



Administrative Services Committee Meeting Commission Chamber - 6/8/2021

ATTENDANCE:

Present: Hons. Hasan, Chairman; Scott, Vice Chairman; B. Williams, member.

Absent: Hons. Hardie Davis, Jr., Mayor; Frantom, member.

ADMINISTRATIVE SERVICES

1. Motion to approve the purchase of one animal transport truck, at a total cost of \$47,766.00, to Allan Vigil Ford for the Animal Services Department (Bid #21-150). **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Bobby Williams	Commissioner Ben Hasan	Passes

2. Motion to approve the purchase of one 15-passenger van, at a total cost of \$37,430.00, to Wade Ford for the Juvenile Court (State Contract – SWC 99999-SPD-ES40199373-0009). **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Bobby Williams	Commissioner Ben Hasan	Passes

3. Motion **approve** the purchase of four Dodge Chargers for the Marshal’s Office at a total cost of \$130,668.00 from Thomson Motor Centre (Bid 20-242). **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Bobby Williams	Commissioner Ben Hasan	Passes

4. Update from the Administrator regarding Blight Ordinance. **(Deferred from May 18 Commission meeting)** **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 3-0.	Commissioner Bobby Williams	Commissioner Ben Hasan	Passes

5. Discuss P card purchases vs credit card purchases and what accountability measures are in place. **(Requested by Commissioner Brandon Garrett)** **Item Action: Approved**

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to refer the matter of the P card policy and the legislation from 2016 to the Attorney and the Administrator for review and development of a policy. Motion Passes 3-0.	Commissioner Bobby Williams	Commissioner Ben Hasan	Passes

6. Request to **authorize** the Administrator’s Office to facilitate the development of a strategic plan for the City of Augusta. (Donald/Carl Vinson Institute of Government) **(Requested by Administrator Donald - referred from the May 25 Administrative Services Committee)** **Item Action: Approved**

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Bobby Williams	Commissioner Francine Scott	Passes

7. Discuss displaced families. (Requested by Commissioner Ben Hasan)

Item Action:
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to authorize Housing & Community Development to work with the Augusta Housing Authority under the direction of the Administrator to work on the issue of identifying housing options for displaced families. Motion Passes 3-0.	Commissioner Bobby Williams	Commissioner Francine Scott	Passes

8. Motion to approve the minutes of the Administrative Services Committee held on May 25, 2021.

Item Action:
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Bobby Williams	Commissioner Ben Hasan	Passes

9. Update regarding the presentation by SLA Labs at the last committee meeting regarding their request for a "letter of support" from the Commission. (Deferred from May 25 Administrative Services Committee)

Item Action:
Rescheduled

Motions

Motion Text	Made By	Seconded By
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Motion Type

Motion Result

Defer	Motion to refer this item to the full Commission with no recommendation. Motion Passes 3-0.	Commissioner Bobby Williams	Commissioner Ben Hasan	Passes
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10. Discuss the acceptance of Nationwide Group Flexible Purchase Deferred Fixed Indexed Annuity. (Time sensitive) (Requested by HR Director Anita Rookard) **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 3-0.	Commissioner Bobby Williams	Commissioner Ben Hasan	Passes

11. Award the contract to furnish and install new furnishings for the newly renovated Law Department Building to the lowest responsive bidder, Modern Business Workplace Solutions of Augusta, GA, in the amount of \$147,632.43. (Bid Item #21-171) **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
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Approve	Motion to approve. Motion Passes 3-0.	Commissioner Bobby Williams	Commissioner Ben Hasan	Passes
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12. Motion to allow Boards, Authorities and Commissions who are not meeting in the Commission Chamber to resume their meetings in person.

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 allowing the Boards, Authorities and Commissions who do not regularly use the Commission Chambers to return to in-person meetings effective June 14, 2021. Motion Passes 3-0.	Commissioner Francine Scott	Commissioner Bobby Williams	Passes



**Administrative Services Committee Meeting
6/8/2021 1:20 PM
Attendance 6/8/21**

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 **Monday, March 29, 2021 @ 11:00 a.m.** via **ZOOM**
Meeting ID: 980 7093 1053 Passcode: 309404 for furnishing for:

Bid Item #21-147 2021 15 Passenger Van – Augusta, GA – Central Services Department – Fleet Main.

Bid Item #21-150 2021 Animal Transport Truck – Augusta, GA – Central Services Department – Fleet Main.

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, March 12, 2021 @ 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 waivable or modifiable by the Procurement Director.** All requests to waive or modify any such material condition shall be submitted through the Procurement Director to the appropriate committee of the Augusta, Georgia Commission for approval by the Augusta, Georgia Commission. Please mark 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 February 18, 25, March 4, 11, 2021

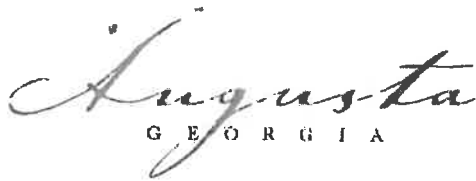
Metro Courier February 18, 2021



Bid Item 21-150
2021 Animal Transport Truck
For Augusta, GA - Central Services - Fleet Division
Bid Due: Monday March 29, 2021 @ 11:00 a.m.

Total Number Specifications Mailed Out: 63
 Total Number Specifications Download (Demandstar): 2
 Total Electronic Notifications (Demandstar): 15
 Georgia Procurement Registry: 0
 Total packages submitted: 1
 Total Noncompliant: 0

Vendors	Allan Vigil Ford Lincoln 6790 Mr. Zion Blvd. Morrow, GA 30260	
Attachment B	YES	
E-Verify Number	94460	
SAVE Form	YES	
Chassis		
Year	2022	
Make	FORD	
Model	F250	
Body		
Year	2021	
Make	SWAB WAGON	
Model	ARF. 95	
Bid Price		
Bid Price	\$47,766.00	
9.00 Option Item		
9.01 4 Wheel Drive	2 WHEEL DRIVE DEDUCT \$2,250.00	
Proposed Delivery Schedule		
Proposed Delivery Schedule	Sep-21	



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

'21 APR 1 1:33 PM

TO: Geri Sams, Director, Procurement Department

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

FROM: Ron Crowden, Fleet Manager, Central Services Department

DATE: March 30, 2021

SUBJECT: Recommendation for Bid #21-150 2021 Animal Transport Truck

Fleet Management would like to recommend the award of bid #21-150, 2021 Animal Transport Truck to Allan Vigil Ford of Morrow, GA. The vendor's proposal met the requirements of the bid and was the best and lowest price for the equipment requested.

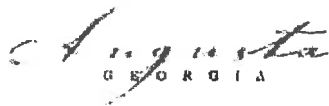
Please advise this office upon completion of notifications so that we may proceed with the acquisition process.

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

RGC/ams

**FOR ALL DEPARTMENTS-ANIMAL TRANSPORT TRUCK -
BID OPENING 3/30/21 @ 11:00**

21-150	ALLAN VIGIL FORD LINCOLN
Year:	2021
Make:	FORD
Model:	F250/SWAB WAGON
DELIVERY:	9/1/2021
Base Price Including all options	\$47,766.00
9.01 4-Wheel drive	2-WHEEL DRIVE DECUT \$2250.00

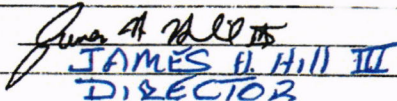




Bid Item 21-150
2021 Animal Transport Truck
For Augusta, GA - Central Services - Fleet Division
Bid Due: Monday March 29, 2021 @ 11:00 a.m.

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Vendors	Allan Vigil Ford Lincoln 6790 Mr. Zion Blvd. Morrow, GA 30260	
Attachment B	YES	
E-Verify Number	94460	
SAVE Form	YES	
Chassis		
Year	2022	
Make	FORD	
Model	F250	
Body		
Year	2021	
Make	SWAB WAGON	
Model	ARF. 95	
Bid Price	\$47,766.00	
9.00 Option Item		
9.01 4 Wheel Drive	2 WHEEL DRIVE DEDUCT \$2,250.00	
Proposed Delivery Schedule	Sep-21	

APPENDIX II
REPLACEMENT EVALUATION FORM

Asset Information		
Department Name: <u>Animal Services</u>	Date: <u>4/21/2021</u>	
Org Key: <u>101-03-9110</u>		
Vehicle Description: <u>2010 Ford F250</u>	Asset Number: <u>209176</u>	
Assigned Use: The truck is used to transport stray animals to the Animal Services Department.		
Signature of Director/Elected Official: <u> JAMES H. HILL III DIRECTOR</u>		
Purchase Date: <u>10/12/2009</u>		
Purchase Price: <u>\$20,497</u>		
Current Mileage: <u>174,112</u>		
Replacement Criteria Scoring		
	Score	Details
Miles/Hours	<u>17</u>	<u>174,112/10,000=17</u>
Type of Service	<u>3</u>	<u>Public Service Work</u>
M&R Cost	<u>3</u>	<u>\$14,756.80 in total repair orders</u>
Reliability	<u>1</u>	<u>Average of once a quarter</u>
Condition	<u>3</u>	<u>Average wear for age and use</u>
Total Score	<u>27</u>	<u>Qualifies for replacement</u>
Fleet Manager Recommendation: Replace asset with a new Ford animal transport truck. The vehicle meets the needed 125k mileage requirement for replacement of Public Safety Vehicles.		
Planned Replacement Year: <u>2021</u>		
Funding Source: <u>SPLOST VII Public Safety Vehicles</u>		
Fleet Manager Approval: <u></u>		
Central Services Director Approval: <u></u>		

**FOR ALL DEPARTMENTS-ANIMAL TRANSPORT TRUCK -
BID OPENING 3/30/21 @ 11:00**

21-150	ALLAN VIGIL FORD LINCOLN
Year:	2021
Make:	FORD
Model:	F250/SWAB WAGON
DELIVERY:	9/1/2021
Base Price Including all options	\$47,766.00
9.01 4-Wheel drive	2-WHEEL DRIVE DECUT \$2250.00
Total	\$47,766.00

Allan Vigil Ford
 6790 Mt. Zion Blvd.
 P.O. Box 100001
 Morrow, GA 30260

Mavron, Inc.
 152 South Zimmer Road
 Warsaw, IN 46580-2369

Fairway Ford
 4333 Washington Road
 Evans, GA 30809

Gerald Jones Ford
 3480 Wrightsboro Road
 Augusta, GA 30919

Ranew's Truck & Equipt Co.
 1308 Highway 41 North
 Milner, GA 30257

Swab Wagon Company
 One Chesnut Avenue
 P.O. Drawer 0
 Elizabethtown PA. 17023

Shor-Line Schroer Manufacturing Co.
 511 Osage Avenue
 Kansas City, KS 66105

Ainley Kennels
 1450 Radford Road
 Dubuque, IA 52002

Greenville Sterling Trk Cntr
 1501 White Horse R. & I85 Ex44
 Greenville, SC 29065

Wade Ford
 3860 S Cobb Dr. SE
 Smyrna, GA 30080

Akin Ford/Dodge/Jeep
 220 W May Street
 Winder, Ga. 30680

Hardy Ford / Mercury
 1249 Charles Hardy Pkway
 Dallas GA 30132

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
 Central Services

Yolanda Jackson
 Compliance

Takiyah Douse
 Central Services

Bid Item# 21-150
 Animal Transport Truck
 For Central Services Department Fleet
 Maint. Division
 Bid Due: 03/29/2021@ 11:00 a.m.

Bid Item# 21-150
 Animal Transport Truck
 For Central Services Department Fleet
 Maint. Division
 Mailed 02/18/21

1 of 1

Planholders

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

Supplier (2)

Supplier ⌵

Download Date

Dodge Data

02/20/2021

IVCI LLC

02/22/2021

[Add Supplier](#)

Supplier Details

Supplier Name	Dodge Data
Contact Name	Bonny Mangold
Address	4300 Beltway Place, Ste 150 , Arlington, Texas 76018
Email	dodge.docs@construction.com
Phone Number	413-376-7032

Documents

Filename	Type	Action
21-150_ITB	Bid Document / Specifications	View History
21-150_ADD1	Addendum	View History



GEORGIA PROCUREMENT REGISTRY



State Purchasing Bid Posting System

CREATE EMAIL MESSAGE

RETURN TO MENU

21-150

No vendors were contacted because none were found for the NIGP codes selected.

[PR_bid_email_list](#)



**Administrative Services Committee Meeting
6/8/2021 1:20 PM
2021 - Animal Services Truck**

Department: Central Services Department - Fleet Management

Presenter: Ron Crowden

Caption: Motion to approve the purchase of one animal transport truck, at a total cost of \$47,766.00, to Allan Vigil Ford for the Animal Services Department (Bid #21-150).

Background: The Animal Services Department requests the replacement of asset number 209176, a 2010 Ford F250 with 174,112 miles, used to transport stray animals. If approved, the replaced asset would be sold as surplus utilizing the GovDeals.com site. The vehicle evaluation is attached.

Analysis: The Procurement Department published a competitive bid using the Demand Star application for Animal Transport Truck (Bid #21-150). Invitations to Bid were sent to 63 vendors with one vendor responding. Bid #21-150, Animal Transport Truck – Allan Vigil Ford – \$47,766

Financial Impact: 1 – 2021 Ford F250 Animal Transport Truck @ \$47,766 (SPLOST VII – Public Safety Vehicles 329-03-1310/54-22110)

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

Recommendation: Motion to approve the purchase of one animal transport truck, at a total cost of \$47,766.00, to Allan Vigil Ford for the Animal Services Department (Bid #21-150).

Funds are Available in the Following Accounts: SPLOST VII Public Safety Vehicles (329-03-1310/54-22110)

REVIEWED AND APPROVED BY:

Finance.

Procurement.

Law.

Administrator.

Clerk of Commission



Bid Opening
Bid Item #21-147 2021 15 Passenger Van
for Augusta, Georgia- Central Services Department
- Fleet Maintenance Division
Bid Due: Monday March 29, 2021 @ 11:00 a.m.

Total Number Specifications Mailed Out: 18
 Total Number Specifications Download (Demandstar): 4
 Total Electronic Notifications (Demandstar): 10
 Total packages submitted: 0
 Total Non-Compliant: 0

VENDORS	NO BIDS RECEIVED
Attachment B	
E-Verify Number	
SAVE Form	

15 Passenger Van:

Year			
Make			
Model			
Approximate Delivery Schedule			
Exceptions			

5.00 Vehicle Requirements:

5.01 15 Passenger Van w/ Medium Roof			
5.02 15 Passenger Van w/ High Roof			

6.00 Outfitter Specialty Items Installed:

6.01 Amber Emergency Light			
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GA Statewide Contract 99999-SPD-ES40199373-0009

S12 Transit Van 12 / 15 Passenger

X2Y, 148" WB, 3.5L V6, 301A pkg, Low Roof, 148 WB, Vinyl Seats, Front AC, Power Group, AM/FM, Sliding Side Side Door

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

Roger Moore Phone (678) 460-3881 FAX (770) 433-2412 email: rogermoore@wade.com

Order	Code	Chassis	Price	Total	Order	Code	Body / Equipment	Price	Total
	99G	3.5L V6 EcoBoost Engine	1,798.00	0.00		942	Day Time Running Lights	43.00	0.00
	99A	2.0L I4 Diesel Engine (na w/AWD)	3,827.00	na		64H	Full Wheel Covers	34.00	0.00
	98E	Manual Regen for Diesel	359.00	0.00		64G	Styled Aluminum Wheels	667.00	0.00
	98B	Biodiesel Prep Pkg	301.00	0.00		60C	Cruise Control	309.00	0.00
	2	All Wheel Drive	4,695.00	0.00	1	68H	Running Board, side door only	297.00	297.00
	41H	Engine Block Heater	72.00	0.00		68L	Power Run Bd, side door only (60C)	891.00	0.00
	96V	8 Passenger Seating (na LR)	(309.00)	0.00		68J	HD Running Boards (Both sides)	628.00	0.00
	96S	14 Passenger Seating (na 99A)	1,433.00	0.00		655	Extended Range Fuel Tank	274.00	0.00
1	96P	15 Passenger Seating (na 99A)	1,433.00	1,433.00		53B	Trailer Tow/w Wiring	460.00	0.00
	59A	60/40 Side Door (LR only)	152.00	na		67D	Trailer Brake Controller (60C)	387.00	0.00
1	X2C	Medium Roof	3,766.00	3,766.00		41C	Lane Keeping Alert (60C)	356.00	0.00
	X2X	High Roof	5,215.00	0.00		68B	Remote Start (na w 99A)	475.00	0.00
	65C	Pwr Slide Side Door (MR only)	954.00	954.00		96C	Interior Upgrade	1,419.00	0.00
	302A	XLT Package Upgrade	1,880.00	0.00		18D	Exterior Upgrade	342.00	0.00
1	16E	Vinyl Floor Covering ilo carpet	59.00	59.00		58V	AM/FM/SYNC 3 w/ 4" Screen	267.00	0.00
1	86N	All Weather Floor Mats	92.00	92.00		58X	AM/FM/SYNC 3 w/ 8" Screen	393.00	0.00
	X7L	Limited Slip Rear Axle	309.00	0.00		584	AM/FM/SYNC 3/Navigation	1,170.00	0.00
	21M	Ebony Cloth Seats	95.00	0.00		59D	Perimeter Alarm	148.00	0.00
	21R	Power Driver/Passenger Seats	948.00	0.00		52*	Speed Limiting (65,70,75 mph)	76.00	0.00
	63C	HD Alternator 220Amp	248.00	0.00		61D	Front/Rear Camera (58X)	1,087.00	0.00
	63E	Dual HD Batteries	280.00	0.00		55A	Upfitter Interface Module	244.00	0.00
	90C	110v Inverter 150 Watt (63E)	96.00	0.00					0.00
	542	Power Heated Mirrors	154.00	0.00					0.00
	544	Trailer Tow Power Heated Mirrors	214.00	0.00					0.00
	65A	BLIS w/ Trailer Coverage (544)	571.00	0.00					0.00
	43B	Back Up Alarm	120.00	0.00					0.00
	43R	Reverse Sensing	284.00	0.00					0.00
	94A	Side Sensing	455.00	0.00					0.00
	94B	Enhanced Park Assist	585.00	0.00					0.00
	57N	Rear Window Defogger	166.00	0.00					0.00
	92E	Privacy Tinted Glass	646.00	0.00					0.00
1	57G	High Cap Front/Rear Air/Heat	817.00	817.00					0.00
	91B	Auto Headlights	34.00	0.00					0.00
	55D	Fog Lamps	100.00	0.00					0.00
	86F	2 Extra Laser Cut Keys	71.00	0.00					0.00
1	AKR	Additional Keys w Remotes	295.00	295.00			ADA / Mobility Systems available. MR / HR Only		0.00
	52C	Remote Keyless Keypad	129.00	0.00					0.00
							Tag & Title	75.00	0.00

PAINT COLORS	
BY	School Bus Yellow
PQ	Race Red
YZ	Oxford White
UM	Agate Black Metallic \$192
FK	Diffused Silver Metallic \$192
J7	Magnetic Metallic \$192
AW	Kapoor Red Metallic \$192
N1	Blue Jeans Metallic \$192
UX	Ingot Silver Metallic \$192
W6	Green Gem Metallic \$192

Delivery Region	
1 - 120.00	
2 - 120.00	
3 - 150.00	
4 - 110.00	
5 - 120.00	
6 - 120.00	
7 - 145.00	
8 - 170.00	
9 - 170.00	
10 - 220.00	
11 - 200.00	1 200
12 - 280.00	

Rev 9.30.19

Base Vehicle	29,517.00
Total Chassis options	7,713.00
Total Body options	0.00
Delivery Charge	200.00
Metallic Paint	
Total Each	37,430.00
# Units for order	<input style="width: 50px;" type="text"/>
Total for Order / PO	37,430.00

Agency Contact	_____
Phone	_____
Agency Address	_____



Central Services Department

Takiyah A. Douse, Director 2760 Peach Orchard Road, Augusta, GA 30906
Laquona Sanderson, Business Analyst (706) 821-7174 Phone (706) 796-5077 Fax

MEMORANDUM

TO: Geri Sams, Director, Procurement Department

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

FROM: Ron Crowden, Fleet Manager, Central Services Department

DATE: March 31, 2021

SUBJECT: Request to Utilize State Contract #SWC 99999-SPD-40199373-0049 – Ford Transit for the Richmond County Juvenile Court

On behalf of the Richmond County Juvenile Court, Central Services-Fleet Management request to utilize state contract #SWC 9999-SPD-40199373-009 (Ford Transit). Bid #21-147, 15 Passenger Van resulted in no responding bids. This bid would have been used to purchase a replacement van for Juvenile Court.

Thank you for your assistance. Please call if you have any questions or concerns in regards to this communication.

RC/kb

GRS
4/14/21 *\$ 37,430.00*

APR 5 '21 AM 9:57



**CONTRACT AMENDMENT # 8
EXTENSION # 4**

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

STATE OF GEORGIA CONTRACT	
State Entity's Name:	Department of Administrative Services
Contractor's Full Legal Name:	Wade Ford Inc.
Contract No.:	SWC 99999-SPD-ES40199373-009 SWC 99999-SPD-ES40199373-009S
Solicitation Title/Event Name:	Vehicles, Administrative (Regular and Alternatively Fueled)
Contract Award Date:	11/16/2013
Current Contract Term:	12/1/2019-11/30/2020
Amendment No.:	8

BACKGROUND AND PURPOSE. The Contract is in effect through the Current Term provided above. The parties hereto now desire to amend the contract to extend for an additional term of twelve months.

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

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

Beginning Date of New Contract Term:	12/1/2020
End Date of New Contract Term:	11/30/2021

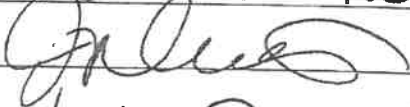
ES49199373-009

CONTRACT NUMBER: SWC 99999-SPD-

2. The parties agree the contract will expire at midnight on the date defined as the "End Date of the New Contract Term" unless the parties agree to extend the contract for an additional period of time.
3. **SUCCESSORS AND ASSIGNS.** This Amendment shall be binding upon and inure to the benefit of the successors and permitted assigns of the parties hereto.
4. **ENTIRE AGREEMENT.** Except as expressly modified by this Amendment, the contract shall be and remain in full force and effect in accordance with its terms and shall constitute the legal, valid, binding and enforceable obligations to the parties. This Amendment and the contract (including any written amendments thereto), collectively, are the complete agreement of the parties and supersede any prior agreements or representations, whether oral or written, with respect thereto. Should the State of Georgia (DOAS) enter into a new contract for these products and/or services, during the term of this Extension, the new contract shall supersede this Extension.

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

CONTRACTOR

Contractor's Full Legal Name: (PLEASE TYPE OR PRINT)	WADE FORD INC
Authorized Signature:	
Printed Name and Title of Person Signing:	Jessica Davis Gov Sales
Date:	10/30/20
Company Address:	3860 S Cobb Drive Smyrna GA 30080

STATE ENTITY

Authorized Signature:	Lisa Eason
Printed Name and Title of Person Signing:	Lisa Eason Deputy Commissioner State Purchasing Division
Date:	11/19/2020
Company Address:	200 Piedmont Avenue, S.E., Suite 1302, West Tower Atlanta, Georgia 30334-9010

Supplier Contract Information			
Statewide Contract Number	99999-SPD-ES40199373-009S		
PeopleSoft Vendor Number	0000011786	Location Code	000001
Vendor Name & Address			
<p>Wade Ford Inc. 3860 S Cobb Dr Smyrna, GA 30080</p> <p>Contract Administrator Roger Moore Phone: 770-736-1200 x 142 Fax: 770-433-2412 Email: rmoore@wade.com</p>			
Contact Details			
Ordering Information	<p>Wade Ford Inc. 3860 S Cobb Dr Smyrna, GA 30080</p>		
Remitting Information	<p>Wade Ford Inc. 3860 S Cobb Dr Smyrna, GA 30080</p>		
Delivery Days	Orders will be shipped within 120 days after receipt of Purchase Order		
Discounts	0%		
Payment Terms	Net 30 days		
Bid Offer includes	State and Local Governments		
Acceptable payment method	Purchase Orders, EFT		



GA Statewide Contract 99999-SPD-ES40199373-0009

S12 Transit Van 12 / 15 Passenger

X2Y, 148" WB, 3.5L V6, 301A pkg, Low Roof, 148 WB, Vinyl Seats, Front AC, Power Group, AM/FM, Sliding Side Side Door

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

Roger Moore Phone (678) 460-3881 FAX (770) 433-2412 email: rogermoore@wade.com

Order	Code	Chassis	Price	Total	Order	Code	Body / Equipment	Price	Total
	99G	3.5L V6 EcoBoost Engine	1,798.00	0.00		942	Day Time Running Lights	43.00	0.00
	99A	2.0L I4 Diesel Engine (na w/AWD)	3,827.00	na		64H	Full Wheel Covers	34.00	0.00
	98E	Manual Regen for Diesel	359.00	0.00		64G	Styled Aluminum Wheels	667.00	0.00
	98B	Biodiesel Prep Pkg	301.00	0.00		60C	Cruise Control	309.00	0.00
	2	All Wheel Drive	4,695.00	0.00	1	68H	Running Board, side door only	297.00	297.00
	41H	Engine Block Heater	72.00	0.00		68L	Power Run Bd, side door only (60C)	891.00	0.00
	96V	8 Passenger Seating (na LR)	(309.00)	0.00		68J	HD Running Boards (Both sides)	628.00	0.00
	96S	14 Passenger Seating (na 99A)	1,433.00	0.00		655	Extended Range Fuel Tank	274.00	0.00
1	96P	15 Passenger Seating (na 99A)	1,433.00	1,433.00		53B	Trailer Tow/w Wiring	460.00	0.00
	59A	60/40 Side Door (LR only)	152.00	na		67D	Trailer Brake Controller (60C)	387.00	0.00
1	X2C	Medium Roof	3,766.00	3,766.00		41C	Lane Keeping Alert (60C)	356.00	0.00
	X2X	High Roof	5,215.00	0.00		68B	Remote Start (na w 99A)	475.00	0.00
	65C	Pwr Slide Side Door (MR only)	954.00	954.00		96C	Interior Upgrade	1,419.00	0.00
	302A	XLT Package Upgrade	1,880.00	0.00		18D	Exterior Upgrade	342.00	0.00
1	16E	Vinyl Floor Covering ilo carpet	59.00	59.00		58V	AM/FM/SYNC 3 w/ 4" Screen	267.00	0.00
1	86N	All Weather Floor Mats	92.00	92.00		58X	AM/FM/SYNC 3 w/ 8" Screen	393.00	0.00
	X7L	Limited Slip Rear Axle	309.00	0.00		584	AM/FM/SYNC 3/Navigation	1,170.00	0.00
	21M	Ebony Cloth Seats	95.00	0.00		59D	Perimeter Alarm	148.00	0.00
	21R	Power Driver/Passenger Seats	948.00	0.00		52*	Speed Limiting (65,70,75 mph)	76.00	0.00
	63C	HD Alternator 220Amp	248.00	0.00		61D	Front/Rear Camera (58X)	1,087.00	0.00
	63E	Dual HD Batteries	280.00	0.00		55A	Upfitter Interface Module	244.00	0.00
	90C	110v Inverter 150 Watt (63E)	96.00	0.00					0.00
	542	Power Heated Mirrors	154.00	0.00					0.00
	544	Trailer Tow Power Heated Mirrors	214.00	0.00					0.00
	65A	BLIS w/ Trailer Coverage (544)	571.00	0.00					0.00
	43B	Back Up Alarm	120.00	0.00					0.00
	43R	Reverse Sensing	284.00	0.00					0.00
	94A	Side Sensing	455.00	0.00					0.00
	94B	Enhanced Park Assist	585.00	0.00					0.00
	57N	Rear Window Defogger	166.00	0.00					0.00
	92E	Privacy Tinted Glass	646.00	0.00					0.00
1	57G	High Cap Front/Rear Air/Heat	817.00	817.00					0.00
	91B	Auto Headlights	34.00	0.00					0.00
	55D	Fog Lamps	100.00	0.00					0.00
	86F	2 Extra Laser Cut Keys	71.00	0.00					0.00
1	AKR	Additional Keys w Remotes	295.00	295.00			ADA / Mobility Systems available. MR / HR Only		0.00
	52C	Remote Keyless Keypad	129.00	0.00					0.00
							Tag & Title	75.00	0.00

PAINT COLORS	
BY	School Bus Yellow
PQ	Race Red
YZ	Oxford White
UM	Agate Black Metallic \$192
FK	Diffused Silver Metallic \$192
J7	Magnetic Metallic \$192
AW	Kapoor Red Metallic \$192
N1	Blue Jeans Metallic \$192
UX	Ingot Silver Metallic \$192
W6	Green Gem Metallic \$192

Delivery Region	
1 - 120.00	
2 - 120.00	
3 - 150.00	
4 - 110.00	
5 - 120.00	
6 - 120.00	
7 - 145.00	
8 - 170.00	
9 - 170.00	
10 - 220.00	
11 - 200.00	1 200
12 - 280.00	

Base Vehicle	29,517.00
Total Chassis options	7,713.00
Total Body options	0.00
Delivery Charge	200.00
Metallic Paint	
Total Each	37,430.00
# Units for order	[]
Total for Order / PO	37,430.00

Agency Contact _____
 Phone _____
 Agency _____
 Address _____

AUGUSTA, GEORGIA

SUITE 805, PROCUREMENT DEPARTMENT
535 TELFAIR STREET, MUNICIPAL BUILDING 1000
AUGUSTA, GEORGIA 30901-2377
PHONE: (708) 821-2422

PURCHASE ORDER

PURCHASE ORDER NO.
P392556

DATE 03/09/20	DEPARTMENT 031310	VENDOR PHONE # (770) 436-1200 ext:	REQUISITION/QUOTE NO. R329183
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VENDOR # 18521	E-VERIFY #	EMAIL	PURCHASE ORDER NUMBER ABOVE MUST APPEAR ON ALL INVOICES SHIPPING PAPERS, AND PACKAGES.
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VENDOR WADE FORD INC. 3860 SOUTH COBB DR. P.O. BOX 1587 SMYRNA, GA 30081	ATTN: BID NUMBER: 19-281 CONTRACT #: BUYER: NANCY
---	--

SHIP TO: FLEET MANAGEMENT DEPARTMENT 1568 BROAD STREET AUGUSTA, GA 30901	BILL TO: AUGUSTA, GEORGIA ACCOUNTING DEPARTMENT, SUITE 800 535 TELFAIR STREET, MUNICIPAL BUILDING 1000 AUGUSTA, GA 30901-2379 (706) 821-2335 ALL INVOICES AND CORRESPONDENCE MUST BE SENT TO ABOVE ADDRESS REGARDLESS OF SHIPPING DESTINATION.
--	--

ITEM #	QUANTITY	UNIT	PRODUCT ID	DESCRIPTION	UNIT PRICE	AMOUNT
0001	1	EACH	220074	2020 FORD TRANSIT T350 PER REQUIRED SPECIFICATIONS FOR JUVENILE COURT APPROVED BY COMMISSION 2/4/19, ITEM #6 329-03-1310/54-22110	35,328.00	35,328.00

CONDITIONS - READ CAREFULLY

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

 10-7-20	NET TOTAL..... 35,328.00
APPROVED FOR ISSUE 	

REQUISITIONER

PROCUREMENT DIRECTOR

FOR ALL DEPARTMENTS- 2019/2020 15 Passenger Van BIDS OPENED 10/8/19 @ 11:00

BID 19-281

Year
Brand
Model
Delivery Date

Allan Vigil Ford	Wade Ford
2020	2020
Ford	Ford
Transit	Transit
Feb-20	20-24 Weeks
\$ 35,891.00	\$ 35,328.00

5.01 15 Passenger Van with Medium Roof

TOTAL FOR OPTIONS AND BASE PRICE \$ 35,891.00 \$ 35,328.00

15-Passenger Van

5.01

Equipment included in base price:

- Minimum 148 Inch Wheel Base
- Medium Roof
- Gasoline Engine
- Automatic 6 Speed O/D transmission
- Vinyl Seats
- AM/FM Radio
- Sliding Side Door
- Vinyl Floor Covering
- Running board, side door only
- Air conditioning, front and rear
- All Weather Floor Mats
- White Exterior Color
- 3 Keys required

15-Passenger Van

5.02

Equipment included in base price:

- Minimum 148 Inch Wheel Base
- High Roof
- Gasoline Engine
- Automatic 6 Speed O/D transmission
- Vinyl Seats
- AM/FM Radio
- Sliding Side Door
- Vinyl Floor Covering
- Running board, side door only
- Air conditioning, front and rear
- All Weather Floor Mats
- White Exterior Color
- 3 Keys required



WADE FORD, INC.
 OUR NAME IS ON THE LINE
 3860 South Cobb Drive
 P.O. Box 1587
 SMYRNA, GEORGIA 30081
 770-436-1200

NEW CAR
INVOICE NUMBER
 181351

LIENHOLDER:

STOCK NO: LKB25466

Sold to AUGUSTA GEORGIA
535 TELFAIR STREET STE 800
 Address AUGUSTA, GA 30901 RICHMOND

N/A (706)821-2422
 09/30/20

Salesman ROGER MOORE

20	FORD	TYPE	KEY Nos.	COLOR	VIN
2020	FORD	T-350 HD 1	TRANSIT PASSENGER1069EX	WHITE	1FBVU4X88LKB25466

EQUIPMENT and ACCESSORIES

Kimberly Luke

KIMBERLY LUKE
 Notary Public, Cobb County, Georgia
 My Commission Expires July 23, 2023

	AMOUNT
Base Price	35,328.00
Federal Tax	N/A
	N/A
	N/A
	N/A
	N/A
	N/A
ETN	N/A
	N/A
PO# p392556	N/A
	N/A
	N/A
SALE PRICE	35,328.00
CUSTOMER SERVICE FEE	N/A
ADMINISTRATIVE FEE	N/A
STATE SALES TAX / TAFT	N/A
GWRA	N/A
EXTENDED SERVICE CONTRACT	N/A
	N/A
TOTAL PRICE	35,328.00

PUR. ORDER No. _____

SETTLEMENT

By Used No. _____ 20
 Motor No. _____
 By Amount Owing \$ _____ N/A
 By Equity \$ _____ N/A
 By Amount Due \$ _____ N/A
 By _____
 Class _____ Insurance Fire and Theft and \$ _____ Deductible Collision.

THE ONLY WARRANTIES APPLYING TO THIS VEHICLE ARE THOSE OFFERED BY THE MANUFACTURER WADE FORD, INC. HEREBY EXPRESSLY DISCLAIMS ALL WARRANTIES, EITHER EXPRESSED OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, AND NEITHER ASSUMES NOR AUTHORIZES ANY OTHER PERSON TO ASSUME FOR IT ANY LIABILITY IN CONNECTION WITH THE SALE OF THIS VEHICLE. PURCHASER SHALL NOT BE ENTITLED TO RECOVER FROM WADE FORD, INC. ANY CONSEQUENTIAL DAMAGES, DAMAGES TO PROPERTY, DAMAGES FOR LOSS OF USE, LOSS OF TIME, LOSS OF PROFITS, OR INCOME OR ANY OTHER INCIDENTAL DAMAGES.
 It is understood that legal title to the herein described automobile does not pass to said buyer until his check given as payment clears the bank on which it is drawn.




Central Services Department

Takiyah A. Douse, Director 2760 Peach Orchard Road, Augusta, GA 30906
Laquona Sanderson, Business Analyst (706) 821-7174 Phone (706) 796-5077 Fax

MEMORANDUM

TO: Geri Sams, Director, Procurement Department

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

FROM: Ron Crowden, Fleet Manager, Central Services Department

DATE: March 31, 2021

SUBJECT: Cancellation Memo: Bid #21-147 2021 15 Passenger Van

Central Services-Fleet Management request to cancel bid #21-147 due to no vendor responses.

Thank you for your assistance. Please call if you have any questions or concerns in regards to this communication.

RC/kb



**Administrative Services Committee Meeting
6/8/2021 1:20 PM
2021 - Juvenile Court Van**

- Department:** Central Services Department - Fleet Management
- Presenter:** Ron Crowden
- Caption:** Motion to approve the purchase of one 15-passenger van, at a total cost of \$37,430.00, to Wade Ford for the Juvenile Court (State Contract – SWC 99999-SPD-ES40199373-0009).
- Background:** The Juvenile Court requests the acquisition of one 15 passenger van to support the THRIVE program. This is an after school program designed to assist young school age children with their education as ordered by the Juvenile Court. One van was approved and purchased last year to support this program; due to program expansion an additional van is needed to meet the needs of the Court. To assist in accommodating the program requirements of two vans, a Fleet van is being used in the interim. As this Fleet van is designated as transport for employees traveling out of town, this creates a conflict when out of travel for out of town training is required.
- Analysis:** The Procurement Department published a competitive bid using the Demand Star application for 15 Passenger Van (Bid #21-147). Invitations to Bid were sent to 18 vendors with zero vendors responding. Therefore, a request to utilize State Contract #SWC 99999-SPD-ES40199373-0009 Transit Passenger Van was submitted and approved by Procurement. State Contract - #SWC 99999-SPD-ES40199373-0009 Transit Passenger Van – Wade Ford – \$37,430
- Financial Impact:** 1 – 2021 Ford Transit Passenger Van @ \$37,430 (SPLOST VII – Public Safety Vehicles 329-03-1310/54-22110)
- Alternatives:** (1) Approve the request; (2) Do not approve the request
- Recommendation:**

Motion to approve the purchase of one 15-passenger van, at a total cost of \$37,430.00, to Wade Ford for the Juvenile Court (State Contract – SWC 99999-SPD-ES40199373-0009).

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

SPLOST VII - Public Safety Vehicles - (329-03-1310/
54.22110)

REVIEWED AND APPROVED BY:

Finance.

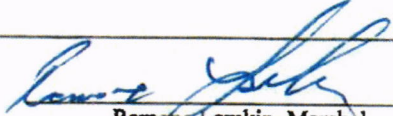


Procurement.

Law.

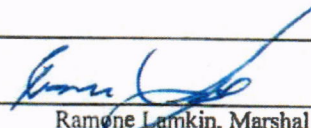
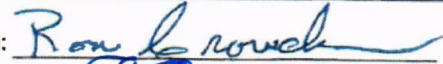
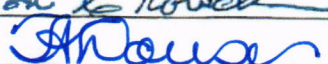
Administrator.

Clerk of Commission

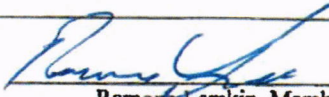
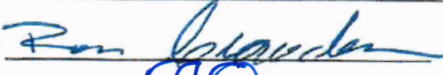
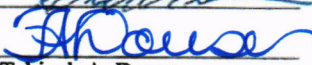
**APPENDIX II
REPLACEMENT EVALUATION FORM**

Asset Information		
Department Name:	<u>Marshal's Office</u>	Date: <u>4/27/2021</u>
Org Key:	<u>101-02-2610</u>	
Vehicle Description:	<u>2008 Chevrolet Impala</u>	Asset Number <u>208120</u>
Assigned Use: Assigned to a Marhsal's Deputy; serves Court documents, conducts litter investigations, serves evicton notices, and responds to emergency situations as appropriate.		
Signature of Director/Elected Official		 Ramone Lamkin, Marshal
Purchase Date:	<u>8/20/08</u>	
Purchase Price:	<u>\$ 18,137.00</u>	
Current Mileage:	<u>142,285</u>	
Replacement Criteria Scoring		
	Score	Details
Miles/Hours	<u>14</u>	<u>143,118 miles driven</u>
Type Service	<u>3</u>	<u>Public Safety</u>
M&R Cost	<u>2</u>	<u>41% of purchase price</u>
Reliability	<u>3</u>	<u>Average once a month</u>
Condition	<u>2</u>	<u>minor dings/scratches</u>
Total Score	<u>23</u>	<u>Qualifies for replacement</u>
Fleet Manager Recommendation: This vehicle exceeds the Public Safety criteria for replacement at 125,000 miles. The Marshal's Office is requesting it be replaced. Vehicle was rotated out of daily service and put into "spare" status, to be used when active cars are put in the shop. Last 3 years the vehicle has gone into the shop 1 time each year. In 2018 to vehicle was in the shop 5 times and in 2017 it was in the shop 5 times which is why the Marshal moved it to "spare" status.		
Planned Replacement Year:	<u>2021</u>	
Funding Source:	<u>SPLOST</u>	
Fleet Managers Approval:		
Central Services Director Approval:	 Takiyah A. Douse	

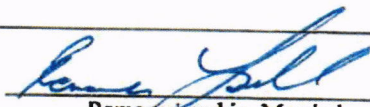
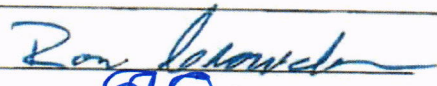
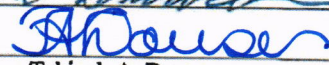
**APPENDIX II
REPLACEMENT EVALUATION FORM**

Asset Information		
Department Name:	<u>Marshal's Office</u>	Date: <u>4/27/2021</u>
Org Key:	<u>101-02-2610</u>	
Vehicle Description:	<u>2010 Ford Crown Victoria</u>	Asset Number <u>210072</u>
Assigned Use: Assigned to a Marhsal's Deputy; serves Court documents, conducts litter investigations, serves evicton notices, and responds to emergency situations as appropriate.		
Signature of Director/Elected Official		 Ramone Lamkin, Marshal
Purchase Date:	<u>6/29/05</u>	
Purchase Price:	<u>\$ 25,942.00</u>	
Current Mileage:	<u>164,019</u>	
Replacement Criteria Scoring		
	Score	Details
Miles/Hours	<u>16</u>	<u>164,019 miles driven</u>
Type Service	<u>3</u>	<u>Public Safety</u>
M&R Cost	<u>1</u>	<u>39% of purchase price</u>
Reliability	<u>1</u>	<u>Average of once a quarter</u>
Condition	<u>2</u>	<u>minor dings/scratches</u>
Total Score	<u>23</u>	<u>Qualifies for replacement</u>
Fleet Manager Recommendation: This vehicle exceeds the Public Safety criteria for replacement at 125,000 miles. The Marhsal's Office is requesting it be replaced. There are a total of 42 work orders with no major components replaced. This vehicle has minor scratches/dings and dents consistant with its use, age and miles.		
Planned Replacement Year:	<u>2021</u>	
Funding Source:	<u>SPLOST</u>	
Fleet Managers Approval:		
Central Services Director Approval:	 Takiyah A. Douse	

**APPENDIX II
REPLACEMENT EVALUATION FORM**

Asset Information		
Department Name:	<u>Marshal's Office</u>	Date: <u>4/27/2021</u>
Org Key:	<u>101-02-2610</u>	
Vehicle Description:	<u>2005 Ford Crown Victoria</u>	Asset Number <u>205074</u>
Assigned Use: Assigned to a Marhsal's Deputy; serves Court documents, conducts litter investigations, serves evicton notices, and responds to emergency situations as appropriate.		
Signature of Director/Elected Official		 <u>Ramone Lamkin, Marshal</u>
Purchase Date:	<u>8/16/05</u>	
Purchase Price:	<u>\$ 24,273.00</u>	
Current Mileage:	<u>143,118</u>	
Replacement Criteria Scoring		
	Score	Details
Miles/Hours	<u>14</u>	<u>143,118 miles driven</u>
Type Service	<u>3</u>	<u>Public Safety</u>
M&R Cost	<u>3</u>	<u>49% of purchase price</u>
Reliability	<u>1</u>	<u>Average of once a quarter</u>
Condition	<u>2</u>	<u>minor dings/scratches</u>
Total Score	<u>23</u>	<u>Qualifies for replacement</u>
Fleet Manager Recommendation: This vehicle exceeds the Public Safety criteria for replacement at 125,000 miles. The Marhsal's Office is requesting it be replaced. There have been two major components replaced; the rear differential in October 2009 at 62,182 miles and the transmission in September 2009 at 112,209 miles Recommend replacing the vehicle.		
Planned Replacement Year:	<u>2021</u>	
Funding Source:	<u>SPLOST</u>	
Fleet Managers Approval:		
Central Services Director Approval:	 <u>Takiyah A. Douse</u>	

**APPENDIX II
REPLACEMENT EVALUATION FORM**

Asset Information		
Department Name:	<u>Marahal's Office</u>	Date: <u>4/27/2021</u>
Org Key:	<u>101-02-2610</u>	
Vehicle Description:	<u>2018 Dodge Charger</u>	Asset Number <u>218051</u>
Assigned Use: Assigned to a Marshal's Deputy; serves Court documents, conducts litter investigations, serves eviction notices and responds to emergency situations as appropriate.		
Signature of Director/Elected Official		 Ramone Lamkin, Marshal
Purchase Date:	<u>6/13/18</u>	
Purchase Price:	<u>\$24,963.00</u>	
Current Mileage:	<u>51,863</u>	
Replacement Criteria Scoring		
	Score	Details
Miles/Hours	<u>5</u>	<u>51,863</u>
Type Service	<u>3</u>	<u>Public Safety</u>
M&R Cost	<u>1</u>	<u>\$2,571.59/ 19 Work Orders</u>
Reliability	<u>5</u>	<u>Totaled</u>
Condition	<u>5</u>	<u>Totaled</u>
Total Score	<u>TOTALED</u>	<u>4/7/2021</u>
Fleet Manager Recommendation: This vehicle was involved in a vehicle accident and declared TOTALED by Risk Management. Fleet will retain salvage value and use the vehicle as a parts car.		
Planned Replacement Year:	<u>2021</u>	
Funding Source:	<u>SPLOST VII</u>	
Fleet Managers Approval:		
Central Services Director Approval:		 Takiyah A. Douse

Invitation to Bid

Sealed bids will be received at this office until **Monday, October 5, 2020 @ 2:00 p.m.** via ZOOM Meeting ID: **945 8753 8976**
Passcode: 465304 for furnishing for:

Bid Item #20-242 2021 Dodge Charger Automobile, Police Model – 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, September 18, 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 waivable or modifiable by the Procurement Director.** All requests to waive or modify any such material condition shall be submitted through the Procurement Director to the appropriate committee of the Augusta, Georgia Commission for approval by the Augusta, Georgia Commission. Please mark 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 August 27, September 3, 10, 17, 2020
Metro Courier August 27, 2020



Bid Opening Item #20-242
2021 Dodge Charger Automobile Police Model
for Augusta, Georgia- Central Services Department-
Fleet Maintenance Division
Bid Due: Monday, October 5, 2020 @ 2:00 p.m.

Total Number Specifications Mailed Out: 9
 Total Number Specifications Download (Demandstar): 2
 Total Electronic Notifications (Demandstar): 18
 Georgia Registry: 384
 Total packages submitted:
 Total Non-Compliant:

VENDORS	THOMSON MOTOR CENTRE 2158 WASHINGTON RD NE THOMSON, GA 30824
Attachment B	YES
E-Verify Number	369935
SAVE Form	YES

VEHICLE/OPTIONS REQUIRED

5.01 Administrative Package-Police Model Charger	\$29,264.00
5.02 Civil Package Police Model Charger	\$30,138.00
5.03 Marshal Package Police Model Charger	\$32,667.00
5.04 Patrol Package V8 Police Model Charger	\$33,374.00
5.05 Traffic Package V8 Police Model Charger	\$35,004.00
5.06 Patrol Package V6 Police Model Charger	\$35,070.00
5.07 Traffic Package V6 Police Model Charger	\$36,700.00

6.00 OPTIONAL ITEMS

6.01 HEMI 5.7 Liter engine	N/A
6.02 All-wheel drive	V6 ONLY

		Bid Opening Item #20-242 2021 Dodge Charger Automobile Police Model for Augusta, Georgia- Central Services Department- Fleet Maintenance Division Bid Due: Monday, October 5, 2020 @ 2:00 p.m.
Total Number Specifications Mailed Out: 9 Total Number Specifications Download (Demandstar): 2 Total Electronic Notifications (Demandstar): 18 Georgia Registry: 384 Total packages submitted: Total Non-Compliant:		
VENDORS	THOMSON MOTOR CENTRE 2158 WASHINGTON RD NE THOMSON, GA 30824	
6.03 Special exterior paint colors each	\$450.00	
6.04 Police Charger "Convenience Group"	\$432.00	
6.05 Park Assist Group	Standard	
6.06 Blind Spot Monitoring	\$316.00	
Delivery Schedule	120 days from PO	



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: October 16, 2020

SUBJECT: Recommendation for Bid #20-242 –Dodge Charger Police Model

Fleet Management would like to recommend the award of bid # 20-242, Dodge Charger Police Model to Thomson Motor Centre, Inc. of Thomson, GA. The vendor's proposal met the requirements of the bid and was the best and lowest price for the equipment requested.

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

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

RGC/ams



Bid Opening Item #20-242
2021 Dodge Charger Automobile Police Model
for Augusta, Georgia- Central Services Department-
Fleet Maintenance Division
Bid Due: Monday, October 5, 2020 @ 2:00 p.m.

Total Number Specifications Mailed Out: 9
Total Number Specifications Download (Demandstar): 2
Total Electronic Notifications (Demandstar): 18
Georgia Registry: 384
Total packages submitted: 1
Total Non-Compliant: 0

VENDORS	THOMSON MOTOR CENTRE 2158 WASHINGTON RD NE THOMSON, GA 30824
Attachment B	YES
E-Verify Number	369935
SAVE Form	YES

VEHICLE/OPTIONS REQUIRED

5.01 Administrative Package-Police Model Charger	\$29,264.00
5.02 Civil Package Police Model Charger	\$30,138.00
5.03 Marshal Package Police Model Charger	\$32,667.00
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5.05 Traffic Package V8 Police Model Charger	\$35,004.00
5.06 Patrol Package V6 Police Model Charger	\$35,070.00
5.07 Traffic Package V6 Police Model Charger	\$36,700.00

6.00 OPTIONAL ITEMS

6.01 HEMI 5.7 Liter engine	N/A
6.02 All-wheel drive	V6 ONLY



Bid Opening Item #20-242
2021 Dodge Charger Automobile Police Model
for Augusta, Georgia- Central Services Department-
Fleet Maintenance Division
Bid Due: Monday, October 5, 2020 @ 2:00 p.m.

Total Number Specifications Mailed Out: 9
Total Number Specifications Download (Demandstar): 2
Total Electronic Notifications (Demandstar): 18
Georgia Registry: 384
Total packages submitted: 1
Total Non-Compliant: 0

VENDORS	THOMSON MOTOR CENTRE 2158 WASHINGTON RD NE THOMSON, GA 30824
6.03 Special exterior paint colors each	\$450.00
6.04 Police Charger "Convenience Group"	\$432.00
6.05 Park Assist Group	Standard
6.06 Blind Spot Monitoring	\$316.00
Delivery Schedule	120 days from PO

FOR ALL DEPARTMENTS-DODGE CHARGE POLICE MODEL - BID OPENING 10/05/20 @ 2:00pm

20-242	Thomson Motor Centre, Inc.
Year:	2021
Make:	Dodge
Model:	Charger Police Model
DELIVERY:	120 Days ARO
Base Price (5.01 Admin Package)	\$29,264.00
Base Price (5.02 Civil Package)	\$30,138.00
Base Price (5.03 Marshal Package)	\$32,667.00
Base Price (5.04 Patrol Package V8)	\$33,374.00
Base Price (5.05 Traffic Package V8)	\$35,004.00
Base Price (5.06 Patrol Package V6)	\$35,070.00
Base Price (5.07 Traffic Package V6)	\$36,700.00
6.00 Optional Items	
6.01 HEMI 5.7 Liter Engine	N/A
6.02 All-Wheel Drive	V-6 Only
6.03 Special Exterior Paint Colors (Each)	\$450.00
6.04 Police Charger "Convenience group"	\$432.00
6.05 Park Assist Group	STANDARD
6.06 Blind Spot Monitoring	\$316.00

BIDDERS LIST

BID ITEM # 20-247 COST \$ _____

#	COMPANY'S NAME & CONTACT PERSON	COMPLETE MAILING ADDRESS TELEPHONE & FAX NUMBERS	DATE	SPEC #	INITIALS	MAILED BY
1	ProLogic ITS Mandy Rush 406 Northpoint Pkwy Acworth, GA 30102			20-247 KA	KAL	u.t. Mail 9/5/20
2						
3						
4						
5						
6						
7						
8						
9						
0						
1						

Planholders

Add Supplier

Export To Excel

Supplier (2)

Supplier ≡

Download Date

Augusta quality surplus

09/07/2020

KITCo

10/02/2020

Add Supplier

Supplier Details

Supplier Name Augusta quality surplus
Contact Name Marcus Evans
Address 1021 Country Place Dr , Augusta, Georgia 30906
Email fifitz706@gmail.com
Phone Number 706-726-7005

Remove

Documents

Filename	Type	Action
20-242_ITB	Bid Document / Specifications	View History

Similar Planholders

Send Bid to Selected Suppliers

Supplier	Contact Person	Send Bid
PSD Software, LLC	Marc Kallaoun	<input type="checkbox"/>
Torrential Data Solutions, Inc.	Paul Buchheim	<input type="checkbox"/>
911 Computer Service, Inc.	Ruben Guerrero	<input type="checkbox"/>
Zunesis	Lori Salmon	<input type="checkbox"/>

IBM

Glenn Schwenk



SenLex Environmental

Jonathan Dotson



Bell Industries, Inc.

Sarah Peachee



Pointe Technology Group, Inc.

Jeff Townsend



**Butler Chrysler Dodge Jeep
1555 Salem Road
Beaufort, S.C. 29902**

**Milton Ruben Chrysler Dodge Jeep
3518 Washington Road
Augusta, GA 30907**

**Akins Chrysler Dodge Ford
220 West May Street
Winder, GA. 30680**

**Ed Voyles Automotive Group
789 Cobb Parkway SE
Marietta, GA 30060**

**Landmark Chrysler Dodge Jeep
6850 Mount Zion Blvd
Morrow, GA 30260**

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

**Harry Lewis Chrysler Dodge Jeep
196 Alabama Blvd, PO Box 74
Jackson, GA 30233**

**Butler Chrysler Dodge Jeep
1555 Salem Road
Beaufort, S.C. 29902**

**TREZA EDWRDS
COMPLIANCE**

**TAKIYAH DOUSE
CENTRAL SERVICE**

**RON CROWDEN
CENTRAL SERVICE - FLEET**

**Bid Item #20-242
2021 Dodge Charger Auto, Police Model
Central Services Depart Fleet Maine.
Mailed: August 26, 2020 @ 5:00 p.m.**

**Bid Item #20-242
2021 Dodge Charger Auto, Police Model
Central Services Depart Fleet Maine.
Due: Mon., Oct 5, 2020 @ 2:00 p.m.**

668035047	adesinabadesina 2020-08-27	adesina123@yahoo.com adesina, badesina	Y	AFA
669057938	akinrolabuoluwole 2020-08-27	woleray@yahoo.com akinrolabu, oluwole	Y	AFA
203845641	e-Watch Corporation 2020-08-27	pgiles@e-watch.com Giles, Patrick	N	NOM
452819260	lonni cobb ford llc 2020-08-27	lcag.fleet@gmail.com blackstock, steven	N	NOM

ETHNIC GROUP	COUNT
African American	54
Asian American	7
Native American	5
Hispanic/Latino	7
Pacific Island/American	1
Non Minority	310
Not Classified	0
Total Number of Vendors	384
Total Number of Contacts	544

[PR_bid_email_list](#)

Bid Item 20-242

Georgia Procurement Registry Vendor Summary



**Administrative Services Committee Meeting
6/8/2021 1:20 PM
2021 - Marshal's Vehicle Replacements**

- Department:** Central Services Department - Fleet Management
- Presenter:** Ron Crowden
- Caption:** Motion **approve** the purchase of four Dodge Chargers for the Marshal's Office at a total cost of \$130,668.00 from Thomson Motor Centre (Bid 20-242).
- Background:** The Marshal's Office is requesting the replacement of four Dodge Chargers; asset number 210072, a 2010 Ford Crown Victoria with 164,019 miles; asset number 205074, a 2005 Ford Crown Victoria with 143,118 miles; asset number 208120, a 2008 Chevrolet Impala with 142,285 miles; and asset number, 218051 a 2018 Dodge Charger that was declared a total loss in March 2021. If approved, asset numbers 210072, 205074, and 208120 would be sold as surplus utilizing the GovDeals.com site. Bid Tab Sheets and vehicle evaluations are attached.
- Analysis:** The Procurement Department published a competitive bid using the Demand Star application for 2021 Dodge Charger Automobile, Police Model (Bid #20-242). Invitations to bid were sent to nine vendors with one vendor responding. The bid tab sheet is attached for your review. 2021 Dodge Charger, Marshal Package: Thomson Motor Centre - \$32,667
- Financial Impact:** Four Dodge Chargers, Marshal Package, at \$32,667.00 each (totaling \$130,668.00) to Thomson Motor Centre utilizing SPLOST 7 account; 329-03-1310/54.22110
- Alternatives:** (1) Approve the request; (2) Do not approve the request
- Recommendation:** Approve the purchase of four Dodge Chargers for the Marshal's Office at a total cost of \$130,668.00 from Thomson Motor Centre (Bid 20-242).

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

SPLOST 7 - Public Safety Vehicles: account; 329-03-
1310/54.22110

REVIEWED AND APPROVED BY:

Finance.

Procurement.

Law.

Administrator.

Clerk of Commission

NOTE: THE FOLLOWING IS A WORKING DRAFT THAT HAS NEITHER BEEN PRESENTED, RECOMMENDED, OR APPROVED BY THE AUGUSTA, GEORGIA RICHMOND COUNTY COMMISSION AND IS NOT FINAL, IN ANY MANNER

AN ORDINANCE OF THE AUGUSTA, GEORGIA, RICHMOND COUNTY COMMISSION TO AMEND THAT PORTION OF THE TITLE 7, ARTICLE 8 OF THE CODE OF ORDINANCES OF AUGUSTA-RICHMOND COUNTY RELATING TO NUISANCE ABATEMENT TO ADD THE REDEVELOPMENT AREA BLIGHTED PROPERTY PROGRAM; AND TO PROVIDE FOR OTHER LAWFUL PURPOSES.

Purpose: To amend the Augusta, Georgia, Richmond County Code of Ordinances and add The Redevelopment Area Blighted Property Program based on the existence of real properties maintained in a blighted conditions in the area, the need to clarify and enhance remediation requirements, and provide procedures for both prosecution as well as reduction of taxes for remediated properties.

WHEREAS, the Augusta, Georgia, Richmond County Commission has a strong interest in growth management and the promotion of the health, safety, aesthetics and general welfare of the Augusta-Richmond County community; and

WHEREAS, the existence of real property which is maintained in a blighted condition increases the burden of the state and local government by increasing the need for government services, including but not limited to social services, public safety services, and code enforcement services; and

WHEREAS, rehabilitation of blighted property decreases this need for such government services; and

WHEREAS, in furtherance of its objective to eradicate conditions of slum and blight within the City, the Mayor and Commissioners, in exercise of the powers granted to municipal corporations at O.C.G.A. title 36, ch. 61, Urban Redevelopment, has designated those areas of the city where conditions of slum and blight are found or are likely to spread

WHEREAS, in recognition of the need for enhanced governmental services and in order to encourage private property owners to maintain their real property and the buildings, structures and improvement thereon in good condition and repair, and as an incentive to encourage community redevelopment, a community redevelopment tax incentive program is hereby established as authorized by Article IX, Section II, Paragraph VII (d) of the 1983 Constitution of the State of Georgia.

WHEREAS, a copy of the affected Code sections is attached hereto as Exhibit “A” and incorporated herein by reference, with markup to indicate the changes being made thereto; and

WHEREAS, making these improvements would promote and protect the safety, health, peace, security, and general welfare of Augusta, Georgia, Richmond County and its inhabitants; and

NOW, THEREFORE, BE IT ORDAINED by the Augusta, Georgia, Richmond County Commission and it is hereby so ordained by the authority of the same that:

Section 1.

Title 7 - BUILDING AND CONSTRUCTION

ARTICLE 8 – RULES AND REGULATIONS FOR ABATEMENT OF UNSAFE OR UNHEALTHFUL PREMISES

Sec. 7-3-74 – Short title

This Article shall be known as the “Redevelopment Area Blighted Property Program.”

Sec. 7-3-75 – Purpose

- (a) The existence of real property which is maintained in a blighted condition increases the burden of the state and local government by increasing the need for government services, including but not limited to social services, public safety services, and code enforcement services. Rehabilitation of blighted property decreases this need for such government services.
- (b) In furtherance of its objective to eradicate conditions of slum and blight within the City, the Mayor and Commissioners, in exercise of the powers granted to municipal corporations at O.C.G.A. title 36, ch. 61, Urban Redevelopment, has designated those areas of the city where conditions of slum and blight are found or are likely to spread.
- (c) In recognition of the need for enhanced governmental services and in order to encourage private property owners to maintain their real property and the buildings, structures and improvement thereon in good condition and repair, and as an incentive to encourage community redevelopment, a community redevelopment tax incentive program is hereby established as authorized by

Article IX, Section II, Paragraph VII (d) of the 1983 Constitution of the State of Georgia.

Sec. 7-3-75 – Definitions

1. **Blighted property, blighted, or blight** means any urbanized or developed property which:

A. Presents two or more of the following conditions:

- i. Uninhabitable, unsafe, or abandoned structure;
- ii. Inadequate provisions for rain, ventilation, light, air, or sanitation;
- iii. An imminent harm to life or other property caused by fire, flood, hurricane, tornado, earthquake, storm, or other natural catastrophe respecting which the governor has declared a state of emergency under the state law or has certified the need for disaster assistance under federal law; provided, however, this article shall not apply to property unless the relevant public agency has given notice in writing to the property owner regarding specific harm caused by the property and the owner has failed to take reasonable measures to remedy the harm;
- iv. A site identified by the federal Environmental Protection Agency as a superfund site pursuant to 42 U.S.C. Section 9601, et seq., or having environmental contamination to an extent that requires remedial investigation or a feasibility study;
- v. Repeated illegal activity on the individual property of which the property owner knew or should have known; or
- vi. The maintenance of the property is below state, county, or municipal codes for at least sixty (60) days after written notice of the code violation to its owner; and is conducive to ill health, transmission of disease, infant mortality, or crime in the immediate proximity of the property.
- vii. Vacant premises or vacant land maintained in an unclean, unsafe, unsecure and unsanitary condition as provided herein thereby causing a blighted problem or adversely affect the public health or safety.
- viii. Property shall not be deemed blighted solely because of esthetic conditions.

(B) Redevelopment Area and Blight Designations –

- (1) “Redevelopment area” means an urbanized area as determined by current data from the United States Bureau of the Census or an area presently

served by sewer that qualifies as a “blighted or distressed area,” a “deteriorating area,” or an “area with inadequate infrastructure,” as follows:

(C) A “blighted or distressed area” is an area that is experiencing one or more conditions of blight as evidenced by:

(i) The presence of structures, buildings, or improvements that by reason of dilapidation; deterioration; age; obsolescence; inadequate provision for ventilation, light, air, sanitation, or open space; overcrowding; conditions which endanger life or property by fire or other causes; or any combination of such factors, are conducive to ill health, transmission of disease, infant mortality, high unemployment, juvenile delinquency, or crime and are detrimental to the public health, safety, morals, or welfare;

(ii) The presence of a predominant number of substandard, vacant, deteriorated, or deteriorating structures; the predominance of a defective or inadequate street layout or transportation facilities; or faulty lot layout in relation to size, accessibility, or usefulness;

(iii) Evidence of pervasive poverty, defined as being greater than 10 percent of the population in the area as determined by current data from the United States Bureau of the Census, and an unemployment rate that is 10 percent higher than the state average;

(iv) Adverse effects of airport or transportation related noise or environmental contamination or degradation or other adverse environmental factors that the political subdivision has determined to be impairing the redevelopment of the area; or

(v) The existence of conditions through any combination of the foregoing that substantially impair the sound growth of the community and retard the provision of housing accommodations or employment opportunities;

(D) A “deteriorating area” is an area that is experiencing physical or economic decline or stagnation as evidenced by two or more of the following:

(i) The presence of a substantial number of structures or buildings that are 40 years old or older and have no historic significance;

(ii) High commercial or residential vacancies compared to the political subdivision as a whole;

(iii) The predominance of structures or buildings of relatively low value compared to the value of structures or buildings in the surrounding vicinity or significantly slower growth in the property tax digest than is occurring in the political subdivision as a whole;

(iv) Declining or stagnant rents or sales prices compared to the political subdivision as a whole;

(v) In areas where housing exists at present or is determined by the political subdivision to be appropriate after redevelopment, there exists a shortage of safe, decent housing that is not substandard and that is affordable for persons of low and moderate income; or

(vi) Deteriorating or inadequate utility, transportation, or transit infrastructure; and

(E) An “area with inadequate infrastructure” means an area characterized by:

(i) Deteriorating or inadequate parking, roadways, bridges, pedestrian access, or public transportation or transit facilities incapable of handling the volume of traffic into or through the area, either at present or following redevelopment; or

ii) Deteriorating or inadequate utility infrastructure either at present or following redevelopment.

2. Code Enforcement Officer means a certified inspector possessing the requisite qualifications to determine minimal code compliance.

3. Code Official means the Director of Planning & Development or such Code Enforcement Manager or Officer responsible for administering or enforcing the International Property Maintenance Code (IPMC) as designated by the City Administrator to perform the duties and responsibilities hereafter set forth in this article.

4. Governing authority means the Mayor and Commissioners of Augusta, Georgia, Richmond County.

5. Millage or millage rate means the levy, in mills, which is established by the governing authority for purposes of financing, in whole or part, the levying jurisdiction's general fund expenses for the fiscal year.

6. Owner of Record refers to person(s) shown on the most recent tax digest of Augusta, Georgia as responsible for payment of ad valorem taxes assessed.

7. Person means such individual(s), partnership, corporations, business entities and associations which return real property for ad valorem taxation or who are chargeable by law for the taxes on the property.

Sec. 7-3-76. Ad valorem tax increase on blighted real property

- (a) There is hereby levied on all real property within the city which has been officially identified as maintained in a blighted condition an increased ad valorem tax by adding a factor of seven (7.0) to the millage rate applied to the property, so that such property shall be taxed at a higher millage rate generally applied in the municipality, or otherwise provided by general law. However, real property on which there is situated a dwelling house which is being occupied as the primary residence of one or more persons shall not be subject to official identification as maintained in a blighted condition and shall not be subject to increase taxation.
- (b) The increased ad valorem tax shall be applied and reflected in the first tax bill rendered following official designation of a real property as blighted.
- (c) Revenues arising from the increased rate of ad valorem taxation shall, upon receipt, be used to address blighted conditions, as identified by the Planning & Development Department, including defraying the cost of the City's program to close, repair, clean up, or demolish unfit buildings and structures.

Sec. 7-3-77 – Official identification of property maintained in blighted condition

- (a) In order for a parcel of real property to be officially designated as maintained in a blighted condition and subject to increased taxation, the following steps must be completed:
 - (1) An inspection must be performed on the parcel of property. In order for an inspection to be performed:
 - a. A request is made by a code official, member of the public, or an elected or appointed official, for inspection of a parcel of property. The inspection is to be conducted by a Code Enforcement Officer based on the criteria as delineated in the International Property Maintenance Code (IPMC) or criteria set forth in this ordinance;
 - (2) A written inspection report of the findings for any parcel of property inspected pursuant to subsection (1) above shall be prepared and shall identify the basis for the inspection. Where feasible, photographs of the

conditions found to exist on the property on the date of inspection shall be made and supplement the inspection report.

- (3) Following the completion of the inspection report of said property, the Code Enforcement Officer shall submit their findings to the Code Official who will make a determination in writing, based on the findings in the inspection report, that a property is maintained in a blighted condition, as defined by this Article, and is subject to increased taxation.
- (4) The Code Official shall cause a written notice of their determination that the real property is being maintained in a blighted condition to be served upon the person(s) shown on the most recent tax digest of Augusta-Richmond County as responsible for payment of ad valorem taxes assessed thereon; provided however, where through the existences of reasonable diligence it becomes known to the Code Enforcement Officer that the real property has been sold or conveyed since publication of the most recent tax digest, written notice shall be given to the person(s) known or reasonable believed to then own the property or be chargeable with the payment of ad valorem taxes thereon, at the best address available. Service shall be in the manner set forth at O.C.G.A. § 41-2-12, shall constitute sufficient notice to the property's owner or person chargeable with the payment of ad valorem taxes for purpose of this section.
- (5) The written notice given to the person(s) chargeable with the payment of ad valorem taxes shall notify such person(s) of the Code Official's determination that the real property is being maintained in a blighted condition and shall advise such person that they have thirty (30) days to remediate the property.
- (6) The receipt of proof of service via the dated signature card, that the property owner has thirty (30) days to comply will constitute the running of the time.
- (7) In the event the certified mail is returned as undeliverable or the person responsible is unidentifiable, the property shall have written notification posted conspicuously on the property and/or structure as provided under O.C.G.A. § 41-2-12. The property owner shall have thirty (30) days after the posting of such on the property to bring the property into compliance.

- (8) If the property is not remediated within the thirty (30) days, the written determination and complaint will be filed with the Magistrate Court of Augusta-Richmond County.
- a. Upon receipt of the complaint, the clerk of the Magistrate Court shall set a date, time and location for the hearing.
 - b. Notice of scheduled hearings shall be published as a legal advertisement in the Augusta Chronicle, or other designated legal organ in Richmond County, at least five days prior to the hearing.
 - c. At the hearing, the Code Enforcement Officer shall have the burden of demonstrating by a preponderance of the evidence that the subject property is maintained in a blighted condition, as defined by this Article.
 - d. The magistrate judge shall cause a record of the evidence submitted at the hearing to be maintained.
 - e. Upon hearing from the Code Enforcement officer and/or witnesses and the property owner and/or their witnesses, the judge of the magistrate court shall make a determination either affirming or reversing the determination of the Code Official. The determination shall be in writing and copies thereof shall be served on the parties by certified mail or statutory overnight delivery. The determination by the court shall be deemed final.
 - f. A copy of such determination shall also be served upon the Tax Commissioner of Richmond County, who shall include the increased ad valorem tax on the next regular tax bill rendered on behalf of Augusta, Georgia, Richmond County.
 - g. Hearings may be continued by the magistrate's court judge upon request of any party, for good cause.
 - h. Persons aggrieved by the determination of the court affirming the determination of the code official may petition the Superior Court of Richmond County for a writ of certiorari within 30 days of issuance of the court's written determination.

Sec. 7-3-78. - Remediation or redevelopment to remove designation of blighted condition.

- (a) A property owner or person(s) who is chargeable with the payment of ad valorem taxes on real property (which has been officially designated pursuant to this article as property maintained in a blighted condition) may petition the code official to lift the designation, upon proof of compliance with the following:
- (1) Completion of permitted work required under a plan of remedial action or redevelopment approved by the City's Planning & Development Director or appointed staff which addresses the conditions of blight found to exist on or

within the property, including compliance with all applicable minimum codes;
or

- (2) Completion of permitted work required under a court order entered in a proceeding brought pursuant to this code, shall receive a certificate of completion.
- (b) Before action on a petition to lift the designation, the code official shall cause the property to be thoroughly inspected by a building inspector who, by written inspection report, shall certify that all requisite work has been performed to applicable code in a workmanlike manner, in accordance with the specifications of the plan of remedial action or redevelopment, or applicable court order. Upon finding required work to be satisfactorily performed, the code official shall issue a written determination that the real property is no longer maintained in a blighted condition. Copies of this determination shall be served upon the person(s) chargeable with the payment of ad valorem taxes, and upon the Tax Commissioner of Augusta, Georgia, Richmond County.
- (c) All plans for remedial action or redevelopment shall be in writing, signed by the person(s) chargeable with the payment of ad valorem taxes on the real property and the City's Planning & Development department director, and contains the following:
1. The plan shall be consistent with the city's laws and ordinances governing the subject property;
 2. The plan shall set forth in reasonable detail the requirements for repair, closure, demolition, or restoration of existing structures, in accordance with minimal statewide codes; where structures are demolished, the plan shall include provisions for debris removal, stabilization, and landscaping of the property;
 3. On parcels of five acres or greater, the plan shall address the relationship to local objectives respecting land uses, improved traffic, public transportation, public utilities, recreational and community facilities, and other public improvements.
 4. The plan shall contain verifiable funding sources which will be used to complete its requirements and show the feasibility thereof;
 5. The plan shall contain a timetable for completion of required work; and
 6. Any outstanding ad valorem taxes (state, school, county and city, including the increased tax pursuant to this article) and governmental liens due and payable on the property must be satisfied in full.

Sec. 7-3-79 - Decreased rate of taxation to be applied after successful remedial action or redevelopment of blighted property.

(a). Real property which has had its designation as maintained in a blighted condition removed by the code official, as provided in section 7-3-78 of this article, shall be eligible for a decrease in the rate of city ad valorem taxation by applying a factor of 0.5 to the city millage rate applied to the property, so that such property shall be taxed at a lower millage rate than the millage rate generally applied in the municipality or otherwise provided by general law; such decreased rate of taxation shall be applied beginning with the next tax bill rendered following removal of official designation of a real property as blighted. The decreased rate of taxation may be given in successive years, depending on the amount of cost expended by the person(s) chargeable with payment of ad valorem taxes on the property to satisfy its remediation or redevelopment, with every \$25,000.00 or portion thereof equaling one year of tax reduction; provided, however, that no property shall be entitled to reduction in city ad valorem taxes for more than four successive years.

(b). In order to claim entitlement for a decreased rate of taxation, the person(s) chargeable with payment of ad valorem taxes on the property shall submit a notarized affidavit to the building official, supported by receipts or other evidence of payment, of the amount expended.

Sec. 7-3-80. - Duty of code official to provide notice to Augusta – Richmond County Tax Assessor and Commissioner.

It shall be the duty of the Code Official to notify the Augusta – Richmond County Tax Assessor and Commissioner in writing as to designation or removal of designation of a specific property as maintained in a blighted condition. Such notice shall identify the specific property by street address and tax map, block and parcel number, as assigned by the Augusta-Richmond County Tax Assessor's Office. The code official shall cooperate with the tax commissioner to assure accurate tax billing of those properties subject to increased ad valorem taxation under this article.



**Administrative Services Committee Meeting
6/8/2021 1:20 PM
Blight Ordinance**

Department: Administration

Presenter: Administrator Odie Donald

Caption: Update from the Administrator regarding Blight Ordinance.
(Deferred from May 18 Commission meeting)

Background:

Analysis:

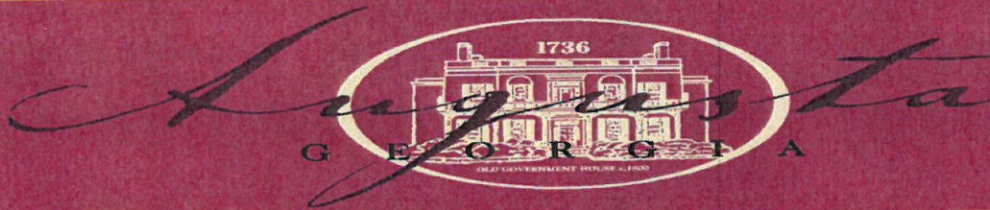
Financial Impact:

Alternatives:

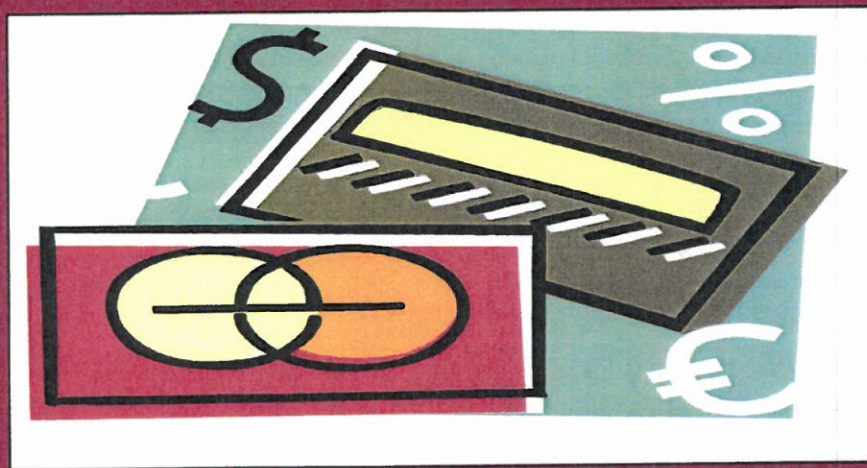
Recommendation:

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

REVIEWED AND APPROVED BY:



PURCHASING CARD POLICY AND PROCEDURES



P
C
A
R
D

March 2016 REVISED

UNDER \$5,000.00

ISSUED BY:

AUGUSTA, GEORGIA
PROCUREMENT
DEPARTMENT

GERI A. SAMS
DIRECTOR



PURCHASING CARD POLICY AND PROCEDURES (P-CARD)

Program Overview

The Augusta, Georgia Purchasing Card (P-Card) Program provides charge cards and commercial purchasing card accounts designed to enable authorized, permanent Augusta, Georgia employees to make purchases of supplies, materials, equipment, and services for Augusta business use. The program streamlines payments by eliminating the administrative burdens and costs associated with traditional methods of payment.

The Augusta Procurement Director is the Augusta Cards Program Manager and reserves the right to withdraw any authority or delegated approval due to non-compliance with applicable laws, rules, regulations, policies, and procedures, or the terms of any conditional approval. The Augusta Card Program Administrator is the Program Manager's designee.

The P-Card Program (Program) utilizes VisaCard® purchasing card commercial accounts with plastic cards issued by State Bank and Trust Company. P-Cards and related accounts can only be used for official Augusta, Georgia business and cards must be surrendered and/or accounts closed upon termination of employment for any reason or upon demand by the Augusta, Georgia Procurement Department.

Other than Sam's Club Card, this P-Card program is the only purchasing card program authorized for use by employees of any Augusta Department. It includes traditional card based accounts, Ghost Accounts and other cardless products including but not limited to ePayables.

The terms of the contract with State Bank and Trust Company also permit Augusta Authorities and Commissions, to use the program. Accordingly, it is the responsibility of Augusta, Georgia's governing body to put into place a purchasing card policy and ensure their local entity adheres to that policy.

The Augusta Procurement Director and or the Augusta Administrator, approves all participation in the program.

All policies and procedures in this manual are subject to change with or without notice at the discretion of the Director of Procurement. Hard copies of additions/revisions are disseminated when available. The web copy, located on City Net at: <http://augwebv017:8080/pages/default.aspx>, is updated as needed following approval. Prior to acting in reliance upon a specific policy or procedure as Procurement appears in any copy of the manual, please check to make sure that the Director of Procurement has not recently approved any additions or revisions to that specific policy or procedure. All program official forms mentioned in this policy can be found on the web site.

Use of Purchasing Card Accounts for Personal Purchases Prohibited

Under no circumstances is a cardholder or program participant permitted to use the P-Card or related accounts for personal purchases. (Personal purchases are defined as purchases of goods or services intended for non-work related use or use other than official Augusta business.) Using the P-Card and or related accounts for personal purchases may result in disciplinary action, up to and including termination from Augusta employment and criminal prosecution. The Official Code of Georgia, Annotated (O.C.G.A.), §50-5-80 and §50-5-83 states that any person who knowingly uses P-Card funds for personal purchases under \$500 is guilty of a misdemeanor. A

person who knowingly uses P-Card funds for personal purchases of \$500 or more is guilty of a felony punishable by one to 20 years in prison. Supervisors or other approving officials who knowingly, or through willful neglect, approve personal or fraudulent purchases are subject to the same disciplinary actions as those making the purchases.

Authority

This document, initially adopted by the Director of Procurement on June 6, 2011, and will be updated periodically thereafter, constitutes select policies and procedures for the governance and operation of the Procurement Department. All policies contained herein conform to the Augusta, Georgia's Policies and Procedures. The body of policies contained in this document shall supersede all other understandings, prior practices, letters, and other informal writings for the governance of the Procurement Department unless prior written approval for exception is authorized by the Director of Procurement.

In accordance to the Augusta, Georgia Article 3:

Sec. 1-10-23. Authority and responsibility of procurement director.

(a) *Authority.* The Procurement Director is designated as the principal public procurement official for Augusta, Georgia, and shall be responsible for the procurement of commodities, services, construction, and professional service products in accordance with the AUGUSTA, GA. CODE and this chapter.

(b) *Duties.* The duties of the Procurement Director include but are not limited to:

- Procuring or supervising the procurement of all commodities, services, construction, and professional and consultant service products needed by Augusta, Georgia
- Acting to procure for Augusta, Georgia the highest quality in commodities, construction and service products at the best value to Augusta, Georgia
- Discouraging collusive bidding and endeavoring to obtain as full and open competition as possible on all purchases and sales
- Keeping informed of current developments in the field of procurement, prices, market conditions and new products, and secure for Augusta, Georgia the benefits of research conducted in the field of procurement by other governmental jurisdictions, national technical societies, trade associations having national recognition, and by private businesses or organizations
- Adopting operational procedures

Program Administration

A. *Augusta Purchasing Card Program Policy*

The Augusta Procurement Department administers the contract. In this capacity, Augusta Procurement personnel serve as resources for all program users in the areas of policy development and implementation, day-to-day administration of the program, audit, staff development, and account holder training.

Augusta Procurement has developed this Augusta Purchasing Card Program Policy (Policy) to establish minimum standards for use of the P-Card and related accounts in order to ensure compliance with all applicable State, Federal and Augusta laws pertaining to purchasing as contained in the Augusta, Georgia Procurement Code, as approved by the Augusta, Georgia Commission. The version of the Policy posted on the City Net web site will always be the official Policy governing the P-Card program. The effective date of the policy will be in the footer of the document. Augusta Procurement Department will maintain an archive of previous versions of the Policy, which will be available upon request should the need arise.

B. Augusta P-Card Program Manager (Director of Procurement)

Augusta's P-Card Program Manager will:

1. Develop the Augusta Purchasing Card Program Policy.
2. Review the Policy at least annually to ensure that it is in keeping with "best practices" in the purchasing card industry and that it allows participants in the Program to utilize the P-Card and related accounts to their utmost advantage in the procurement process within sufficient control guidelines.
3. Work with other areas of Procurement and with other Program users to determine new ways that the P-Card Program can be used within legal and Policy requirements.
4. Serve as a central point of contact on all issues of policy and procedure. This position is the official liaison between the Bank and all P-Card users.
5. Communicate all Program and Policy changes to P-Card users.
6. Review or assign a designee to review all requests for exceptions to this Policy and decide on the appropriateness of each request.
 - i. Approvals for the following policy exceptions are coordinated through the local Card Program Administrator once original approval is granted by the Augusta Cards Program Manager:
 - (a) Increases in spending limits above mandated levels
 - (b) Approval to use the P-Card Program to pay for vehicle repairs and maintenance
 - ii. All other types of policy exceptions must receive prior, written approval from the Augusta Cards Program Manager or the designee for each occurrence
7. Develop and maintain Program forms.
8. Develop and maintain training materials and manuals.

C. Process Improvement and Audits

1. The Finance Department conducts periodic reviews of the programs receipts and statements at Entities under Augusta Procurement Department purchasing authority. Reviews take a risk-based approach and focus on the level of compliance with Augusta Policy, adequacy of and compliance with internal policies and procedures, and evaluation of internal controls.
2. The Finance Department issues reports providing an assessment of the Program, makes recommendations for improvement when warranted, and works with the Program personnel to implement action plans to make corrections or other improvements to the Program.
3. In those cases where it is determined that internal controls are not adequate, the Finance Department has the authority to require policy improvements and/or place other restrictions on the local card program until such controls are developed, documented, and implemented.

D. Professional Development

1. The Procurement Department assists in developing and delivering training on the P-Card Program on an as needed basis.
2. Collaborate with the Procurement Director and with the Finance Department to develop training materials for cardholders.

Augusta Entity Program Roles and Responsibilities

The Procurement Director's designee serves as the official liaison between the Entity and the Augusta Cards Program Manager for all matters related to the local Program. This individual usually serves as the Purchasing Card Program Administrator (Administrator), although any or all of the following administrative responsibilities may be delegated to one or more Card Program Coordinators, depending on the size and complexity of the local program.

E. Card Program Administrator Responsibilities (Program Manager's Designee)

1. Program Administration

- i. Develop the internal policy governing the use of the P-Card Program, to include, the following minimum requirements:
 - (a) In compliance with the State, Federal and Local laws. Analyze Augusta's entity's current and forecasted purchases (composed of any and all departments of Augusta) on at least a quarterly basis to identify supplies, materials, equipment, and services which must be sourced through the competitive bidding process.
 - (b) Monitor the Augusta entity's compliance with State, Federal and Local laws and, when areas of non-compliance are found, determine the appropriate course of action needed to correct the non-compliance, document the action plan, and detail the correction action(s) taken.
 - (c) Ensure compliance with the Augusta Purchasing Card Policy;
 - (d) Provide for unique needs based on mission;
 - (e) Provide a method for reporting suspected misuse or fraudulent use;
 - (f) List in detail consequences of misuse or fraudulent use;
 - (g) Create a provision for review of the internal policy for adequacy at least annually; and
 - (h) Create a provision for audit or other independent review of all areas of program administration and transactions at least annually.
- ii. Work with management throughout the organization to determine the appropriate spending limits for the Program as a whole and for individual account holders based on budget constraints, job responsibilities, historical spending patterns, and overall procurement practices.
- iii. Designate the following Program administrative positions as needed and ensure coordination among the positions:
 - (a) Electronic Contact to handle data transmission matters; and
 - (b) Settlement Contact to handle monthly payment matters.
- iv. Work with management to identify job titles/positions within the organization that require a P-Card account or that would be good candidates for use of the P-Card and related accounts.
- v. Develop written internal procedures for requesting P-Cards, Ghost Cards and other accounts and approving cardholders. The appropriate form is the Purchasing Card Profile Form Request for Purchasing Card. **(Exhibit #1)**

2. Program Compliance

- i. Establish written procedures to ensure compliance with, or request exceptions to, Augusta purchasing laws and regulations, and the internal purchasing card policy.
- ii. Coordinate any exceptions to the Augusta Purchasing Card Policy with the Augusta Cards Program Manager.
 - (a) Initiate all requests using the Special Approval Request, Form Augusta Procurement Department. **(Exhibit #2)**
 - (b) Document review of the status of all exceptions on an annual basis to determine if the exceptions should still be granted and notify Augusta Procurement Department of any revocations.

- iii. Ensure that Department has sufficiently documented internal controls and other measures (e.g. audits) to prevent and/or detect misuse or fraudulent use of the P-Card and related accounts.
 - iv. Establish written procedures to ensure security over P-Card account information to include:
 - (a) Ordering and receiving new and replacement cards;
 - (b) Reporting or stolen cards and/or compromised accounts to the Bank and to the Program Administrator and/or Coordinator(s); **(Exhibit #5)**
 - (c) Collecting and destroying cards when cardholders transfer to jobs not requiring a P-Card, resign, or are terminated; and
 - v. Establish written procedures to ensure that misuse or fraudulent use of a P-Card or related account is documented. Minimum requirements include:
 - (a) Documentation of the transaction (e.g. copies of receipts, invoices);
 - (b) Evidence of who conducted the transaction, who approved the transaction, and when and how the misuse or fraud was discovered;
 - (c) Documentation of personnel actions taken (e.g. account holder was terminated); and
 - (d) Notifying the Bank immediately when fraud or account misuse occurs in order to properly meet the Bank's guidelines regarding Bank reimbursement of transactions related to fraud or account misuse.
3. Appropriate limits on the number of cardholders in order to ensure adequate review of business need and documentation (transaction logs, receipts/invoices, and monthly billing statement) for each purchase.
 4. Training – Develop an Entity-specific training program for all program users to include:
 - i. Mandatory Cardholder Agreement specifying terms and conditions for use of the card and related accounts; **(Exhibit #3)**
 - ii. Augusta Purchasing Card Policy;
 - iii. User manual; and
 - iv. Familiarity with all forms, including the Sales and Use Tax Exemption form and transaction log.
 5. Using the P-Card and related accounts
 - i. Establish written internal procedures covering how to use the P-Card account(s), including telephone, fax, and Internet orders as well as Ghost Cards if applicable, in order to maintain security over P-Card account information.
 - ii. Monitor accounts for inactivity and close accounts that are no longer needed.
 - iii. Establish written internal procedures for compliance with Augusta Policy regarding documentation of transactions.
 6. Internal Accounting Requirements
 - i. Designate the storage location for all original transaction documentation.
 - ii. Establish billing discrepancy procedures, including disputed transactions. **(Exhibit #6)**
 - iii. Establish reconciliation procedures between cardholders, and Accounts Payable to ensure timely payment of the corporate monthly billing statement.
 - (a) Use of generic "P-Card" general ledger account is prohibited
 - (b) All transactions should be allocated to the appropriate expenditure account in order to allow for the accurate monitoring of department spending is in adherence with the Augusta Purchasing Card Policy.

F. Cardholders:

All program participants are de facto purchasing agents for Augusta, Georgia. Accordingly, all participants must have a minimum understanding of Augusta's purchasing laws, Augusta Procurement Department rules and regulations as contained in the Augusta Procurement Code, and internal purchasing rules. Program participants must also be familiar with the provisions of O.C.G.A. §45-10-1 et seq. regarding Employee Code of Ethics and Conflicts of Interest:

Code Of Ethics For Government Service:

Any person in government service should:

- I. Put loyalty to the highest moral principles and to country above loyalty to persons, party, or government department.
- II. Uphold the Constitution, laws, and legal regulations of the United States and the State of Georgia and of all governments therein and never be a party to their evasion.
- III. Give a full day's labor for a full day's pay and give to the performance of his duties his earnest effort and best thought.
- IV. Seek to find and employ more efficient and economical ways of getting tasks accomplished.
- V. Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not, and never accept, for himself or his family, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of his governmental duties.
- VI. Make no private promises of any kind binding upon the duties of office, since a government employee has no private word which can be binding on public duty.
- VII. Engage in no business with the government, either directly or indirectly, which is inconsistent with the conscientious performance of his governmental duties.
- VIII. Never use any information coming to him confidentially in the performance of governmental duties as a means for making private profit.
- IX. Expose corruption wherever discovered.
- X. Uphold these principles, ever conscious that public office is a public trust.

Cardholder responsibilities include:

1. Maintain security of the account number, expiration date, and security code at all times.
2. Maintain knowledge of Augusta Purchasing Card Policy and internal policies and procedures.
3. Ensure all purchases are allowable purchases according to Augusta's Purchasing Card Program Policy.
4. Ensure all purchases comply with purchasing requirements of the Augusta Purchasing Card Policy concerning Order of Precedence and Competitive Bidding.
5. Obtain "best value" for Augusta when making purchases with the P-Card account.
6. Maintain all documentation required by Augusta and internal purchasing card policies. Minimum documentation requirements are:
 - i. Monthly or weekly transaction log as determined by the Program Administrator and purchasing volume;
 - ii. Itemized receipt or invoice;
 - (a) If receipt has been lost and a duplicate cannot be obtained, the Program Administrator can determine if internal policy will allow use of the Lost Receipt Affidavit Form. **(Exhibit #4)** If allowed, a single cardholder can use the form no more than three times in one fiscal year.
 - (b) Use of the form more than three times in one fiscal year will result in suspension of account privileges.
7. Submit all documentation to the Procurement Department, Program Administrator in order to ensure timely payment of the monthly billing statement.
8. Either the original receipt or invoice must be sent to the Procurement Department, Program Administrator for each for each transaction. The receipt must be accompanied by a signed requisition with your Department Account numbers for payment. (Maintain a file copy of all transactions submitted for payment)
9. A comment for each transaction stating the purpose of the transaction must be included on the requisitions. Provide a written report for all disputed transactions. **(Exhibit #6)**
10. Immediately reporting or stolen/lost cards and/or compromised accounts to the Bank and to the Program Administrator **(Exhibit #5)**

G. Use of the Card and Related Accounts

This Policy establishes appropriate and inappropriate uses of program accounts. All purchases made through the program must be for official Augusta business.

When plastic cards are issued, only the employee whose name appears on the face of the P-Card is authorized to initiate transactions with the card. Use of the card by any other person is considered misuse of the card, even if the purchase is for legitimate Augusta business. For Ghost Card accounts and other types of program accounts, only individuals identified as account users or custodians may use the accounts. Use of the accounts by any other person is considered misuse of the accounts, even if the purchase is for legitimate Augusta business. Use of any P-Card program accounts for personal purchases is strictly prohibited and will result in disciplinary action, including termination of employment and criminal prosecution.

a. Recommended Purchases

Use of the P-Card is highly recommended when making purchases under the following circumstances:

1. From Statewide Contracts via the virtual catalog from a vendor identified as accepting the P-Card
2. From Statewide Contracts via face-to-face transactions with vendors that accept the P-Card
3. From Agency Contracts when P-Card is used to create a requisition for a non-virtual catalog purchase and the vendor accepts the P-Card (We also recommend the P-Card be used for one-time purchases made via on-line for computer, parts software, etc.)

b. Allowable Purchases

The P-Card and related accounts can be used for official purchases of supplies, materials, equipment, or services, where not otherwise prohibited or restricted. All purchases must be within assigned spending limits unless prior, written approval is received to exceed these limits. Card Program Administrators can manage spending limits up to \$5,000 without approval from Augusta Procurement Director. Any Single Transaction Limit of \$5,000 or more for Open Market Purchases must receive prior written approval from the Augusta Cards Program Manager (Procurement Director) using the Special Approval Request Form. (Exhibit #2)

c. Allowable purchases include:

1. Equipment – Single units under \$1,000 for Augusta Departments, Commissions, or Boards. Augusta entities must obtain written approval from the Augusta Cards Program Manager (Procurement Director) or his/her designee prior to the purchase in order to exceed these thresholds.)
2. Software – Data plans, software, or applications (i.e. "apps") for Augusta-issued devices such as smart phones (e.g. iPhone, Android, blackberry) and tablets (e.g. iPads) ONLY. Purchases cannot be made for personal devices even if used for Augusta business.
3. Supplies and materials up to the cardholder's approved Single Transaction Limit and/or approved cycle limit not on Annual August Contracts.
4. Filing or coping of Legal or court documents for Augusta, Georgia (Law Department).

5. Airline tickets and vehicle rentals for Augusta personnel traveling on official Augusta business as defined in the Augusta, Georgia Code.
6. Special approval is not needed for the following types of purchases:
 - i. Food and lodgingDocumentation must follow guidelines for "group meals" in the Travel Regulations:
 - (a) Itemized receipt showing all meals purchased
7. Food provided for consumption at events or services provided to the general public, Augusta benefit recipients and/or Augusta program participants (other than Augusta employees), or purchased for resale in gift shops, bookstores, etc., and other non-employee meal related use.
8. Purchases of goods or services intended for official Augusta, Georgia work-related use which are not otherwise excluded in the Prohibited Purchases section.

H. Prohibited Purchases

The following types of purchases are strictly prohibited by Augusta policy. No exceptions will be granted unless otherwise indicated. This list must be included in lists of prohibited purchases in policies at the local program level:

1. Personal purchases of any kind (Personal purchases are defined as purchases of goods or services intended for non-work related use or use other than official Augusta business.)
2. Data plans, software, or applications (i.e. "apps") for non-Augusta Entity issued devices, including, but not limited to, smart phones (e.g. iPhone, Android, blackberry), laptop computers, or tablets (e.g. iPad).
3. Cash advances including use of the card, card number or account number at Automated Teller Machines (ATMs), inside bank branches or at cash advance, quasi-cash and money transfer locations such as Western Union, Telecheck, etc.
4. Gift cards, stored value cards, calling cards, pre-paid cards or similar products
5. Employee travel expenses, including lodging, transportation, and meals, except as specifically covered under Allowable Purchases
6. Entertainment, including in-room movies, except as specifically covered under Allowable Purchases
7. Alcoholic beverages
8. Tobacco products
9. Fuel, mechanical repairs, and maintenance of Augusta-owned or rental vehicles (Exceptions may be granted upon verification of procedures to enter costs into Augusta's fleet management system administered by Fleet Management.) **Note:**
 - i. Non-mechanical body shop repairs not covered under Augusta's vehicle maintenance contract may be paid for with a purchasing card.

- ii. Allowable auto parts purchases must follow the process outlined in the auto parts flow chart.
10. Food for consumption by Augusta employees unless the purchase qualifies as a "group meal" according to the Augusta, Georgia Code
11. Memberships and/or fees to wholesale shopping clubs or "warehouse" type retailers

I. Declared Emergencies and Natural Disasters

Augusta authority to forego standard procurement requirements for needs arising from unforeseen causes. In cases involving the welfare of the general public, extreme weather conditions, or official declared emergencies, the Program Administrators (Procurement Director and Administrator) are allowed to obtain after-the-fact approval for exceptions to this Policy.

1. The Department Director must contact the Augusta Procurement Department, within 72 hours of any actions taken in response to these emergencies and the nature of the actions taken.
2. Documentation for transactions must follow guidelines for emergency purchases as contained in the Augusta Procurement Code.

J. Sole Source / Sole Brand Purchases

The P-Card and related accounts may be used for purchases resulting from sole source or sole brand acquisitions provided those goods/services are not identified in the prohibited subsection. Guidelines for Sole Source and Sole Brand purchases are found in the Augusta Procurement Code

1. Any request for a Single Transaction Limit of \$5,000 or more that would qualify as a Sole Source and/or Sole Brand must include a Sole Source Form.
2. These forms, and instructions for use, are available on the City Net website. These forms must also be attached to the Original Transaction Receipt as documentation for the transaction.

K. Clarification on Credit Card Fees and Convenience Fees

Many merchants charge a "credit card processing fee" or "convenience fee" for accepting credit cards including the Augusta Purchasing Card or P-Card. These types of fees are strictly regulated by Visa and VisaCard (also called the Associations). "Convenience fees" for certain transactions can be paid if they are charged in compliance with VisaCard rules. (The Augusta, Georgia P-Card and related accounts are State Bank and Trust Company VisaCard accounts, so VisaCard regulations apply.) Other fees, such as "credit card fees", "processing fees" or "surcharges" for example, are not allowed by VisaCard regulations and are therefore not permitted on the P-Card or related accounts.

According to VisaCard's Card Acceptance and Chargeback Management Guidelines for Merchants (Merchants is synonymous with Vendors) available on VisaCard's website, credit card surcharges are not allowed. Merchants "may not impose any surcharge on a VisaCard transaction." Convenience fees, however, are allowed under certain circumstances.

According to the website:

For merchants who offer an alternate payment channel (i.e., mail, telephone, or ecommerce) for customers to pay for goods or services, a convenience fee may be added to the transaction amount. If the merchant chooses to assess a convenience fee to its customers, the merchant must adhere to the following rules:

- The fee is being charged for a bona fide convenience of using an alternative payment channel outside the merchant's normal business practice.
- The fee:
 - must be disclosed to the customer as a charge for the alternative payment channel convenience
 - is applied only to non face-to-face transactions
 - must be a flat or fixed amount, regardless of the amount of the payment due
 - is applied to all forms of payment products accepted in the alternative payment channel
 - is included as part of the total transaction amount
 - cannot be added to a recurring transaction
 - is assessed by the merchant that provides the goods or services to the cardholder and not a third party
- The customer must be given the opportunity to cancel prior to the completion of the transaction. VisaCard is very clear about what a convenience fee is and how and when they can be charged. As a result, many vendors that charge fees do so incorrectly and are therefore out of compliance with VisaCard regulations.

Examples of common violations of VisaCard's convenience fee policy include, but are not limited to, the following:

- Charging a tiered or percentage based fee. Only a flat fee regardless of the transaction amount is allowed.
- Charging a fee for transaction below or above a certain dollar amount. Convenience fees must be charged on all transaction regardless of amount.
- Charging the fee in person, for face-to-face or point of sale transactions. The fees can only be applied to transactions via the mail, telephone or internet.
- Charging only for VisaCard or credit card transactions. Convenience fees must be applied to all payment methods accepted via that channel.
- Calling the fee a "processing fee", "credit card fee", "surcharge" or anything other than a "convenience fee". The fee is designed to offset the cost of the convenience, not the cost of accepting credit cards.
- Charging higher prices for credit card purchases versus checks or cash. **Note:** Vendors may offer a "cash discount" to customers paying with cash, in person.
- Charging a convenience fee via the internet when that is the vendor's only "normal business practice". If the vendor only sells on the internet, there is no convenience versus coming in to a retail location, so no convenience fee can be charged. There are many ways a vendor's actions can fall outside VisaCard's guidelines. As such, only vendors in compliance with the guidelines shall be allowed to receive convenience fees via the P-Card and/or related accounts.

One example of an allowable convenience fee is a utility that charges a convenience fee for paying a bill via the phone or internet versus having to come to an office and drop off a payment. As long as the convenience fee is a flat fee and is charged to all transactions accepted via the phone or internet (such as all card types, electronic checks, etc.), it is acceptable on a P-Card transactions.

Convenience fees charged in accordance with the VisaCard guidelines quoted above are permitted on the P-Card or related accounts. All other charges, surcharges or fees are prohibited and should not be paid with a P-Card or related accounts. For clarifications, please consult your entity's P-Card Administrator or contact the Augusta Cards Program Manager. Violations of the VisaCard guidelines should be reported to the Augusta Cards Program Manager as merchants can be reported to VisaCard through State Bank and Trust Company.

L. Ghost Card Accounts

The term "Ghost Cards" refers to a cardless P-Card account established for the payment of monthly or other periodic charges to an established vendor of an Augusta entity. In cooperation with the Augusta Cards Program Manager and the Bank, an entity's Program Administrator may establish a Ghost Card account with an identified vendor used to pay recurring charges based on services or goods purchased periodically (including monthly) from the vendor through an entity contract, statewide contract, a sole source/mandatory source purchase or for other allowable purchases. Ghost Cards provide a secure payment method restricted for use with the identified vendor and secured through numerous account restrictions including spending limits, Merchant Category Code (MCC) restrictions and the absence of a physical card.

Ghost cards may be considered when there is a one-to-one relationship between the vendor and the Augusta entity and the vendor provides goods or services through an established relationship, often sending a monthly invoice for those goods or services. Examples of vendors suitable for payment via a Ghost Card include, but are not limited to, wireless device and wireless service providers, utilities, bulk fuel providers, landlords, food service, temporary service and other vendors.

Please contact the Augusta Cards Program Manager for more information on Ghost Cards or for assistance in setting up Ghost Card accounts.

M. Program Compliance

Internal Controls

Each Cardholder must establish a control structure that ensures compliance with Augusta, Georgia Procurement Code, State and Federal Laws and the Purchasing Card Policy.

Internal controls must include:

1. Appropriate separation of duties between making transactions (cardholders) and payment of the monthly billing statement (Accounts Payable).
2. Independent review of all account maintenance activity received on monthly statement. Statements are to be signed by the User and must provide the appropriate account number to be charged.
3. Appropriate hierarchical review and approval of purchases by someone with supervisory authority over the cardholder and/or with the authority to question purchases if needed.
4. No cardholder can provide approval for payment for his/her transactions or of the corporate monthly billing statement. Review and approval responsibilities cannot be delegated to someone else.
5. Provision for an annual independent audit or review of the purchasing card program by the Card Program Administrator, Finance Department, or other assigned audit responsibilities. Reviews must address:
 - i. Adequacy of internal policies and procedures;
 - ii. Appropriateness of cardholder spending limits;
 - iii. Adequacy of review, reconciliation, and payment procedures; and
 - iv. Adequacy of documentation for transactions.

c. Cardholder Spending (Credit) Limits

Spending limits enable management to provide cardholders with the purchasing power to accomplish the needs of the job without exposing Augusta to unnecessary risk. Spending limits should be based on job responsibilities of the cardholder and/or of the job title. Cardholder spending limits must be reviewed at least annually to determine that actual usage is consistent with spending limits.

Spending limits that are available are:

1. Cycle (Credit) Limit – The cycle limit is a mandatory spending limit that restricts the amount of purchases a cardholder can make in one billing cycle.
 - i. The cycle limit cannot be less than the cardholder's Single Transaction Limit.
 - ii. A cardholder's cycle limit cannot be more than \$5,000 without prior, written approval from the Augusta Cards Program Manager. **(Exhibit #2)**
 - iii. Review the Procurement Code Article 10 on Small Purchases. Sec. 1-10-54. Informal bids selection methods (standard and small purchases).
2. Single Transaction Limit (STL) – The STL is a mandatory spending limit imposed on each cardholder account.
 - i. A cardholder's STL must be less than \$5,000. The local Program Administrator can establish organization-wide and/or individual spending limits less than this, as determined by overall procurement and card program goals. (Review the Procurement Code Article 10 on Small Purchases. Sec. 1-10-54. Informal bids selection methods (standard and small purchases).)
 - ii. Program Administrators can grant approval for individual limits greater than \$5,000 for purchases. **(Exhibit #2)**
 - iii. Cardholders must request prior, written approval for the Program Administrators for all other STL's greater than \$5,000. **(Exhibit #2)**
3. Number of Transactions per Day (Optional) - Management can choose to impose a maximum number of transactions on a cardholder account in order to control use of the P-Card and related accounts.

d. Account Issuance Requirements

1. Issuance is limited to one Purchasing Card per cardholder.
2. Cardholders must be permanent full-time Augusta employees whose job requires the use of a purchasing card or related account. There will be no exceptions to the following:
 - i. Neither cards nor accounts will be issued to part-time or temporary workers, or contractors.
 - ii. Cards and related accounts will not be issued in the name of a Department or work unit to be shared by multiple employees.
 - iii. Neither cards nor related accounts will be issued to employees of foundations associated with any Entity.
3. Program Administrator must approve a cardholder's application for a P-Card or related account. **(Exhibit #1)**
4. All training requirements as described in this Policy must be met before an employee receives the P-Card or is given access to a related account.

N. Legal Issues

a. Failure to Comply with Laws, Policies, and Procedures

Cardholders or approving officials who knowingly, or through willful neglect, fail to comply with the following may be subject to suspension or termination of account privileges or other disciplinary action, up to and including termination of employment and criminal prosecution to the fullest extent of the law.

1. Official Code of Georgia, Annotated (O.C.G.A. §50-5-80 and §50-5-83), sections related to governmental purchasing
2. Applicable requirements of the Augusta, Georgia Procurement Code
3. Augusta, Georgia Purchasing Card Policy

The Augusta Procurement Director is the Augusta Cards Program Manager and reserves the right to withdraw any authority or delegated approval due to non-compliance with applicable laws, rules, regulations, policies, and procedures, or the terms of any conditional approval.

b. Competitive Solicitation

1. O.C.G.A. §50-5-69 requires competitive bidding for all open-market purchases anticipated to be \$25,000 or more. However, O.C.G.A. § 50-5-83 sets the legal Single Transaction Limit for a P-Card transaction at \$5,000 unless made against a Statewide Contract or in compliance with Augusta procurement policy. Use of the P-Card as a method of payment does not relieve the program participant or the Entity of these responsibilities:
 - i. Because of the legal Single Transaction Limit, all cardholders must have a Single Transaction Limit (STL) of less than \$5,000, except as noted.
 - ii. Cardholders are prohibited from splitting a transaction between two or more transactions on a single account or two or more transactions on multiple accounts on the same day or on separate days in order to circumvent any Single Transaction Limit, regardless of the level.
2. Where job responsibilities require cardholders to make single purchases of \$5,000 or more:
 - i. The Augusta Card Program Administrator can approve Single Transaction Limits over \$5,000. (Exhibit #2)
3. Cardholders who need to make open-market purchases of \$5,000 or more must use the appropriate bid process for any purchase greater than or equal to \$5,000. Complete bid requirements are found in the Augusta Procurement Code. (Review the Procurement Code Article 10 on Small Purchases. Sec. 1-10-54. Informal bids selection methods (standard and small purchases)
 - i. For any purchase of \$5,000 or more, cardholders must use the Georgia Procurement Registry to obtain bids from the appropriate number of bidders.
 - ii. One-time approval to exceed \$5,000 will be granted upon submission of proof of the competitive bid process. Transaction documentation must include evidence of the appropriate bid process and be available for audit by the Augusta Cards Program Manager, the Augusta Procurement Department and Internal Audit personnel.

c. Payment of Augusta Sales and Use Tax

1. O.C.G.A. §48-8-3(1) exempts purchases made by Agencies from Sales and Use Tax when payment is made with appropriated funds.
2. Cardholders must present the Department of Revenue Sales and Use Tax Exemption, Form ST-5, to merchants upon request. This form may be obtained through the Procurement Department.
3. Cardholders are responsible for ensuring that merchants do not charge tax.
 - i. If taxes are charged, the cardholder must contact the merchant to obtain a credit to the account.
 - ii. Credits cannot be obtained by any other method, including, but not limited to, cash, gift card, gift certificate, or store credit.
 - iii. Documentation of attempts to obtain credit for any Augusta Sales and Use Tax charged in error must be maintained with the documentation for the transaction where the tax was charged.

d. Records Retention Requirements

The Augusta Procurement Department maintains the official Records Retention information for all transactions under the P-Card Program.

1. Documents related to transactions are accounting records and must be maintained according to the requirements of Accounts Payable Files.
2. Documents related to the issuance of accounts to employees are accounting records and must be maintained according to the requirements.
3. Statements will be attached to Purchase Orders.

e. Internal Revenue Service 1099 Reporting

Effective in 2011, the IRS announced changes to the Internal Revenue Code, Section 6050W, which affects sections 6041 and 6041A of Internal Revenue Service rules. This change shifts the burden of payment reporting requirements to the credit card account transaction acquirer's bank (the supplier's merchant bank) instead of the card end users when credit cards are used as the form of payment for reportable transactions. As a result, beginning with transactions that occur in 2011 and are reportable beginning January 2012, Augusta program participants are no longer required to report P-Card transactions. Instead, the acquiring banks that process the transactions for suppliers will assume this responsibility. This change applies only to credit card transactions – **reporting for all other payment methods including checks, ACH and others will remain the responsibility of the entity making payment.** Please consult the tax specialists in your entity for further information and details regarding these changes.

PURCHASING CARD PROFILE - REQUEST FOR PURCHASING CARD

EXHIBIT #1

TO: Geri A. Sams, Procurement Director

FROM:
(Department)

SUBJECT: Request for Purchasing Card

I request to be issued an Augusta, Georgia Purchasing Card for the purpose of making small-dollar purchases in the normal course of authorized Augusta, Georgia business.

Full Name of Employee (print): _____

Employee Social Security Number: _____

Employee Signature: _____

Employee Title: _____

Single Item Purchase-Supplies or Material (Not to exceed \$5,000):

Daily Transaction Limit: _____ # of Transactions _____

Restrictions: _____

Will the card be used for travel related items? (i.e. airline tickets, rental cars, hotels, etc.): Yes No

REQUESTED BY: _____

Signature: _____

APPROVED BY: _____

Signature of Procurement Director: _____

Copy to:
Designated Cardholder
File

SPECIAL APPROVAL REQUEST PURCHASING CARD (P-CARD) EXCEPTIONS

EXHIBIT #2

TO: Geri A. Sams, Procurement Director

FROM:
(Department)

Reason for Exception:

Card Number: _____

Full Name of Employee (print): _____

Employee Signature: _____

Employee Title: _____

Date of Increase: _____

Increased To: _____

Other Requests: _____

Head Department Signature: _____

Date Changed: _____

Request: APPROVED DENIED

Procurement Director's Signature: _____

Copy to:
Designated Cardholder
File

PURCHASING CARD CARDHOLDER AGREEMENT

EXHIBIT #3

I, hereby agree to comply with the purchasing card policy and procedures and the following terms and conditions regarding my use of the card. As a cardholder, I have read and understand the **Augusta, Georgia Purchasing Card (P-Card) Policy and Procedures**.

1. I understand that I am being entrusted with a valuable tool, the purchasing card. I will be making financial commitments on behalf of Augusta, Georgia I will obtain the best value for Augusta, Georgia by using the card wisely and with discretion.
2. I agree to use this card for official approved purchases only. I fully understand that misuse or abuse of the card will result in revocation of the card and appropriate disciplinary action which may include termination of my employment. I also agree to attend training on the use of this card as prescribed by the Procurement Director.
3. Policy violations include, but are not limited to:
 - Expenditures for personal purposes;
 - Cash advances or refunds;
 - Expenditures for entertainment, including but not limited to the purchase of alcoholic beverages;
 - Purchases under contracts, unless an emergency exception is granted;
 - Separate, sequential, and component purchases or transactions made with intent to circumvent State, Federal or Augusta's Laws, policies, rules and regulations;
 - Transaction amounts greater than cardholder's limits;
 - Failure to submit proper documentation with each monthly statement, and;
 - Allowing the card to be used by someone else
4. I agree to return the card immediately upon request or upon termination of employment (including retirement and resignation). Should I be transferred, qualify for extended leave or undergo an organizational change which causes my duties to no longer necessitate the use of the card, I agree to return it immediately and arrange for issuance of a new card as may be appropriate.
5. If the card is lost or stolen, I agree to immediately notify the Procurement Director and Bank both verbally and in writing.

I understand and agree that my use of the purchasing card is subject to the following specific purposes or restrictions:

Employee Signature: _____ Date _____

Print Name: _____

Department: _____ Title: _____

Credit Limit Authorized: \$ _____ Last 4 #'s on Card _____

Submit to Procurement Director:

P-Card Issue Date: _____

Copy to:
Designated Cardholder
File

**PURCHASING CARD LOST RECEIPT AFFIDAVIT
EXHIBIT #4**

TO: Geri A. Sams, Procurement Director

FROM:
(Department)

Card Number: _____

Full Name of Employee (print): _____

I certify that I made purchase shown below for official business but do not have a receipt because (check all that apply):

- Vendor did not provide a detailed receipt
- I have requested an invoice, but the vendor has not provided it
- I had a receipt but cannot locate it
- I have a receipt but it is not readable and this document is provided in order to describe the items purchased
- Order was placed via telephone, fax, or Internet and vendor has not supplied an invoice

All information must be completed in ink. All information is required. Use one affidavit per lost receipt.

Merchant Name: _____

Date of Purchase: _____

Detail Description of items purchased: _____

Total Purchase Amount: _____

Tax Paid No Yes

This document will be used in lieu of an invoice or receipt for this transaction. I certify that all items listed above (and on the attached, if applicable) were purchased and received for Augusta, Georgia Business. I also understand that use of this form instead of submitting actual receipts or invoices will result in suspension or termination of purchasing card privileges.

Employee Signature: _____

Employee Title: _____ Date _____

Copy to:
Designated Cardholder
File

PURCHASING CARD LOST/STOLEN REPORT

EXHIBIT #5

TO: Geri A. Sams, Procurement Director

FROM:
(Department)

Card Number: _____

Full Name of Employee (print): _____

Employee Social Security Number: _____

Employee Signature: _____

Employee Title: _____

Date of Loss: _____

Date Stolen: _____

Date Reported to Bank: _____

Details:

Copy to:
Designated Cardholder
File

CARDHOLDER STATEMENT OF DISPUTED ITEM(S)

EXHIBIT #6

RE: _____

CARDHOLDER NAME: _____ CARD NUMBER: _____

MERCHANT NAME: DISPUTED AMOUNT: _____ \$ _____

I dispute the charge(s) described herein as follows: [Check Appropriate Box(es)]

- I certify that the charge listed above was not made by me nor were the goods or services represented by the above transaction received by me or by a person authorized by me.
- I do not recognize the transaction as listed above. Please inform me of merchant name and description of merchandise purchases.
- Although I did engage in the above transaction, I dispute all or part of the charge in the amount of \$ ____.
- I have contacted the merchant and requested a credit adjustment that I did not receive or was not satisfactory.
- I have been charged twice for the same transaction. Posting dates: _____ and _____
- A credit slip was listed as a sale on my statement.
- The amount of the sales slip was increased from \$ _____ to \$ _____. Enclosed is my copy of the sales slip prior to alteration.
- I received a price adjustment (credit slip) on the above transaction, and it has not appeared on my statement. Enclosed is a copy of the credit memorandum.
- Non-Acceptance
- Other: please explain completely. _____

I am disputing the charge because: _____

Designated Cardholder Signature: _____ Date _____

Department and Daytime Phone: : _____

Email Dispute Form to: gsams@augustaga.gov and spaulk@augustaga.gov

Copy to:
Designated Cardholder
File

PURCHASING CARD RETURN FORM

EXHIBIT #7

TO: Geri A. Sams, Procurement Director

FROM:
(Department)

Card Number: _____

Full Name of Employee (print): _____

Employee Signature: _____

Employee Title: _____

Date Card Returned: _____

----- PROCUREMENT DEPARTMENT ONLY BEYOND THIS POINT -----

Received By: _____

Signature: _____

Reason: _____

Action Taken: _____

Copy to:
Designated Cardholder
File



Georgia Code Title 36. Local Government § 36-80-24

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- (a) As used in this Code section, the term “constitutional officer” means the locally elected clerk of superior court, judge of the probate court, sheriff, tax receiver, tax collector, or tax commissioner.
- (b) An elected official of a county, municipal corporation, local school system, or consolidated government or a constitutional officer shall be prohibited from the use of a government purchasing card or a government credit card unless:
- (1) Such purchases are solely for items or services that directly relate to such official's or constitutional officer's public duties; and
 - (2) Such purchases are in accordance with guidelines adopted by the county, municipal corporation, local school system, consolidated government, or constitutional officer.
- (c) Documents related to such purchases incurred by such elected officials or constitutional officers shall be available for public inspection.
- (d) No such county, municipal corporation, local school system, or consolidated government shall issue government purchasing cards or government credit cards to elected officials on or after January 1, 2016, until the governing authority of such county, municipal corporation, local school system, or consolidated government, by public vote, has authorized such issuance and has promulgated specific policies regarding the use of such government purchasing cards or government credit cards. No constitutional officer shall issue government purchasing cards or government credit cards to himself, herself, or his or her employees on or after July 1, 2016, until he or she has promulgated specific policies regarding the use of such government purchasing cards or government credit cards that apply to himself or herself and his or her employees and such policies have been filed with the governing authority of the county. If an elected official of

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such county, municipal corporation, local school system, or consolidated government or constitutional officer promulgates specific policies regarding the use of such government purchasing cards or government credit cards, such policies shall include the following:

- (1) Designation of officials who shall be authorized to be issued such government purchasing cards or government credit cards;
- (2) A requirement that, before being issued a government purchasing card or government credit card, authorized users shall sign and accept an agreement with the county, municipal corporation, local school system, consolidated government, or constitutional officer issuing the government purchasing card or government credit card that such users will use such cards only in accordance with the policies of the issuing governmental entity or constitutional officer;
- (3) Transaction limits for the use of such cards;
- (4) A description of purchases that shall be authorized for use of such cards;
- (5) A description of purchases that shall not be authorized for use of such cards;
- (6) Designation of a government purchasing card or government credit card administrator;
- (7) A process for auditing and reviewing purchases made with such cards; and
- (8) Procedures for addressing a violation of such purchasing card or credit card policies and imposing penalties for violations, including, but not limited to, revocation of purchasing card or credit card privileges. Nothing in such procedures or any administrative action taken pursuant thereto shall preclude any other civil or criminal remedy under any other provision of law.

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Administrative Services Committee Meeting
6/8/2021 1:20 PM

card purchases vs credit card purchases and what accountability measures are in place

Department:

Presenter: Commissioner Brandon Garrett

Caption: Discuss P card purchases vs credit card purchases and what accountability measures are in place. **(Requested by Commissioner Brandon Garrett)**

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



Administrative Services Committee Meeting
6/8/2021 1:20 PM
Development of a strategic plan

Department: Administration

Presenter: Administrator Odie Donald, II

Caption: Request to **authorize** the Administrator's Office to facilitate the development of a strategic plan for the City of Augusta. (Donald/Carl Vinson Institute of Government) **(Requested by Administrator Donald - referred from the May 25 Administrative Services Committee)**

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



**Administrative Services Committee Meeting
6/8/2021 1:20 PM
Discuss displaced families**

Department: Augusta Commission

Presenter: Commissioner Ben Hasan

Caption: Discuss displaced families. **(Requested by Commissioner Ben Hasan)**

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



Administrative Services Committee Meeting Virtual/Teleconference - 5/25/2021

ATTENDANCE:

Present: Hons. Hardie Davis, Jr., Mayor; Hasan, Chairman; Scott, Vice Chairman; B. Williams, member.
 Absent: Hon. Frantom, member.

ADMINISTRATIVE SERVICES

1. Presentation by Mr. Devarion Blount regarding a new program (Blount Beginnings) to assist with providing services to the homeless. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information without objection.	Commissioner Bobby Williams	Commissioner Ben Hasan	

2. Request to **authorize** the Administrator’s Office to facilitate the development of a strategic plan for the City of Augusta. (Donald/Carl Vinson Institute of Government) **(Requested by Administrator Donald)** **Item Action:** Rescheduled

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Delete	Motion to delete this item from the agenda and move it to the next committee meeting. Motion Passes 3-0.	Commissioner Bobby Williams	Commissioner Ben Hasan	Passes

3. Motion to **start** the hiring process for the fire chief over with the process decided by the Commission. **(Requested by Commissioner Sean Frantom)** **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 3-0.	Commissioner Bobby Williams	Commissioner Ben Hasan	Passes

4. Motion to approve the minutes of the Administrative Services Committee held on May 11, 2021. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Bobby Williams	Commissioner Ben Hasan	Passes

5. Update and overview of the fire Chief process. **(Requested by Administrator Odie Donald)** **Item Action:**
Rescheduled

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Motion to refer this item to the full Commission for information only. Motion Passes 3-0.	Commissioner Bobby Williams	Commissioner Ben Hasan	Passes

6. Update regarding the presentation by SLA Labs at the last committee meeting regarding their request for a "letter of support" from the Commission. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Motion to refer this item to the next	Commissioner Bobby Williams	Commissioner Ben Hasan	

committee meeting
without objection.

7. Update from the Administrator regarding the development of a policy for the recruitment for executive level directors/personnel to include the Commission's direct reports. **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 received as information without objection.

8. Motion to **approve** Administrator's process and timeline for a full return to Chambers for the Augusta Commission and all associated boards and committees. **(Requested by Administrator Donald)** **Item Action: Approved**

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
--------------------	--------------------	----------------	--------------------	----------------------

Approve	Motion to approve the Administrator's process and timeline by returning to the Commission Chambers for Commission and committee meetings on June 8, phase in a return for boards and authorities over the next quarter with the Administrator's Office and the Clerk's Office to coordinate their return, and utilize Room 291 for legal meetings in order to allow for proper social distancing. Motion Passes 3-0.	Commissioner Bobby Williams	Commissioner Francine Scott	Passes
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9.

Approve award of contract for design expansions services for the Augusta Museum of History to JLA of Augusta in the amount of \$65,000.00 (RFP Item # 21-140). **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Bobby Williams	Commissioner Ben Hasan	Passes

10. Receive Administrator's 60-90 day report out and recommendations to transition Augusta's non-emergency fleet to alternative energy vehicles. (Donald/Douse).(Requested by the Administrator Donald) **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve the Administrator's recommendations for transitioning the City's light duty fleet to alternative energy vehicles by 20% over the next ten years. Motion Passes 3-0.	Commissioner Bobby Williams	Commissioner Francine Scott	Passes

11. Receive Administrator's response to May 4, 2021 Commission inquiry of FY2020 thresholds and purchases. (Requested by Administrator Donald) **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 without objection.			

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
--------------------	--------------------	----------------	--------------------	----------------------

Approve Motion to approve Commissioner Commissioner
 receiving this item as Francine Scott Ben Hasan
 information without
 objection.

12. Motion to a) accept HUD HOME American Rescue Plan funds, b) allow **Item**
 HCD to move forward with implementation of recommended usage plan, c) **Action:**
 allow HCD to hire two (2) FT staff persons (concurrent with the term of Approved
 grant)/provide supplemental pay (where applicable) in accordance with HUD
 regulatory guidelines for all affected employees, and d) instruct finance
 department to add available funding to HCDs budget for immediate use and
 implementation (upon receipt). (Requested by Administrator Donald)

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 without objection.			

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Francine Scott	Commissioner Ben Hasan	Passes

13. Discuss the procedure for Open Records Requests. (Requested by **Item**
 Commissioner Sammie Sias) **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 without objection.			

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve tasking the Law		Commissioner Francine Scott	Passes

Department and the Commissioner
Administrator's Office to Bobby
work together to create a Williams
streamlined process for
handling/answering
open records requests.
Motion Passes 3-0.

14. Supporting documentation for Item #2.

**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 without objection.			

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**Administrative Services Committee Meeting
6/8/2021 1:20 PM
Minutes**

Department:

Presenter:

Caption: Motion to approve the minutes of the Administrative Services Committee held on May 25, 2021.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



SLA Labs SkillBridge Alliance

A Private Public Partnership for Veteran Pre-Apprenticeships



SLALabs, NEW SkillBridge Alliance



The DoD created SkillBridge to assist 250K Veterans Annually Transition to Careers in the Private Sector. SLA Labs National Pilot Delivers a valuable **NEW** Resource for Employers & DoD Agencies to Engage Veterans in remote assignments during their 180 day transition period at SkillBridge.

Remote Pre-Apprentice Assignments for Employers

- Customer Service & Dispatch
- Escalation Management
- Help Desk
- Managed IT
- Network Engineering
- RF Engineering
- Service Delivery
- Software – Hardware Research & Testing



Training Veterans for Top Information Technology Sectors



Cloud Services

USD 171.2 billion in 2020
to USD 356.5 billion by
2025 Jobs 546,200 new
jobs by 2025



5G & Broadband

371.4 Million in 2017 and is
projected to reach USD
58.174 Billion by **2025**.
8.5 million **jobs** will be
created over 2019-**2025**



IoT Services

USD 6.4 billion in 2020
to USD 11.5 billion
by **2025**



Artificial Intelligence

AI five-year CAGR is
expected to be 18.4% with
revenues reaching \$37.9
billion by 2024



Cyber Security

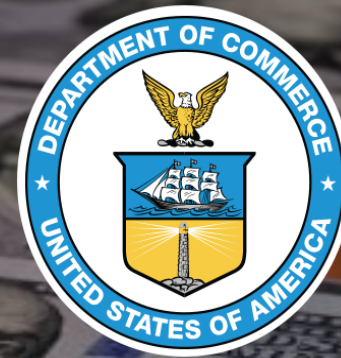
Bureau of Labor Statistics expects
the cyber security sector to [grow by 31%](#)
between 2019 and 2029. That
rate far exceeds the average for all
occupations.



Connecting Partners with Federal Funding Resources



SLA Labs Grant Writing Team Connects Private & Public Sector Partners with Funding Ranging from \$25,000.00 to \$25,000,000.00 from the following federal agencies



Co-Hosting Test Beds & STEM Accelerators



Advancing the Mission for STEM (Science Technology Engineering & Math) by Deploying Pre-Apprenticeship Test Beds & STEM Accelerators with Private & Public Sector Partners





SLA Labs Pre-Apprentice Units

Our DoD Skills Based Learning Ecosystem

Entry Requirements:
High School Diploma or
Associates

Apprentices Pay \$18-\$25 hr

SLALABS Service Delivery Pre-Apprentice Unit

Computer support specialists provide help and advice to computer users and organizations.

Because of the wide range of skills used in different computer support jobs, there are many paths into the occupation. A bachelor's degree is required for some computer support specialist positions, but an associate's degree or postsecondary classes may be enough for others.

The median annual wage for computer network support specialists was \$63,460 in May 2019.

The median annual wage for computer user support specialists was \$52,270 in May 2019.

Employment of computer support specialists is projected to grow 8 percent from 2019 to 2029, much faster than the average for all occupations. More support services will be needed as organizations upgrade their computer equipment and software.

Supporting 24/7 Department of Defense Project Service Delivery

The Service Delivery pre-apprentice unit manages customer queries and complaints, process orders, modifications and escalate complaints across a number of communication channels.

- Maintaining a positive, empathetic and professional attitude toward customers at all times.
- Responding promptly to customer inquiries.
- Communicating with customers through various channels.
- Acknowledging and resolving customer complaints.
- Knowing our products inside and out so that you can answer questions.
- Processing orders, forms, applications, and requests.
- Keeping records of customer interactions, transactions, comments and complaints.
- Communicating and coordinating with colleagues as necessary.
- Providing feedback on the efficiency of the customer service process.
- Managing a team of junior customer service representatives.
- Ensure customer satisfaction and provide professional customer support.



Pre-Apprentice Training for Service Delivery Sponsored by Private Sector Partners

Entry Requirements:
High School Diploma or
Associates
Apprentices Pay \$18-\$25 hr

SLA

Labs DCIM / BMS / CMMS Pre-Apprentice Unit

Major: Bachelor of Science in
Computer Science

Career Path

- Network administrator
- Network engineer
- Computer systems administrator
- Database administrator
- Software engineer
- Computer security specialist
- Software designer
- Web developer
- Telecommunications specialist
- Web administrator

The U.S. Bureau of Labor Statistics (BLS) states that between 2018 and 2028, employment growth for network administrators is predicted to be 5%, while projections for database administrators and software developers are listed at 9% and 21%, respectively. BLS data indicates that in May 2018, the middle half of network administrators made \$64,010 to \$104,970 annually, with a median yearly income of \$82,050. The same year, database administrators earned a median annual salary of \$90,070, and the median yearly wage for applications software developers was 103,620, according to the BLS.

Supporting DCIM / BMS / CMMS Monitoring

Responsible for the management and administration of the following systems: Building Management Systems (BMS), Electrical Power Monitoring Systems (EPMS), Supervisory Control and Data Acquisition systems (SCADA), and Data Center Infrastructure Management (DCIM) systems (hereon referred collectively as DCIM Systems). Primary responsibilities include oversight of installation, configuration, implementation, integration and commissioning of DCIM Systems hardware and software products. Students take initial direction from the DCIM Architect and Site Director and then use their technical and management skills to implement, manage, and administer DCIM Systems at multiple sites.

Performing Software Testing Delivery for DoD Funded R&D Projects

Software Testers are responsible for the quality of software development and deployment. They are involved in performing automated and manual tests to ensure the software created by developers is fit for purpose. Some of the duties include analysis of software, and systems, mitigate risk and prevent software issues.

- Analyzing users stories and/use cases/requirements for validity and feasibility
- Collaborate closely with other team members and departments
- Execute all levels of testing (System, Integration, and Regression)
- Design and develop automation scripts when needed
- Detect and track software defects and inconsistencies
- Provide timely solutions
- Apply quality engineering principals throughout the Agile product lifecycle
- Provide support and documentation



Pre-Apprentice Training for DCIM/BMS/CMMS Monitoring & Software Testing Services Sponsored by the Private Sector

Entry Requirements:
High School Diploma or
Associates

Apprentices Pay \$18-\$25 hr

**Major: Mechanical - Electrical
Engineering**

Career Path

Facility Manager

Facility Director

Director of Operations

Director of Facilities Maintenance

HVAC Tech

Electrician

Plumber

IT Field Tech

The U.S. Bureau of Labor Statistics (BLS) Mechanical / Electrical engineers typically need a bachelor's degree

The median annual wage for mechanical engineers was \$88,430 in May 2019. The median annual wage for electrical engineers was \$98,530 in May 2019. The median annual wage for electronics engineers, except computer was \$105,570 in May 2019.

Employment of mechanical / electrical engineers is projected to grow 4 percent from 2019 to 2029, about as fast as the average for all occupations. Job prospects may be best for those who stay abreast of the most recent advances in technology.

SLA Labs Asset Management Pre-Apprentice Unit

Supporting Mission Critical Infrastructure Facilities

This business unit coordinates with client owned or managed field support groups contracted to private sector mission critical facilities including data centers, hospitals, banks, critical care units and telecommunications networks. Any mission critical infrastructure that requires network availability at a rate of 99.999 uptime will be managed in this business unit. Services include but are not limited to facility management, equipment maintenance, remote service diagnostics, equipment upgrades, equipment installations, service upgrades for Mechanical, Electrical, Plumbing Systems and 24 hour emergency services.

M | E | P



Entry Requirements:
Associates or Bachelors
Apprentices Pay \$18-\$25 hr

SLA Labs Network Engineering Pre-Apprentice Unit

Career Path

Network administrator
 Network engineer
 Computer systems administrator
 Database administrator
 Software engineer
 Computer security specialist
 Software designer
 Web developer
 Telecommunications specialist
 Web administrator

The U.S. Bureau of Labor Statistics (BLS) states that between 2018 and 2028, employment growth for network administrators is predicted to be 5%, while projections for database administrators and software developers are listed at 9% and 21%, respectively. BLS data indicates that in May 2018, the middle half of network administrators made \$64,010 to \$104,970 annually, with a median yearly income of \$82,050. The same year, database administrators earned a median annual salary of \$90,070, and the median yearly wage for applications software developers was 103,620, according to the BLS.

Supporting Network Design and Deployment of Local and Wide Area Networking Projects

This pre-apprentice unit will implement equipment installation plans based on the Network Administrator's specifications, maintain each component of the network and troubleshoot issues. The Network Engineer will be responsible for monitoring the network firewall, assessing the functionality of the network routers, ensuring all Internet security software is updated regularly, developing and implementing company email policies in accordance with the IT Manager and maintaining private sector phone systems.

- Sustain the necessary data throughput rate by monitoring networking activity and maintaining existing equipment
- Maintain the company phone system and work closely with the phone service provider to keep the lines active
- Respond to network connectivity issues and resolve any wireless communication issues within the confines of the office
- Update the network maintenance manual and submit a summary of changes to the manual each week to management
- Collaborate with third-party support and service vendors to ensure that the network stays operational



Servers



Routers



Firewalls



PCs



Entry Requirements:
High School Diploma or
Associates

Apprentices Pay \$18-\$25 hr

Career Path :

Diagnostic Medical Sonographers
Cardiovascular Technologists
Cardiovascular Technicians
Vascular Technologists

The U.S. Bureau of Labor Statistics (BLS) Employment of diagnostic medical sonographers is projected to grow 17 percent from 2019 to 2029, much faster than the average for all occupations. Employment of cardiovascular technologists and technicians, including vascular technologists, is projected to grow 5 percent from 2019 to 2029, faster than the average for all occupations.

The median annual wage for cardiovascular technologists and technicians was \$57,720 in May 2019. The lowest 10 percent earned less than \$29,710, and the highest 10 percent earned more than \$94,370.

The median annual wage for diagnostic medical sonographers was \$74,320 in May 2019. The lowest 10 percent earned less than \$52,770, and the highest 10 percent earned more than \$102,060.

SLA Labs Telemed Pre-Apprentice Unit

Supporting Virtual Healthcare Monitoring & Pharmacy Services

This business unit will be engaged in live interactions with patients who are on an ongoing regimen of preventive care by a physician. Interactions include all follow up procedures that physicians prescribed for patient wellness.

Diagnostic medical sonographers and cardiovascular technologists and technicians, including vascular technologists, also called *diagnostic imaging workers*, operate special imaging equipment to create images or conduct tests. The images and test results help physicians assess and diagnose medical conditions. Sonographers and technologists may work closely with [physicians and surgeons](#) before, during, and after procedures.

- Prepare patients for procedures by taking their medical history and answering any questions about the procedure
- Prepare and maintain diagnostic imaging equipment
- Operate equipment to obtain diagnostic images or to conduct tests
- Review images or test results to check for quality and adequate coverage of the areas needed for diagnoses
- Recognize the difference between normal and abnormal images, and identify other diagnostic information
- Analyze diagnostic information to provide a summary of findings for physicians
- Record findings and keep track of patients' records





SLA Labs Model Based System Engineering Pre-Apprentice Unit

Entry Requirements:
Associates or Bachelors
Apprentices Pay \$25 plus

Career Path :
Aerospace Engineer
Mission Engineering
Digital Engineering
Mixed Reality Training
Computer Systems Analyst
Information Security Analyst
Network Analyst
Network Architect
Software Developer

The U.S. Bureau of Labor Statistics (BLS) Employment of aerospace engineers is projected to grow 3 percent from 2019 to 2029, about as fast as the average for all occupations. Aircraft are being redesigned to cause less noise pollution and have better fuel efficiency, which will help sustain demand for research and development. Also, new developments in small satellites have greater commercial viability. Growing interest in unmanned aerial systems will also help drive growth of the occupation.

The median annual wage for aerospace engineers was \$116,500 in May 2019.

Supporting Research & Development for Department of Defense Aerospace Projects and Private Sector Contractors

INCOSE defines MBSE as “Model-based systems engineering (MBSE) is the formalized application of modeling to support system requirements, design, analysis, verification and validation activities beginning in the conceptual design phase and continuing throughout development and later life cycle phases.” In practice, System Markup Language (SysML) based models have gained the most prevalence in MBSE application. These models are system relationship models and are useful for showing relationships among system functions, requirements, developers, and users. These models support 3 aspects of systems engineering:

- System Functional Flows (i.e., System Architecture)
- System Requirements Traceability
- System and Organizational Process Flows

There are several organizations that have been working to advance the SysML modeling capabilities and applications. These include the INCOSE MBSE Initiative and the NASA MBSE Pathfinder. The INCOSE MBSE Initiative is looking at a broad list of topics in the application of MBSE. The application of Hamilton’s Principle to the definition of patterns by the Pattern Based Working Group is of particular interest to the development of system models. The NASA MBSE Pathfinder is demonstrating application of MBSE in space related systems.





SLA Labs SkillBridge Alliance

Veteran Engagement Targets, the Employer Connection

Veteran Training & Acquisition Targets for Project Engagements



SLA Labs SkillBridge Platform Provides Employers a **NEW** US Workforce Pipeline of Job Ready Veterans Available for Remote Project Engagements

Veteran Engagement Targets

- ❑ 1,500—3500 Employer Project Engagements Year One
- ❑ 3,500– 10,000 Employer Project Engagements Year Two
- ❑ 25,000 Employer Project Engagements Year Three Forward



Employer Led Apprenticeship Training Targets



Remote Instructor Support for Veteran Training & Testing

- ❑ One hour remote instruction per eight hour shift, this can be pre recorded and uploaded via SLA Labs API Bridge.
- ❑ Live Remote Monitoring by One Supervisor per Shift (negotiated).
- ❑ Remote Testing & Monitoring for Each Workload Module (testing can be remote capture and grading).
- ❑ Certifications for Students Upon Completion of Programs.



Lead Partner Placement Targets for Veterans at Training Completion



Employment Commitment to Engage Veterans Upon Completion of their Training (180 Days)

- ❑ Pre-Engagement Outreach Coordination & Evaluation for Veterans & Dependents
- ❑ Employer Marketplace Awareness Participation
- ❑ 180 Day Workforce Training Commitment for Pre-Screened Veterans
- ❑ First Look Employment Commitment Upon Veterans Training Completion



Mission Critical Outsource Training, the SkillBridge Way



Why Veterans are the Leading Workforce Choice for Employers

- ❑ SLA Labs veterans are natural team builders
- ❑ Have the necessary skill sets to adapt and overcome in any environment
- ❑ Recognize authority required for any mission
- ❑ Dedicated to excellence with a strong work ethic
- ❑ Working well under fire is a veterans credo
- ❑ Results oriented under any circumstance
- ❑ Served our country with honor and distinction



SLA Labs IT CO-OP

SLA Labs Connect



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iamag@gate.net



**Administrative Services Committee Meeting
6/8/2021 1:20 PM
Presentation by SLA Labs**

Department: Mayor's Office

Presenter: Mayor Hardie Davis, Jr.

Caption: Update regarding the presentation by SLA Labs at the last committee meeting regarding their request for a "**letter of support**" from the Commission. (**Deferred from May 25 Administrative Services Committee**)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



**Administrative Services Committee Meeting
6/8/2021 1:20 PM
Nationwide Group Flexible Purchase Deferred Fixed Indexed Annuity**

Department:

Presenter:

Caption: Discuss the acceptance of Nationwide Group Flexible Purchase Deferred Fixed Indexed Annuity. (Time sensitive) (Requested by HR Director Anita Rookard)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



**Administrative Services Committee Meeting
6/8/2021 1:20 PM
Award Purchase of Law Department Furnishings**

- Department:** Central Services - Facilities
- Presenter:** Takiyah A. Douse
- Caption:** Award the contract to furnish and install new furnishings for the newly renovated Law Department Building to the lowest responsive bidder, Modern Business Workplace Solutions of Augusta, GA, in the amount of \$147,632.43. (Bid Item #21-171)
- Background:** Renovations to the Law Department Building at 535 Telfair Street, Building 3000 will be completed in late June. Staff has endeavored to repurpose existing furniture to the extent possible. However, increases in staff and replacement of older unstable pieces make it necessary to buy additional furnishings. Bid Item 21-171 was issued through the Procurement Department to obtain the pieces required to support ongoing operations of the Law Department.
- Analysis:** The lowest responsive bid to furnish and install the necessary furnishings was submitted by the Modern Business Workplace Solutions of Augusta, GA, in the amount of \$147,632.43
- Financial Impact:** The contract amount is \$147,632.43.
- Alternatives:** 1. Award the contract to furnish and install new furnishings for the newly renovated Law Department Building to the lowest responsive bidder, Modern Business Workplace Solutions of Augusta, GA, in the amount of \$147,632.43. 2. Do not award
- Recommendation:** Award the contract to furnish and install new furnishings for the newly renovated Law Department Building to the lowest responsive bidder, Modern Business Workplace Solutions of Augusta, GA, in the amount of \$147,632.43. (Bid Item #21-171)

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

Funds are available for this project in SPLOST VII: GL 329-05-
1120 JL 216-05-7902

REVIEWED AND APPROVED BY:



**Administrative Services Committee Meeting
6/8/2021 1:20 PM
Meetings of Boards, Authorities and Commissions**

Department:

Presenter:

Caption: Motion to allow Boards, Authorities and Commissions who are not meeting in the Commission Chamber to resume their meetings in person.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:
