exams and post-construction abatement assessments
3/1/24	Conduct post-construction healthy homes visual assessments
9/1/24	Closeout and Final Report

If Contractor fails to meet timeframes, benchmarks and/or data reporting requests as required by the workplan, this Contract, or DPH, DPH reserves the right to terminate this Contract and transfer funding for these GLHR Program services to another local housing provider.

- ii. Assist the DPH Program Manager with the selection, prioritization, and enrollment of eligible housing units into the GLHR Program.
 - a. DPH will market the GLHR Program to low-income families in the Augusta/Richmond County area.

- b. Contractor shall accept applications to the GLHR Program from homeowners and landlords and evaluate income eligibility according to the HUD grant requirements.
- c. Eligible housing units must contain a child resident under six (6) years of age (or a child that visits regularly) or, if vacant, must rent to low income families with children under six (6) years of age. Rental housing that is vacant is eligible for lead hazard reduction funds if the landlord agrees to rent to families with children under six (6) years of age who qualify as low income and live within the targeted area. No more than 10% of the units selected for lead hazard remediation work can be vacant housing units.
- d. If income eligible, Contractor shall schedule and visit the housing unit to evaluate and assess for the existence, severity and risk level of lead-based paint in the unit.
 - 1. Contractor shall complete a risk assessment report signed by the certified lead inspector or risk assessor with lead hazard reduction recommendations and provide a copy to DPH and the applicant(s). Staff who complete the assessment must be certified lead inspectors and risk assessors uniformly trained by EPD certified lead trainers in the proper procedures to write lead hazard reduction recommendations.
 - 2. The assessment must adhere to the HUD risk assessment model to determine the lead content of paint, location, and degree of deterioration of lead-based threat to the applicant's health and signed by the certified lead inspector or risk assessor.
 - 3. Lead hazards from interior dust and exterior soil will also be evaluated. Contractor shall obtain dust wipes and send to an accredited National Lead Laboratory Accreditation Program (NLLAP) lab to be analyzed.
 - 4. The risk assessment determination for lead hazards are:

Risk Assessment determination for Hazards:

Dust-Lead Action Levels (Wipe Sampling)

≥ 10 µg/ft² floors

≥ 100 µg/ft² windowsills

- e. All children (less than 18 years of age) who reside in the housing unit must be tested by the Augusta/Richmond County Health District using a portable Blood Lead Analyzer, unless the child's parent or guardian signs a valid contraindication form. Any elevated level $\geq 3\mu\text{g/dl}$ will be confirmed by a venous test or two subsequent capillary tests. Results will be reported electronically to DPH's Georgia Lead Poisoning Prevention Program (GCLPPP).
 - f. Housing units must be prioritized, with highest priority given to households referred by GCLPPP that have a child less than six (6) years of age with an elevated blood level (EBL) of 5 microgram per deciliter or greater.
- iii. After an applicant is accepted to the GLHR Program:
- a. Write a scope of work with specifications for lead-based abatement or interim control measures. Lead Hazard Control Supervisor, who must possess knowledge of relevant local, state and federal regulations as well as building, housing code, and lead paint inspection procedures, will prepare the scope of work. The scope of work must be reviewed by DPH and Lead Hazard Control Supervisor on site at the unit prior to work being submitted for bid.
 - 1. Contractor shall use a combination of interim controls and hazard abatement. If reasonable, interim controls must be used over more expensive abatement.

2. Interim control measures include paint stabilization, treatment of friction surfaces, repairing of reconstruction of rotted or defective surfaces, dust control or removal.
3. Hazard abatement measures include window and door replacement, vinyl siding for exterior surfaces, replacement or reconstruction of interior components.
- b. Obtain quotes from licensed and insured contractors who are certified, trained and overseen by Georgia's Environmental Protection Division for lead remediation work.
 1. Contractor shall develop and adhere to a bidding and selection process, to include a Request for Proposal (RFP) process that provides multiple quotes for each scope of work.
 2. Contractor shall maintain a qualified pool of contractors.
 3. Contractor's Lead Hazard Environmental Control Specialist must coordinate the bid process including bid reviews, certification of contractor credentials, preparation of construction documentation including contracts, and review of all environmental issues to ensure compliance.
 4. DPH will only pay up to \$12,000 for costs and expenses of each housing unit's lead remediation work, except as otherwise agreed to in writing by DPH. Contractor may request additional funds exceeding \$12,000 by submitting a written request to the DPH Program Manager.
 5. Contractor shall provide the selected quote to the DPH Program Manager for approval prior to performing any remediation of the units.
- c. Once a quote is selected, contract with the remediation contractor to begin the work.
 1. Contractor shall ensure that the remediation contractor files a Notice of Commencement prior to beginning work.
 2. Contractor shall manage the temporary relocation of the unit's occupants during remediation. Contractor shall contract with one or more motels and use family member stipends where possible. Contractor shall advise landlords that temporarily displaced occupants have the right to return upon completion of the work.
 3. The remediation contractor must develop an occupant protection plan that requires the remediation contractor to utilize certain work containment methods to protect the unit's occupants from lead hazards during the remediation work, for example but not limited to, wet-scraping to control dust, poly-film taped to entrances to control the spread of dust and paint chips, or wearing disposable shoe coverings. The plan must be submitted for approval to Contractor. Contractor shall ensure that the plan is adhered to throughout the remediation work.
 4. Contractor shall oversee the remediation contractor's performance to ensure that the work is completed timely and in compliance with the scope of work and relevant rules. Contractor's Lead Hazard Environmental Control Specialist will take photographs of projects before, during and after and oversee the project including approval of progress and financial draw requests.
- d. Upon completion of the work, (1) prepare and send environmental samples from the housing unit to a NLLAP lab for risk assessment and clearance testing, (2) conduct post-remediation visual assessments, and (3) ensure that EPD performs a clearance examination (cumulatively, "Approval Activities"). DPH will only reimburse Contractor for one clearance examination per unit; the remediation contractor must fund additional clearance examinations until the housing unit passes.

The following clearance values must be obtained:

Clearance values will be as follows:

Lead Clearance Action Levels (Wipe Sampling)

- < 10 µg/ ft² interior floors
- < 40 µg/ ft² porch floors
- < 100 µg/ ft² window sills
- < 100 µg/ ft² window troughs

- e. The remediation contractor must submit payment forms to Contractor and DPH upon completion of the work. Contractor must complete all Approval Activities before making payment to the remediation contractor. At the time of final payment, Contractor shall ensure that the remediation contractor signs a Final Affidavit of Payment in compliance with O.C.G.A. Section 44-14-361.2.
 - f. Contractor shall pay the remediation contractor and then seek reimbursement from DPH within 30 days of payment to the remediation contractor. Reimbursement requires that Contractor submit to DPH a report of completion with such information and records regarding the work as required by DPH and an itemized list of expenses.
- iv. Evaluate whether the housing unit has other conditions that can cause health problems for occupants ("Healthy Homes work"). Through the Healthy Homes Program, DPH can approve Healthy Homes work in addition to the lead remediation work.
- a. If Contractor believes a condition qualifies for the Healthy Homes Program, Contractor shall refer the condition to the DPH Program Manager and Augusta Health District with a proposed scope of work.
 - b. If approved by DPH, Contractor shall develop a scope of work with assistance from DPH Healthy Homes Specialists in the Augusta Health District, who will also conduct a Healthy Homes assessment of the unit, and obtain quotes from licensed and insured contractors according to its bidding and selection process.
 - c. Contractor's Lead Hazard Environmental Control Specialist will coordinate the bid process including bid reviews, certification of contractor credentials, preparation of construction documentation including contracts, and review of all environmental issues to ensure compliance.
 - d. Contractor shall provide the selected quote to the DPH Program Manager for approval prior to performing any work on the unit.
 - e. Contractor shall contract with the selected contractor ("Healthy Homes contractor") and begin work. Contractor shall ensure that the Healthy Homes contractor files a Notice of Commencement prior to beginning work. Contractor shall oversee the Healthy Homes contractor to ensure that the work is completed timely and in compliance with the scope of work and relevant laws. Contractor's Lead Hazard Environmental Control Specialist must take photographs of projects before, during and after and oversee the project including approval of progress and financial draw requests. The Healthy Homes work must be permitted by the local governmental entity if required by local ordinance.
 - f. At the time of final payment, Contractor shall ensure that the Healthy Homes contractor executes a Final Affidavit of Payment in compliance with O.C.G.A. Section 44-14-361.2.
 - g. Reimbursement to Contractor for the Healthy Homes work is subject to DPH's receipt of a post-remediation healthy homes assessment by the Healthy Homes Specialist in the Augusta Health District.
- v. Collect and manage data as required by HUD's Healthy Homes Grant Management System.

- vi. Attend monthly meetings and phone conferences with the DPH Program Manager.
- vii. Develop, implement, and maintain policies and procedures regarding Contractor's responsibilities in this Contract.
- viii. Purchase and maintain a XRF lead detection analyzer.
- ix. Ensure that two of Contractor's staff members attend HUD-sponsored training up to twice yearly.
- x. Ensure that Contractor's financial office administers funding related to the services performed under this Contract, subject to oversight by the Contractor's Director and Deputy Director.
- xi. Allow the EPD to administer quality assurance sampling protocols to ensure that inspections are uniform and complete and properly conducted.
- xii. Contractor's Director and Deputy Director shall track and allocate 25% of their time to overseeing the intake and construction processes under this Contract.
- xiii. Contractor shall hire and maintain the following two positions, each of which must devote 100% of their time to this Contract, including but not limited to the duties listed below:
 - a. Lead Hazard Control Supervisor (up to \$60,000/yr. x 100% x 3.5 years)
 - 1. Manages project oversight and performs physical assessments of housing sites, XRF lead based testing, reviews inspection reports, risks, assessments, develops scope of work and cost estimate , conducts inspections to monitor contractor compliance with plans, specifications, codes and workmanship standards.
 - 2. Manages and Performs project management duties including site visits, inspection and contractor scheduling, determines project feasibility, develops scope of work, release bid packages to a qualified pool of contractors, and award contract to lowest responsive and responsible bidder.
 - 3. Manages and provides oversight of the daily operations of the lead based paint hazard reduction program, certifies and approves contractor credentials, authorizes project feasibility , schedules, assigns and monitors the completion of the scope of work activities, client relocation, and partner activities.
 - b. Lead Hazard Environmental Control Specialist: \$147,000.00 (\$42,000/yr. x 100% x 3.5 year)
 - 1. Administers and implements all administrative , marketing & outreach, and planning duties associated with the day to day operations of the Lead-Based Paint Hazard Reduction Grant Program to include but not limited to: a) educating health care professionals, parents, Augusta, GA community and all the methods of reducing all sources of lead
b) identifying and leading process of testing residences with lead-based paint hazards and providing lead hazard reduction and relocation for residents where applicable.
 - 2. Conducts site visits/interviews, manages program funding, and administers environmental reviews, lead assessments, quality control monitoring during environmental and lead-based paint hazard work to ensure code of federal regulation compliance with all U.S. Department of Housing and Urban Development/Georgia Department of Health specifications rules, and with description of work. Inspects work and progress of projects and coordinates abatement, environmental record reviews, writing specifications, preparing/soliciting/procuring bids, tracking program budget and approving payment of invoice/draws. Monitors quality control environmental and lead hazard work to ensure compliance with description of work.
 - 3. Develops, teaches and implements a lead-based paint hazard reduction strategic action plan, in support of the Lead-Based Paint Hazard Reduction Grant Program, that includes (but not limited to) programmatic elements such as primary prevention, customer service orientation, unit production, production tracking,

- health and housing partnerships, flexibility and responsiveness, lead poisoning prevention, lead safe unit plan, HUD Compliancy, local support, etc.
- xiv. Report any issues or delays with projects to the DPH Program Manager promptly.
- xv. Return all equipment valued over \$5000 to DPH that was purchased under this Contract, including but not limited to the lead detection analyzer, within 30 days of the conclusion of this project.

3. DPH RESPONSIBILITIES

DPH will:

- i. Selection, prioritization, and enrollment of eligible housing units into the GLHR Program.
 - a. DPH will market the GLHR Program to low-income families in the Augusta/Richmond County area, with the assistance of the contractor.
 - b. DPH will provide training to the Contractor relating to assistance in the selection, prioritization and enrollment of eligible housing units.
- ii. After an applicant is accepted to the GLHR Program:
 - a. DPH will review scope of work, along with a Lead Hazard Control Supervisor on site at the unit, prior to work submitted for bid.
 - b. After obtaining quotes from certified, licensed and insured contractors, DPH will only pay up to \$12,000 for costs and expenses of each housing unit's lead remediation work, except as otherwise agreed to in writing by DPH. Contractor may request additional funds exceeding \$12,000 by submitting a written request to the DPH Program Manager.
 - c. Upon completion of the work, DPH will only reimburse Contractor for one clearance examination per unit; the remediation contractor must fund additional clearance examinations until the housing unit passes.
- iii. After evaluation of conditions that can cause health problems for occupants, through the Healthy Homes Program:
 - a. DPH will approve Healthy Homes work, in addition to the lead remediation work.
 - b. DPH will approve or disapprove after Contractor refers the condition to the DPH Program Manager and Augusta Health District with a proposed scope of work.
 - c. If unit needs healthy homes work, DPH will review Contractor's selected quote, prior to performing any work on the unit.

4. DELIVERABLES

Payment of invoices is contingent on the timely remittance of the deliverables and the submission of programmatic/statistical reports and invoices. Reports must be submitted in a format approved by the Business Owner. Upon request by the Department, Contractor shall submit to the Department supporting documentation of services provided, which the Department considers to be acceptable in form and substance. Failure to submit reports, deliverables and supporting documentation as required by the Department may delay or negate payment of invoice.

Contractor shall deliver the following reports or items to the Department:

Quarterly Reports by the following dates each calendar year: April 10, July 10, October 10, and December 31. Each Quarterly Report must contain:

- Number of referrals to the Program
- Number of applications received

Number of units enrolled in the Program
Number of Lead inspections/risk assessments conducted
Number of Healthy Homes referrals
Number of clearance exams conducted with pass/fail
Number of units completed

RATE SCHEDULE BUDGET

CONTRACTOR	CONTRACT NUMBER
Augusta Georgia Housing and Community Development	40500-049-21213263
CONTRACTOR CONTACT NAME	CONTRACTOR CONTACT PHONE NUMBER
Hawthorne E. Welcher Jr.	(706) 821-1797
Electronic Funds Transfer? ☒ Yes (Authorization for EFT must be attached or on file) ☐ No	

Remit Invoices to:

Georgia Department of Public Health
 Attn: Christina Newby, MPH
 Christine.Newby@dph.ga.gov

DESCRIPTION OF SERVICES	Dollar Amount per Unit of Measure	Unit of Measure (i.e., each, month, lot)	Number of Units (Quantity)	Total Approved Budget Funds
1. Lead Hazard Control Supervisor - based on actual salary as incurred	\$60,000 (prorated to start date)	year	3.5	\$210,000.00
2. Lead Hazard Environmental Specialist – based on actual salary as incurred	\$42,000 (prorated to start date)	year	3.5	\$147,000.00
3. Fringe – Lead Hazard Control Supervisor – based on actual fringe expenses as incurred, estimated at 28.85% of salary	\$17,310.00	year	3.5	\$60,585.00
4. Fringe – Lead Hazard Environmental Control Specialist – based on actual fringe expenses as incurred, estimated at 28.85% of salary	\$12,117.00	year	3.5	\$42,409.50
5. Travel (in state) – reimbursed at \$.405 per mile traveled	\$.405	mile	14,000	\$5,670.00
6. Travel (out of state airfare) – reimbursed up to \$500.00 per roundtrip flight taken	Based on Actual Expenses	Based on Actual Expenses	Based on Actual Expenses	\$4,000.00
7. Travel (out of state per diem) – reimbursed at \$200.00 per day staff are out of state	\$200.00	day	32	\$6,400.00
8. XRF Lead Paint Analyzer	Based on Actual Expenses	Based on Actual Expenses	Based on Actual Expenses	\$16,000.00
9. Office Supplies	Based on Actual Expenses	Based on Actual Expenses	Based on Actual Expenses	\$6,965.34
10. Lead based Paint Remediation – Contractor will be reimbursed for each unit that receives lead paint remediation up to \$12,000.00, based on actual expenses	\$12,000.00	Housing unit	120	\$1,440,000.00
11. Healthy Home Rehab* - Contractor will be reimbursed for each unit that receives healthy home rehab work up to \$3,766.66, based on actual expenses	\$3,766.66	Housing unit	60	\$225,999.60
12. Additional funds for Lead based Paint Remediation – Upon DPH's written approval in advance of remediation work starting on a unit, Contractor can receive reimbursement for expenses that exceed \$12,000, based on actual expenses	Based on Actual Expenses	Based on Actual Expenses	Based on Actual Expenses	\$510,000.00
TOTAL				\$2,675,029.44

ATTACHMENT 5
INSURANCE or BOND FORMS

Contractor shall, at a minimum, prior to the commencement of work, procure the insurance policies identified below at Contractor's own cost and expense and shall furnish DPH with proof of coverage at least in the amounts indicated. Proof of insurance must be received by the DPH Contracts Administration within 10 days of execution of this contract. Proof of insurance on renewals must be received by DPH Contracts Administration prior to start date of renewal period. It shall be the responsibility of Contractor to require any subcontractor to secure the same insurance coverage as prescribed herein for Contractor, and to obtain a certificate evidencing that such insurance is in effect. Contractor shall indemnify, hold harmless and name the following as Additional Insured: DPH, the State of Georgia, its officers, employees and agents from any liability arising out of Contractor's or subcontractor's untimely failure in securing adequate insurance coverage as prescribed herein:

- A. Workers' Compensation Insurance, the policies to insure the statutory limits established by the General Assembly of the State of Georgia. The Workers' Compensation Policy must include Coverage B – Employer's Liability Limits of:
 - Bodily Injury by Accident \$100,000.00 per employee
 - Bodily Injury by Disease \$100,000.00 per employee
 - Bodily Injury by Disease \$500,000.00 policy limit
- B. Commercial General Liability Policy(ies) as follows:
 - General Aggregate Limit \$2,000,000.00
 - Products & Completed Operations Limit \$2,000,000.00
 - Each Occurrence \$1,000,000.00
 - Personal & Advertising Injury Limit \$1,000,000.00
- C. Automobile Liability
 - Combined Single Limit \$1,000,000.00
- D. Liability for property damage in the amount of \$3,000,000.00, including contents coverage for all records maintained pursuant to this Contract.
- E. Failure to provide Proof of Insurance within the timeframe described above will result in the termination of this contract.
- F. All policies must be issued by an insurance company licensed to do business in the State of Georgia, with a minimum AM Best rating of A-, and signed by an authorized agent.
- G. As stated above, contractor shall procure and maintain insurance which shall protect the contractor and the state from any claims for bodily injury, property damage, or personal injury which may arise out of operations under the agreement. Contractor shall procure the insurance policies at the contractor's own expense. All coverage shall remain in full force and effect during the initial term of the agreement and any renewal or extension thereof. All policies shall contain a provision that coverage afforded under the policies shall not be canceled, changed, allowed to lapse, or allowed to expire until thirty (30) calendar days after written notice has been given to the state certificate holder on the certificate of insurance. Contractor shall furnish the state an insurance certificate listing the state as certificate holder. The insurance certificate must document that the liability insurance coverage purchased by the contractor

includes contractual liability coverage to protect the state. The certificate shall be furnished no later than ten (10) business days after notification of the State's intent to award a contract. In addition, the insurance certificate must provide the following information:

1. Name and address of authorized agent
2. Name and address of insured
3. Name of insurance company (licensed to operate in Georgia)
4. Description of coverage in standard terminology
5. Policy period
6. Limits of liability
7. Name and address of certificate holder
8. Acknowledgment of notice of cancellation to the state
9. Signature of authorized agent
10. Telephone number of authorized agent
11. Details of policy exclusions in comments section of insurance certificate

Attachment 6

BUSINESS ASSOCIATE AGREEMENT

WHEREAS, the Georgia Department of Public Health (“DPH”) and Augusta Georgia and Community Development (“Contractor”) have entered into the attached Contract, whereby Contractor will provide functions, activities, or services to DPH involving the use of Protected Health Information (“PHI”) as defined by Health Insurance Portability and Accountability Act of 1996 (“HIPAA”);

WHEREAS, DPH is required by HIPAA to enter into a Business Associate Agreement with entities which provide functions, activities, or services on behalf of DPH involving the use of PHI;

NOW, THEREFORE, in consideration of the mutual promises contained herein, DPH and Contractor agree as follows:

1. Terms used but not otherwise defined in this Agreement shall have the same meaning as those terms in HIPAA and Title XIII of the American Recovery and Reinvestment Act of 2009 (the Health Information Technology for Economic and Clinical Health Act, or “HITECH”), and in the implementing regulations of HIPAA and HITECH, now and as they may be amended in the future. Together HIPAA, HITECH, and their implementing regulations are referred to in this Agreement as the “Privacy Rule and the Security Rule.”
2. Subject to the limitations of this Agreement, Contractor may use or disclose PHI only to the extent necessary to meet its responsibilities as set forth in the Contract, provided that such use or disclosure would not violate the Privacy Rule or the Security Rule if done by DPH.
3. Contractor warrants that the individuals described on Attachment D-1 require access to PHI in order to perform services under the Contract. Contractor shall update Attachment D-1 as necessary.
4. Contractor warrants that the individuals described on Attachment D-2 require access to a DPH information system in order to perform services under the Contract. Contractor shall notify the DPH Project Leader no less than 24 hours in advance if any other individuals will need access to the DPH information system
5. Contractor warrants that only individuals designated by title or name on Attachments D-1 and D-2 will request or access PHI from DPH, that they will only do so in the performance of services under the Contract, and that these individuals will only request the minimum necessary amount of information in order to perform those services.
6. The parties agree that Contractor is a “Business Associate” to DPH within the meaning of the Privacy and Security Rule. Contractor shall comply with all obligations of the Privacy Rule and Security Rule that apply to DPH and shall comply with all Privacy Rule and Security Rule requirements that apply to Business Associates. Contractor further warrants that it maintains and follows written policies and procedures to achieve and maintain compliance with the Privacy and Security Rules that apply to Business Associates, and that it will update such policies and procedures as necessary in order to comply with the and changes to the Privacy and Security

Rules. These policies and procedures, and evidence of their implementation, shall be provided to DPH upon request.

7. All communications related to compliance with this Agreement will be forwarded to the following Privacy and Security Contacts:

- A. At DPH:
- Privacy Officer
2 Peachtree Street, NW, 15th Floor
Atlanta, Georgia 30303
DPH.Privacy@dph.ga.gov
404-657-2700
- Anthony McGaughey
Interim Chief Information Security Officer, Office of Information Technology
2 Peachtree Street, NW, 12th Floor
Atlanta, Georgia 30303
anthony.mcgaughey@dph.ga.gov
404-467-3105
- B. At Contractor: Hawthorne E Welcher Jr.
City of Augusta Housing and Community Development
510 Fenwick Street
Augusta, GA 30901
706-821-1797

8. Contractor further agrees:

- A. Contractor will not request, create, receive, use or disclose PHI other than as permitted or required by this Agreement, the Contract, or law.
- B. Contractor will establish, maintain and use appropriate administrative, physical, and technical safeguards to prevent loss, use, or disclosure of the PHI other than as provided for by this Agreement, the Contract, or law.
- C. Contractor will implement and use administrative, physical, and technical safeguards that protect the confidentiality, integrity and availability of the electronic PHI that it creates, receives, maintains, or transmits on behalf of DPH.
- D. In addition to the safeguards described above, Contractor shall impose access controls that restrict access to PHI to the individuals listed on D-1 and D-2, as amended from time to time.
- E. Contractor will password-protect and encrypt all electronic PHI for transmission and for storage on portable computers and media devices.
- F. Contractor will mitigate, to the extent practicable, any harmful effect that result from a loss, use, or disclosure of PHI by Contractor in violation of the requirements of this Agreement, the Contract, or law. Contractor shall bear the costs of mitigation, which shall include the reasonable costs of credit monitoring or credit restoration when the use or disclosure

results in exposure of information commonly used in identity theft (including name, date of birth, and Social Security Number.)

- G. Contractor will maintain a written Business Associate Agreement with any agent or subcontractor that will create, receive, maintain, or transmit on Contractor's behalf any PHI pertaining to DPH. Such Agreement shall provide that Contractor's agent or subcontractor agrees to the same restrictions and conditions of this Agreement with respect to PHI that Contractor receives from DPH, and that Contractor's agent or subcontractor assumes the same duties with regard to the PHI that Contractor has assumed under this Agreement. Contractor further agrees that if it becomes aware of a pattern of activity or practice of its agent or subcontractor that constitutes a material breach or violation of its agreement with Contractor, then Contractor shall take reasonable steps to cure the breach or end the violation, and if such steps are unsuccessful, terminate the agreement.
- H. Contractor will immediately report to DPH any "Breach" as defined by 45 CFR 164.402, and any known or suspected loss, use, or disclosure of PHI that is not authorized by this Agreement, the Contract, or law.
- I. Make an initial report to DPH in writing in such form as DPH may require within three business days after Contractor learns of a suspected unauthorized loss, use, or disclosure of PHI. This report will include the following:
 - i. The nature of the loss, use, or disclosure, a brief description of what happened, the date it occurred, and the date Contractor discovered the incident;
 - ii. The specific data points of PHI involved in the loss, use, or disclosure;
 - iii. The names of all persons with knowledge of the loss, use, or disclosure, and the names or categories of persons who may have obtained access to the PHI as a result;
 - iv. The corrective or investigative actions taken or to be taken in order to mitigate harmful effects, and to prevent further losses, uses, or disclosures;
 - v. Recommended protective actions to be taken by individuals whose PHI may have been lost, used, or disclosed; and
 - vi. Whether Contractor believes that the loss, use, or disclosure constitutes a Breach.
- J. Contractor will, upon request by the DPH Privacy Officer or the DPH Information Security Officer, provide a complete report of the Breach to DPH including a root cause analysis and a proposed corrective action plan. Upon request by DPH, Contractor shall implement the corrective action plan and provide proof of implementation.
- K. Contractor will report to the DPH Privacy Officer and the DPH Information Security Officer any successful unauthorized access, modification, or destruction of PHI or interference

with system operations in Contractor's information systems as soon as practicable but in no event later than three business days of discovery.

- L. Contractor will cooperate with DPH and provide assistance necessary for DPH to determine whether a Breach has occurred, and whether notification of the Breach is legally required or otherwise appropriate.
- M. If DPH determines that a Breach has occurred as a result of Contractor's loss, use, or disclosure of PHI or failure to comply with obligations set forth in this Agreement or in the Privacy or Security Rule, then Contractor will provide all required notices to affected individuals, the Secretary of the U. S. Department of Health and Human Services, and the media, at Contractor's expense and in accordance with 45 C.F.R. Part 164 subpart D. Such notices shall be submitted in advance to the DPH Privacy Officer for approval.
- N. Contractor will honor requests by DPH or by an individual for access to the individual's own PHI in accordance with 45 CFR 164.524; to make PHI available for amendment, and to incorporate such amendments into a designated record set in accordance with 45 CFR 164.526; to provide an accounting of all disclosures of the individual's PHI in accordance with 45 CFR 164.528; to document any such requests and the Contractor's response; and to notify DPH as soon as practicable of any such requests.
- O. Contractor will provide access to the Secretary of the U.S. Department of Health and Human Services to Contractor's books and records and policies, practices, or procedures relating to the use and disclosure of PHI received from DPH, or created or received by Contractor on behalf of DPH.
- P. In addition to any indemnification provisions in the Contract, Contractor will indemnify DPH from any loss or liability resulting from any violation of the HIPAA Privacy and Security Rules or Breach that arises from the conduct or omission of Contractor or its employees, agents, or subcontractors. Such liability will include without limitation all actual and direct costs, settlement payments, damages awarded, civil penalties, litigation expenses, and attorneys' fees incurred by DPH.

9. Unless otherwise provided by law, DPH agrees that it will:

- A. Notify Contractor of any new limitation in DPH's Notice of Privacy Practices in accordance with the provisions of the Privacy Rule if such limitation will affect Contractor's use or disclosure of PHI.
- B. Notify Contractor of any change in, or revocation of, permission by an individual for DPH to use or disclose PHI if such change or revocation will affect Contractor's use or disclosure of PHI.
- C. Notify Contractor of any restriction regarding its use or disclosure of PHI that DPH has agreed to in accordance with the Privacy Rule if such restriction will affect Contractor's use or disclosure of PHI.
- D. Before agreeing to any changes in or revocation of permission by an individual, or any restriction to use or disclose PHI, DPH will contact Contractor to determine feasibility of compliance. DPH agrees to assume all costs incurred by Contractor in compliance with such

special requests.

10. The effective date of this Agreement shall be the same as that of the Contract. Unless otherwise terminated, this Agreement shall continue until all of the PHI provided by DPH to Contractor or created or received by Contractor on behalf of DPH, is destroyed or returned to DPH.

A. Termination for Cause. Upon violation of a material term of this Agreement by Contractor, DPH may provide an opportunity for Contractor to cure the breach and, if Contractor fails to cure the breach, terminate the contract upon 30 calendar days' notice.

B. Termination for Convenience. In the event that the Contract is terminated for any reason, then DPH may terminate this Agreement for convenience.

C. Effect of Termination.

i. Upon termination of this Agreement, DPH shall determine whether return or destruction of PHI is feasible. If so, then Contractor shall at the direction of DPH either destroy the PHI or to return it to DPH, keeping no copies. If DPH determines that return or destruction is not feasible, then Contractor shall continue to extend the protections of this Agreement to the PHI for as long as Contractor maintains the PHI, and shall limit the use and disclosure of the PHI to those purposes that make the return or destruction of the PHI infeasible.

ii. The obligations imposed upon Contractor with respect to its care, use, and disclosure of PHI, and its duty to comply with the Privacy and Security Rule with regard to such PHI, shall survive the termination of this Agreement and the termination or completion of the Contract.

11. Nothing in this Agreement is intended to confer any rights, remedies, obligations, or liabilities upon anyone other than DPH and Contractor.

12. This Agreement is intended to supplement, and not to diminish or alter, the terms and conditions of the Contract.

Augusta Georgia

BY: _____
SIGNATURE

TITLE

DATE

ATTACHMENT D-1

Individuals Permitted to Receive, Use, and Disclose DPH PHI

The following individual, as employees or agents of Contractor, need access to DPH Protected Health Information in order for Contractor to perform the services described in the Contract:

- _____ Title: _____
- _____
- _____ Title: _____
- _____
- _____ Title: _____
- _____
- _____ Title: _____
- _____
- _____ Title: _____

Approved methods of secure delivery of PHI between Contractor and DPH:

- Secure FTP file transfer (preferred)
- Encrypted email or email sent through “secure tunnel” approved by DPH Information Security Officer
- Email of encrypted document (password must be sent by telephone only)
- Encrypted portable media device and tracked delivery method

Contractor must update this list as needed and provide the updated form to the DPH Project Leader. Use of DPH Protected Health Information by individuals who are not described on this Attachment D-1, as amended from time to time, is a violation of the Agreement.

DPH Project Leader Contact Information:

ATTACHMENT D-2

Part 1:

Please initial beside the correct option. Please select only one option.

_____ Contractor DOES NOT need any user accounts to access DPH Information Systems. Do not complete Part 2 of this form.

_____ Contractor DOES need user accounts to access DPH Information Systems. Please complete Part 2 of this form.

Part 2:

Please complete the table below if you indicated that Contractor DOES need any user accounts to access DPH Information Systems. Please attach additional pages if needed.

List of Individuals Authorized to Access a DPH Information System Containing PHI

The following individuals, as employees or agents of Contractor, need access to DPH Information Systems containing DPH Protected Health Information in order for Contractor to perform the services described in the Contract:

Full Name	Employer	DPH Information System	Type of Access (Read only? Write?)

The DPH Project Leader must submit a completed DPH Network Access Request Form for each individual listed above, and for anyone who might later be added to this list.

Contractor must notify the Project Leader identified in the Contract immediately, but at least within 24 hours, after any individual on this list no longer needs the level of access described. Failure to provide this notification on time is a violation of the Agreement.

Contractor must update this Attachment D-2 as needed and provide the updated form to the DPH Project Leader.

[DPH Form GC-00901A (Rev. 08.24.2018)]

ATTACHMENT 7

Georgia Department of Public Health Contract Addendum for Contract Number: 40500-049-21213263

The following sections are amended as follows to included:

- b) **Paragraph 12. of Section F, Miscellaneous Provision shall be deleted in its entirety and replaced with the following:**

12. Use of Name or Intellectual Property. Contractor agrees it will not use the name of the Georgia Department of Public Health or any intellectual property owned by the Department, including but not limited to Department trademarks or logos, in any manner, including commercial advertising or as a business reference, without the express prior written consent of the Department. To avoid subsequent disallowance, the contractor shall obtain prior written authorization before marketing, branding, advertising, or other program components.

DPH shall decide within forty-eight (48) hours of request submission.

SIGNATURE PAGE TO FOLLOW

CONTRACTOR

By (Authorized Signature)

Printed Name and Title

Date

GEORGIA DEPARTMENT OF PUBLIC HEALTH

By (Authorized Signature)

Kathleen E. Toomey, M.D., M.P.H., Commissioner
Printed Name and Title

Date



Administrative Services Committee Meeting

3/9/2021 1:10 PM

HCD _GA Department of Public Health Agreement __ Approval Request

Department: Housing and Community Development Department

Presenter: Director Welcher and/or Staff

Caption: Accept HCDs Motion to: a) approve the Georgia Department of Public Health (GDPH) Intergovernmental Agreement, b) accept \$2,675,029.44 in HUD Program funds for program implementation, c) allow HCD to create/administer an Augusta, GA Lead Grant Hazard Reduction Program (LGHR) ~ in partnership with the Georgia Department of Public Health, d) allow HCD to hire two (2) FT staff persons to provide program implementation, and e) instruct finance department to add available funding to HCDs budget (upon receipt) for immediate use and implementation.

Background: On November 21, 2019 the U.S. Department of Housing and Urban Development (HUD) awarded \$3.3 million to the State of Georgia as part of the record investment of \$314 million nationwide to 77 state and local government agencies, that will help protect Augusta children and families from lead-based paint and home health hazards. The Augusta, GA LGHR grant include \$3,000,000 in Lead Based Paint Hazard Reduction grant program funding and \$300,000 in HUD's Healthy Homes Supplemental funding. The Lead Based Paint Hazard Reduction Program grants include \$30 million nationwide in HUD's Healthy Homes Supplemental funding to help communities address housing-related health and safety hazards, in addition to lead-based paint hazards Approximately three-quarters of the nation's housing stock built before 1978 (approximately 64 million dwellings) contains some lead-based paint. When properly maintained and managed, this paint poses little risk. However, 1.7 million children have blood lead levels above safe limits, mostly due to exposure to lead-based paint hazards Augusta Georgia has three of the top 20 state ZIP Codes with high rates of kids with lead problems. Each ZIP Code in 2019 had at least 12 percent of children tested having blood lead levels at 5 micrograms per deciliter or higher, state data show. A federal HUD grant aims to reduce these Augusta numbers. The

county will benefit from \$3.3 million in funding to remediate 120 properties. Augusta, Georgia is required to publish a notice of availability for this funding for a 2-week review and comment period. Any comments received during the five (5) day Comment Period will be forwarded back to the Commission.

Analysis: If approved by the Augusta, Georgia Commission, HCD, in partnership with the GDPH Health, HCD will be capable of providing lead abatement services to families that reside in the Augusta, Georgia-Richmond County area, who may be affected by lead-based paint hazards & other housing-related health issues; assist in the prevention of lead poisoning through education, training, and community outreach; offer technical and financial assistance while providing a safe and controlled means of lead hazard control & healthy homes remediation in residential dwelling units occupied by low-income households (annual household income cannot exceed 80% of the area median income (AMI) as determined by HUD).

Financial Impact: If approved by the Augusta-Richmond County Commission, \$2,675,029.44, in HUD Funding, via the Lead Grant Hazard Reduction Program will allow HCD to provide applicable lead abatement services and housing projects for low-moderate-income households throughout the City of Augusta, Georgia.

Alternatives: Do not approve the Georgia Department of Public Health (GDPH) Intergovernmental Agreement for the administration of Augusta Georgia's Lead Grant Hazard Reduction Program (LGHR).

Recommendation: Accept HCDs Motion to: a) approve the Georgia Department of Public Health (GDPH) Intergovernmental Agreement, b) accept \$2,675,029.44 in HUD Program funds for program implementation, c) allow HCD to create/administer an Augusta, GA Lead Grant Hazard Reduction Program (LGHR) ~ in partnership with the Georgia Department of Public Health, d) allow HCD to hire two (2) FT staff persons to provide program implementation, and e) instruct finance department to add available funding to HCDs budget (upon receipt) for immediate use and implementation.

Funds are Available in the Following Accounts: US Department of Housing and Urban Development (HUD) Funds; Setup new Org Key # 221073227

REVIEWED AND APPROVED BY:

Finance.

Law.

Administrator.

Clerk of Commission



Administrative Services Committee Meeting Virtual/Teleconference - 2/23/2021

ATTENDANCE:

Present: Hons. Hasan, Chairman; Scott, Vice Chairman; Frantom and B. Williams, members.

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

ADMINISTRATIVE SERVICES

1. Request that RFP Item #20-187 Legislative Management Software (Electronic Agenda) for Augusta, Georgia Clerk's Office via Information Technology Department be cancelled so that further review/reevaluation can take place taking into consideration our implementation of the electronic/online recodification of the city code which is scheduled by the end of the first trimester or thereabout. The possible integration of these two functions could be in the best interest of Augusta, GA. I believe it would be a nice fit for the organization, especially with the current and upcoming integration with the Municode services we already use. Sec. 1-10-60. Rejection or cancellation of solicitations; negotiating re-advertisement. (a) Conditions for use. An invitation for bids/quotes, a request for proposals, or other solicitation may be canceled, or any or all bids may be rejected in whole or in part as may be specified in the solicitation, when it is for good cause and in the best interest of Augusta, Georgia. The reasons thereof shall be made part of the contract file. (b) Cancellation due to unavailability of funds in succeeding fiscal periods. All multi-term contracts shall include provisions providing that when funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be canceled with appropriate notice.
- Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. (Unanimous consent is given to add this item to	Commissioner Bobby Williams	Commisioner Sean Frantom	Passes

the agenda)
Motion Passes 4-0.

2. Motion to approve Housing and Community Development Department's (HCD's) request to provide funding to assist two (2) low to moderate income homebuyers with down-payment assistance to purchase a home. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commisioner Sean Frantom	Commissioner Ben Hasan	Passes

3. Motion to approve eleven (11) Emergency Rehabilitation projects. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commisioner Sean Frantom	Commissioner Ben Hasan	Passes

4. 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 a home through the Homebuyer Subsidy Program. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commisioner Sean Frantom	Commissioner Ben Hasan	Passes

5. Motion to approve Housing and Community Development Department's (HCD's) request to procure two (2) Georgia Real Estate Brokerage Firms for the Laney Walker/ Bethlehem Project with an Agreement for a period of one (1) year. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commisioner Sean Frantom	Commissioner Ben Hasan	Passes

6. Motion to approve Housing and Community Development Department's (HCD's) request to provide funding for (10) ten business owners via the Seeds for Life Program, to assist them in sustaining and growing their business. The following Seeds for Life recipients are listed below. Each recipient will receive a grant funding amount of \$10,000.00:
- Item Action:**
Approved

1. Jaruwan Charintranont (Sweet Moments Café)
2. Frederick Gibbons (Soultry Sounds Auto Sales, LLC)
3. Carol Jackson (Carol's Hair Care)
4. Sheila Johnson (Kenise's Tax & Business Services, LLC)
5. Donjinia Moore (CM Moore In-Home Tutoring Services, LLC)
6. DeWayne Pearson (Ikonz Sportsbar & Grill)
7. Vivian Ross (Elephant in the Room Counseling Services, LLC)
8. LaTanya Thurmond (Mending Lives, LLC)
9. Pedro Vendrell (Vendrell and Sons, LLC)
10. Ernesia Wright (Georgia Soul/Georgia Pro-Basketball Soul)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commisioner Sean Frantom	Commissioner Ben Hasan	Passes

7. Motion to approve the minutes of the Administrative Services Committee held on February 9, 20221.
- Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commisioner Sean Frantom	Commissioner Ben Hasan	Passes

8. Discuss authorizing the Administrator, finance department, and other relevant departments to conduct a 30 day review of the impact, feasibility and cost of

an up to 15 percent, FY 21, tax break to coincide with federal and state eviction moratoriums for landlords providing workforce and affordable housing. **(Deferred from the February 16, 2021 Commission Meeting; requested by Mayor Hardie Davis, Jr.)** **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve referring to the Administrator to conduct a 45-day review of a program to support landlords and businesses by applying for DCA grants for COVID relief. Motion Passes 4-0.	Commissioner Bobby Williams	Commisioner Sean Frantom	Passes

9. Discuss if there is a need for a Blue Ribbon Committee and/or different avenue to study the Consolidation Bill (Charter). **(Deferred from the Commission Meeting Requested by Commissioner Ben Hasan)** **Item Action:** Rescheduled

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Motion to refer this item to the full Commission with no recommendation. Mr. Hasan votes No. Motion Passes 3-1.	Commissioner Bobby Williams	Commisioner Sean Frantom	Passes

10. Discussion on exploring and adopting an electronic signature software such as DocuSign **(Requested by Mayor Hardie Davis, Jr.)** **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve tasking the Administrator with tasking his	Commisioner Sean Frantom	Commissioner Bobby Williams	Passes

appropriate staff with reviewing, procuring and implementing an electronic signature software such as DocuSign to make the entire government more efficient in the signing and delivering of documents.

Motion Passes 4-0.

www.augustaga.gov



**Administrative Services Committee Meeting
3/9/2021 1:10 PM
Minutes**

Department:

Presenter:

Caption: Motion to approve the minutes of the Administrative Services Committee held on February 23, 2021.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



Sign of Relief

A Rent & Utilities Assistance Program

NEED HELP?

**RENTAL AND UTILITY
ASSISTANCE IS AVAILABLE!**

The City of Augusta and United Way of the CSRA
are partnering to help families affected by COVID-19

3 EASY WAYS TO SEEK HELP



ONLINE

Complete the form on
United Way's website,
www.uwcsra.org, and
a 211 representative will
be in touch with you.



United Way of the CSRA

2.1.1

Get Connected. Get Help.™

CALL US

Simply dial 211 from
your phone to connect
with a United Way
representative.

Augusta Housing & Community Development

706 821 1797

Lena Bonner

From: Commissioner Ben Hasan
Sent: Wednesday, March 3, 2021 10:43 AM
To: Lena Bonner
Subject: Fwd: Commission Book Addition for Augusta's Emergency Rental Assistance Program Implementation
Attachments: ERA Flyer.pdf

Mr. Bonner please place on the agenda an update on 6 million dollars Treasury Funds from Director Welcher?
Thanks
Get [Outlook for iOS](#)

From: Daniel J. Evans <DEvans2@augustaga.gov>
Sent: Wednesday, March 3, 2021 10:39:41 AM
To: Lena Bonner <lbonner@augustaga.gov>
Cc: Commissioner Ben Hasan <BHasan@augustaga.gov>; Odie Donald <ODonald@augustaga.gov>; Hawthorne Welcher <HWelcher@augustaga.gov>; Shauntia Lewis <SLewis@augustaga.gov>
Subject: Commission Book Addition for Augusta's Emergency Rental Assistance Program Implementation

Good Morning Ms. Bonner,

At the request of Commissioner Hasan, please include the attached flyer related to Augusta's Emergency Rental Assistance Program implementation with United Way of the CSRA.

HCD will be prepared to provide a full update at Tuesday's Commission Committee meeting as requested.

Please let us know if there are any questions or if any additional information is requested.

Respectfully,

Daniel J. Evans

Community Development Manager
Augusta Housing & Community Development

Please Note our New Address

510 Fenwick Street
Augusta, GA 30901
706-821-2886

devans2@augustaga.gov

The mission of the Augusta-Richmond County Housing and Community Development Department is to create positive change by promoting self-sufficiency through partnership in Economic Development, Quality Housing, and Neighborhood Reinvestment.





**Administrative Services Committee Meeting
3/9/2021 1:10 PM
Emergency Rental Assistance Program**

Department: HCD

Presenter: Housing & Community Developemnt Department

Caption: Update from HCD relative to Augusta's Emergency Rental Assistance Program implementation with United Way of the CSRA. **(Requested by Commissioner Ben Hasan)**

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Lena Bonner

From: Naeem Jenkins-Nixon
Sent: Wednesday, March 3, 2021 1:18 PM
To: Lena Bonner
Cc: Mayor Hardie Davis, Jr.; Petula Burks
Subject: Agenda Items for the 3/9 Administrative Committee meeting

Good afternoon Ms. Bonner,

I hope all is well. Per Mayor Davis, he'd like to add the following to the 3/9 Administrative Committee meeting "An update from the Law Department on the draft non-discrimination ordinance and approval for a draft to be submitted before the full commission on 3/16 to coincide with Women's History Month"

All the best,
Naeem

Naeem Jenkins-Nixon
Deputy Chief of Staff, Office of Mayor Hardie Davis, Jr.
535 Telfair Street, Suite 200, Augusta, GA 30901
706-821-1833

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AED:104.1



Administrative Services Committee Meeting
3/9/2021 1:10 PM
Proposed non-discrimination ordinance

Department: Mayor's Office

Presenter: Mayor Hardie Davis, Jr.

Caption: Update from the Law Department on proposed draft of the non-discrimination ordinance. **(Requested by Mayor Hardie Davis, Jr.)**

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Draft

Augusta, Georgia Anti-Discrimination Ordinance

UNLAWFUL DISCRIMINATION

Definitions.

The following words, terms and phrases, when used in this article, shall have the meaning ascribed to them in this section, except where the context clearly indicates a different meaning:

Age means an individual's status as being 40 years of age or older.

Business means any person or entity conducting business within Augusta, Georgia, which is required to obtain a license or permit from the Augusta, Georgia. For purposes of this article, no department of any government agency shall be considered to be a business (notwithstanding licensure by Augusta, Georgia).

Complainant means an individual that files a complaint pursuant to this article.

Compliance Department means the Augusta, Georgia Compliance Department's Equal Employment Opportunity Division.

Disability means physical and mental impairments, which shall be interpreted co-extensively with the meaning given to that term under the Americans With Disabilities Act, codified at 42 U.S.C. § 12101 et seq., except that if a person would be considered to have a disability but for the use of a mitigating measure, that person shall nevertheless be considered to have a disability within the meaning of this chapter.

Discriminate, discrimination, or discriminatory means any act, policy or practice that, regardless of intent, has the effect of subjecting any person to differential treatment as a result of that person's actual or perceived race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, marital status, familial status, or military status.

Employee means any person employed by or seeking employment from any business within Augusta, Georgia. Employee does not include any individual employed by such individual's parents, spouse or child.

Employer means a person who employs one or more employees in Augusta, Georgia.

Familial status means an individual's past, current or prospective status as a parent or legal guardian to a child or children below the age of 18 who may or may not reside with that individual.

Gender identity means the actual or perceived gender-related identity, expression, appearance or mannerisms, or other gender-related characteristics of an individual, regardless of the individual's designated sex at birth.

Marital status means an individual's past, current, or prospective status as single, married, domestically partnered, in a civil union, divorced, or widowed.

Mediator means a qualified neutral third party that will attempt to assist the complainant and the respondent(s) to arrive at a mutual agreement to resolve a complaint.

Military status means an individual's status as one who serves or served in the uniformed services, military, naval or air service, and who was discharged or released under conditions other than dishonorable.

National origin means an individual's place of origin or an individual's ancestors' place of origin.

Place of public resort, accommodation, assemblage, or amusement means any place, store, or other establishment, either licensed or unlicensed, that supplies accommodations, goods, or services to the general public, or that solicits or accepts the patronage or trade of the general public, or that is supported directly or indirectly by government funds. The term does not include any private club, bona fide membership organization, or other establishment that is not in fact open to the public.

Religion means all aspects of religious belief, observance and practice.

Religious organization means an entity which conducts regular worship services or is qualified as a religious organization under section 501(c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, that is not required to file IRS Form 990 return of Organization Exempt from Income Tax, under any circumstances.

Respondent means an individual or business accused of violating this article in a complaint.

Sexual orientation means an individual's actual or perceived orientation as heterosexual, homosexual, bisexual, pansexual or asexual.

Unlawful practices.

(a) It shall be an unlawful discriminatory practice for a business, because of the race, religion, color, sex, disability, national origin, ancestry, sexual orientation, gender identity, age or military status of any person, to refuse to hire or employ such person or to bar or discharge such person from employment or to otherwise discriminate against such person in compensation or in terms, conditions or privileges of employment, or to follow any employment procedure or practice which, in fact, results in discrimination, segregation or separation.

(b) It shall be an unlawful discriminatory practice for a business to discriminate against any person in the terms, conditions or privileges of sale or rental of real property, or in the provision of services or facilities in connection therewith, because of race, religion, color, sex, disability, familial status, national origin, ancestry, sexual orientation, gender identity or military status, or to discriminate against any person in such person's use or occupancy of rental housing because of the race, religion, color, sex, disability, familial status, national origin ancestry, sexual orientation, gender identity, or military status of the people with whom such person associates.

(c) It shall be an unlawful discriminatory practice for any business, as defined herein being the owner, operator or manager of any place of public accommodation, to refuse, deny or make a distinction, directly or indirectly, in offering its goods, services, facilities, and accommodations to any person as covered by this article because of race, religion, color, sex, disability, national origin, ancestry, sexual orientation, gender identity, age or military status. Notwithstanding the above, nothing in this article shall be construed to prevent any business as defined in this article from offering, affording or providing any additional benefit or additional discount to a person because of such person's military status.

(d) It shall be an unlawful discriminatory practice under this chapter for any business, person, or entity conducting business in Augusta, Georgia for which a license or permit is required to aid, abet, incite, compel, or coerce the doing of any act defined in this chapter as an unlawful practice; or to intimidate, harass, retaliate, obstruct or discriminate against a person in any manner because such person has: (i) complied with or proposes to comply with the provisions of this chapter or (ii) has filed a complaint with Augusta, Georgia's Compliance Department pursuant to this chapter or (iii) has taken other legal action pursuant to this chapter or (iv) has testified or assisted in any proceeding or investigation under this chapter or (v) has opposed any practice made an unlawful practice under this chapter, or to attempt, directly or indirectly, to commit any act defined in this chapter as an unlawful practice; or to apply any economic sanctions, or deny accommodations or membership privileges because of a person's compliance with the provisions of this chapter; or coerce, intimidate, threaten, or otherwise interfere with any person in the exercise or enjoyment of, or on account of his or her having exercised or enjoyed, or on account of his or her having aided or encourage any other person in the exercise enjoyment of any right granted or protected under this chapter.

Exclusions from discriminatory practices.

Notwithstanding the foregoing, the following are not discriminatory practices prohibited by chapter/Section _____ of this article:

- (a) A religious corporation, association, or society that employs an individual of a particular religion to perform work connected with the performance of religious activities by the corporation, association, or society.
- (b) An employer who observes the conditions of a bona fide affirmative action plan or a bona fide seniority system which is not a pretext to evade the purposes of this article.
- (c) A business is not required to hire unqualified or incompetent personnel.
- (d) This ordinance does not prohibit an employer from requiring an employee, during the employee's hours at work, to adhere to reasonable and equitable dress or grooming standards not prohibited by other provisions of federal, state or local law, provided that all employees are permitted to dress in a manner consistent with their gender identity.

- (e) A business is not required to make changes to any existing facility that would require a building permit, except as otherwise required by law.
- (f) This article does not prohibit a religious organization from limiting its non-commercial accommodations, advantages, facilities, membership, and privileges to persons of the same religion.
- (g) This article shall not be construed in such a way as to violate any person's rights under the United States Constitution or the Georgia Constitution.

Enforcement.

- (a) *Complainant.* Any individual who believes they have been aggrieved by an alleged violation of this article may make, sign and file an original and two (2) copies of a complaint with the Augusta, Georgia Compliance Department.
- (b) *Who may file complaint.* Any individual claiming to be aggrieved by an alleged unlawful discriminatory practice which allegedly occurred in Augusta, Georgia may make, sign and file a complaint.
- (c) *Form of Complaint.* Any person aggrieved by a potential violation of this ordinance may file a complaint with the Compliance Department on a form to be provided by the Compliance Department. The Compliance Department shall not accept any complaint that is incomplete.
- (d) *Time of filing.* Any such complaint must be filed within 90 calendar days of the alleged unlawful discriminatory practice. If the alleged unlawful discriminatory practice is of a continuing nature, the date of its occurrence shall be deemed to be any date subsequent to its inception, up to and including the date of cessation.
- (e) *Manner of filing.* The original complaint may be filed by personal delivery or certified mail, addressed to: Augusta Compliance Department, ATTN: EEO Division, 535 Telfair Street, Suite 530, Augusta, GA 30909. The date of filing shall be deemed to be the date of personal delivery or postmark date of the certified mailing.
- (f) *Service.* Within fourteen (4) calendar day of receiving the complaint, the Compliance Department shall serve a copy of the complaint upon the respondent(s), via certified mail, return receipt requested.
- (g) Within forty-five (45) days after receiving a complaint, the Compliance Department shall conduct an investigation of the allegations contained within the complaint. Such investigation may be made by field visit, written or oral inquiry, conference, or any other method or combination thereof deemed suitable in the discretion of the Compliance Department.
- (h) Upon investigation of the Complaint, the Compliance Department shall refer the complaint to a mediator for nonbinding mediation. Notice of mediation will be sent to the complainant and alleged violator ten business days in advance. Participation is voluntary,

however the case shall be dismissed should the complainant not attend or show just cause for not participating. Any mediation hereunder shall be conducted in accordance with procedures to be established by the mediator.

(i) If within fifteen (15) business days of the conclusion of mediation, either party notifies the Compliance Department in writing that such person is dissatisfied with the results, or if the Respondent elects not or failed to participate in mediation, the complaint shall be referred back to the Compliance Department, and the Compliance Department shall cause a copy of the complaint to be delivered to the Marshal's Office of Richmond County.

(j) Within seven (7) business days of receipt of a copy of the complaint from the Compliance Department, the Marshal or his or her designee shall cause a copy of the complaint and a summons to be served on the respondent. The summons shall direct the respondent to appear before a judge of the Richmond County Civil & Magistrate Court on a date and time certain for a preliminary determination hearing. For purposes of this section, service shall mean either personal service or service by certified mail, return receipt requested.

(k) Prior to the preliminary determination hearing, the Marshal or his or her designee shall cause the original of the complaint, a copy of the summons, and proof of service of the complaint and summons to be filed with the clerk of the Civil and Magistrate Court.

(l) The respondent may file with the Civil & Magistrate Court an answer to the complaint at any time prior to the preliminary determination hearing. However, filing an answer is not mandatory and no adverse inference shall be drawn by the respondent's failure to file an answer.

(m) At the preliminary determination hearing, the Civil & Magistrate Court Judge shall review the complaint and answer, if any, to determine: (1) whether the complaint is in conformity with the requirements of this article; (2) whether the proceeding is preempted by federal or state law; and (3) whether the complaint demonstrates facts sufficient to show probable cause of a violation of this article. Upon such determination, the Civil & Magistrate Judge shall enter a written order, expressly stating the foregoing determinations and either dismissing the complaint or scheduling the matter for a trial on the merits of the alleged violation on a date not less than sixty (60) days from the date the written order is filed.

(n) In the event the Civil & Magistrate Judge determines that there is probable cause and the Solicitor of Richmond County Civil and Magistrate Court determines that there is just cause to proceed and that the alleged violation should be prosecuted, the Solicitor shall, within fifteen (15) days of the date the written order is filed, draw up, file with the Clerk of Civil and Magistrate Court, and serve upon the respondent a formal accusation or similar charging instrument. For purposes of this section, service shall mean either personal service or service by certified mail, return receipt requested.

(o) Upon trial, the burden of proof shall be by a preponderance of the evidence.

- (p) **Nothing in this chapter shall be construed to invalidate or restrict or deny any right or remedy any person may have under federal law or preclude any cause of action in court otherwise provided for the violation of any person's civil right.**

Penalty.

Any person or business found by the civil & magistrate court to have violated any provision of this article shall be subject to a civil penalty of \$500.00 for the first violation and \$1,000.00 for each subsequent violations.

Any person or business found by the civil & magistrate court to have violated any provision of this article more than once within a twelve (12) month period shall be subject to a revocation of business license.

A violation of this Code section shall not be deemed a crime.

Lena Bonner

From: Wayne Brown
Sent: Thursday, March 4, 2021 9:00 AM
To: Lena Bonner
Subject: Agenda item
Attachments: Law Dept. Draft Proposed Ordinance- Anti Discrimination (2) (002) (002).docx

At the request of Comm. Johnson the attached item is added for discussion at the Tuesday Committee meeting

Wayne Brown
General Counsel
Augusta Law Department
535 Telfair Street, Bldg 3000
Augusta, Georgia 30901
706-842-5554
706-842-5556 (facsimile)
wbrown@augustaga.gov

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AED:104.1



**Administrative Services Committee Meeting
3/9/2021 1:10 PM
Anti-Discrimination Ordinance**

Department:

Presenter: Commissioner Jordan Johnson

Caption: Discuss the draft of an Anti-Discrimination Ordinance prepared by the Law Department and to determine the path forward.
(Requested by Commissioner Jordan Johnson)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

**AMENDED AND RESTATED
MEMORANDUM OF UNDERSTANDING
by and between
AUGUSTA, GEORGIA and GOLD CROSS EMS**

1. **Parties.** This Amended and Restated Memorandum of Understanding (hereinafter referred to as "MOU") is made and entered into by and between Augusta, Georgia (hereinafter referred to as "Augusta"), a political subdivision of the State of Georgia, and Gold Cross EMS, Inc. (hereinafter referred to as "Gold Cross"), a Georgia Corporation.
2. **Purpose and Restatement of 2019 MOU.** The parties hereto entered into an MOU having an effective date of August 1, 2019 ("2019 MOU"). However, as a result of Augusta's decision to suspend its provision of emergency ambulance services in Richmond County, Georgia, the parties desire to enter into this amended and restated MOU to better reflect the broad framework under which Augusta is willing to provide Gold Cross with subsidy for the provision of emergency ambulance services in Richmond County, Georgia as the designated zone provider for Richmond County, Georgia. The 2019 MOU is hereby amended in its entirety and restated herein. All provisions of, rights granted and covenants made in the 2019 MOU are hereby superseded in their entirety and shall have no further force or effect whatsoever.
3. **Term of MOU.** This MOU is effective December 1, 2020 and shall remain in full force and effect for a period running through December 31, 2022, or upon/until termination, whichever occurs first. This MOU may be renewed for two (2) one-year periods with the mutual written consent of both parties.
4. **Termination.** Either party may terminate this MOU by giving the other party thirty (30) day notice of its intent to terminate. This MOU shall automatically terminate in the event Gold Cross is no longer the designated zone provider for Richmond County, Georgia or if the Augusta, Georgia Commission does not allocate funding for the MOU in the annual budget.
5. **Notices.** All notices, requests, or other communications hereunder shall be in writing and either transmitted via overnight courier, hand-delivery, or certified or registered mail, postage prepaid and return receipt requested to the parties at the addresses below. Notices will be deemed to have been given when received.

TO GOLD CROSS
Gold Cross EMS, Inc.
4328 Wheeler Road
Martinez, GA 30907
Attn: Chief Executive Officer

TO AUGUSTA
Augusta, GA Consolidated Gov't
535 Telfair Street, Suite 900
Augusta, GA 30901
Attn: Administrator

6. **Subsidy.** Gold Cross is eligible for an annual subsidy in the following amounts: 2020 - \$600,000; 2021 - \$650,000; and 2022 - \$650,000. The subsidy amount shall remain at \$650,000 for any renewal periods. Subsidy shall be paid in equal monthly installments. Subsidy is not transferable or assignable.
7. **Responsibilities of Augusta.** Augusta shall:
 - a. Augusta shall provide a subsidy to Gold Cross in the manner and amount set forth in Paragraph 6 hereinabove.
 - b. have the Augusta, Georgia Commission set the billing rates for ambulance services, as amended from time-to-time; and
 - c. conduct an annual review of the billing rates based on market conditions and ensure that the rates will not decrease below the billing rates approved by the Augusta, Georgia Commission on February 5, 2019 rates, without the approval of both parties.
8. **Responsibilities of Gold Cross.** Gold Cross shall:
 - a. provide eight (8) ambulances dedicated to emergency medical calls in Richmond County, twenty-four hours a day, seven day a week (the "Required Ambulances");
 - b. staff each Required Ambulance with at least an Advanced EMT, Paramedic preferred;
 - c. bill at the rates set by the Augusta, GA Commission, as amended from time-to-time;
 - d. dispatch the closest ambulance;
 - d. stage the Required Ambulances at the following locations: 2512 Wrightsboro Road, 2323 Washington Road, 900 Baker Avenue, Tenth Street & Walker, 2802 Regency Boulevard, Hephzibah Fire Station and 3713 Old Waynesboro Road;
 - e. in addition to the Required Ambulances, provide such additional ambulances as reasonably determined by Gold Cross based upon anticipated call volume, and stage such additional ambulances at various locations in Gold Cross's reasonable discretion; and
 - f. utilize mutual aid from other EMS providers as determined in Gold Cross's reasonable discretion.

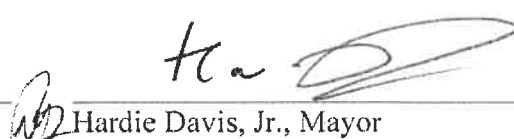
9. General Provisions.

- a. **Amendments.** Either party may request changes to this MOU. Any changes, modification, revisions, or amendments to the MOU which are mutually agreed upon by and between the parties to this MOU shall be incorporated by written instrument, and become effective when approved by the Augusta, Georgia Commission.
- b. **Applicable Law.** The construction, interpretation, and enforcement of this MOU shall be governed by the laws of the State of Georgia. The Superior Court of Richmond County shall have jurisdiction over any action arising out of this MOU and over the parties, and the venue shall be Augusta, Georgia.
- c. **Entirety of Agreement.** This MOU represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations, and agreements, whether written or oral.
- d. **Signatures.** In witness whereof, the parties to this MOU through their duly authorized representatives have executed this MOU on the days and dates below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

Gold Cross EMS, Inc.

Augusta, Georgia

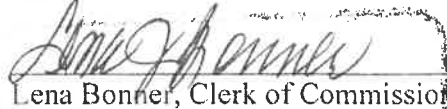

Vince Brogdon, CEO


Hardie Davis, Jr., Mayor

Dated: 11/18/2020

Dated: 11/24/20

Attest:


Lena Bonner, Clerk of Commission



MEMORANDUM OF UNDERSTANDING
by and between
AUGUSTA, GEORGIA and GOLD CROSS EMS

1. **Parties.** This Memorandum of Understanding (hereinafter referred to as "MOU") is made and entered into by and between Augusta, Georgia (hereinafter referred to as "Augusta"), a political subdivision of the State of Georgia, and Gold Cross EMS, Inc. (hereinafter referred to as "Gold Cross"), a Georgia Corporation.
2. **Purpose.** The purpose of this MOU is to establish the broad framework under which Augusta is willing to provide Gold Cross with subsidy for the provision of emergency ambulance services in Richmond County, Georgia as the designated zone provider for Richmond County, Georgia.
3. **Term of MOU.** This MOU is effective August 1, 2019 and shall remain in full force and effect for a period of forty-one (41) months (through December 31, 2022), or upon/until termination, whichever occurs first. This MOU may be renewed for two (2) one-year periods with the mutual written consent of both parties.
4. **Termination.** Either party may terminate this MOU by giving the other party thirty (30) day notice of its intent to terminate. This MOU shall automatically terminate in the event Gold Cross is no longer the designated zone provider for Richmond County, Georgia or if the Augusta, Georgia Commission does not allocate funding for the MOU in the annual budget.
5. **Notices.** All notices, requests, or other communications hereunder shall be in writing and either transmitted via overnight courier, hand-delivery, or certified or registered mail, postage prepaid and return receipt requested to the parties at the addresses below. Notices will be deemed to have been given when received.

TO GOLD CROSS

Gold Cross EMS, Inc.
4328 Wheeler Road
Martinez, GA 30907
Attn: Chief Executive Officer

TO AUGUSTA

Augusta, GA Consolidated Gov't
535 Telfair Street, Suite 900
Augusta, GA 30901
Attn: Administrator

6. **Subsidy.** Gold Cross is eligible for an annual subsidy in the following amounts: 2019 - \$400,000 (pro-rated); 2020 - \$600,000; 2021 - \$650,000; and 2022 - \$650,000. The subsidy amount shall remain at \$650,000 for any renewal periods. Subsidy shall be paid in equal monthly installments. Subsidy is not transferable or assignable.
7. **Responsibilities of Augusta.** Augusta shall:

- a. Augusta shall provide a subsidy to Gold Cross in the manner and amount set forth in Paragraph 6 hereinabove.
- b. provide three (3) ambulances dedicated to emergency calls in Richmond County, twenty-four hours a day, seven day a week;
- c. staff each ambulance with at least an Advanced EMT, Paramedic preferred;
- d. have the Augusta, Georgia Commission set the billing rates for ambulance services, as amended from time-to-time;
- e. stage the ambulances at the following locations: Fire Station 9, Fire Station 13, and Fire Station 18; and
- f. conduct an annual review of the billing rates based on market conditions and ensure that the rates will not decrease below the billing rates approved by the Augusta, Georgia Commission on February 5, 2019 rates, without the approval of both parties.

8. **Responsibilities of Gold Cross.** Gold Cross shall:

- a. provide eight (8) ambulances dedicated to emergency medical calls in Richmond County, twenty-four hours a day, seven day a week;
- b. staff each ambulance with at least an Advanced EMT, Paramedic preferred;
- c. bill at the rates set by the Augusta, GA Commission, as amended from time-to-time;
- d. dispatch the closest ambulance, including the Augusta Fire Department's three (3) ambulances;
- g. stage the ambulances at the following locations: 2512 Wrightsboro Road, 2323 Washington Road, 900 Baker Avenue, Tenth Street & Walker, 2802 Regency Boulevard (2), and the Hephzibah Fire Station (2).

9. **General Provisions.**

- a. **Amendments.** Either party may request changes to this MOU. Any changes, modification, revisions, or amendments to the MOU which are mutually agreed upon by and between the parties to this MOU shall be incorporated by written instrument, and become effective when approved by the Augusta, Georgia Commission.
- b. **Applicable Law.** The construction, interpretation, and enforcement of this MOU shall be governed by the laws of the State of Georgia. The Superior Court of Richmond

County shall have jurisdiction over any action arising out of this MOU and over the parties, and the venue shall be Augusta, Georgia.

c. **Entirety of Agreement.** This MOU represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations, and agreements, whether written or oral.

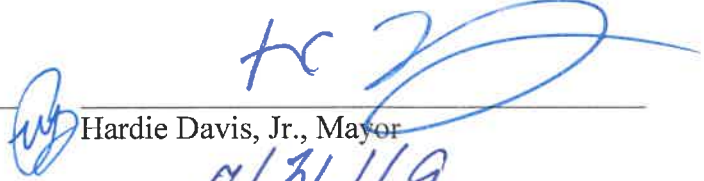
e. **Signatures.** In witness whereof, the parties to this MOU through their duly authorized representatives have executed this MOU on the days and dates below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

Gold Cross EMS, Inc.

Augusta, Georgia



Vince Brogdon, CEO



Hardie Davis, Jr., Mayor

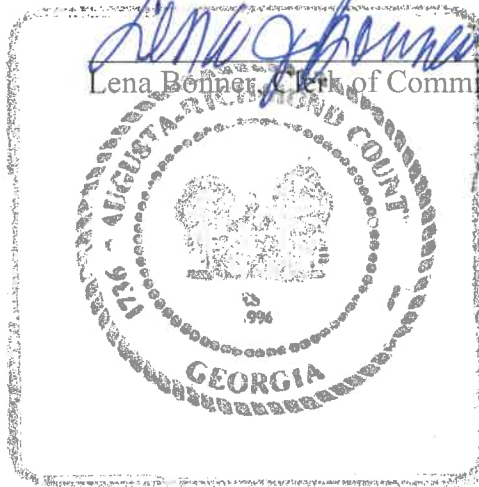
Dated: 7/19/2019

Dated: 7/31/19

Attest:



Lena Bonner, Clerk of Commission





**Administrative Services Committee Meeting
3/9/2021 1:10 PM
Gold Cross EMS Proposed Ambulance MOU.**

Department:

Presenter: Commissioner Ben Hasan

Caption: Discuss establishing a working Committee to create a MOU for future consideration with Gold Cross EMS. **(Requested by Commissioner Ben Hasan)**

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



PLANNING & DEVELOPMENT DEPARTMENT

535 Telfair Street • Suite 300
Augusta, Georgia 30901

1803 Marvin Griffin Road
Augusta, Georgia 30906

AWARD RECOMMENDATION

TO: Geri Sams, Procurement

FROM: Robert H. Sherman, III, Planning & Development

DATE: October 15, 2020

CONTRACTOR: ATLAS TECHNICAL CONSULTANTS
2450 COMMERCE AVE., SUITE 100
DULUTH, GA 30096

PROJECT: RFQ 20-232 - ARTS Wrightsboro Rd - McCauley St. at Grade Highway/Railroad
Crossing Safety Improvements Appraisal Services

This letter represents a recommendation from the evaluation committee to award ATLAS Technical Consultants (ATLAS) the RFQ 20-232 for ARTS Wrightsboro Rd - McCauley St. at Grade Highway/Railroad Crossing Safety Improvements Appraisal Services project.

The evaluation committee scored ATLAS the highest of all participating consultants and recommends that negotiations start as soon as possible.

Sincerely,

A handwritten signature in blue ink, appearing to read "RHS", with a stylized flourish at the end.

Robert H. Sherman, III
Director for Planning and Development Department

Cc: Nancy Williams
Dr. Oliver Page
Mariah Harris
Darrell White

**Scope of Services For The
Augusta Regional Transportation Study
Wrightsboro Rd/McCaulay St At-Grade Highway/Railroad Crossing
Safety Improvements Appraisal
REQUEST FOR PROPOSAL**

Prepared by

Augusta Regional Transportation Study
Metropolitan Planning Organization
535 Telfair Street, Suite 300
Augusta, GA 30901

December 2019

1. SCOPE OF PROPOSAL

Augusta Regional Transportation Study (ARTS) is requesting proposals to determine highway and pedestrian safety improvements for the Wrightsboro Rd/McCaulay St at-grade Highway/Railroad Crossing. All proposals submitted must be complete and convey all of the information requested. If the proposal fails to conform to the essential requirements of this Request for Proposal (RFP), ARTS and ARTS alone will be the judge as to whether that variance is significant enough to consider the RFP non-responsive and therefore not considered for award.

2. REQUEST FOR PROPOSAL PURPOSE

This RFP provides interested offerors with sufficient information to enable them to prepare and submit written proposals for consideration by ARTS to determine highway and pedestrian safety improvement options for the Wrightsboro Rd/McCaulay St at-grade Highway/Railroad Crossing. This project is funded by Surface Transportation Block Grant (STBG) Urban Attributable (Z230) funds.

You are asked to provide a written description of how your firm proposes to complete the requested project. The proposed scope of work shall not exceed 10 (ten) double-sided pages in length, including any illustrations (but excluding cover letter, required forms, appendices, Team Qualifications and Project Team Member Resumes). The scope should outline the project tasks or elements and a time schedule for completion of each task and the entire project.

The successful bidder shall provide all personnel, equipment, tools, materials, supervision, and other items and services necessary for the project as per the scope of services outlined below.

3. ABOUT ARTS

ARTS is a bi-state Metropolitan Planning Organization (MPO) covering the Augusta-Richmond County, GA; and, Aiken County, SC urbanized areas. ARTS planning area covers an approximate land area of 793 square miles with population of 511,686 (US Census 2010). The ARTS planning area includes: Richmond County, and the Cities of Hephzibah and Blythe in Georgia; the Fort Gordon Military Reservation; parts of Columbia County, including the City of Grovetown; and, parts of Aiken and Edgefield Counties in South Carolina, including the Cities of Aiken, North Augusta, New Ellenton and Burnetown.

4. PROJECT BACKGROUND AND OVERVIEW

ARTS issues this RFP to consulting firms (the CONSULTANT) interested in providing professional services to determine highway and pedestrian safety improvements for the Wrightsboro Rd/McCaulay St at-grade Highway/Railroad Crossing. The purpose of this project is promote the safe and efficient movement of motorized and non-motorized users at the Wrightsboro Rd/McCaulay St at-grade Highway/Railroad Crossing through an appraisal of recommended safety improvements.

The Wrightsboro Rd/McCauley St at-grade highway/railroad intersection is located just south of downtown Augusta opposite the Dental College of Georgia at Augusta University. This staggered intersection has four (4) intersecting arms, namely: RA Dent Blvd (minor arterial), Wrightsboro Rd (major collector), McCauley St (local) and Wrightsboro Rd CR 2566 (minor arterial). Cutting across the intersection of Wrightsboro Rd/McCauley St is the at-grade CSX crossing #279429P.

The single track main line is slightly elevated resulting in a noticeable incline on either side of the Wrightsboro Rd approaches.

The Wrightsboro Rd/McCauley St intersection is located in the Laney Walker/Bethlehem historic neighborhood. This neighborhood is within one of three Federal Opportunity Zones in Augusta. This designation has strengthened the Laney Walker/Bethlehem revitalization initiative, which seeks to reverse neighborhood blight and disinvestment. The emergence of several residential, employment and other mixed-use master plan developments in the Laney Walker/Bethlehem neighborhoods are the direct results of this initiative. Beacon Station Apartments (formerly Foundry Place) is the latest outcome. Situated at the intersection of Wrightsboro Rd/McCauley St; Beacon Station is a 7.6 acres, 221-unit market rate mixed use development project comprised of 1, 2 and 3 bedroom apartments and first floor space for retail/storefront franchises

The staggered nature of the Wrightsboro Rd/McCauley St intersection has created a unique traffic environment compounded by the slightly elevated at-grade railroad crossing. With the opening of the Beacon Station Apartment Complex in June 2019 and the associated increase in motorized and non-motorized traffic there is the possibility of a degradation in safety at this intersection. Potential outcomes of a degraded safety environment are increased traffic conflicts, unsafe driving behavior and risk taking, and an escalation in pedestrian/bike crashes.

5. PROJECT OBJECTIVES

The purpose of the project will aim to identify safety/access/mobility challenges, quantify impacts and recommend solutions for the rehabilitation of this intersection. Specific objectives include:

- Description of existing conditions and projected traffic;
- Conduct a traffic safety analysis (motorized and non-motorized users);
- Execute an Intersection Control Evaluation (ICE) study;
- Comparison of intersection alternatives; and,
- Recommend a locally preferred intersection alternative.

6. TASK #1: PROJECT ADMINISTRATION

The CONSULTANT will assign a single person to serve through the life of the contract as CONSULTANT Project Manager (CONSULTANT PM). ARTS will assign a Project Manager (PM) to work closely with the CONSULTANT PM.

- a) The CONSULTANT PM is responsible for overall project management necessary to ensure the satisfactory completion of the project, on-time and on-budget, and in accordance with the scope of services. The CONSULTANT PM will be responsible for developing and adhering to a schedule that allows the submission of a Draft Report no later than September 2020 and a Final Report no later than October 2020.
- b) The CONSULTANT will develop an operations plan for completing the MTP within two (2) weeks of the Notice to Proceed letter. The operations plan will include: 1) Detailed listing of the activities necessary to complete the project; 2) Schedule for each activity; 3) Identification of who will be responsible for the activity; and, 4) Total resources required to complete the activity. The operations plan developed will be reviewed by ARTS. Once approved the operations plan will then become the overall management control document for completing the project process.

Task #1 Deliverables:

- Operations Plan/Project Schedule
- Monthly Progress Reports and Figures
- Monthly invoices with supportive information to account for the invoices

7. TASK #2: TRAFFIC ASSESSMENT AND FORECASTING

The CONSULTANT will develop background information and identify the methodology for analyzing current conditions including operations, safety, and modal issues. The CONSULTANT shall search for, collect and review existing data (rail, motorized and non-motorized) and reports relevant to the project area and obtain new information as needed for all aspects of the project.

The CONSULTANT will make traffic projections for 25 years (base year 2015) using existing traffic data (rail, motorized and non-motorized) to show forecasted traffic needs. Forecasted motorized traffic data may be obtained from the ARTS Travel Demand Model (TDM) maintained by GDOT. The CONSULTANT should identify its approach to this process as well as demonstrate knowledge of any analysis methods used.

Task #2 Deliverables:

- Existing traffic (rail, motorized and non-motorized) conditions
- Projected traffic (rail, motorized and non-motorized) conditions
- Brief on analysis method/s used to determine projections

8. TASK #3: TRAFFIC SAFETY ANALYSIS

The CONSULTANT will utilize crash data to identify roadway segments at the Wrightsboro Rd/McCauley St intersection; that have a high potential for collisions, conduct an analysis that can produce predominant roadway crash types, and identify roadway features (e.g., infrastructures, roadways or traffic control devices) that may have caused collisions to occur or may present a risk for future collisions.

The CONSULTANT will conduct the traffic safety analysis using acceptable analysis methods of the Federal Highways Administration (FHWA), Institute of Transportation Engineers (ITE) or Georgia Department of Transportation (GDOT).

The CONSULTANT will prepare a summary of the results from the data analysis in addition to GIS shapefiles of the collision data. This will be followed by a meeting with ARTS and engineering staff from the City of Augusta (COA) to review the results and determine the safety issues associated with the existing and projected future conditions.

Task #3 Deliverables:

- Summary report of data analysis results
- GIS Shapefiles of traffic collisions and incidents (rail, motorized and non-motorized)
- Formal meeting with ARTS to present and discuss findings and safety issues

9. TASK #4: INTERSECTION CONTROL EVALUATION

The CONSULTANT will review and summarize existing information, collect additional data and conduct field work as needed, to assess the Wrightsboro Rd/McCauley St at-grade Highway/Railroad Crossing using the GDOT Intersection Control Evaluation (ICE) methodology.

The CONSULTANT must consider Highway/Railroad Crossing safety standards as determined by the Federal Railroad Administration (FRA) and the primary operating railroad, currently CSX Transportation, during the ICE.

Details of GDOT ICE methodology and tools can be found here:

<http://www.dot.ga.gov/PS/DesignManuals/DesignGuides>

Details of the FRA Railway-Highway Crossings (Section 130) Program can be found here: <https://safety.fhwa.dot.gov/hsip/xings/>

It is important that the CONSULTANT incorporate any CSX standards or concerns during this process. It will be for the CONSULTANT to meet with CSX representatives to fulfill this requirement.

Task #4 Deliverables:

- Intersection Control Evaluation report

10. TASK #5: COMPARISON OF INTERSECTION ALTERNATIVES

Based on the existing crashes and incidents identified, potential crashes and incidents projected, roadway design and conditions, and ICE results; the CONSULTANT will suggest appropriate countermeasures for improving safety performance at Wrightsboro Rd/McCaulay St at-grade Highway/Railroad Crossing.

The CONSULTANT will recommend a set of appropriate countermeasures. The primary focus of this task is the development of a prioritized list of engineering countermeasures. This will involve preliminary evaluations of the Wrightsboro Rd/McCaulay St at-grade Highway/Railroad Crossing do-nothing and realignment alternatives.

The CONSULTANT will perform preliminary engineering design of the selected remedial interventions based on the priority list of improvements identified by the CONSULTANT. The CONSULTANT will then prepare 30% engineering design level layout plans at a convenient scale, with aerial photos as background, showing the preliminary design of recommended improvements. During this phase, it may be necessary for the CONSULTANT to identify design and engineering restraints due to topography, utilities, flood, soils, other environmental factors, historic properties, and land use that have an impact on proposed remedial interventions.

The CONSULTANT will generate total project cost estimates of the recommended improvements at 30% engineering design level for each selected project. Cost estimates will include: right-of-way acquisitions, environmental review, engineering design and construction and other costs as necessary that would enable a true cost estimate for each intervention.

Layouts will be prepared for each alternative illustrating potential right-of-way impacts to adjacent properties, access modifications, and potential environmental impacts. The associated impacts for each alternative should be analyzed in a matrix format. Preliminary recommendations and cost estimates, and cost allocations will be developed for each of the alternatives with sufficient detail for evaluation by all stakeholders.

The CONSULTANT will develop and lead a formal workshop to gather input from ARTS and COA Engineering staff regarding safety issues and what potential countermeasures should be considered for improvement. The workshop will be primarily focused on sharing information

about the process of the systemic approach, discussing and prioritizing safety countermeasures, and ascertaining any feasibility concerns regarding particular countermeasures.

Task #5 Deliverables:

- Summary report presenting a prioritized list of safety countermeasures and associated cost estimates.

11. TASK #6: RECOMMENDATION OF A LOCALLY PREFERRED INTERSECTION ALTERNATIVE

The CONSULTANT will recommend one preferred intersection alternative and along with justification as to why the selected intervention is the preferred. Notwithstanding, other alternatives should be presented and ranked along with their advantages and disadvantages.

A meeting with ARTS and COA Engineering staff to review the preferred alternative will be convened by the CONSULTANT. The objective of this meeting will be for the consultant to present the preferred alternative along with its justifications. This meeting will also give an opportunity to discuss the merits of competing alternatives to the preferred.

Task #6 Project Administration Deliverables:

- Draft Report with recommendation of one preferred intersection alternative along with justification
- Presentation of alternative intersection designs along with justification
- Meeting between Consultant and ARTS partners where intersection designs will be presented and discussed

12. TASK #7: DOCUMENT PREPARATION AND FINAL REPORT

The documentation of this appraisal is a key part of the overall process. It is important that the entire work effort be well documented. This documentation not only provides the identification of the recommended intervention but outlines the analysis that lead to the development of each recommendation.

- a) The CONSULTANT shall provide to ARTS ten (10) clean, single-sided/loose-leaf, full color paper original and Adobe Portable Data File (.pdf), InDesign and Microsoft Word electronic versions of all materials presented. All deliveries will also be provided in an editable electronic format such as Microsoft Word, InDesign or approved equal.
- b) The CONSULTANT shall provide to ARTS ten (10) clean, single-sided/loose-leaf, full color paper copy of GIS maps, a .pdf copy of all maps and PowerPoint presentations. This is in addition to an electronic copy of GIS maps produced along with associated layers and/or shapefiles.
- c) Upon approval of the Draft Report, the CONSULTANT will prepare a Final Report document incorporating all revisions and comments from the Draft. Ten (10) copies shall be supplied to ARTS for distribution. This document should be a stand-alone document and provided in a three-ring binder.

All GIS data and shapefiles, traffic data, accident/crash and intersection data, spatial schematics maps, visualization graphics, and all other related documents produced with federal funds under this Scope of Services shall be provided to ARTS in editable electronic versions at the conclusion

of this Project. Graphics, mapping, databases, etc., outside of Microsoft Office, ESRI GIS, Adobe Acrobat or equal will be provided in a software format agreed upon by the CONSULTANT and the Client.

This Scope of Services only represents the minimum requirements. However, the expectation is that the selected CONSULTANT will adhere to standards of best practices or transportation planning and engineering and to exceed expectations by utilizing their expertise and transportation planning experience to expand upon the minimum requirements.

13. INDEMNIFICATION AND INSURANCE

The offerer shall carry professional/public liability insurance coverage in the amount of One Million (\$1,000,000), covering itself and all of its employees and agents, and shall indemnify and hold harmless the COA and their representatives and employees, from any claim, demands, actions, cause for actions, and liability arising from any act or non-act, or the commission or omission of any act of the offerer, its employees, agents and/or assigns while under the terms of the contract.



**AUGUSTA REGIONAL TRANSPORTATION STUDY
RESOLUTION OF THE POLICY COMMITTEE**

ADOPTION OF THE TAP FY 2020 CALL FOR PROJECTS

WHEREAS, the Governors of Georgia and South Carolina have designated the Augusta Planning and Development Department as the Metropolitan Planning Organization (MPO) for the Augusta Regional Transportation Study, and;

WHEREAS, it is the objective of the Augusta Regional Transportation Study, hereinafter referred to as ARTS, to maintain a comprehensive transportation planning process which results in plans and programs consistent with comprehensively planned development of the urbanized area; and

WHEREAS, the Unified Planning Work Program is an annual element of the ARTS process which outlines the transportation related and other planning projects to be undertaken during the forthcoming fiscal year; and

NOW THEREFORE BE IT RESOLVED that the ARTS Policy Committee hereby approves the adoption of Fiscal Year 2020 Georgia TAP Call for Project Applications.

TAP Project	GDOT ID	PHASE	TAP FUNDS	MATCH	TOTAL COST
James Brown Boulevard Streetscape - Phase 3	0013707	ROW	\$321,248.00	\$80,312.00	\$401,560.00
Augusta Regional Transportation Study Wrightsboro Rd/McCauley St At-Grade Highway/Railroad Crossing Safety Improvements Appraisal	N/A	OTHER	\$64,000.00	\$16,000.00	\$80,000.00

BE IT FURTHER RESOLVED, that the Augusta Regional Transportation Study Policy Committee finds that the requirements of applicable law and regulation regarding metropolitan transportation planning have been met and its Chairman is authorized to execute a joint endorsement to this effect with the Georgia Department of Transportation and the South Carolina Department of Transportation.

Adopted by vote of the Policy Committee in an open meeting this 4th day of June 2020

Sign Robert Sherman for Robert Sherman
Print Robert Sherman
MPO Director

06/11/2020
Date

Sign William Molnar
Print William Molnar
MPO Chairman

6/11/2020
Date

Status: **Reviewed**

Entry #: 7

Date Submitted: 2/17/2020 4:50 PM

PROJECT INFORMATION**Project Name**

Augusta Regional Transportation Study
 Wrightsboro Rd/McCauley St At-Grade
 Highway/Railroad Crossing Safety Improvements
 Appraisal

Agency

Local Government

GDOT ID (if applicable)**STIP ID (if applicable)****Project Description**

The staggered nature of the Wrightsboro Rd/McCauley St intersection has created a unique traffic environment compounded by the slightly elevated at-grade railroad crossing. With the opening of the Beacon Station Apartment Complex in June 2019 and the associated increase in motorized and non-motorized traffic there is the possibility of a degradation in safety at this intersection. The purpose of the project will identify safety/access/mobility challenges, quantify impacts and recommend solutions for the rehabilitation of this intersection.

1. Is this a phase project?

No

If yes, how many?**2. What is the project timeline?**

Less than a year

3. Has an enviornmental assesment been completed?

Not Required

County

Richmond County

City

Augusta

PROJECT COSTS

Professional Engineering	TAP Funds PE 0	Match PE 0	Total Costs PE 0.00
Construction	TAP Funds Const 0	Match Const 0	Total Costs Const 0.00
Right of Way	TAP Funds ROW 0	Match ROW 0	Total Costs ROW 0.00
Other	TAP Funds Other 64,000	Match Other 16,000	Total Costs Other 80,000.00

Utility Phase	TAP Funds Utility 0	Match PE Utility 0	Total Costs Utility 0.00
TOTAL	TAP Funds Total 64,000.00	Match Total 16,000.00	Total Costs Total 80,000.00

Project Costs - Comments

Funds required to secure professional services of a engineering or planning consultancy to execute the project

Project and Cost Files (if available)

Beacon Station Scope of Work 021020.pdf
55.09 KB

**CONTACT INFORMATION**

Primary Contact
Oliver Page

Contact Phone
706.821.1804

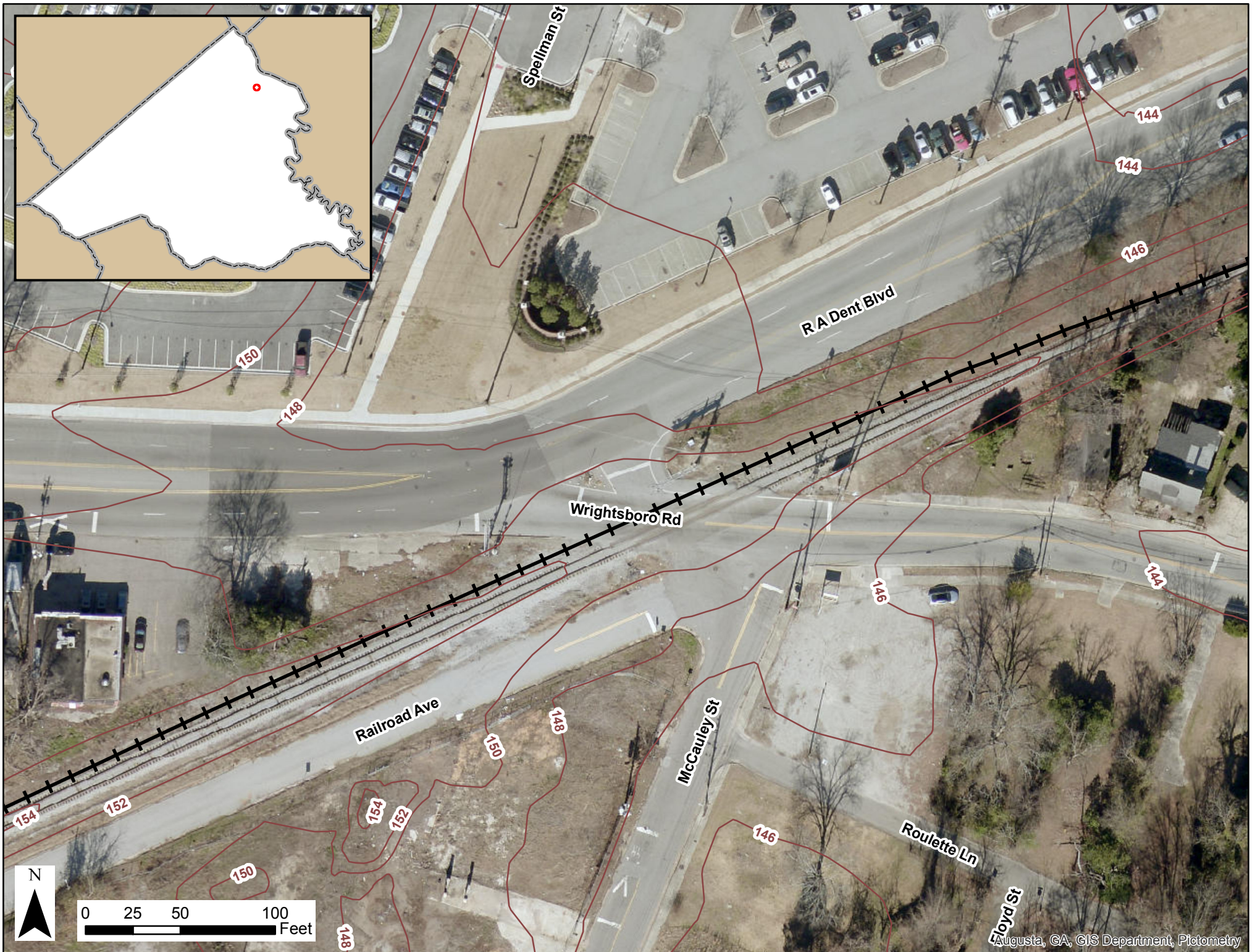
Contact - Title
Transportation Planner

Contact - Email
opage@augustaga.gov

PROJECT LOCATION**Project Maps**

WrightsboroDent2.pdf
2.53 MB







PLANNING & DEVELOPMENT DEPARTMENT

535 Telfair Street • Suite 300
Augusta, Georgia 30901

1503 Marvin Griffin Road
Augusta, Georgia 30906

RECOMMENDATION OF AWARD

TO: Geri Sams, Procurement

FROM: Robert H. Sherman, III, Planning & Development

DATE: February 18, 2021

CONTRACTOR: ATLAS TECHNICAL CONSULTANTS
2450 COMMERCE AVE., SUITE 100
DULUTH, GA 30096

PROJECT: RFQ 20-232 - ARTS Wrightsboro Rd - McCauley St. at Grade Highway/Railroad
Crossing Safety Improvements Appraisal Services

This letter represents a recommendation of award to ATLAS Technical Consultants (ATLAS) for the RFQ 20-232 - ARTS Wrightsboro Rd - McCauley St. at Grade Highway/Railroad Crossing Safety Improvements Appraisal Services project.

Augusta Planning and Development and Procurement have completed the contract negotiations with ATLAS.

The grant amount is \$80,000.00 and the accepted fee proposal from ATLAS is \$80,865.00. Augusta Planning and Development will pay the remaining balance of \$865.00.

Sincerely,

A handwritten signature in blue ink, appearing to read "RHS", followed by three horizontal lines.

Robert H. Sherman, III
Director for Planning and Development Department

Cc: Nancy Williams
Dr. Oliver Page
Mariah Harris
Darrell White

AUGUSTA, GEORGIA
New Grant Proposal/Application

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

Proposal Project No. Project Title

PR000299 PLANNING FY 2020 ARTS TRANSPORTATION ALTERNATIVES SET-ASIDE PROGRAM

New grant for the Metropolitan Planning Organization as required by Federal Highway Administration to perform a TAP Call for Projects each FY year to award funds to projects focused on improvements to roads, bridges, public transit, and bicycle and pedestrian facilities.

Federal match: Y/N: Yes \$64,000

Cash match (Y/N) : Yes 20% / \$16,000 Provided by Richmond County

Contribution (Y/N): Yes \$865 Provided by Augusta Planning & Development

EEO required (Y/N): Yes

EEO Department Notified: Yes

RECEIVED
ADMINISTRATOR'S OFFICE

MAR 02 2021

AUGUSTA-RICHMOND
COUNTY

Start Date: 04/01/2021

End Date: 01/01/2022

Submit Date: 03/02/2021

Department: 074 Planning and Zoning **Cash Match?** Y

Total Budgeted Amount: 80,865.00

Total Funding Agency: 64,865.00 **Total Cash Match:** 16,000.00

Sponsor: GM0013

US DOT

Sponsor Type: PT

Pass thru Federal

Purpose: 24

ARTS -MPO

Flow Thru ID: GM0006 GDOT

Contacts

Type	ID	Name	Phone
I	GMI023	Harris, Mariah	(706)821-1810

Approvals

Type	By	Date
FA	R.SHERMAN	03/02/2021

CMD

Dept. Signature:

Grant Coordinator Signature: MAH @ 3/2/2021

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

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

☐ Deny the request

Denise Williams

Finance Director

3-2-2021

Date

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

☒ Approve the Department Agency to move forward with the application

☐ Deny the request

[Signature]

Administrator

3/8/2021

Date



Administrative Services Committee Meeting

3/9/2021 1:10 PM

Award GDOT Transportation Alternatives Program Funds to Study the Intersection of Wrightsboro Rd. at R.A. Dent RFQ 20-232

Department: Planning & Development

Presenter: Robert Sherman

Caption: FY 2020 GDOT Transportation Alternatives Planning Funding Grant Award to Study the Intersection of Wrightsboro Rd. at McCauley St. RFQ 20-232.

Background: The Federal Highway Administration (FHWA) and GDOT provide funding on a fiscal basis to allow for projects related to transportation alternatives programs that enhance: 1) Pedestrian and Bicycle Facilities, 2) Streetscape Improvements and 3) Safe Routes to School Programs. The Wrightsboro Rd. at McCauley St. project has progressed through the Augusta Procurement Department RFQ/RFP process and negotiations have been completed and Planning would like to award the contract to Atlas Technical. Proposals are solicited via the newspaper and website then reviewed/approved by the Citizens Advisory Committee, Technical Advisory Committee and Policy Committee. In FY 2020, \$64,000.00 of TAP funds were assigned to the study of the 5-point intersection “At-Grade-Crossing of Wrightsboro Rd. at McCauley St.” by the MPO’s Policy Committee. The funds for this project are available for 3-years. The Augusta Procurement department conducted an RFQ (FY2021) and RFP (FY2020) process and contract negotiations concluded February 2021.

Analysis: The staggered nature of the Wrightsboro Rd/McCauley St intersection has created a unique traffic environment compounded by the slightly elevated at-grade railroad crossing. With the opening of the Beacon Station Apartment Complex in June 2019 and the associated increase in motorized and non-motorized traffic there is the possibility of degradation in safety at this intersection. The purpose of the project will identify safety/access/mobility challenges, quantify impacts and recommend solutions for the rehabilitation of this intersection.

Financial Impact: Project Cost: Federal Funds: \$64,000.00 Local Match: \$16,000.00 (Included in the 2021 Planning and Development budget) Extra Project Costs: \$865.00 (Provided by Planning and Development) Total Project Cost: \$80,865.00

Alternatives: Forfeiture of the funds and the intersection will remain unstudied for now.

Recommendation: Approval of the award for RFQ 20-232 to Atlas Technical Consultants to Conduct a Study of the Wrightsboro Rd. at McCauley st. At-Grade-Crossing.

Funds are Available in the Following Accounts: Project Cost in Org key 220016309 Federal Funds: \$64,000.00 Local Match: \$16,000.00 (Included in the 2021 Planning and Development budget) Extra Project Costs: \$865.00 (Provided by Planning and Development) Total Project Cost: \$80,865.00

REVIEWED AND APPROVED BY:
