



Administrative Services Committee Meeting Commission Chamber - 9/29/2021

ATTENDANCE:

Present: Hons. Hasan, Chairman; Scott, Vice Chairman;
Frantom, member.

Absent: Hon. Hardie Davis, Jr., Mayor; B. Williams, member.

ADMINISTRATIVE SERVICES

1. Motion to approve a resolution recognizing Augusta's participation in Georgia Cities Week from October 3, 2021 through October 9, 2021. **Item Action:**
Approved

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

2. Award a contract for Window and Shutter Restoration at the Ezekiel Harris House, in the amount of \$49,996.00, to Midwest Maintenance (MMI) of Augusta (Bid #20-234). **Item Action:**
Approved

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

3. Motion to approve the purchase of one 2021/2022 Service Truck, 19K GVWR, at a total cost of \$91,896.00, from Allan Vigil Ford (Bid 21-138A) for the Utilities Department-Construction Division. **Item Action:**
Approved

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

4. Discussion on the impact of COVID-19 mitigation efforts, administrative activities, and staff recommendation(s). **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve instituting mask mandates for all city facilities. Motion Passes 3-0.	Commissioner Francine Scott	Commissioner Ben Hasan	Passes

5. Overview of HB317 (Lodging Facilitators Bill), potential positive impact on Augusta operations, key considerations, and staff recommended next steps. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to authorize staff to explore additional revenue sources around the Masters public facility rentals relative to HB317, potential positive impact on Augusta's operations.. Motion Passes 3-0.	Commissioner Francine Scott	Commissioner Ben Hasan	Passes

6. Motion to a) accept U.S. Treasury Emergency Rental Assistance Program (Round 2) funds, b) allow HCD to move forward with implementation of recommended usage plan, c) allow HCD to hire two (2) FT staff persons (concurrent with the term of 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). **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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Approve	Motion to approve. Motion Passes 3-0.	Commisioner Sean Frantom	Commissioner Ben Hasan	Passes
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7. Motion to approve Housing and Community Development Department's (HCD's) RFQ #: 21-188 (Architectural Design Services) request and recommendation enter into agreement with Goodwyn, Mills, and Cawood, Inc. in order to provide architectural services. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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Approve	Motion to approve. Motion Passes 3-0.	Commissioner Francine Scott	Commissioner Ben Hasan	Passes
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8. Motion to approve the minutes of the Administrative Services Committee held on September 14, 2021. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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Approve	Motion to approve. Motion Passes 3-0.	Commissioner Francine Scott	Commissioner Ben Hasan	Passes
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9. Comprehensive update on Augusta Rescue Plan activities and next steps, specifically reporting on VaxUp Augusta, Public Safety and Premium Pay provisions. (Administrator) **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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Approve	Motion to approve allocating up to \$25,000 out of the \$390,000 costs for the use of the James	Commissioner Francine Scott	Commisioner Sean Frantom	Passes
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Brown Arena, public outreach, radio advertising and facility cost for the City to do the mobile vaccination clinic.
Motion Passes 3-0.

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving the Administrator's recommendations as information. (Includes one-time \$2500 payment to full-time first responders, 911 communications officers and deputy coroners, one-time payment of \$1250 to non-first responders as defined to code enforcement officials, animal control officers and part-time first responders, a payout of the COVID-19 vacation pay out to employees, and the implementation of premium pay) Motion Passes 3-0.	Commisioner Sean Frantom	Commissioner Francine Scott	Passes

10. Receive as information only the emergency roof replacement needed to the Robert Howard Community Center roof in the amount of \$85,975 by Hixon Roofing. **Item Action:** Approved

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

- 11.** Update on Homebuyer Subsidy Program, Down Payment Assistance Program, and Rehabilitation Program Implementation (Administrator/HCD). **Item Action:**
Approved

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

- 12.** Receive as information only the emergency roof replacement needed to the Warren Road Community Center roof in the amount of \$72,646 by Hixon Roofing. **Item Action:**
Approved

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.** Report of attendance and recent action(s) of every **board** and **authority** under the Augusta Commission. **(Requested by Mayor Pro Tem Bobby Williams)** **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 Francine Scott	Commissioner Ben Hasan	Passes

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Administrative Services Committee Meeting
9/29/2021 1:15 PM
Attendance 9/29/21

Department:

Presenter:

Caption:

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



Odie Donald, II MBA
Administrator

GEORGIA CITIES WEEK

October 3-9, 2021

Below is a list of events for Georgia Cities Week in the City of Augusta. Please note that there will be advanced promotion to help drum up participation.

Sunday, Oct. 3:

- Share graphics on all social media platforms announcing events.

Monday, Oct. 4:

- Social media virtual tour of various Parks/ Recreational locations.
- Share an online trivia question.

Tuesday, Oct. 5:

- Augusta Commission adopts a resolution for Georgia Cities Week during meeting.
- Share an online trivia question.

Wednesday, Oct. 6:

- Facebook LIVE with a HCD representative sharing information about the City's new Lead Hazard Reduction Program.
- Share an online trivia question
- 2nd Dose Vaccination Clinic at May Park Community Center from 10am-2pm
- Housing & Community Development's Lead Hazard Reduction Program community forum at 6pm in the Beazley Community Room in the Augusta Municipal Building.

Thursday, Oct. 7:

- For Throwback Thursday, share a few vintage photos of the City of Augusta
- Share an online trivia question.

Friday, Oct. 8:

- "Where am I in Augusta?" Photo Contest. The winner of the contest will receive a goodie bag containing info about the city.

Saturday, Oct. 9:

- CityServe event, a citywide cleaning activity happening from 9am-noon. Media will be invited to cover the volunteers at Carey Mays Community Life Center.



Odie Donald, II MBA
Administrator

GEORGIA CITIES WEEK October 3-9, 2021

A RESOLUTION OF THE CITY OF AUGUSTA RECOGNIZING GEORGIA CITIES WEEK, OCTOBER 3-9, 2021 AND ENCOURAGING ALL RESIDENTS TO SUPPORT THE CELEBRATION AND CORRESPONDING ACTIVITIES.

WHEREAS, city government is the closest to most citizen, and the one with the most direct daily impact upon its residents; and

WHEREAS, city government is administered for and by its citizens, and is dependent upon public commitment to and understanding of its many responsibilities; and

WHEREAS, city government officials and employees share the responsibility to pass along their understanding of public services and their benefits; and

WHEREAS, Georgia Cities Week is a very important time to recognize the important role played by city government in our lives; and

WHEREAS, this week offers an important opportunity to spread the word to all the citizens of Georgia that they can shape and influence this branch of government which is the closest to the people;

WHEREAS, the Georgia Municipal Association and its member cities have joined together to teach all citizens about municipal government through a variety of different projects and information.

NOW, THEREFORE BE IT RESOLVED THAT THE CITY OF AUGUSTA DECLARES OCTOBER 3-9, 2021, AS GEORGIA CITIES WEEK.

BE IT FUTHER RESOLVED THAT THE CITY OF AUGUSTA ENCOURAGES ALL CITIZENS, CITY GOVERNMENT OFFICIALS, AND EMPLOYEES TO DO EVERYTHING POSSIBLE TO ENSURE THAT THIS WEEK IS RECOGNIZED AND CELEBRATED ACCORDINGLY.

PASSED AND ADOPTED by the City of Augusta.



Administrative Services Committee Meeting
9/29/2021 1:15 PM
Activities Georgia Cities Week, October 3-9

Department: Administrator's Office

Presenter: Administrator Donald

Caption: Motion to approve a resolution recognizing Augusta's participation in Georgia Cities Week from October 3, 2021 through October 9, 2021.

Background: Attached is a draft of the Georgia Cities Week resolution as well as the list of activities administered by the City of Augusta during that week. The Georgia Municipal Association sponsors Georgia Cities Week with this year's theme being "Georgia's Cities: Shaping the Future" and will give cities the opportunity to:

- Share information about the valuable services cities provide to residents, including an inside look into city operations and how cities positively impact their quality of life
- Highlight successful community projects and infrastructure enhancements
- Connect residents with one another
- Build or improve working relationships with state leaders and legislators

Now in its 22nd year, Georgia Cities Week is also an opportunity to celebrate community achievements and recognize volunteers and city employees. Last year, more than 120 cities across the state participated.

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Clerk of Commission



Finance Department

Donna B. Williams, CGFM
Director

Timothy E. Schroer, CPA, CGMA
Deputy Director

Memorandum

OK
GA Sam 8/23/2021

To: Takiyah Douse, Director-Central Services

From: Tim Schroer, Deputy Director, Finance Department *TS*

Date: August 6, 2021

Subject: 2021 Capital Outlay

Operating, capital & encumbrance carryovers were approved 7/20/2021. The 2021 Capital Outlay Funds have been allocated to fund the following carryover and capital project:

Org Key/ Object	Description	Amount
272016210- 54.25310	2020 Carryover-Demolish Old PD trailers, Ezekiel Harris House Renovation, CS Access Control Gate, HVAC Replacements, Verdin Master Clock Controller	206,450
272016210-54.25310	2020 Encumbrance Carryover	48,380
272016210-54.13120	2021 Capital	850,000
272016210-54.25310	2021 Capital-AED relocation	500,000
	Total Amount	\$1,604,830
272054312-54.13120	2020 Carryover-DFACS Renovations	2,876,990
	Total Amount	\$2,876,990
272016440-54.22210	2020 Carryover-PO's related to Vehicles and Trucks (Fleet)	238,620
272016440-54.22110	2021 Capital (Fleet)	1,000,000
	Total Amount	\$1,238,620
272065112- 54.13120	2020 Carryover-20CSS016 Studio 3 Design Group – Appleby Branch	35,800
272065112-5413120	Appleby Branch Renovations	279,200
	Total Amount	\$315,000
272065110-54.13120	2020 Carryover-Wallace Branch Renovation	16,340
	Total Amount	\$16,340

Annual capital fund allocations are for projects and/or purchases that will be completed during the current fiscal year. Unexpended funds are carefully reviewed by Finance and Administration as part of the year end process. Carry Over requests for such funds will be considered for extenuating circumstances (delayed projects, invoices, etc.), but will require a detailed explanation to be submitted to Finance no later than December 31st.

The Budget Transfer Request (BTR) form is needed to transfer funds from one object code to another. The form can be found as an online form on the SharePoint Online Portal. For additional assistance regarding capital, you may contact Hope Goodwin, Finance Department at (706) 821-2803, or your budget analyst.

535 Telfair Street, Suite 800, Augusta, Georgia 30901 Office: (706) 821-2429 Fax: (706) 821-2520

WWW.AUGUSTAGA.GOV

Darrell White

From: Rick Acree
Sent: Monday, August 23, 2021 3:57 PM
To: Darrell White
Subject: FW: [EXTERNAL] RE: Ezekiel Harris House Shutters and Windows
Attachments: Harris House Windows and Shutters - PHASE II.xlsx

Rick Acree, AIA
Central Services Department
Project Manager

From: John Shellenberg <john@mmirestoration.com>
Sent: Thursday, August 12, 2021 12:09 PM
To: Rick Acree <racree@augustaga.gov>
Subject: [EXTERNAL] RE: Ezekiel Harris House Shutters and Windows

Rick Please see attached as requested. If you have any questions please contact me at your earliest convenience.

Thanks again,



CONFIDENTIALITY STATEMENT --- This e-mail transmission from the firm of Midwest Maintenance, Inc. contains information that is intended to be privileged and confidential. The information transmitted is intended only for the addressee named above and not intended for transmission to, or receipt by, any unauthorized persons. If you receive this e-mail in error, please do not read, copy or disseminate it in any manner. If you are not the intended recipient, any disclosure, copying, distribution or use of the contents of this information is prohibited. Please reply to the message immediately by informing the sender that the message was misdirected. After replying, please erase it from your computer system. Your assistance in correcting this error is appreciated

From: Rick Acree [<mailto:racree@augustaga.gov>]
Sent: Thursday, August 12, 2021 11:18 AM
To: John Shellenberg <john@mmirestoration.com>; John Shellenberg <john@mmirestoration.com>
Subject: Ezekiel Harris House Shutters and Windows

John:

Have you completed the revised bid form?

Rick Acree, AIA
Project Manager
Central Services Department
2760 Peach Orchard Road
Augusta, GA 30906
Phone: 706/821-1595 Fax:706/796-5077
e-mail: racree@augustaga.gov

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AED:104.1

[NOTICE: This message originated outside of the City of Augusta's mail system -- DO NOT CLICK on links, open attachments or respond to requests for information unless you are sure the content is safe.]

PHASE II
WINDOW AND SHUTTER RESTORATION - COMPILED PRICING
EZEKIEL HARRIS HOUSE
1822 Broad Street, Augusta, GA

ELEV	WIN	WINDOW REPAIRS	SHUTTER REPAIR/REPLACE		COST & Remarks	
			Left	Right	Midwest	
1	A	Repair	Repair	Repair	NA	
	B	Repair	Repair	Repair	NA	
	C	Repair	Repair	Repair	NA	
	D	Repair	Repair	Repair	NA	
	E	Repair	Repair	Repair	\$ 5,603.00	Replace 2 shashes
	F	Repair	Repair	Repair	\$ 3,799.00	Replace
	G	Repair	Repair	Repair	\$ 3,799.00	Replace
	H	Repair	Repair	Repair	NA	
2	A	Repair	Repair	Repair	NA	
	B	NONE	NONE	NONE	NA	
	C	NONE	NONE	NONE	NA	
	D	Repair	Repair	Repair	NA	
	E	Repair	Repair	Repair	\$ 2,868.00	
	F	NONE	NONE	NONE	NA	
	G	NONE	NONE	NONE	NA	
	H	Repair	Repair	Repair	NA	
3	A	Repair	Replace	Replace	\$ 4,726.00	
	B	Repair	Replace	Replace	\$ 4,723.00	
	C	Repair	Replace	Replace	\$ 4,726.00	
	D	Repair	Replace	Replace	\$ 4,726.00	
	E	Repair	Replace	Repair	\$ 4,560.00	Replace 1 shash
	F	Repair	Repair	Repair	\$ 2,868.00	
	G	Repair	Repair	Replace	\$ 3,799.00	
	H	Repair	Repair	Repair	\$ 3,799.00	Replace
4	A	NONE	NONE	NONE		
	B	NONE	NONE	NONE		
	C	NONE	NONE	NONE		
	D	NONE	NONE	NONE		
	E	NONE	NONE	NONE		
	F	NONE	NONE	NONE		
	G	NONE	NONE	NONE		
	H	NONE	NONE	NONE		
				TOTAL	\$ 49,996.00	

AUGUSTA, GEORGIA

PURCHASE ORDER

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

Page 1 of 1

PURCHASE ORDER NO.
P411391

DATE 02/18/21	DEPARTMENT 016210	VENDOR PHONE # (937) 733-8645		REQUISITION/QUOTE NO. R342218
VENDOR # 18041	E-VERIFY #	EMAIL	PURCHASE ORDER NUMBER ABOVE MUST APPEAR ON ALL INVOICES, SHIPPING PAPERS, AND PACKAGES.	

VENDOR MIDWEST MAINTENANCE INC. 101 FOX DRIVE PIQUA, OH 45356	ATTN: REPRINT BID NUMBER: 20-234 CONTRACT #: BUYER: NANCY
SHIP TO: CENTRAL SERVICES ADMIN 2760 PEACH ORCHARD RD. BUILDING A AUGUSTA, GA 30906	BILL TO: AUGUSTA, GEORGIA ACCOUNTING DEPARTMENT, SUITE 800 535 TELFAIR STREET, MUNICIPAL BUILDING 1000 AUGUSTA, GA 30901-2379 (706) 821-2335 ALL INVOICES AND CORRESPONDENCE MUST BE SENT TO ABOVE ADDRESS REGARDLESS OF SHIPPING DESTINATION.

ITEM #	QUANTITY	UNIT	PRODUCT ID	DESCRIPTION	UNIT PRICE	AMOUNT
0001	1	EACH		WINDOW AND SHUTTER RESTORATION FOR EZEKIEL HARRIS HOUSE TO INCLUDE: 1A, 1B, 1C, 1D, 1H, 2A, 2D, 2E, and 1H APPROVED BY ADMINISTRATOR 1/20/21 272-01-6210/54-25310	22,948.40	22,948.40

APPROVED BY ADMINISTRATOR
1/20/21

CORRECTION:
DATE 3/2/21 INITIALS Ma

FOR THE RANGE:
INITIALS _____

 INITIALS _____

CONDITIONS - READ CAREFULLY

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

NET TOTAL.....

22,948.40

APPROVED FOR ISSUE

GASAMS

PROCUREMENT DEPARTMENT

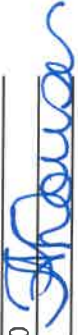
PROCUREMENT DIRECTOR

**AUGUSTA-RICHMOND COUNTY GEORGIA
PURCHASING DEPARTMENT**

DEPARTMENT NAME: Central Services Department

DEPARTMENT NUMBER: Capital 272016210/54.25310

DEPARTMENT HEAD:



REQUISITION

REQUISITION DATE: 02/04/2021

PURCHASE ORDER NUMBER:

PURCHASE ORDER DATE:

REQUISITION: B 35218 FEB 9 12:38PM

ITEM NO	DESCRIPTION	Quantity	NAME OF BIDDER		NAME OF BIDDER		NAME OF BIDDER	
			VENDOR	PHONE NUMBER	QUOTED BY	Midwest Maintenance	Unit Price	Total Price
1	Window and Shutter Restoration for Ezekiel Harris House	1					\$ 22,948.40	\$ 22,948.40
2								
3								
4								
5	Administrator Approval: 12/23/2020							
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
TOTAL BID							\$ 22,948.40	
SHIPPING CHARGES								
DELIVERY TIME FROM RECEIPT OF PURCHASE ORDER								



Central Services Department

Takiyah A. Douse, Director
Rick Acree, AIA - Project Manager

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

R 3Y2218

MEMORANDUM

PAH

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

THROUGH: Mrs. Takiyah A. Douse, Director, Central Services Department
Mrs. Donna Williams, Director, Finance Department
Mrs. Geri Sams, Director, Procurement Department

TO: Mr. Odie Donald II, Administrator

DATE: December 17, 2020

'20DEC21 8:02AM

DEC 30 '20 AM 8:17

SUBJECT: Bid Item #20-234 Window and Shutter Restoration – Ezekiel Harris House –
Recommendation

Bids were received for the referenced Bid Item on September 9, 2020. We received 3 compliant bid packages. The low bid of for the selected scope of work, \$22,948.40, was submitted by Midwest Maintenance of Augusta.

When the bid item was initially submitted, \$20,000 in funding had been identified. We have since identified funding to cover the additional 2,948.40. The attached analysis is our proposed basis of award.

This bid amount is within the Administrator's approval authority and the Central Services recommends award to Midwest Maintenance in the amount of \$22,948.40.

Funding is available in the following Capital account:

272016210/54.25310.

CONCURRENCE:	Concur	Reject	Date
Central Services Director	<i>[Signature]</i>	_____	<u>12/18/2020</u>
Finance Director	<i>[Signature]</i>	_____	<u>12-23-2020</u>
Procurement Director	<i>[Signature]</i>	_____	<u>12/23/2020</u>

ACTION BY ADMINISTRATOR:

Approved: *[Signature]*

Rejected: _____

Date: 12/29/2020

Attachments

Cc: Takiyah A. Douse
Laquona Sanderson



Central Services Department

Takiyah A. Douse, Director
Rick Acree, Project Manager

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

MEMORANDUM

A handwritten signature in blue ink, appearing to be "RAC", is written over the word "MEMORANDUM".

FROM: Mr. Rick Acree, Project Manager, Central Services Department
THROUGH:  Mrs. Takiyah A. Douse, Director, Central Services Department
TO: Ms. Geri Sams, Director, Procurement Department
DATE: November 13, 2020
SUBJECT: Bid Item #20-234 Window and Shutter Restoration – Ezekiel Harris House - Recommendation

Three compliant bids were received for Bid Item #20-234 on September 9, 2020. The low bid of \$22,948.40 was submitted by Midwest Maintenance of Augusta for the window and shutter restoration.

Available funding limits the number of windows and shutters allowable for repair or replacement, thus the selection method chosen allows for maximum exposure to eradicate the problem. The attached analysis is our proposed basis of award of \$22,948.40 based on total funds identified.

We respectfully request that Procurement obtain any additional paperwork required so that we can prepare documentation for Administrative Approval.

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

Attachment

Cc: Takiyah A. Douse
Nancy Glaser

EXHIBIT II
WINDOW AND SHUTTER RESTORATION - COMPILED PRICING
EZEKIEL HARRIS HOUSE
1822 Broad Street, Augusta, GA

ELEV	WIN	WINDOW REPAIRS	SHUTTER REPAIR/REPLACE		COST & Remarks			
			Left	Right	Midwest		Landmark	Sav. Const.
1	A	Repair	Repair	Repair	\$ 2,868.55		\$ 3,866.63	\$ 3,465.00
	B	Repair	Repair	Repair	\$ 2,868.55		\$ 2,877.13	\$ 3,465.00
	C	Repair	Repair	Repair	\$ 2,868.55		\$ 3,866.63	\$ 3,465.00
	D	Repair	Repair	Repair	\$ 2,868.55		\$ 2,877.13	\$ 3,465.00
	E	Repair	Repair	Repair	\$ 5,403.00	Replace 2 shashes	\$ 3,054.63	\$ 3,465.00
	F	Repair	Repair	Repair	\$ 3,699.55	Replace	\$ 3,054.63	\$ 3,465.00
	G	Repair	Repair	Repair	\$ 3,699.55	Replace	\$ 3,054.63	\$ 3,465.00
	H	Repair	Repair	Repair	\$ 2,868.55		\$ 2,711.13	\$ 3,465.00
2	A	Repair	Repair	Repair	\$ 2,868.55		\$ 2,877.13	\$ 3,465.00
	B	NONE	NONE	NONE				\$ 300.00
	C	NONE	NONE	NONE				\$ 300.00
	D	Repair	Repair	Repair	\$ 2,868.55		\$ 2,877.13	\$ 3,465.00
	E	Repair	Repair	Repair	\$ 2,868.55		\$ 2,711.13	\$ 3,465.00
	F	NONE	NONE	NONE				\$ 300.00
	G	NONE	NONE	NONE				\$ 300.00
	H	Repair	Repair	Repair	\$ 2,868.55		\$ 2,711.13	\$ 3,465.00
3	A	Repair	Replace	Replace	\$ 4,526.55		\$ 4,027.13	\$ 3,465.00
	B	Repair	Replace	Replace	\$ 4,526.55		\$ 5,016.63	\$ 3,465.00
	C	Repair	Replace	Replace	\$ 4,526.55		\$ 4,027.13	\$ 3,465.00
	D	Repair	Replace	Replace	\$ 4,526.55		\$ 4,027.13	\$ 3,465.00
	E	Repair	Replace	Repair	\$ 4,460.55	Replace 1 shash	\$ 4,619.13	\$ 3,465.00
	F	Repair	Repair	Repair	\$ 2,868.55		\$ 3,054.63	\$ 3,465.00
	G	Repair	Repair	Replace	\$ 3,699.55		\$ 3,629.63	\$ 3,465.00
	H	Repair	Repair	Repair	\$ 3,699.55	Replace	\$ 4,044.13	\$ 3,465.00
4	A	NONE	NONE	NONE				\$ 300.00
	B	NONE	NONE	NONE				\$ 300.00
	C	NONE	NONE	NONE				\$ 300.00
	D	NONE	NONE	NONE				\$ 300.00
	E	NONE	NONE	NONE				\$ 300.00
	F	NONE	NONE	NONE				\$ 300.00
	G	NONE	NONE	NONE				\$ 300.00
	H	NONE	NONE	NONE				\$ 300.00
TOTAL					\$ 71,453.45		\$ 68,984.60	\$ 72,900.00
CORRECTION					\$ -		\$ -	\$ (3,600.00)
					\$ 71,453.45		\$ 68,984.60	\$ 69,300.00
TOTAL FOR HIGHLIGHTED SCOPE					\$ 22,948.40		\$ 27,375.17	\$ 28,481.28



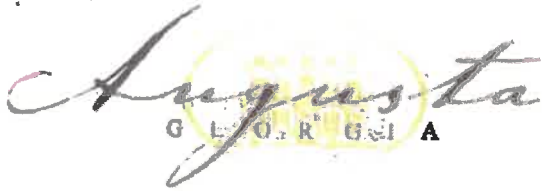
Bid Item #20-234
Window and Shutter Restoration Ezekiel Harris House
for Augusta GA Central
Services Department Facilities Maintenance
Bid Due: Wednesday, September 9, 2020 @ 1:00 p.m.

Total Number Specifications Mailed Out: 28
Total Number Specifications Download (Demandstar): 2
Total Electronic Notifications (Demandstar): 151
Ga Registry: 610
Pre Proposal Attendees: 15
Total packages submitted: 3
Total Noncompliant: 0

VENDORS	Attachment "B"	E-Verify	SAVE Form	Addendum 1	Price	Exceptions Noted
Midwest Maintenance, Inc. 101 Fox Drive Piqua, OH 45356	YES	417220	YES	YES	\$71,454.00	
Landmark Perservation LLC P.O. Box 8604 Savannah, GA 31412	YES	911818	YES	YES	\$68,984.50	YES
Savannah Construction & Preservation 200 Blue Fin Circle, Suite 3 Savannah, GA 31410	YES	855355	YES	YES	\$72,900.00	

EXHIBIT II
WINDOW AND SHUTTER RESTORATION - COMPILED PRICING
EZEKIEL HARRIS HOUSE
1822 Broad Street, Augusta, GA

ELEV	WIN	WINDOW REPAIRS	SHUTTER REPAIR/REPLACE		COST & Remarks			
			Left	Right	Midwest		Landmark	Sav. Const.
1	A	Repair	Repair	Repair	\$ 2,868.55		\$ 3,866.63	\$ 3,465.00
	B	Repair	Repair	Repair	\$ 2,868.55		\$ 2,877.13	\$ 3,465.00
	C	Repair	Repair	Repair	\$ 2,868.55		\$ 3,866.63	\$ 3,465.00
	D	Repair	Repair	Repair	\$ 2,868.55		\$ 2,877.13	\$ 3,465.00
	E	Repair	Repair	Repair	\$ 5,403.00	Replace 2 shashes	\$ 3,054.63	\$ 3,465.00
	F	Repair	Repair	Repair	\$ 3,699.55	Replace	\$ 3,054.63	\$ 3,465.00
	G	Repair	Repair	Repair	\$ 3,699.55	Replace	\$ 3,054.63	\$ 3,465.00
	H	Repair	Repair	Repair	\$ 2,868.55		\$ 2,711.13	\$ 3,465.00
2	A	Repair	Repair	Repair	\$ 2,868.55		\$ 2,877.13	\$ 3,465.00
	B	NONE	NONE	NONE				\$ 300.00
	C	NONE	NONE	NONE				\$ 300.00
	D	Repair	Repair	Repair	\$ 2,868.55		\$ 2,877.13	\$ 3,465.00
	E	Repair	Repair	Repair	\$ 2,868.55		\$ 2,711.13	\$ 3,465.00
	F	NONE	NONE	NONE				\$ 300.00
	G	NONE	NONE	NONE				\$ 300.00
	H	Repair	Repair	Repair	\$ 2,868.55		\$ 2,711.13	\$ 3,465.00
3	A	Repair	Replace	Replace	\$ 4,526.55		\$ 4,027.13	\$ 3,465.00
	B	Repair	Replace	Replace	\$ 4,526.55		\$ 5,016.63	\$ 3,465.00
	C	Repair	Replace	Replace	\$ 4,526.55		\$ 4,027.13	\$ 3,465.00
	D	Repair	Replace	Replace	\$ 4,526.55		\$ 4,027.13	\$ 3,465.00
	E	Repair	Replace	Repair	\$ 4,460.55	Replace 1 shash	\$ 4,619.13	\$ 3,465.00
	F	Repair	Repair	Repair	\$ 2,868.55		\$ 3,054.63	\$ 3,465.00
	G	Repair	Repair	Replace	\$ 3,699.55		\$ 3,629.63	\$ 3,465.00
	H	Repair	Repair	Repair	\$ 3,699.55	Replace	\$ 4,044.13	\$ 3,465.00
4	A	NONE	NONE	NONE				\$ 300.00
	B	NONE	NONE	NONE				\$ 300.00
	C	NONE	NONE	NONE				\$ 300.00
	D	NONE	NONE	NONE				\$ 300.00
	E	NONE	NONE	NONE				\$ 300.00
	F	NONE	NONE	NONE				\$ 300.00
	G	NONE	NONE	NONE				\$ 300.00
	H	NONE	NONE	NONE				\$ 300.00
TOTAL					\$ 71,453.45		\$ 68,984.60	\$ 72,900.00
CORRECTION					\$ -		\$ -	\$ (3,600.00)
					\$ 71,453.45		\$ 68,984.60	\$ 69,300.00
TOTAL FOR HIGHLIGHTED SCOPE					\$ 22,948.40		\$ 27,375.17	\$ 28,481.28



Procurement Department

Mrs. Geri Sams, Director

September 24, 2020

Takiyah Douse, Central Services

Ref: Bid Item #20-234 Window and Shutter Restoration – Ezekiel Harris House for Augusta GA Central Services Department Facilities Maintenance

Dear Ms. Douse:

Submittals to Bid Item #20-234 Window and Shutter Restoration Ezekiel Harris House exceeded the Central Services Department Estimated Price (budget).

If your decision is to Award. Please send a revised Procurement Solicitation Form Checklist include revised budget to the Procurement Department Bid and Contract team with a justification letter of cost variance for review on or before Tuesday, October 6, 2020.

If your decision is to Re-Bid. Please send revised plans/specifications and/or new Procurement Solicitation Form Checklist to the Procurement Department Bid and Contract team on or before Tuesday, October 6, 2020.

If your decision is to cancel. Please forward cancellation letter to the Procurement Department Bid and Contract Team on or before Tuesday, October 6, 2020.

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

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

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

Sincerely,

Geri

Geri A. Sams, Director
Procurement Department

GAS/km
Attachment (as indicated)

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

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

www.augusta.gov

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



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

Invitation to Bid

Sealed bids will be received at this office until **Wednesday, September 9, 2020 @ 1:00 p.m. (Opening via ZOOM)** for furnishing for: **Meeting ID: 970 7934 8542 and Password: 336449**

Bid Item #20-234 Window and Shutter Restoration – Ezekiel Harris House for Augusta GA – Central Services Department – Facilities Maintenance

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

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

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

A Pre Bid Conference will be held on Tuesday, August 25, 2020, @ 3:00 p.m. via ZOOM.
(Meeting ID No: 969 5008 6246 and Password: 283458)

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 Wednesday, August 26, 2020 @ 5:00 P.M. No bid will be accepted by fax, all must be received by mail or hand delivered.

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

No bids may be withdrawn for a period of ninety (90) days after bids have been opened, pending the execution of contract with the successful bidder.

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

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

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

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

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

GERI A. SAMS, Procurement Director

Publish:

Augusta Chronicle July 30, August 6, 13, 20, 2020
Metro Courier July 30, 2020

Meeting ID	Topic	Start Time	End Time	Minutes	Participants
96950086246	ITB 20-234 Pre-Bid Conference - Window and Shutter Restoraton - Ezekiel Harris House	8/25/2020 15:02	8/25/2020 15:31	30	21
		Total Minutes			
Name (Original Name)	User Email				
Shill@augustaga.gov	shill@augustaga.gov	30			
KLinscott		31			
Darrell White		31			
Nate Brunson	nate@savannah-construction.com	31			
John Shellenberg Midwest Maint Inc.		31			
Nathan		31			
Nancy Glaser	amh@augustamuseum.org	40			
Rick Acree		31			
Lisa		5			
Greg Jacobs (greg)		31			
Matt Richardson		27			
Carl Jordan		26			
17062311490		21			
iPhone		7			
Yolanda Jackson	yljackson25@gmail.com	15			

Planholders

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

Supplier (2)

Supplier 	Download Date
Dodge Data	08/01/2020 
Savannah Construction & Preservation, LLC	08/06/2020

[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
20-234_ITB	Bid Document / Specifications	View History
Addendum 1	Addendum	View History



Administrative Services Committee Meeting

9/29/2021 1:15 PM

Award Contract for Window and Shutter Restoration at Ezekiel Harris House

Department:	Central Services - Facilities
Presenter:	Takiyah A. Douse
Caption:	Award a contract for Window and Shutter Restoration at the Ezekiel Harris House, in the amount of \$49,996.00, to Midwest Maintenance (MMI) of Augusta (Bid #20-234).
Background:	The Ezekiel Harris House, located on Broad Street is a historical structure owned by Augusta and maintained as a historic site for educational purposes. Last year the windows and shutters were inspected and it was determined that a substantial number of them needed significant repairs or replacement. Bid Item 20-234 was issued in a format that allowed Augusta to award a portion of the work based on specific windows up to the limited funding available. Midwest Maintenance of Augusta was the low bidder for the selected windows. Additional funding has been identified to complete the restoration work. Procurement was consulted and, with their concurrence, MMI was allowed to adjust their pricing to account for supply chain related material cost increases to cover the remaining windows.
Analysis:	The bid amount is reflective of current market conditions and represents a good value to Augusta in preserving this asset. CSD Recommends award.
Financial Impact:	The contract amount is \$49,996.00.
Alternatives:	1. Award a contract for Window and Shutter Restoration at the Ezekiel Harris House, in the amount of \$49,996.00, to Midwest Maintenance (MMI) of Augusta (Bid #20-234). 2. Do not award
Recommendation:	Award a contract for Window and Shutter Restoration at the Ezekiel Harris House, in the amount of \$49,996.00, to Midwest Maintenance (MMI) of Augusta (Bid #20-234).

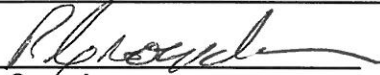
**Funds are
Available in the
Following
Accounts:**

Funds are available for this project in 272-01-6210/54.13120

REVIEWED AND APPROVED BY:

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

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

Department Name: Utilities-Construction & Maint		Department Number 506-04-3410		Date: July 6, 2020	
Vehicle Description: 2004 Ford F-450 Crew Cab			Asset #: 204048		
Assigned Use: Used as a crew truck for water and sewerage repairs; carried equipment and at times pulled a backhoe on a trailer					
Actual Age:		Current miles/hours:		Purchase Price:	
Life Expectancy Criteria Requirements -(Policy Evaluation)					
Age:	Miles or Hours	Type of Service	Reliability	Maint/Repair	Condition:
16	10	3	5	5	4
Evaluation Points 43			Policy Evaluation Results: Needs immediate consideration for repairs		
Fleet Managers Recommendation: This is a 16 year old F-450 with a 6.0L V-8 engine. This size engine was notorious for engine failure. The total repair estimated at \$19,172 for the new engine. There have been 88 work orders over the life of the truck at a cost of \$68,208.40. The original purchase price of this vehicle was \$39,504.21. Estimate was forwarded to Assistant Director-Utilities-Construction and Maintenance Kelsey Henderson concurred with the recommendation for disposal					
 Ron Crowden Fleet Manager					
Replacement Date: Unknown			Fiscal Year Replacement: 2021		
Estimated Replacement Cost: Unknown at this time			Funding Source: Utilities - Capital Outlay		

RANGES

Under 18 Points	Excellent	18 to 22 Points	Good
23 to 27 Points	Qualifies for Replacement		
28 Points or more	Needs immediate consideration for replacement		

AUGUSTA RICHMOND COUNTY Equipment Disposition Form

Company ARC	
Asset # 204048	Bumper # 506043410 Utilities-Construction
Year 2004	RO # 197993
Make Ford	Model F450
Type Crewcab	Miles/Hours 103,703

General Description of Repairs Needed

1	Code L: Replace complete engine. Found damage to #5 cylinder valves, valve bridge missing , injector is broken. Suspect internal engine damage.
2	Head was removed and found that the valve had dropped into the piston cylinder, rebuild required.
3	NOTE: over \$62,208.00 (88 work orders) in repairs to date; 8 times in the shop in 2019 @ @ \$2,576.09, \$8,904.61 in repairs for 2018 with 7 work orders.
4	

Type of Estimate

Cost Detail

		Parts	Labor	Sublet	Total
NCC - 4	Accident - Fleet	\$ -	\$ -	\$ -	\$ -
NCC - 5	Operator Abuse	\$ -	\$ -	\$ -	\$ -
NCC - 6	Vandalism	\$ -	\$ -	\$ -	\$ -
NCC - 7	FM Directed	\$ -	\$ -	\$ -	\$ -
NCC - 9	Capital Improve.	\$ -	\$ -	\$ -	\$ -
NCC - D	Pursuit Damage	\$ -	\$ -	\$ -	\$ -
NCC - G	Emergencies	\$ -	\$ -	\$ -	\$ -
NCC - L	Operational Loss	\$ 18,212.00	\$ 960.00	\$ -	\$ 19,172.00
NCC - M	Accident - Risk	\$ -	\$ -	\$ -	\$ -
	Contract Repairs	\$ -	\$ -	\$ -	\$ -
	Disposal Recommended	\$ -	\$ -	\$ -	\$ -
	Continuation Approval	\$ -	\$ -	\$ -	\$ -
	2nd Continuation Approval	\$ -	\$ -	\$ -	\$ -
	3rd Continuation Approval	\$ -	\$ -	\$ -	\$ -
Total Cost					\$19,172.00

Unit can **CANNOT** be driven/operated

Unit presently located at **TOBACCO ROAD**

Prepared & Submitted by **BB/EG** FVS Approval Date **01-Jun-20**

County Fleet Manager Response

☐	Returned for Information	Date	
☐	Disposal Approval	Date	06-Jul-20
☐	Disapproved	Date	
☐	Contract Repair Approval	Date	
☐	Non-Contract Approval	Date	
☐	Continuation Approval	Date	
☐	2nd Continuation Approval	Date	
☐	3rd Continuation Approval	Date	

Authorization # **DISPOSAL** Charge Code **DISPOSAL**

Approval Signature **RC** Date **06-Jul-20**

WO #	197993
Asset #	204048
Bumper #	0
Mileage	103,703
Dept	506043410 Utilities-Construction

197993
204048
0
103,703
506043

Year	2004
Make	Ford
Model	F450
Company	ARC
Type	Crewcab

[illegible]

CODE	Outside Vendor Work	Amount
	Total Outside Vendor Cost	\$ -
	Total Amount	\$ 19,172.00

Prepared & Submitted by: BB/EG
FRM-OP-204A.Rev4 Augusta Non-Contract

Date	6/1/2020
Estimate	

Revised 1/19/17

**FOR ALL DEPARTMENTS-TRUCK UTILITY BODY 19K GVWR, DIESEL ENGINE -
BID OPENING 6/14/21 @ 11:00**

21-138A	Rush Truck Center	Allan Vigil Ford
Year:	2022	2022
Make:	International	Ford
Model:	CV515	F550
DELIVERY:	Jan-Apr 2022	200-270 Days
Base Price including Chassis, Body and all basic options	\$97,872.00	\$90,396.00
<u>Additional Options</u>		
5.08 Backup Camera	Included	\$550.00
5.10 Black Platform Running Boards	Included	\$425.00
5.11 Heavy Duty Mats	Included	\$150.00
5.12 Extra Set of keys	Included	\$225.00
5.13 Delivery Charge	Included	\$150.00
<u>TOTALS:</u>	\$97,872.00	\$91,896.00

 Re-Bid Item #21-138A 2021/2022 Service Truck 19,000 GVWR for Augusta, GA - Central Services Department Fleet Maintenance Re-Bid Due: Monday, June 14, 2021 @ 11:00 a.m.		
Total Number Specifications Mailed Out: 30 Total Number Specifications Download (Demandstar): 3 Total Electronic Notifications (Demandstar): 15 Pre-Bid Conference: N/A Total Packages Submitted: 2 Total Non-Compliant: 0		
VENDORS	RUSH TRUCK CENTER 2925 GUN CLUB RD. AUGUSTA, GA 30907-4853	ALLAN VIGIL FORD 6790 MT. ZION BLVD. MORROW, GA 30260
Attachment B	Yes	Yes
E-Verify Number	1255460	94460
SAVE Form	Yes	Yes
5.00 Chassis Requirements		
5.01 Full size truck, Gasoline	No Bid	\$82,343.00
5.02 Full size truck, Turbo Diesel	\$97,872.00	\$90,396.00
5.03 Heavy duty cooling package	Included In Price	N/A
5.04 Heavy duty electrical package	Included In Price	N/A
5.05 Heavy duty suspension pkg.	Included In Price	Standard
5.06 Trailer Tow Mirrors	Included In Price	Standard
5.07 Heavy duty, Tow package	Included In Price	Included
5.08 Backup Camera	Included In Price	\$550.00
5.09 Roof Clearance Lights	Included In Price	Standard
5.10 Black Platform Running Boards	Included In Price	\$425.00
5.11 Heavy duty mats	Included In Price	\$150.00
5.12 Extra Set of Keys/Remote	Included In Price	\$225.00
5.13 Delivery Charge	Included In Price	\$150.00
5.14 Initial Operator Fam Training	Included In Price	N/A
6.00 Outfitter's Specialty Items:		
6.01 Fire Extinguisher	Included In Price	Included
6.02 Outlet Receptacle	Included In Price	Included
6.03 Electric Brake Controller	Included In Price	Included
6.04 Service Body Types: Stahl Model Challenger CST,	Included In Price	\$41,604.00
6.05 J-Hook Railing for Utility Service Body	Included In Price	Included

 Augusta GEORGIA Re-Bid Item #21-138A 2021/2022 Service Truck 19,000 GVWR for Augusta, GA - Central Services Department Fleet Maintenance Re-Bid Due: Monday, June 14, 2021 @ 11:00 a.m.		
Total Number Specifications Mailed Out: 30 Total Number Specifications Download (Demandstar): 3 Total Electronic Notifications (Demandstar): 15 Pre-Bid Conference: N/A Total Packages Submitted: 2 Total Non-Compliant: 0		
VENDORS	RUSH TRUCK CENTER 2925 GUN CLUB RD. AUGUSTA, GA 30907-4853	ALLAN VIGIL FORD 6790 MT. ZION BLVD. MORROW, GA 30260
6.06 Panel Top for Utility Service Body	Included In Price	Included
6.07 Cargo Tie Downs	Included In Price	Included
6.08 Grab Handles	Included In Price	Included
6.09 Service body bumper	Included In Price	Included
6.10 Spotlights	Included In Price	Included
6.11 Trailer wiring	Included In Price	Included
6.12 Pintle hook	Included In Price	Included
6.13 Pipe vise	Included In Price	Included
6.14 Spot mirrors	Included In Price	Included
6.15 Window tint, crew cab	Included In Price	Included
6.16 Safety Cones (4 each)	Included In Price	Included
6.17 Master Bar Locking System for Compartments	Included In Price	Included
6.18 Steel Drawer System	Included In Price	Included
6.19 Tool Box Option	Included In Price	Included
6.20 Cable Steps In Rear	Included In Price	Included
7.00 Alert Warning Signs:		
7.01 Backup Alarm	Included In Price	Included
7.02 Magnetic LED Light	Included In Price	Included
7.03 LED Top Mount Light	Included In Price	Included
7.04 Traffic Advisor Light Bar	Included In Price	Included
2021 Service Truck, Enclosed Utility Style		
Year	2022	2022
Make	International	Ford
Model	CV515	F550
Exceptions	Noted	None
Approximate Delivery Schedule	January - April 1st 2022	200 - 270 Days

VIRTC1DP

CNGP530

VEHICLE ORDER CONFIRMATION

06/11/21 15:01:15

==>

Dealer: F21122

2022 F-SERIES SD

Page: 1 of 2

Order No: 0001 Priority: A1 Ord FIN: QB090 Order Type: 5B Price Level: 230

Ord PEP: 660A Cust/Flt Name: AUGUSTA

PO Number: DIESEL

RETAIL

RETAIL

W5G F550 4X2 CRW CC \$44935

TPMS DELETE

203" WHEELBASE

19500# GVWR PKG

Z1 OXFORD WHITE

425 50 STATE EMISS NC

A VNYL 40/20/40

512 SPARE TIRE/WHL2 350

S MEDIUM EARTH GR

52B BRAKE CONTROLLER 270

660A PREF EQUIP PKG

61J JACK NC

.XL TRIM

62R TRANS PTO PROV NC

572 .DUAL ZONE EATC NC

.AMFM/MP3/CLK

TOTAL BASE AND OPTIONS 58505

99T 6.7L V8 DIESEL 9325

TOTAL 58505

44G 10-SPD AUTOMATC NC

THIS IS NOT AN INVOICE

TGJ 225 BSW AP 19.5

*TOTAL PRICE EXCLUDES COMP PR

X8L 4.88 LTD SLIP 360

* MORE ORDER INFO NEXT PAGE *

FLEET SPCL ADJ NC

F8=Next

FRT LICENSE BKT NC

2022 F-SERIES SD

Page: 2 of 2

Order No: 0001 Priority: A1 Ord FIN: QB090 Order Type: 5B Price Level: 230

Ord PEP: 660A Cust/Flt Name: AUGUSTA

PO Number: DIESEL

RETAIL

RETAIL

65Z AFT AXLE TANK NC

*TOTAL PRICE EXCLUDES COMP PR

68M PAYLD PLUS UPGR 1155

794 PRICE CONCESSN

REMARKS TRAILER

872 RR CAM & PREP K 415

SP DLR ACCT ADJ

SP FLT ACCT CR

FUEL CHARGE

B4A NET INV FLT OPT NC

PRICED DORA NC

DEST AND DELIV 1695

TOTAL BASE AND OPTIONS 58505

TOTAL 58505

2022 F550 Diesel

\$48,792.00 - Chassis

41,604.00 - Body

\$90,396.00 - total (Each)

Invitation to Re-Bid

Sealed bids will be received at this office until **Monday, June 14, 2021 @ 11:00 a.m.** via **ZOOM Meeting ID: 923 3534 4261**
Passcode: 905025 for furnishing for:

Re-Bid Item #21-138A 2021/2022 Service Truck 19,000 GVWR – Augusta, GA - Central Services Department – Fleet Maintenance

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

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

Re-Bid documents may be viewed on the Augusta, Georgia web site under the Procurement Department **ARcbid**. Re-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, May 28, 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 waiveable or modifiable by the Procurement Director.** All requests to waive or modify any such material condition shall be submitted through the Procurement Director to the appropriate committee of the Augusta, Georgia Commission for approval by the Augusta, Georgia Commission. Please mark BID number on the outside of the envelope.

GEORGIA E-Verify and Public Contracts: The Georgia E-Verify law requires contractors and all sub-contractors on Georgia public contract (contracts with a government agency) for the physical performance of services over \$2,499 in value to enroll in E-Verify, **regardless of the number of employees.** They may be exempt from this requirement if they have no employees and do not plan to hire employees for the purpose of completing any part of the public contract. Certain professions are also exempt. All requests for proposals issued by a city must include the [contractor affidavit](#) as part of the requirement for their bid to be considered.

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

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

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

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

GERI A. SAMS, Procurement Director

Publish:

Augusta Chronicle May 6, 13, 20, 27, 2021
Metro Courier May 6, 2021

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

MATHEWS MOTORS
1351 GORDON HWY,
AUGUSTA, GA 30901

RUSH TRUCK CENTER,
AUGUSTA NORTH
2925 GUN CLUB RD.
AUGUSTA, GA 30907-4853

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

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

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

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

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

BUTLER CHRYSLER DODGE JEEP
1555 SALEM ROAD
BEAUFORT, SC 29902

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

LANGDALE CHEVROLET
1006 W FRANKLIN ST
SYLVESTER GA 31791

WADE FORD GOVERNMENT SALES
ATTN: ROGER MOORE
3860 SOUTH COBB DRIVE
SMYRNA, GA 30080

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

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

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

MILTON MARTIN HONDA
2420 BROWNS BRIDGE RD
GAINESVILLE, GA 30504

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

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

DIVERSIFIED FABRICATORS, INC
1325 HIGHWAY 41 BYPASS S.
GRIFFIN, GA. 30224

PADGETT TRUCK BODIES & EQUIPMENT
2026 JEFFERSON DAVIS HIGHWAY
GRANITEVILLE, S.C. 29829

HERLONG FORD
775 AUGUSTA ROAD
EDGEFIELD, SC 29824

FONTAINE TRUCK EQUIPMENT CO
9827 MOUNT HOLLY ROAD
CHARLOTTE, NC 28214

NICHOLS FLEET EQUIPMENT
2401 EAST 31ST STREET
CHATTANOOGA, TN. 37407

CHEROKEE TRUCK EQUIPMENT
550 DISCOVERY PLACE
MABLETON, GA 30126

SATCHER MOTOR COMPANY
1850 JEFFERSON DAVIS HIGHWAY
GRANITEVILLE, SC 29829

TRANSPORT EQUIPMENT CO.
3416 SYLVESTER ROAD
ALBANY, GA 31705

MILTON RUBEN CHEVROLET
3514 WASHINGTON RD
AUGUSTA, GA 30907

W & W BODY BUILDERS
2620 SHOP ROAD
COLUMBIA, SC 29209

SAMSON AND ASSOCIATES
197 SCRUGGS TRAIL
GAFFNEY, SC 29341

BOB RICHARDS DODGE
1666 JEFFERSON DAVIS HIGHWAY
GRANITEVILLE, SC 29829

**RON CROWDEN
FLEET MANAGEMENT**

**PHYLLIS MILLS JOHNSON
COMPLIANCE**

**TAKIYAH DOUSE
CENTRAL SERVICES ADMN**

**RE-BID ITEM #21-138A
2021/2022 SERVICE TRUCK 19,000 GVWR
AUGUSTA, GA CENTRAL SERVICES
DEPARTMENT – FLEET MAINTENANCE
BID DUE: MON., JUNE 14, 2021 @ 11:00 A.M.**

**RE-BID ITEM #21-138A
2021/2022 SERVICE TRUCK 19,000 GVWR
AUGUSTA, GA CENTRAL SERVICES
DEPARTMENT – FLEET MAINTENANCE
BID MAILED:**

'21 JUL 28 12:10PM



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: July 23, 2021
SUBJECT: Recommendation for Bid #21-138A –Truck Utility Body 19K GVWR

Fleet Management would like to recommend the award of bid #21-138A, Truck Utility Body 19K GVWR to Allan Vigil Ford. The vendor's proposal met the requirements of the bid, provided all the accessories/options requested and was the best and lowest price for the equipment requested. The Local Vendor Preference Option was offered to Rush Truck Center, but was declined on 23 July 2021.

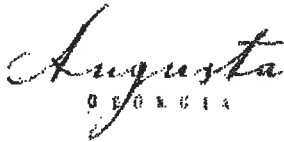
Please advise this office upon completion of notifications so that we may proceed with the acquisition process.

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-TRUCK UTILITY BODY 19K GVWR, DIESEL ENGINE -
BID OPENING 6/14/21 @ 11:00**

21-138A	Rush Truck Center	Allan Vigil Ford
Year:	2022	2022
Make:	International	Ford
Model:	CV515	F550
DELIVERY:	Jan-Apr 2022	200-270 Days
Base Price including Chassis, Body and all basic options	\$97,872.00	\$90,396.00
<u>Additional Options</u>		
5.08 Backup Camera	Included	\$550.00
5.10 Black Platform Running Boards	Included	\$425.00
5.11 Heavy Duty Mats	Included	\$150.00
5.12 Extra Set of keys	Included	\$225.00
5.13 Delivery Charge	Included	\$150.00
<u>TOTALS:</u>	\$97,872.00	\$91,896.00



Local Vendor Option - Re-Bid Item #21-138A
2021/2022 Service Truck 19,000 GVWR
for Augusta, GA - Central Services Department
Fleet Maintenance
Re-Bid Due: Monday, June 14, 2021 @ 11:00 a.m.

Vendors	Rush Truck Center 2925 Gun Club Rd. Augusta, GA 30907-4853	Non-local Vendor	Decline or Accept
Specifications	Bid Price	Bid Price	Yes ☐ No ☒
Base Price including Chassis, Body and all basic options	\$97,872.00	\$90,396.00	Please choose the option below
Additional Options			
5.08 Backup Camera	Included	\$550.00	
5.10 Black Platform Running Boards	Included	\$425.00	
5.11 Heavy Duty Mats	Included	\$150.00	
5.12 Extra Set of keys	Included	\$225.00	
5.13 Delivery Charge	Included	\$150.00	
Total	\$97,872.00	\$91,896.00	☐ YES ☒ NO

Please indicate if you wish to match the bid of the lowest non-local bidder
by selecting the appropriate box to the right of the total amount. Please sign, date
and return this form no later than Friday, July 23, 2021 no later than 3:00 p.m.

~~Rush Truck Center - August 14, 2021~~
Sign: Kay M Adams Date: 7/23/21

* Rush Truck Center
2925 Gun Club Road
Augusta, GA 30907

We appreciate the opportunity to RE-BID on
Item # 21-138A But Rush Truck Center Declines
and will not be able to match low
bidders price.

Thank You
Kay M Adams
Rush Truck Center
Augusta, GA - 30907



Procurement Department

Mrs. Geri Sams, Director

July 20, 2021

E-Mailed/Faxed (adamsr1@rushenterprises.com)
(706-729-1105)

Rush Truck Center
Roy Adams
2925 Gun Club Rd.
Augusta, GA 30907-4853

Ref: Re-Bid Item #21-138A 2021/2022 Service Truck 19,000 GVWR
for Augusta, GA - Central Services Department - Fleet Maintenance Division

Dear Mr. Adams;

Thank you for your bid response in reference to Re-Bid Item #21-138A. We would like to extend to you the option to exercise your rights as set forth in Ordinance No. 6890.

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

Please be advised that you have the option to match the lowest bid as submitted by a non-local vendor on Re-Bid Item #21-138A. I have attached a copy of the LVP option which lists your bid price along with the price of the lowest non-local bidder.

Please indicate if you wish to match the bid of the lowest non-local bidder by selecting the appropriate box of the items as listed in the attached form. We are requesting that you reply to this request no later than Friday, July 23, 2021 @ 3:00 p.m. by signing and faxing the form back to 706-821-2811 or by email to procbidandcontract@augustaga.gov.

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

Sincerely,


Geri A. Sams
Director of Procurement

GAS/nw

Attachment

cc: Takiyah Douse, Central Services Department
Ron Crowden, Central Services Department - Fleet Management

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

www.augustaga.gov

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



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



Re-Bid Item #21-138A
 2021/2022 Service Truck 19,000 GVWR
 for Augusta, GA - Central Services Department
 Fleet Maintenance
 Re-Bid Due: Monday, June 14, 2021 @ 11:00 a.m.

Total Number Specifications Mailed Out: 30
 Total Number Specifications Download (Demandstar): 3
 Total Electronic Notifications (Demandstar): 15
 Pre-Bid Conference: N/A
 Total Packages Submitted: 2
 Total Non-Compliant: 0

VENDORS	RUSH TRUCK CENTER 2925 GUN CLUB RD. AUGUSTA, GA 30907-4853	ALLAN VIGIL FORD 6790 MT. ZION BLVD. MORROW, GA 30260
Attachment B	Yes	Yes
E-Verify Number	1255460	94460
SAVE Form	Yes	Yes
5.00 Chassis Requirements		
5.01 Full size truck, Gasoline	No Bid	\$82,343.00
5.02 Full size truck, Turbo Diesel	\$97,872.00	\$90,396.00
5.03 Heavy duty cooling package	Included In Price	N/A
5.04 Heavy duty electrical package	Included In Price	N/A
5.05 Heavy duty suspension pkg.	Included In Price	Standard
5.06 Trailer Tow Mirrors	Included In Price	Standard
5.07 Heavy duty, Tow package	Included In Price	Included
5.08 Backup Camera	Included In Price	\$550.00
5.09 Roof Clearance Lights	Included In Price	Standard
5.10 Black Platform Running Boards	Included In Price	\$425.00
5.11 Heavy duty mats	Included In Price	\$150.00
5.12 Extra Set of Keys/Remote	Included In Price	\$225.00
5.13 Delivery Charge	Included In Price	\$150.00
5.14 Initial Operator Fam Training	Included In Price	N/A
6.00 Outfitter's Specialty Items:		
6.01 Fire Extinguisher	Included In Price	Included
6.02 Outlet Receptacle	Included In Price	Included
6.03 Electric Brake Controller	Included In Price	Included
6.04 Service Body Types: Stahl Model Challenger CST,	Included In Price	\$41,604.00
6.05 J-Hook Railing for Utility Service Body	Included In Price	Included



Re-Bid Item #21-138A
 2021/2022 Service Truck 19,000 GVWR
 for Augusta, GA - Central Services Department
 Fleet Maintenance
 Re-Bid Due: Monday, June 14, 2021 @ 11:00 a.m.

Total Number Specifications Mailed Out: 30
 Total Number Specifications Download (Demandstar): 3
 Total Electronic Notifications (Demandstar): 15
 Pre-Bid Conference: N/A
 Total Packages Submitted: 2
 Total Non-Compliant: 0

VENDORS	RUSH TRUCK CENTER 2925 GUN CLUB RD. AUGUSTA, GA 30907-4853	ALLAN VIGIL FORD 6790 MT. ZION BLVD. MORROW, GA 30260
6.06 Panel Top for Utility Service Body	Included In Price	Included
6.07 Cargo Tie Downs	Included In Price	Included
6.08 Grab Handles	Included In Price	Included
6.09 Service body bumper	Included In Price	Included
6.10 Spotlights	Included In Price	Included
6.11 Trailer wiring	Included In Price	Included
6.12 Pintle hook	Included In Price	Included
6.13 Pipe vise	Included In Price	Included
6.14 Spot mirrors	Included In Price	Included
6.15 Window tint, crew cab	Included In Price	Included
6.16 Safety Cones (4 each)	Included In Price	Included
6.17 Master Bar Locking System for Compartments	Included In Price	Included
6.18 Steel Drawer System	Included In Price	Included
6.19 Tool Box Option	Included In Price	Included
6.20 Cable Steps in Rear	Included In Price	Included
7.00 Alert Warning Signs:		
7.01 Backup Alarm	Included In Price	Included
7.02 Magnetic LED Light	Included In Price	Included
7.03 LED Top Mount Light	Included In Price	Included
7.04 Traffic Advisor Light Bar	Included In Price	Included
2021 Service Truck, Enclosed Utility Style		
Year	2022	2022
Make	International	Ford
Model	CV515	F550
Exceptions	Noted	None
Approximate Delivery Schedule	January - April 1st 2022	200 - 270 Days

VIRTC1DP



CNGP530

VEHICLE ORDER CONFIRMATION

06/11/21 15:01:15

==>

Dealer: F21122

2022 F-SERIES SD

Page: 1 of 2

Order No: 0001 Priority: A1 Ord FIN: QB090 Order Type: 5B Price Level: 230

Ord PEP: 660A Cust/Flt Name: AUGUSTA

PO Number: DIESEL

RETAIL

RETAIL

W5G F550 4X2 CRW CC \$44935

TPMS DELETE

203" WHEELBASE

19500# GVWR PKG

Z1 OXFORD WHITE

425 50 STATE EMISS NC

A VNYL 40/20/40

512 SPARE TIRE/WHL2 350

S MEDIUM EARTH GR

52B BRAKE CONTRLLR 270

660A PREF EQUIP PKG

61J JACK NC

.XL TRIM

62R TRANS PTO PROV NC

572 .DUAL ZONE EATC NC

.AMFM/MP3/CLK

TOTAL BASE AND OPTIONS 58505

99T 6.7L V8 DIESEL 9325

TOTAL 58505

44G 10-SPD AUTOMATC NC

THIS IS NOT AN INVOICE

TGJ 225 BSW AP 19.5

*TOTAL PRICE EXCLUDES COMP PR

X8L 4.88 LTD SLIP 360

* MORE ORDER INFO NEXT PAGE *

FLEET SPCL ADJ NC

FRT LICENSE BKT NC

F8=Next

2022 F-SERIES SD

Page: 2 of 2

Order No: 0001 Priority: A1 Ord FIN: QB090 Order Type: 5B Price Level: 230

Ord PEP: 660A Cust/Flt Name: AUGUSTA

PO Number: DIESEL

RETAIL

RETAIL

65Z AFT AXLE TANK NC

*TOTAL PRICE EXCLUDES COMP PR

68M PAYLD PLUS UPGR 1155

794 PRICE CONCESSN

REMARKS TRAILER

872 RR CAM & PREP K 415

SP DLR ACCT ADJ

SP FLT ACCT CR

FUEL CHARGE

B4A NET INV FLT OPT NC

PRICED DORA NC

DEST AND DELIV 1695

TOTAL BASE AND OPTIONS 58505

TOTAL 58505

2022 F550 Diesel

\$48,792.00 - Chassis

41,604.00 - Body

\$90,396.00 - total (Each)



Administrative Services Committee Meeting
9/29/2021 1:15 PM
Bid Item # 21-138A - 2021 - F550 for Utilities Department

Department:	Central Services Department - Fleet Management Division
Presenter:	Ron Crowden
Caption:	Motion to approve the purchase of one 2021/2022 Service Truck, 19K GVWR, at a total cost of \$91,896.00, from Allan Vigil Ford (Bid 21-138A) for the Utilities Department-Construction Division.
Background:	The Utilities Department-Construction Division is requesting the replacement of asset number 204048, a 2004 Ford F450, with 103,703 miles. After the asset experienced engine failure requiring a replacement, estimated at \$19,172.00, the asset was sold on GovDeals.com in August of 2020. The loss of asset 204048 has placed an undue burden on the ability to properly respond to job sites in a timely manner. The bid tab sheet is attached for your review.
Analysis:	The Procurement Department published a competitive bid using the Demand Star application for a 2021/2022 Service Truck, 19K GVWR (Bid #21-138A). Invitations to Bid were sent to 30 vendors with only two vendors responding. Local vendor option was offered to Rush Truck Center, but was declined on 23 July 2021. The bid tab sheet is attached for your review. Bid #21-138A: 2021/2022 Ford F550, Allan Vigil Ford - \$91,896.00; Rush Truck Center - \$97,872.00
Financial Impact:	One (1) vehicle at \$91,896.00 using enterprise fund account; 506-04-3410/54.22210
Alternatives:	(1) Approve the request; (2) Do not approve the request
Recommendation:	Motion to approve the purchase of one 2021/2022 Service Truck, 19K GVWR, at a total cost of \$91,896.00, from Allan Vigil Ford for the Utilities Department-Construction Division utilizing Bid Item #21-138A

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

506-04-3410/54.22210

REVIEWED AND APPROVED BY:

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



OFFICE OF THE ADMINISTRATOR

Odie Donald, II MBA
Administrator

Date: September 20, 2021

To: Mayor Hardie Davis
Mayor Pro Tem Bobby Williams
Commissioner Jordan Johnson
Commissioner Dennis Williams
Commissioner Catherine Smith McKnight
Commissioner Alvin Mason
Commissioner Ben Hasan
Commissioner Sean Frantom
Commissioner Brandon Garrett
Commissioner Francine Scott
Commissioner John Clarke

From: Odie Donald II, Administrator 

Subject: COVID-19 Situational report

New Updates

On the weekly Hospital Taskforce update, partners discussed the impacts of large community events and the safety measures that should be enforced. Border Bash, Arts City Festival, Westobou, Ironman, and the Exchange Club Fair are all pending events. Health officials and Augusta, GA government will continue to encourage masking and social distancing.

Medical Provider Updates

Cases of the Mu variant of COVID-19 have recently been identified in Augusta University testing. There is not enough research on this strain of COVID to compare it to the Delta variant at this time.

Hospitals reported declining volume in emergency rooms over the last week. Augusta University and University Hospital are providing monoclonal antibody treatment for COVID-19 patients. The federal government has changed the distribution of the treatments from providing direct shipments to state allocations. Augusta University had been denied 2 orders and is in danger of running out today. Augusta staff leaders have asked questions to the Georgia DPH personnel to attempt to fast-track a shipment to AUMC. As of Friday, DPH has not made any progress on shipments to requested hospitals.

Last week, hospitals were unable to discharge patients due to an oxygen shortage from local providers. In addition to the oxygen shortage, there was also a shortage of regulators and tanks. Two of the hospitals were not able to discharge patients because the patients did not have access to oxygen at home which further impacted an overcrowded hospital. The situation has been resolved in the short term but DPH is looking to federal partners for additional support.

Augusta-Richmond County
Administrator's office
535 Telfair Street, Suite 910
Augusta, Georgia 30901
Office (706) 821-2898 Fax (706) 821-2819
www.augustaga.gov

Staffing and staff morale continue to be areas of concern for all 5 hospitals. They are overwhelmed trying to change units to handle COVID patients and manage the overflowing emergency rooms.

The Richmond County School System has added 4 learn from home dates to their calendar; October 12th, November 12th, February 22nd, and March 14th. These dates are following an existing holiday on the school calendar. Dr. Bradshaw reported fatigue and low morale among school-based employees. They are not able to fill substitute teacher positions. This trend is similar to private sector organizations nationwide who report that at least 70% of businesses are understaffed.

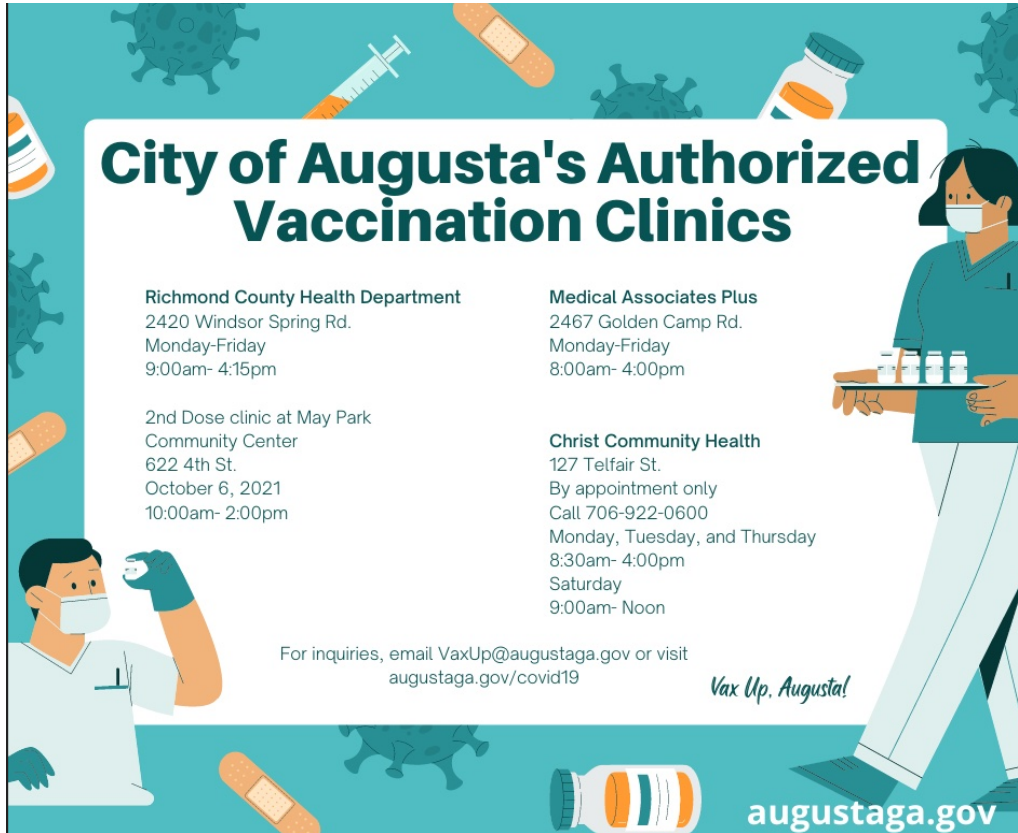
The GA Department of Public Health reported Saturday, September 10, 2021 as a record setting day of new cases for Richmond County. Richmond County has had 25 COVID-related deaths in the last 2 weeks. Georgia is averaging 307 new cases a day for the last week. 60% of the new cases in Georgia are in K-12 school-aged children.

Hospital	COVID Inpatient 9.3.21	COVID Inpatient 9.17.21	Patient Under Investigation 9.3.21	Patient Under Investigation 9.17.21	Deaths 9.3.21	Deaths 9.17.21
Augusta University Medical Center	123	109	1	0	1	2
Doctor's Hospital	85	80	0	0	4	0
University Hospital	148	144	1	5	0	5
TOTAL	356	333	2	5	5	7

Vaccine Locations

Augusta University is posting 2nd and 3rd dose Pfizer clinics at the Washington Square Location. The dates are September 20, 22, and 24, 2021. Appointment required.

Current Vaccine Incentive Partner Clinics

A colorful poster for the City of Augusta's Authorized Vaccination Clinics. The background is teal with illustrations of COVID-19 virus particles, a syringe, a bandage, and a pill bottle. On the left, a healthcare worker in a white coat and mask is shown. On the right, a healthcare worker in a teal uniform and mask is holding a tray with three vials. The central white box contains the title and clinic information.

City of Augusta's Authorized Vaccination Clinics

Richmond County Health Department 2420 Windsor Spring Rd. Monday-Friday 9:00am- 4:15pm	Medical Associates Plus 2467 Golden Camp Rd. Monday-Friday 8:00am- 4:00pm
2nd Dose clinic at May Park Community Center 622 4th St. October 6, 2021 10:00am- 2:00pm	Christ Community Health 127 Telfair St. By appointment only Call 706-922-0600 Monday, Tuesday, and Thursday 8:30am- 4:00pm Saturday 9:00am- Noon

For inquiries, email VaxUp@augustaga.gov or visit augustaga.gov/covid19

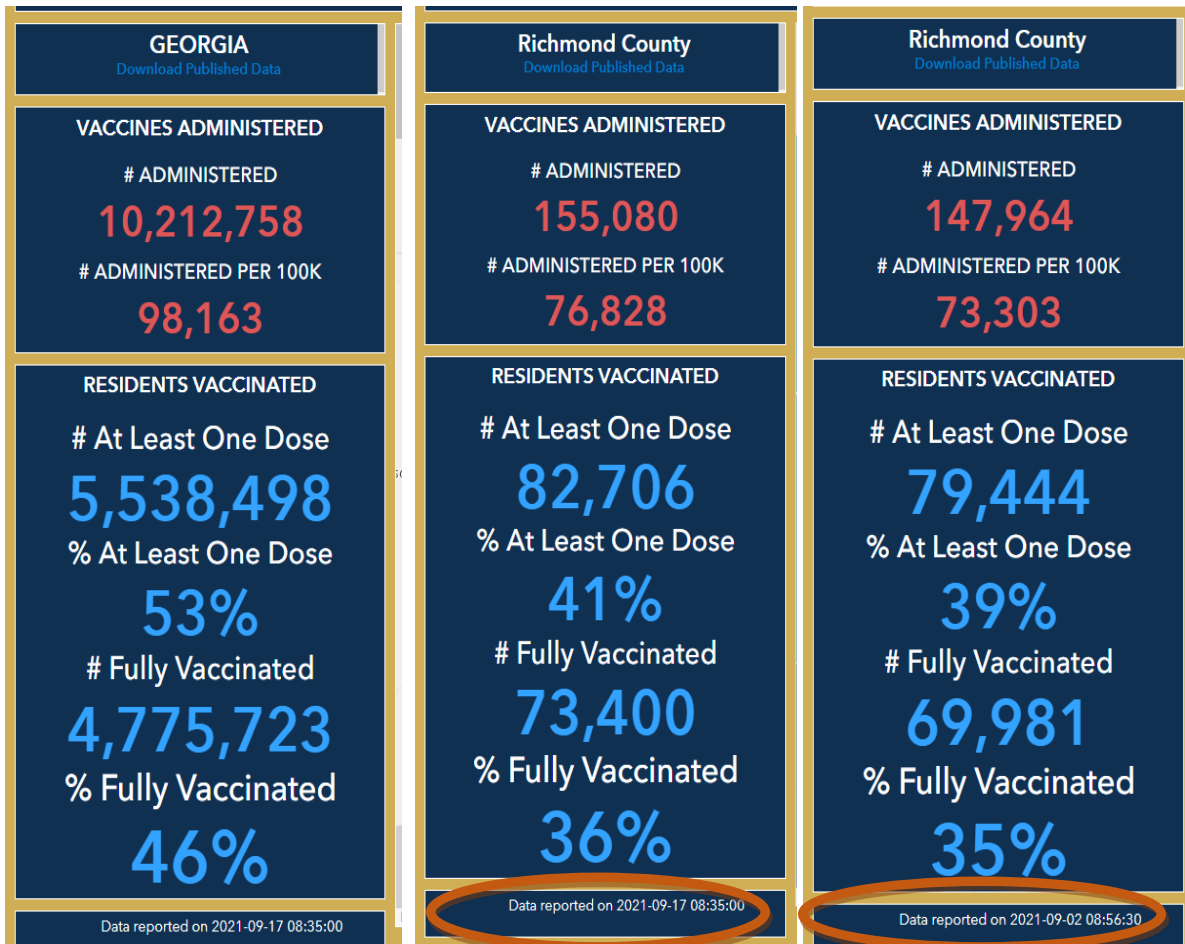
Vax Up, Augusta!

augustaga.gov

GA Public Health Dashboard for Vaccine:

<https://experience.arcgis.com/experience/3d8eea39f5c1443db1743a4cb8948a9c>

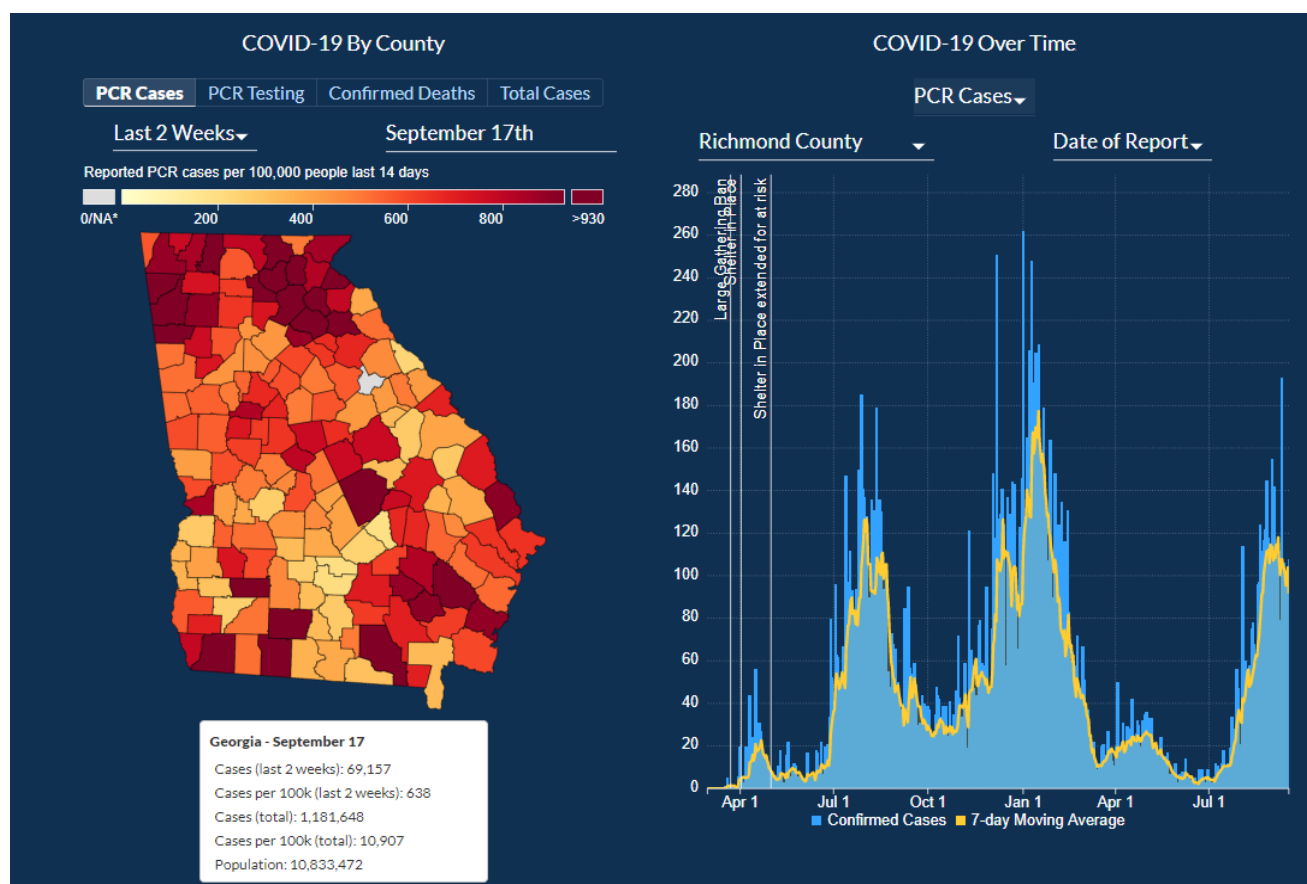
Augusta-Richmond County
Administrator's office
535 Telfair Street, Suite 910
Augusta, Georgia 30901
www.augustaga.gov



As of the September 3rd update from the GA Department of Public Health, there are **1,181,648** confirmed cases, **77,560** hospitalized, and **21,235** deaths in Georgia. The positivity 7-day average is 16% for Georgia.

Richmond County Weekly Update September 17, 2021

New Positive Cases 9.17.21	Total Confirmed Cases	Antigen Positive Cases	Confirmed Deaths	Positivity 7 Day Average
114	25,116	7,591	485	16.8% (down 2%)



COVID Testing information:

DPH at Augusta University: 524 15th Street

Testing is available Monday through Saturday 9:00AM to 3:00PM
Schedule an appointment at www.ecphd.com/aumc-covidtesting/

East Central Health District: 1916 North Leg Rd (New Location)

Testing is available on Monday through Friday 8:30AM to 12:30PM.
Schedule an appointment for testing at www.ecphd.com/covidtesting

MedNow Urgent Care: 2851 Washington Rd.

Call 706-922-6578 or register online: <https://www.mednowurgentcare.net/mednow-express-checkin/>

Augusta-Richmond County
Administrator's office
535 Telfair Street, Suite 910
Augusta, Georgia 30901
www.augustaga.gov

Positive Cases Among Augusta, GA Employees

Department	New Positive Cases 9.3.21-9.17.21	New Total Cases since July 20, 2021	Total Positive Cases
Water Utilities	1	10	43
Engineering	3	7	34
Recreation & Parks		1	15
RCCI			10
Fire/ EMA	2	31	113
Human Resources		2	5
Planning & Development	1	2	11
Tax Assessors Office			3
Central Services		6	16
E-911		11	12
Environmental Services		1	9
Tax Commissioner			3
Animal Services			3
Housing & Community Development	2	2	3
Finance			2
IT Department		3	7
Transit			2
Procurement			6
Augusta Regional Airport		2	2
Keep Augusta Beautiful		1	1
Augusta 3-1-1		1	1
Library		1	1
TOTAL	9	81	302
Elected Officials			
Sheriff's Office		2	182
Marshal's Office			19
Probate Court			2
Solicitor's Office			11
Superior, State, & Juvenile Court			15
Civil & Magistrate Court		3	4
District Attorney's Office			4
Mayor's Office		1	1
TOTAL	0	6	238
TOTAL NEW CASES		87	
TOTAL OVERALL CASES			540

Key Observations & Staff Recommendations

As Augusta's COVID-19 positive case counts rise, both in and out of government, staff recommends reinstituting mask mandates for public buildings effective immediately by action of either the Mayor or Augusta Commission. Additionally, the administrator's office has reinstated the COVID-19 taskforce in an attempt to expand current protective measures, monitor changes, and measure the impact on the overall work environment.

The taskforce/working group is currently tasked with monitoring the vaccination status of employees, nationwide best practices, and other key activities. The taskforce/working group will be prepared to make recommendations and/or report out on general findings to the Commission on a monthly basis effective October 10, 2021 or as deemed appropriate by elected officials.



Odie Donald, II MBA
Administrator

Date: September 22, 2021

To: Mayor Hardie Davis
Mayor Pro Tem Bobby Williams
Commissioner Jordan Johnson
Commissioner Dennis Williams
Commissioner Catherine Smith McKnight
Commissioner Alvin Mason
Commissioner Ben Hasan
Commissioner Sean Frantom
Commissioner Brandon Garrett
Commissioner Francine Scott
Commissioner John Clarke

From: Odie Donald II, Administrator 

Subject: **COVID-19 Administrative Working Group**

Overview

In 2020, a COVID-19 Working Group was created with the purpose of refining and developing our organization's path forward to navigate the Coronavirus landscape. The working group addressed issues ranging from a remote work policy to future vaccine distributions. As we continue to navigate the pandemic, the Office of the City Administrator (OCA) has reinstituted a second phase of this effort.

The COVID-19 taskforce will consist of the following team members:

- Chief Antonio Burden
- Maurice McDowell, Parks and Recreation
- Mie Lucas, EMS Interim Manager
- Takiyah Douse, Director of Central Services
- Daniel Dunlap, Director of Augusta 9.1.1
- Deputy Marshall Scott Pebbles
- Anita Rookard, Director of Human Resources
- Leadra Collins, Public Information Officer
- Carla Delaney, Deputy Director of Planning and Development

The immediate key priorities include (but not limited to)

1. Facility needs to ensure safety and mitigation
2. Synergies between Augusta, GA needs and funding via the ARP
3. Recommendation on staff vaccination programming
4. Policy recommendations (where applicable)
5. PPE Coordination
6. Staff COVID-19 protocols and enforcement



**Administrative Services Committee Meeting
9/29/2021 1:15 PM
COVID-19 Update**

Department: Administrator's Office

Presenter: Administrator Donald

Caption: Discussion on the impact of COVID-19 mitigation efforts, administrative activities, and staff recommendation(s).

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Clerk of Commission



Administrative Services Committee Meeting
9/29/2021 1:15 PM
HB317

Department: Administrator's Office

Presenter: Administrator Donald

Caption: Overview of HB317 (Lodging Facilitators Bill), potential positive impact on Augusta operations, key considerations, and staff recommended next steps.

Background: This bill passed in the 2021 Georgia General Assembly. Short-term rental (STR) platforms (Ex: AirBnB, VRBO) are now required to collect and remit the state \$5 transportation fee and local hotel/motel taxes if the platform facilitates at least \$100,000 in annual Georgia sales. These taxes are already due but are often going uncollected. This bill places the burden of collecting and remitting the taxes on the STR platforms who already comply with similar requirements. Currently this responsibility is on the STR hosts who are often unaware this is required or unfamiliar with the required process. This bill should result in increased revenue to local governments and to the state. A fiscal note on HB 448 (Identical language from last session by Rep. Dollar) estimated this legislation would result in an additional \$31 million for local governments

Analysis:

Financial Impact:

Alternatives:

Recommendation:

Funds are Available in the Following Accounts:

REVIEWED AND APPROVED BY:

Clerk of Commission

Date: September 22, 2021

To: Mayor Hardie Davis
Mayor Pro Tem Bobby Williams
Commissioner Jordan Johnson
Commissioner Dennis Williams
Commissioner Catherine Smith McKnight
Commissioner Alvin Mason
Commissioner Ben Hasan
Commissioner Sean Frantom
Commissioner Brandon Garrett
Commissioner Francine Scott
Commissioner John Clarke

From: Odie Donald II, Administrator 

Subject: COVID-19 Small Business Relief & Emergency Rental Assistance

Number of Businesses Assisted	149
Number of Jobs in Augusta, GA Retained for Low and Moderate-Income Employees	149
Total Funding Assistance Provided to local businesses	\$1,162,500
Total Funding Assistance Remaining	\$437,500

Expenditure Deadline September 2025 Total Program Allocation \$1,600,000

- HUD: CV19 – Small Business Relief Program reestablished January 2021
- New Structure is in partnership with the Augusta Metro Chamber of Commerce
- Program standalone website: www.augustasmallbusinessrelief.com, which includes a link to HCD's on-line application portal, Neighborly Software.
- Eligible businesses with compliant and approved applications are eligible for a funding award of up to \$7,500 (1-20 employees) or \$15,000 (21-100 employees), dependent on business size.
- Eligible Reimbursable Expenses: rent, lease, mortgage, payroll expenses, utility payments, materials/supplies, etc.

Augusta-Richmond County
Administrator's office
535 Telfair Street, Suite 910
Augusta, Georgia 30901
Office (706) 821-2898 Fax (706) 821-2819
www.augustaga.gov

Emergency Rental Assistance Program

Number of Individuals Assisted	1,592 Individuals
Number of Households Assisted	682 Households assisted
Total Amount of Program Assistance Committed	\$3,121,423.91
Total Amount Administrative Assistance allocated (i.e. program contract staff, public relations and marketing, materials, equipment, supplies) – UWCSRA & AGA	\$609,596.13
Total Amount of Program Assistance Remaining (for relief assistance ONLY)	\$2,214,943.06

Expenditure Deadline September 2022 Total Allocation \$6,095,596.13

- US Treasury – Emergency Rental Assistance Program went live March 1, 2021 in partnership with United Way of the CSRA
- Program is for Augusta, Hephzibah & Blythe (Richmond County residents at or below 80% Area Median Income with rental and utility arrears caused by CV19 public health emergency)
- Eligibility Determination / Documentation Requirements:
 - Residency and income verification + Unit Inspection
 - Executed Lease,
 - Past Due Notice: Utility, Rent or Eviction
 - Income Documentation
 - Landlord vendor documentation (requested by UWCSRA during service provision)
- Eligible Uses:
 - 12 Months Rental Arrears (3/13/20 forward) + 3 Months Prospective rents when unemployment is persistent to warrant ongoing support (based on intake assessment)
 - Utilities (electricity, gas, water, sewer, trash removal, & energy costs)
 - Supported by bill, invoice, or evidence from provider

Kroc Center Onsite Event

With the success of United Way's pilot "Intake Day" that was held on Wednesday, August 4, 2021, at the Kroc Center to facilitate the documentation submission and processing of 80 additional households for service through the ERA Program, United Way and HCD are collaborating together to host additional in-person events on September 9th and September 28th. Invitations have been sent out to 180+ in-process households for the September 9th event. The requests include details for the resident indicating that they bring the required documentation

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to the event. HCD and United Way are proactively reaching out to any “new” property owners represented by these residents to get their documentation in prior to the September 9 event.

These households will then be at the inspection and payment stage of the process and should be reflected in the next monthly update.

Quick Strike Response (Fox Den)

Notification was provided on Wednesday, September 1, 2021, that Fox Den Apartments has moved forward with new eviction filings on 98 households residing in their property. In response, the team at United Way has organized an outreach event on Tuesday, September 7 to provide engagement and intake for services for these residents of Fox Den impacted by this action of the property management company. United Way staff hope to bring in all impacted residents from this community and complete their intake and documentation process and schedule a unit inspection of all impacted units in that community to expedite the service to these residents and stave off their evictions.

Magistrate Court Partnership

The Magistrate Court has stepped up as a program partner, hosting open houses at each of the Eviction Court hearings held during the month of August. This partnership provided an opportunity for staff to report on status updates for cases before the Court that are in the process of being assisted, as well as to facilitate initiating service for tenants before the Court that have not yet begun the application process for assistance. This intervention has assured that tenants with property owners willing to participate in the program, receive the arrear payments from the ERA fund and remain housed while avoiding eviction orders from the Magistrate Court.

With the invalidation of the CDC Moratorium prior to the expected October 3, 2021, end date, the goal is for this direct intervention, in unison with the continued efforts of UWCSRA, to alleviate the majority of pending evictions currently stayed or continued in Magistrate Court prior to the tenants rescheduled hearing date.



Administrative Services Committee Meeting

9/29/2021 1:15 PM

**HCD_ Partnership with United Way of the CSRA on the Emergency Rental Assistance Program
Round 2**

Department: HCD

Presenter: Hawthorne Welcher, Jr. and/or HCD Staff and Brittany Burnett,
President / CEO of United Way of the CSRA

Caption: Motion to a) accept U.S. Treasury Emergency Rental Assistance Program (Round 2) funds, b) allow HCD to move forward with implementation of recommended usage plan, c) allow HCD to hire two (2) FT staff persons (concurrent with the term of 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).

Background: With funds made available through the U.S. Department of Treasury in the American Rescue Plan (ARP), Augusta, Georgia was awarded \$6,095,961 to provide rental and utility arrearage payments on behalf of local residents who are at 80 % of the Area Median Income and below. This resource, known as Emergency Rental Assistance (ERA) in the authorizing legislation, allowed the opportunity for eligible residents to receive assistance with up to 12 months of past due rent and/or utility payments to ensure that they are able to maintain stable housing. Augusta, Georgia has collaborated with United Way of the CSRA to implement this assistance program, referred to as “Sigh of Relief” through United Way of the CSRA’s 2-1-1 infrastructure. With the appropriation of a second round of funding under the ERA program in the ARP, Augusta has received an initial allocation of \$2,845,605 as the community’s “High Need Allocation,” as described in the authorizing legislation and U.S. Treasury guidance. Based on the program and process put in place with the first round of ERA funding, Housing and Community Development (HCD) is recommending United Way of the CSRA as the operational partner to carry out the additional funding as a continuation of the existing service to the community. With approval, HCD will work with Administration and United Way leadership to codify the

additional funding availability through contractual obligation, with program eligibilities and services to residents in the same model as the initial Sigh of Relief ERA program.

Analysis: Approval of this recommendation from HCD will allow Augusta, Georgia to continue the partnership with United Way of the CSRA to continue operation of the Sigh of Relief ERA program with additional funding made available to Augusta, Georgia from the U.S. Department of Treasury under the ARP.

Financial Impact: Allocation of funding for ERA from the U.S. Department of Treasury from the ARP in the amount of \$2,845,605.

Alternatives: Deny HCD's request.

Recommendation: Motion to a) accept U.S. Treasury Emergency Rental Assistance Program (Round 2) funds, b) allow HCD to move forward with implementation of recommended usage plan, c) allow HCD to hire two (2) FT staff persons (concurrent with the term of 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).

Funds are Available in the Following Accounts: U.S. Department of Treasury ERA funding: Total \$2,845,605
ERA fund: 221073226: 3311110

REVIEWED AND APPROVED BY:

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

CONTRACT

between

AUGUSTA, GEORGIA

And

GOODWYN, MILLS AND CAWOOD, LLC

in the amount of

\$37,600.00 USD

Thirty-seven Thousand and Six Hundred Dollars and 00/100

for Fiscal Year **2021**

Providing funding for

Lyman Street Duplexes & Redevelopment Project

THIS AGREEMENT (“Contract”), is made and entered into as of the ____ day of _____ 2021 (“the effective date”) by and between Augusta, Georgia, a political subdivision of the State of Georgia (hereinafter referred to as “Augusta”), acting through the Augusta Housing and Community Development Department (hereinafter referred to as “HCD”) - with principal offices at 510 Fenwick Street, Augusta, Georgia 30901, as party of the first part, and Goodwyn, Mills and Cawood, LLC, an architecture/engineering firm, organized pursuant to the Laws of the State of Georgia, hereinafter called “GMC” as party in the second part.

In order to establish the background, context and frame of reference for this Agreement and to manifest the objectives and the intentions of the respective parties herein, the following statements, representations and explanations are set forth. Such statements, representations and explanations shall be accepted as predicates for the undertakings and commitments included within the provisions, which follow, and may be relied upon by the parties as essential elements of the mutual considerations upon which this Agreement is based.

WITNESSETH

WHEREAS, Augusta is qualified by the U. S. Department of Housing and Urban Development (hereinafter called HUD) as a Participating Jurisdiction, and

WHEREAS, Title I: Community Development - Authorizes the Secretary of Housing and Urban Development to make grants to States and Units of general local government to help finance Community Development Programs, set forth through Augusta’s HUD approved Consolidated and Action Plans; Community Development Block Grants (hereinafter “CDBG”) for the purpose of allowing local discretion for the determination of needs and priorities of community development and,

WHEREAS, through citizen participation workshops and in the Annual Plan, the Mayor and the Augusta, Georgia Commission, determined the needs and priorities of community as set forth below.

WHEREAS, this activity has been determined to be an eligible activity in accordance with 24 CFR 570.200 (a), and will meet one or more of the national objectives and criteria outlined in of the Housing and Urban Development regulations; and

WHEREAS, GMC is the approved contractor through a solicitation process to assist in the redevelopment of Lyman/Dover community improvements for 2526/2528 Lyman Street and 2530/2532 Lyman Street. (Duplexes);

WHEREAS, GMC has agreed to provide services funded through this contract free from political activities, religious influences or requirements; and

WHEREAS, GMC has requested, and Augusta has approved a total of **\$37,600.00.00** in funding to perform eligible activities as described in Article I; below:

NOW, THEREFORE, the parties of this Agreement for the consideration set forth below, do here and now agree to the following terms and conditions:

ARTICLE I. GENERAL CONDITIONS

A. General Compliance

GMC agree(s) to comply with all Federal, state and local laws, regulations, and policies governing the funds provided under this contract. GMC further agrees to utilize funds available under this Agreement to supplement rather than supplant funds otherwise available.

B. Independent Architect and/or Engineer

Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. GMC shall at all times remain an "independent Architect and/or Engineer" with respect to the services to be performed under this Agreement. Augusta shall be exempt from payment of any and all possible unemployment benefits as GMC is an independent Architect and/or Engineer.

C. Hold Harmless

To the fullest extent permitted by laws, statutes, rules and regulations, GMC shall indemnify and hold harmless the Augusta, GA, Officers, Directors, and Employees of each and any of them from and against costs, damages, losses, and expenses, including but not limited to reasonable attorneys as awarded by a Court with Jurisdiction due to liability arising out of the services of the Architect-Engineer arising out of or resulting from performance of the work, but only to the extent caused by negligent, willful and wanton acts or omissions of the Architect and/or Engineer, its Officers, Directors, Employees, and anyone directly, or indirectly employed by them or anyone for whose acts they are liable, regardless of whether or not such claim, cost, damage, loss, or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this Paragraph.

GMC agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its Officers, Directors, and Employees (collectively, Client) against damages, liabilities, and costs arising from the negligent acts of GMC in the performance of professional services under this Agreement to the extent that GMC is responsible for such damages or liabilities on a comparative fault basis between GMC and the Client. GMC shall not be obligated to indemnify the Client for the Client's own negligence or for the negligence of others.

D. Insurance & Bonding

GMC shall provide, at all times, that this Agreement is in effect, Insurance with limits of not less than:

- a. Workmen's Compensation Insurance – in accordance with the laws of the State of Georgia.
- b. Public Liability Insurance – in an amount of not less than One Million (\$1,000,000) Dollars for injuries, including those resulting in death to any one person, and in an amount of not less than One Million (\$1,000,000) Dollars on account of any one occurrence.
- c. Property Damage Insurance – in an amount of not less than One Million (\$1,000,000) Dollars from damages on account of an occurrence, with an aggregate limit of One Million (\$1,000,000) Dollars.
- d. Valuable Papers Insurance – in an amount sufficient to assure the restoration of any plans, drawings, field notes, or other similar data relating to the work covered by the Project.
- e. Professional Liability Insurance – in an amount of not less than One Million (\$1,000,000) GMC shall comply with the bonding and insurance requirements of 24 CFR 84.31 and 84.48, Bonding and Insurance.

E. Augusta Recognition, Ownership and Publication

GMC shall ensure recognition of the role of Augusta in providing services through this Agreement. All activities, facilities and items utilized pursuant to this Agreement shall be prominently labeled as to funding source. In addition, GMC will include a reference to the support provided herein in all publications made possible with funds made available under this Agreement and preapproved by HCD prior to publication.

All drawings, reports, information, data, and other materials prepared by GMC pursuant to this agreement, or future agreements as amended through the issuance of an agreed upon and signed estimate, are to be the joint property of HCD and GMC, which have nonexclusive and unrestricted authority to release, publish or otherwise use, in whole or in part, information relating thereto, in relation to the Lyman/Dover Revitalization Area project. Any reuse without written verification or adaptation by either party for the specific purpose intended will be at the owner's sole risk and without liability or legal exposure to HCD or GMC. No material produced in whole or in part under this agreement may be subject to copyright or patent in the United States or in any other country without the prior written permission of HCD and GMC.

F. Amendments

Augusta or GMC may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, and are executed in writing, signed by a duly authorized representative of each organization, and approved by the Augusta's governing body. Such amendments shall not invalidate this Agreement, nor relieve or release the Augusta or GMC from its obligations under this Agreement.

Augusta may, in its discretion, amend this Agreement to conform with Federal, state or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be

undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both the Augusta and GMC.

Such changes, require compliance with Article 12 of Augusta's Procurement Policy and Procedures (Contract Administration and Management)

G. Completion of Architectural and Engineering Drawing

It is further agreed that GMC will complete all construction repairs to the addresses listed below with corresponding finalization dates and will submit to Augusta within one-week notice of the completion of each project as described below:

ARTICLE II. SCOPE OF SERVICES

1. Scope of Services

Project Description:

GMC agrees to utilize approved CDBG funds to support project related costs associated with the Lyman Street Duplexes & Redevelopment Project. This project is a CDBG/HOPWA activity aimed at benefiting low-to-moderate income and individuals' people by providing resources for livable neighborhoods, economic empowerment, decent housing, and infrastructure improvement. This activity involves providing architectural drawings and oversee the construction of the Lyman Street Duplexes and Redevelopment Project identified as **2526/2528/2530/2532 Lyman Street** as part of the Lyman/Dover Revitalization Project. The project pertains to two, two-family duplex residences. Under this Agreement, GMC will:

Planning and Design Services:

- a. Provide Architecture and Engineering Consulting Services for the purpose of developing design drawings associated with the planned Lyman Redevelopment of two duplex buildings to include architectural construction documents and specifications for residential permitting and execution of the project. GMC will provide diagrams for the mechanical, plumbing and electrical systems for the two buildings to be completed design build by the General Contractor. Full engineered and sealed drawings will be included as an Additional Service.
- b. Review the project budget for construction prepared by the HCD
- c. Prepare preliminary cost estimates and cost alternatives to include documentation establishing the basis and methodology for all estimates.
- d. Meet with HCD's approved project developer to review findings, alternatives, cost estimates, and construction strategies to select optimum development on a routine basis.
- e. Prepare preliminary design work for presentation to the owner, and based on owner's comments.
- f. Provide HCD with three (3) hard and electronic copies upon approved design.
- g. Prepare Construction Drawings and Specifications to submit to the Owner and Developer.
- h. Review shop drawings and contractor's submittals, pay application, substantial and final completion inspections.

- i. Provide as-built drawings of the completed and Owner-accepted work
- j. Prepare permit drawings for local building official comment and approvals.
- k. GMC shall perform the necessary due diligence to complete its design to include any, measurements, building analysis and investigation, etc.
- l. Construction administration services to include regular inspection and review of the construction, bi-weekly Owner-Architect-Contractor meetings during construction.
- m. Bidding and Negotiation services as needed in bidding the work to contractors.

Upon completion of the Work, GMC shall compile for and deliver to the Client a reproducible set of Record Documents based upon the marked-up record drawings addenda, change orders, and other data furnished by the Contractor or other third parties. These Record Documents will show significant changes made during construction. Because these Record Documents are based on unverified information provided by other parties, which GMC is entitled to assume will be reliable, GMC cannot and does not warrant their accuracy.

Inasmuch as the remodeling and/or rehabilitation of the existing structure requires that certain assumptions be made by GMC regarding existing conditions, and because some of these assumptions may not be verifiable without the Client's expending substantial sums of money or destroying otherwise adequate or serviceable portions of the structure, the Client agrees to the fullest extent permitted by law, to indemnify and hold harmless GMC, its Officers, Directors, Employees, and Associates (collectively, GMC) against all damages, liabilities, or costs including reasonable attorneys' fees and defense costs out of or in any way connected with the Project, excepting only those damages, liabilities, or costs attributable to the sole negligence and willful misconduct by GMC.

Prepare record drawings of the existing architectural, exterior façade conditions and existing electrical conditions as they relate to the exterior façade. The as-built drawings will be used for design and design presentations and will be given to the owner at the end of construction.

2. Use of Funds:

CDBG funds shall be used by GMC for the purposes and objectives as stated in Article I, Scope of Services, of this Agreement. The use of funding for any other purpose(s) is not permitted. The following summarizes the proposed uses of funds under this Agreement based on **total material and labor cost of \$37,600.00.**

- | | |
|--|------------------|
| a. Basic Architectural Services – 2526/2528 Lyman Street | 19,110.00 |
| b. Basic Architectural Services – 2530/2532 Lyman Street | 12,740.00 |
| c. Addition Services (Sealed Engineering Drawings & Specs for MEP) | 5,750.00 |

I. Profit

An amount not to exceed amount as outlined and approved in Article I. Scope of Services, Section B. Use of Funds and on the Work Write-Up, shall be paid to GMC for costs identified as necessary operating time and expenses in addition to the profit accrued in the providing architectural drawings and oversee the construction of the Lyman Street Duplexes and Redevelopment Project identified as **2526/2528/2530/2532 Lyman Street.**

A. Program Location and Specific Goals to be Achieved

GMC shall conduct project development activities and related services in its project area Lyman/Dover Area that incorporates the following boundaries: Deansbridge Road, Lumpkin Road, Wheelless Road, and Richmond Hill Road.

B. Project Eligibility Determination

GMC shall comply with legislation supporting community development in Lyman Dover Revitalization Areas to provide oversight of the operation of the Lyman Street Duplexes and Redevelopment Project. Notwithstanding any other provisions of this contract, GMC shall provide activities and services as described in the description of the project, including use of funds, its goals and objectives, tasks to be performed and a detailed schedule for completing the tasks for this project as provided in Exhibit A of this contract.

ARTICLE III. BUDGET AND METHOD OF PAYMENT

GMC will carry out and oversee the implementation of the project as set forth in this Agreement and agrees to perform the required services under the general coordination of the Augusta Housing and Community Development Department. In addition, and upon approval by Augusta, GMC, may engage the services of outside professional services Consultants and Architect and/or Engineers to help carry out the program and projects.

A. Augusta shall designate and make CDBG funds available in the following manner:

1. For invoicing, through the Neighborly Software System, GMC will include documentation showing proof of completion of work in accordance with the amount requested, inspected, and accepted by HCD.
2. HCD will monitor the progress of the project and GMC's performance on a weekly bi-weekly basis with regards to the production design plans.
3. Upon the completion of this Agreement, any unused or residual funds remaining shall revert to Augusta and shall be due and payable on such date of the termination and shall be paid no later than thirty **(30) days** thereafter.
4. This Agreement is based upon the availability of funding under the Lyman Street Duplexes and Redevelopment Project. Should funds no longer be available, it is agreed to by both parties that this contract shall be terminate.

B. Project Financing

HCD will provide an amount not to exceed the actual architecture/engineering design costs related to the providing architectural drawings and oversee the construction of the Lyman Street Duplexes and Redevelopment Project identified as **2526/2528/2530/2532 Lyman Street**.

All funding is being provided as payment for services rendered as per this Agreement.

C. Timetable for Completion of Project Activities

GMC shall be permitted to commence with the expenditure of CDBG funds as outlined in said Agreement upon procurement of an architectural/engineering GMC in accordance with its policies and procedures; and approval of a detailed outline of project expenditures anticipated for the completion of the project within 60 days of said property identified as providing architectural drawings and oversee the construction of the Lyman Street Duplexes and Redevelopment Project identified as **2526/2528/2530/2532 Lyman Street**.

ARTICLE IV. TERM OF CONTRACT

The term of this Agreement shall commence on the date when this Agreement is executed by Augusta and GMC (whichever date is later) and shall end at the completion of all program activities, within the time specified in Article II.C, or in accordance with

ARTICLE V. DOCUMENTATION AND PAYMENT

- A. This is a pay-for-performance contract and in no event shall Augusta provide advance funding to GMC, or any associates hereunder.
- B. GMC shall not use these funds for any purpose other than the purpose set forth in this Agreement.
- C. Subject to GMC's compliance with the provisions of this Agreement, Augusta agrees to reimburse all budgeted costs allowable under federal, state, and local guidelines.
- D. All purchases of capital equipment, goods and services shall comply with the procurement procedures of Super Circular A-110 "Uniform Administrative Requirements for Grant Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations" as well as the procurement policy of Augusta.
- E. Requests by GMC for payment shall be accompanied by proper documentation and shall be submitted to HCD, transmitted by a cover memo, for approval no later than thirty (30) calendar days after the last date covered by the request. For purposes of this section, proper documentation includes: Updated Exhibit A.
- F. GMC shall maintain an adequate financial system and internal fiscal controls.
- G. Unexpended Funds: Unexpended funds shall be retained by Augusta. Upon written request, Augusta may consider the reallocation of unexpended funds to eligible projects proposed by GMC.
- H. The terms of this Agreement supersede any and all provisions of the Georgia Prompt Pay Act.

ARTICLE VI. ADMINISTRATIVE REQUIREMENTS

Conflict of Interest

GMC will comply with the provisions of the applicable HUD regulations of 24 C.F.R. Parts 84, 85, and 570.611, sections 2-2-121, 2-2-201, 7-3-4256, 7-3-4367, 7-5-2106, 7-5- 4109, Super Circular A-

110 and Super Circular A-102 and Article 3 of Augusta's Policy and Procedure (Ethics in Public Procurement), (as applicable) regarding the avoidance of conflict of interest.

No officer or employee of the local jurisdiction or its designees or agents, no member of the governing body, and no other public official of the locality who his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed. Further, the Contractor shall cause to be incorporated in all subcontracts the language set forth in this paragraph prohibiting conflict of interest.

No member of or delegate to Congress, or Resident Commissioner, shall be admitted to any share or part of this contract or to any benefit that may arise therefrom, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

GMC covenants that it presently has no interest and will not acquire any interest, direct or indirect, in the CDBG project that would conflict in any manner or degree with the performance of its services hereunder. GMC further covenants that, in the performing this Contract, it will employ no person who has any such interest.

ARTICLE VII. OTHER REQUIREMENTS

- A. GMC agrees that it will conduct and administer activities in conformity with Pub. L. 88-352, "Title VI of the Civil Rights Act of 1964", and with Pub. L. 90-284 "Fair Housing Act" and that it will affirmatively further fair housing. One suggested activity is to use the fair housing symbol and language in GMC's publications and/or advertisements. (24 CFR 570.601).
- B. GMC agrees to comply with 24CFR Part I, which provides that no person shall be excluded from participation in this project on the grounds of race, color, national origin, or sex; or be subject to discrimination under any program or activity funded in whole or in part with federal funds made available pursuant to the Act.
- C. No person employed in the work covered by this contract shall be discharged or in any way discriminated against because he or she has filed any complaint or instituted or caused to be instituted any proceeding or has testified or is about to testify in any proceeding under or relating to the labor standards applicable hereunder to his or her employer. (24 CFR 570.603)
- D. GMC agrees that in accordance with the National Environmental Policy Act of 1969 and 24 CFR Part 58, it will cooperate with Augusta/HCD in complying with the Act and regulations, and that no activities will be undertaken until notified by Augusta/HCD that the activity is in compliance with the Act and regulations. Prior to beginning any project development activity, an environmental review must be conducted by HCD pursuant to (24 CFR 570.604).
- E. Consistent with the Flood Disaster Protection Act of 1973 (42 USC 4001-4128), GMC agrees that funds shall not be expended for acquisition or construction in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards (representing the 100-year floodplain). Exceptions will be made if the community is participating in the National Flood Insurance Program or less than a year has passed since FEMA notification and flood insurance has been obtained in accordance with section 102(a) of the Flood Disaster Protection Act of 1973.
- F. GMC agrees to take all reasonable steps to minimize displacement of persons as a result of assisted activities. Any such activities will be conducted in accordance with the Uniform

Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) and the Housing and Community Development Act of 1974 (24 CFR 570.606).

- G. GMC agrees to comply with Executive Order 11246 and 12086 and the regulations issued pursuant thereto (41 CFR 60) which provides that no person shall be discriminated against on the basis of race, color, religion, sex or national origin. GMC will in all solicitations or advertisements for employees placed state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin or familial status.
- H. GMC will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or familial status. GMC will take appropriate action to ensure that applicants are employed, and that employees are treated fairly during employment, without regard to their race, color, religion, sex, national origin or familial status. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or advertising; lay-off or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. GMC agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by Augusta setting forth the provisions of this nondiscrimination clause
- I. In accordance with Section 570.608 of the CDBG Regulations, GMC agrees to comply with the Lead Based Paint Poisoning Prevention Act pursuant to prohibition against the use of lead-based paint in residential structures and to comply with 24 CFR 570.608 and 24 CFR 35 with regard to notification of the hazards of lead-based paint poisoning and the elimination of lead-based paint hazards.
- J. GMC agrees to comply with 24 CFR 570.609 with regards to the direct or indirect use of any GMC during any period of debarment, suspension or placement in ineligibility status. No contract will be executed until such time that the debarred, suspended or ineligible GMC has been approved and reinstated by HCD.
- K. In accordance with 24 CFR part 24, subpart F, GMC agrees to administer a policy to provide a drug-free workplace that is free from illegal use, possession or distribution of drugs or alcohol by its beneficiaries as required by the Drug Free Workplace Act of 1988.
- L. Any publicity generated by GMC for the project funded pursuant to this Agreement, during the term of this Agreement or for one year thereafter, will make reference to the contribution of Augusta, Georgia in making the project possible. The words "Augusta Georgia Housing and Community Development Department" will be explicitly stated in any and all pieces of publicity; including but not limited to flyers, press releases, posters, brochures, public service announcements, interviews, and newspaper articles.
- M. GMC shall comply with all applicable laws, ordinances and codes of the federal, state, and local governments and shall commit no trespass on any public or private property in performing any of the work embraced by this contract. GMC agrees to obtain all necessary permits for intended improvements or activities.
- N. GMC shall not assign any interest in this contract or transfer any interest in the same without the prior written approval of Augusta.
- O. GMC shall comply with the Davis Bacon Act 1931.

- P. GMC agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by Augusta setting forth the provisions of this nondiscrimination clause. Except as prohibited by law or the March 14, 2007 Court Order in the case Thompson Wrecking, Inc. v. Augusta, Georgia, Civil Action No. 1:07-CV-019 (S.D. GA 2007). **ANY LANGUAGE THAT VIOLATES THIS COURT ORDER IS VOIDABLE BY THE AUGUSTA GOVERNMENT.** GMC agrees to comply with any federally mandated requirements as to minority and women owned- business enterprises.
- Q. All Architect and/or Engineers and sub-Architect and/or Engineers entering into contracts with Augusta, Georgia for the physical performance of services shall be required to execute an Affidavit verifying its compliance with O.C.G.A § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with Augusta, Georgia has registered with and is participating in a federal work authorization program. All Architect and/or Engineers and sub-Architect and/or Engineers must provide their E-Verify number and must be in compliance with the electronic verification of work authorized programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603, in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91 and shall continue to use the federal authorization program throughout the contract term. All Architect and/or Engineers shall further agree that, should it employ or contract with any associates in connection with the physical performance of services pursuant to its contract with Augusta, Georgia GMC will secure from such sub-Architect and/or Engineers each sub-Architect and/or Engineer's E-Verify number as evidence of verification of compliance with O.C.G.A §13-10-91 on the associates affidavit provided in Rule 300-10-01-.08 or a substantially similar form. All Architect and/or Engineers shall further agree to maintain records of such compliance and provide a copy of each such verification to Augusta, Georgia at the time the sub-Architect and/or Engineers are retained to perform such physical services.
- R. GMC agrees that low-and-moderate income persons reside within Augusta-Richmond County and that contract for work in connection with the project be awarded to eligible businesses which are located in or owned in substantial part by persons residing in Augusta-Richmond County. (24 CFR 570.697) **Utilization of Architect and/or Engineers and/or sub-Architect and/or Engineers outside of the Augusta-Richmond County area is not desirable.**

- S. GMC agrees to comply with the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101-07) and implementing regulations at 24 CFR part 146 and the prohibitions against otherwise qualified individuals with handicaps under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 CFR part 8. For purposes of the emergency shelter grants program, the term dwelling units in 24 CFR Part 8 shall include sleeping accommodations.
- T. GMC will not discriminate against any employee or applicant for employment on the basis of religion and will not give preference of persons on the basis of religion. GMC will not discriminate against any person applying for shelter on the basis of religion. GMC will provide no religious instruction or counseling, conduct no religious worship or services, engage in no religious proselytizing and exert no religious influence in the provision of shelter and other eligible activities funded by this grant.
- U. Indirect costs will only be paid if GMC has indirect cost allocation plan approved by the Department of Housing and Urban Development prior to the execution of this Contract.
- V. HCD shall not approve any travel or travel related expenses to GMC with funds provided under this contract.
- W. GMC represents and warrants that it and its design team are not debarred, suspended, or placed in ineligibility status under the provisions of Article 8 of Augusta's Procurement Policy and Procedures (Suspension or Debarment of Bidder or Proposer Policy) and the 24 CFR 570.609 (government debarment and suspension regulations).
- X. Salaries of personnel performing work under this Contract shall be paid unconditionally and not less often than once a month without payroll deduction or rebate on any account except only such payroll deductions as are mandatory by law or permitted by the applicable regulations issued by the Secretary of Labor pursuant to the "Anti-Kickback Act" of June 13, 1934 (48 Stat. 948; 62 Stat. 740; 63 Stat. 108; Title 18 U.S.C. 874; and Title 40 U.S.C. 276c). GMC shall comply with all applicable "Anti-Kickback" regulations and shall insert appropriate provisions in all subcontracts covering work under this contract to insure compliance by the subcontractors with such regulations, and shall be responsible for the submission of affidavits required of subcontractors thereunder except as the Secretary of Labor may specifically provide for variations of or exemptions from the requirements thereof. As well as the requirements of Article 3, Section 1-10-28 of Augusta's Policy and Procedures (Authority and responsibility of procurement director).
- Y. GMC certifies, to the best of their knowledge and belief that:
No federally appropriated funds have been paid or will be paid, by or on behalf of the contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- Z. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of

Congress in connection with this federal contract, grant, loan, or cooperative agreement, the contractor shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions

GMC shall put forth reasonable, professional efforts to comply with applicable laws, codes, and regulations in effect as use of the date of (execution of this Agreement, submission to building authorities, or other appropriate date). Design changes made necessary by newly enacted laws, codes, and regulations after this date shall entitle GMC to a reasonable adjustment in the schedule and additional compensation in accordance with the Additional Services provisions of this Agreement.

ARTICLE X. SUSPENSION AND TERMINATION

- A. In the event GMC materially fails to comply with any terms of this Agreement, including the timely completion of activities as described in the timetable and/or contained in ARTICLE II.C, Augusta may withhold cash payments until GMC cures any breach of the Agreement. If GMC fails to cure the breach, Augusta may suspend or terminate the current award of funds. GMC will not be eligible to receive any other funding.
- B. Notwithstanding the above, GMC shall not be relieved of its liability to Augusta for damages sustained as a result of any breach of this Agreement. In addition, to any other remedies it may have at law or equity, Augusta may withhold any payments to GMC for the purposes of offsetting the exact amount of damages once determined.
- C. In the best interest of the project and to better serve the people in the target areas and fulfill the purposes of the Lyman/Dover Revitalization project, either party may terminate this Agreement upon giving **thirty (30) day notice** in writing of its intent to terminate, stating its reasons for doing so. In the event Augusta terminates this Agreement, Augusta shall pay GMC for documented committed eligible costs incurred prior to the date of notice of termination.
- D. Notwithstanding any termination or suspension of this Agreement, GMC shall not be relieved of any duties or obligations imposed on it under this Agreement with respect to Community Development Block Grant financing funds previously disbursed or income derived therefrom.
- E. To the extent that it does not alter the scope of this Agreement, Augusta, GA may unilaterally order a temporary stopping of the work or delaying of the work to be performed by GMC under this contract.

ARTICLE XI. NOTICES

Whenever either party desires to give notice unto the other, such notice must be in writing, sent by certified United States mail, return receipt requested, addressed to the party for whom it is intended, at the place last specified, and the place for giving of notice shall remain such until it shall have been changed by written notice.

Augusta will receive all notices at the address indicated below:

Office of the Administrator
ATTN: Hardie Davis, Jr., Mayor
Municipal Building
535 Telfair Street, Suite 200
Augusta, Georgia 30901

With copies to:

Augusta Housing and Community Development Department
ATTN: Hawthorne Welcher, Jr., Director
510 Fenwick Street
Augusta, Georgia 30901
and
Goodwyn, Mills & Cawood, Inc.
801 Broad Street, Suite 900
Augusta, Georgia. 30901

ARTICLE XII. INDEMNIFICATION

GMC will at all times hereafter indemnify and hold harmless Augusta, its officers, and employees, against any and all claims, losses, liabilities, or damages, including reasonable attorney fees if awarded by a Court with proper jurisdiction due to legal liabilities of GMC, resulting from injuries or damages sustained by any person or persons, corporation or property, to the extent caused by the negligent performance of GMC under this Agreement. By execution of this Agreement, GMC specifically consents to jurisdiction and venue in the Superior Court of Richmond County, Georgia and waives any right to contest jurisdiction or venue in said Court.

Should it become necessary to determine the meaning or otherwise interpret any work, phrase or provision of this Agreement, or should the terms of this Agreement in any way be the subject of litigation in any court of laws or equity. It is agreed that the laws of the State of Georgia shall exclusively control the same.

The parties hereto do agree to bind themselves, their heirs, executors, administrators, trustees, successors and assigns, all jointly and severally under the terms of this Agreement.

ARTICLE XIII. PRIOR AND FUTURE AGREEMENTS

This Document incorporates and includes all prior negotiations, correspondence, conversations, agreements or understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements, or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, it is agreed that no deviation from the terms hereof shall be predicated upon any prior representations or agreements whether oral or written. Augusta is not obligated to provide funding of any kind to GMC beyond the term of this Agreement.

GMC warrants that no person or selling agency has been employed or retained to solicit or secure this Agreement upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by GMC for the purpose of securing business and that GMC has not received any non-Augusta fee related to this Agreement without the prior written consent of Augusta. For breach or

violation of this warranty, Augusta shall have the right to annul this Agreement without liability or at its discretion to deduct from the Agreement prices of consideration the full amount of such commission, percentage, brokerage, or contingent fee.

ARTICLE XIV. LEGAL PROVISIONS DEEMED INCLUDED

Each and every provision of any law or regulations and clause required by law or regulation to be inserted in this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included herein and if, through mistake or otherwise, any such provision is not inserted or is not correctly inserted, then upon application of either party this Agreement shall forthwith be amended to make such insertion.

ARTICLE XV. DISCLAIMER

Any and all language in this Agreement pertaining to HUD regulations and/or the utilizations of CDBG funding is deemed voidable when utilizing Community Development Block Grant funds in its entirety. However, if there are any federal funds utilized by this project, this Agreement will be enforceable in its entirety.

ARTICLE XVI: COUNTERPARTS

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

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

ATTEST: AUGUSTA, GEORGIA
(Grantee)

Approved as to Form By (please initial here):

By: _____
Augusta, GA Law Department

By: _____
Mayor Hardie Davis, Jr., as its Mayor

Date: _____

Date: _____

By: _____
Odie Donald III, as its Administrator

By: _____
Hawthorne Welcher, Jr., as its Director

Date: _____

Date: _____

Affix Seal Here:

By: _____
Lena Bonner, as its Clerk of Commission

ATTEST: Goodwyn, Mills & Cawood, Inc.
(Sub-recipient)

By: _____
AS Its:

Date: _____

By: _____
Witness

Date: _____

SEAL

EXHIBIT A

PROJECT SCHEDULE OF COMPLETION

GMC shall prepare and submit for Client approval “A” Schedule for the Performance of GMC’s services. This schedule shall include reasonable allowances for review and approval times required by the Client, performance of services by the Client’s GMCs, and review and approval times required by public authorities having jurisdiction over the Project. This schedule shall be equitably adjusted as the Project progresses, allowing for changes in scope, character or size of the Project requested by the Client, or for delays or other causes beyond GMC’s reasonable control.

DRAFT

APPENDIX 1
Statutes: (Available on Request)

Super Circular A-110 - Uniform Administrative Requirements for Grants and Agreement with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations

Super Circular A- 122 - Cost Principles for Non-Profit Organizations

Super Circular A-133 - Audits of Institutions of Higher Education & other Non-Profit Institutions

40 USC 276 Davis-Bacon Act

40 USC 327 Contract Work Hours and Safety Standard Act

Lead Based Paint Poisoning Prevention Act

Augusta-Richmond County Procurement Policy

APPENDIX 2
ARCHITECTURAL AND/OR ENGINEER REQUIREMENTS

1. All construction projects shall comply with Federal, State, and local codes and ordinances, including, but not limited to, the following:
 - A. All work shall be in compliance with the International Building Code current edition of National Electric Code, International Plumbing and Mechanical Code, and ADA 2010 Guidelines.
 - B. Georgia Energy Code International Energy Conservation Code (IECC-2015).
 - C. Williams-Steiger Occupational Safety and Health Act of 1970, Public Law 91-596.
 - D. Part 1910 – Occupational Safety and Health Standards, Chapter XVII of Title 29, Code of Federal Regulations (Federal Register, Volume 37, Number 202, October 18, 1972).
 - I. Part 1926 - Safety and Health Regulations for Construction, Chapter XVII of Title 29, Code of Federal Regulations (Federal Register, Volume 37, Number 243, December 16, 1972).
 - J. Section 106 of the National Historic Preservation Act (16 U.S.C. 470f).
2. Rehabilitation Standards. All rehabilitation work will comply with the "Uniform Physical Condition Standards for HUD Housing." Workmanship and material standards will comply with the Augusta-Richmond County Housing & Community Development Department Architect and/or Engineers Manual and Performance Standards. A copy of this manual is provided to every GMC when included on the HCD Approved Architect and/or Engineers List. A copy is enclosed for inclusion.
3. Inspections. All projects will be inspected and approved by an HCD Construction and Rehabilitation Inspector or HCD's agent prior to release of the funds for that project.
4. It is recognized that the Client has certain obligations under local, state, and federal accessibility laws and regulations that could affect the design of the Project. It is further recognized that federal accessibility laws and regulations are not part of, or necessarily compatible with, state or local laws, codes, and regulations governing construction. Consequently, GMC will be unable to make recommendations or professional determinations that will ensure compliance with the federal accessibility laws and regulations, and GMC shall, accordingly, not have any liability to the Client in connection with same. GMC strongly advises the Client to obtain appropriate legal and financial counsel with respect to compliance with the appropriate disability access laws.
5. The Client acknowledges that it has been advised by GMC to retain a GMC (Accessibility GMC) to review the project plans, specifications, and construction for compliance with the Americans with Disability Act, the Fair Housing Act, and other federal, state, and local accessibility laws, rules, codes, ordinances, and regulations (hereinafter referred to as "Accessibility Issues").
6. If Client fails to retain an Accessibility, HCD, the Client agrees to release, defend, indemnify, and hold harmless GMC, its officers, directors, employees, and associates (collectively, GMC) from any claim, damages, liabilities, or costs arising out of or in any way connected with Accessibility Issues.

7. GMC shall exercise usual and customer professional care in its effort to comply with applicable laws, codes, and regulations in effect as of the date_____. Design changes made necessary by newly enacted laws, codes, and regulations after this date shall entitle GMC to a reasonable adjustment in the schedule and additional compensation in accordance with the Additional Services provisions of this Agreement.
8. In the event of a conflict between laws, codes, and regulations of various environmental entities having jurisdiction over this Project, GMC shall notify the Client of the nature and impact of such conflict.

DRAFT

APPENDIX 3
GMC ACKNOWLEDGEMENT

GMC acknowledges that this contract and any changes to it by amendment, modification, change order or other similar document may have required or may require the legislative authorization of the Board of Commissioner and approval of the Mayor. Under Georgia law, GMC is deemed to possess knowledge concerning Augusta, Georgia's ability to assume contractual obligations and the consequences of Architect and/or Engineer's provision of goods or services to Augusta, Georgia under an unauthorized contract, amendment, modification, change order or other similar document, including the possibility that GMC may be precluded from recovering payment for such unauthorized goods or services. Accordingly, GMC agrees that if it provides goods or services to Augusta, Georgia under a contract that has not received proper legislative authorization or if GMC provides goods or services to Augusta, Georgia in excess of the any contractually authorized goods or services, as required by Augusta, Georgia's Charter and Code, Augusta, Georgia may withhold payment for any unauthorized goods or services provided by GMC. GMC assumes all risk of non-payment for the provision of any unauthorized goods or services to Augusta, Georgia, and it waives all claims to payment or to other remedies for the provision of any unauthorized goods or services to Augusta, Georgia, however characterized including, without limitation, all remedies at law or equity. This acknowledgement shall be a mandatory provision in all Augusta, Georgia contracts for goods and services, except revenue producing contracts.

Goodwyn, Mills & Cawood, Inc.



Administrative Services Committee Meeting

9/29/2021 1:15 PM

HCD_RFQ #21-188 Architectural Design Services Approval Request

Department:	HCD
Presenter:	Hawthorne Welcher, Jr. and/or HCD Staff
Caption:	Motion to approve Housing and Community Development Department's (HCD's) RFQ #: 21-188 (Architectural Design Services) request and recommendation enter into agreement with Goodwyn, Mills, and Cawood, Inc. in order to provide architectural services.
Background:	Over the past months, Augusta, Georgia has seen an increase in the need of affordable rental housing. HCD has been reviewing the inventory of properties within the Land Bank Authority to assist in controlling blight and to assist in revitalizing areas in Augusta, GA. In reviewing the inventory, HCD has selected two duplexes located on Lyman Street in the South Augusta area. Over the years, the units have been boarded up and have deteriorated immensely. With the assistance of the Procurement Department, HCD has worked through the proper process to procure the services of an architect to assist in designing suitable plans to accommodate future tenants. Augusta, GA Procurement Department's process was used for this activity. 01
Analysis:	Approval of this agreement will allow Goodwyn, Mills, and Cawood, INC. to provide services and allow HCD to continue to provide affordable, safe and decent rental housing for low to moderate income residence in Richmond County.
Financial Impact:	HCD will utilize Community Development Block Grant (CDBG) funding received through its annual allocation from Housing and Urban Development in the amount of \$37,600.00 to support the cost of services being provided.
Alternatives:	Deny HCD's request.

Recommendation:

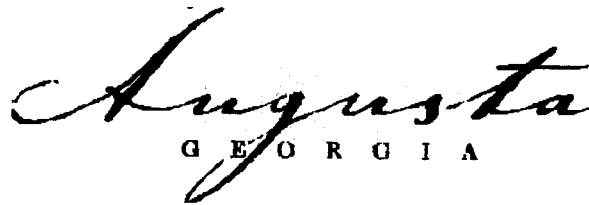
Motion to approve Housing and Community Development Department's (HCD's) RFQ #: 21-188 (Architectural Design Services) request and recommendation enter into agreement with Goodwyn, Mills, and Cawood, INC. in order to provide architectural services.

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

HUD Funds – Total amount requested \$37,600.00 CDBG
Funding – 221073211:5211119

REVIEWED AND APPROVED BY:

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



Administrative Services Committee Meeting Commission Chamber - 9/14/2021

ATTENDANCE:

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

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

ADMINISTRATIVE SERVICES

1. Motion to approve the Housing and Community Development Department's (HCDs) request to provide HOME funding to assist one (1) low to moderate income homebuyer with gap financing, down payment and closing cost to purchase a home through the Homebuyer Subsidy Program. 1. 406 McQueen Court, \$25,000
- Item Action:**
Approved

Motions

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

2. Motion to approve Housing and Community Development's (HCD's) fourteen (14) rehabilitation projects.
- Item Action:**
Approved

Motions

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

3. Motion to approve the minutes of the Administrative Services Committee held on August 31, 2021.

**Item
Action:**
Approved

Motions

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

4. **Mr. Joe Jones** regarding McCullough Townhomes - United House of Prayer Request. **(Requested by Commissioner Dennis Williams)**

**Item
Action:**
None

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	It was the consensus of the committee that this item be deleted from the agenda at this time.			

5. Motion to approve a Memorandum of Understanding between the Augusta Economic Development Authority and the City of Augusta. **(Requested by the Administrator)**

**Item
Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Unanimous consent is given to add this item to the agenda.			

Motions

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



**Administrative Services Committee Meeting
9/29/2021 1:15 PM
Minutes**

Department:

Presenter:

Caption: Motion to approve the minutes of the Administrative Services Committee held on September 14, 2021.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



OFFICE OF THE ADMINISTRATOR

Odie Donald, II MBA
Administrator

Date: September 23, 2021

To: Mayor Hardie Davis
Mayor Pro Tem Bobby Williams
Commissioner Jordan Johnson
Commissioner Dennis Williams
Commissioner Catherine Smith McKnight
Commissioner Alvin Mason
Commissioner Ben Hasan
Commissioner Sean Frantom
Commissioner Brandon Garrett
Commissioner Francine Scott
Commissioner John Clarke

From: Odie Donald II, Administrator 

Subject: **ARP September 2021 Update**

Overview

On August 19, 2021, the Commission approved the framework for the Augusta Rescue Plan (ARP), authorized the administration of a vaccine incentive program, and authorized implementation of premium and public safety pay provisions of the federally funded American Rescue Plan Act (ARPA).

VaxUp Augusta! Authorized Providers

Name	# Vaccinated	Vaccine Incentive \$	Administrative Cost \$
Richmond County Health Department	3,300	330,000	165,000
Medical Associates Plus	1,500	150,000	75,000
Christ Community Health	1,500	150,000	75,000
Nightingale Infusion and Pharmacy	1,500	150,000	75,000
TOTAL	7,800	\$780,000	\$390,000

The YTD obligations and expenditures equate to \$1,170,000.

Vaccine Incentive Availability

Richmond County Health Department
2420 Windsor Spring Rd. Augusta, GA
30906
Monday-Friday
9:00am- 4:15pm

2nd Dose Clinic at May Park
October 6, 2021
10:00am- 2:00pm

Mobile clinic dates are being scheduled

Medical Associates Plus
2467 Golden Camp Rd. Augusta, GA 30906
Monday-Friday
8:00am- 4:00pm

Mobile clinic dates are being scheduled

Christ Community Health
127 Telfair St. Augusta, GA 30901
Monday, Tuesday, Thursday
8:30am- 4:00pm
Saturday
9:00am- Noon

**Commission District Proposed Mobile Clinics**

DATE	TIME	LOCATION
Wednesday, October 6	10 am – 2 pm	May Park
Thursday, October 14	4 pm – 6 pm	Bernie Ward
Thursday, October 28	4 pm – 6 pm	Aquatics Center
Thursday, November 4	4 pm – 6 pm	Warren Road
Thursday, November 18	10 am – 12 pm	Robert Howard
Thursday, December 2	10 am – 12 pm	Jamestown
Saturday, December 4	12 pm – 4 pm	Carrie J Mays
Thursday, December 16	10 am – 12 pm	Brigham

If the Commissioners would like a vaccine clinic at their specific events, please notify staff of the proposed dates and staff will coordinate with mobile clinic partners for their availability.

Staff is currently finalizing agreements with JBA for October 30 and the Augusta Mall for November 20.

Public Safety and Premium Pay Provisions

Information was presented to the Commission on August 17th, identifying a need to appropriate \$12.3M in ARP funds to address premium pay and living wage needs for Augusta employees. The preliminary numbers have since been revised and additional clarity is being presented around this topic.

Fiscal Recovery Funds payments may be used by recipients to provide premium pay to eligible workers performing essential work (those in critical infrastructure sectors who regularly perform in-person work, interact with others at work or physically handle items handled by others). The city has defined individuals who will receive a one-time payment due to the COVID pandemic as follows:

1. One-Time Payment

- **Public Safety Personnel** who are certified under the Georgia Peace Officer Standards and Training (POST) Act, Georgia Fire Fighter Standards and Training Act or Georgia Association of Code Enforcement (GACE):

1. **One-time Payment of \$2,500 to peace officers¹ or fire fighters²:**
 - a. Augusta Georgia Fire Department*
 - b. Richmond County Sheriff's Office
 - c. Richmond County Marshalls Office
 - d. Richmond County Correctional Institution

1 The Georgia Peace Officer By statutory definition, a peace officer is any person who is vested expressly either by law or by virtue of public employment or service with authority to enforce the criminal or traffic laws through power of arrest and whose duties include the preservation of public order, the protection of life and property, and the prevention, detection, or investigation of crimes. State officers such as the Georgia State Patrol, the Georgia Bureau of Investigation, the Georgia Department of Natural Resources, and the Georgia Department of Corrections, deputy sheriffs, county police, municipal police, and campus police are a few of the many examples of peace officers. Additionally, the Georgia Peace Officer Standards and Training Council also has a statutory responsibility to certify non-peace officers such as communications officers, chaplain, jailor, instructors career development training officers, arson investigator and detention officers.
<https://www.gapost.org/about.html>

2. Firefighter means any able-bodied person at least 18 years of age who has been duly appointed by a legally constituted fire department and who has the responsibility of preventing and suppressing fires, protecting life and property, and performing other duties enumerated in O.C.G.A. § 25-3-1 and § 25-3-2. (12)

3. Code Enforcement Official means an individual who is reporting to planning and development and responsible for the enforcement of environmental, housing and land use codes in Georgia. <https://cviog.uga.edu/training-and-education/government-professionals-certificate-programs/code-enforcement-officers.html>

4. Animal control officer means an individual who has been certified with the National Animal Care & Control Association (NACA) or National Animal Control & Humane Officer Academy (NACHO)

5. Part-time public safety are defined as security positions

6. Part time employees are defined as individuals that work less than 25 hours per week and do not meet the minimum qualification to receive benefits (health ins, pension, etc.)

e. Augusta Regional Airport ARFF Department

2. **One-time Payment of \$1,250 to non-peace officer¹, code enforcement official³, animal control officer, or part-time public safety⁵**

- a. Animal Services
- b. Augusta 911 Department
- c. Code Enforcement
- d. Coroner's Office*
- e. Richmond County Marshal's Office*
- f. Richmond County Sheriff's Office*

* Individuals serving in a support service role in the public safety department have been identified as a one-time payment of \$500

➤ **Other Government Personnel** who regularly perform in-person work, interact with others at work or physically handle items handled by others

- 1. **One-time Payment of \$500 to other Full-Time employees**
- 2. **One-time Payment of \$250 to other Part-Time⁶ employees**

Note: employees who qualify for the one-time payment were hired on or before August 19th.

2. Raise minimum wage to a **\$15 hourly rate**

Effective January 1, 2018, a minimum salary or wage equivalent to \$10 per hour for all employees of Augusta-Richmond County Government was established with the implementation of the current Pay Structure. The purpose of this analysis is to review the effect of establishing a minimum salary or wage equivalent to \$15 per hour for all employees and address salary compression caused by said action.

➤ **Current Pay Structure**

1. The current pay structure consists of 34 grades with minimum base salaries ranging from \$19,433 to \$117,010. Hourly wages are determined by dividing the annual base salary by the number of hours scheduled for the year. Over 51% of our employees are on a 37.5 hour per week work schedule (1950 hours per year); therefore, the pay structure is based on a 1950 hour per year work schedule. Actual annual salaries earned by employees with different work schedules may be higher due to actual hours worked and overtime payments.

2. Increasing the hourly minimum from \$10 to \$15 requires the adjustment of the minimum salaries for grades 1 thru 11. Grades 1 through 4 will be collapsed to a starting hourly wage of \$15 with an annual salary of \$29,250 based on the 37.5 hour per week work schedule. To address the greatest percentage of compression, Grades 5 through 11 were adjusted beyond \$15. In order to avoid over inflating salaries prior to a formal compensation study, the salary difference

between grade 4 and 12 was divided evenly to determine the new salaries for grades 5 through 11 (*See Proposed Pay Structure*).

Additionally, the Richmond County Fire Department and Augusta Regional Airport Firefighter Rescue function are on an alternative pay structure due to its unique work schedule. In this structure, which starts at grade 13, adjustments were made through grade 20, Grade 14 was added.

➤ **Current Employee Hourly Wages as of 9/2/21**

Current Hourly Wage	No. of Employees	% of EE Population	Hourly Range	Avg Rate
Below \$15	594	23.16%	\$10 - \$14.99	\$13.03
Greater than or equal to \$15	1960	76.84%		
Grand Total	2,564	100%		

Employees below \$15 per hour on a 40-hour work schedule will be adjusted to an annual salary of \$31,200 to establish a \$15 hourly wage.

Hourly rate policy

The fire fighter hourly rate is calculated according to the stipulations of the PPPM section 500.128 shown below which dictates that the hourly rate is calculated by dividing the annual base salary by the number of hours scheduled for the year. For consistency this methodology is applied to all employees under the guidance of the PPPM. * The hourly rate or annual salary for employees that do not fall under the PPPM may differ.

Section 500.128 FLSA Section 207(k) Public Safety Employees:

Employees engaged in fire protection and law enforcement activities, including correctional officers, on behalf of a public sector employer are subject to liberalized overtime standards under section (7)K of the FLSA. Certain cross-trained emergency medical service personnel often qualify as well. Fire protection employees are eligible for overtime based upon a declared work period which may range from not less than seven (7) days nor more than twenty-eight (28) consecutive days and two hundred and twelve (212) hours.

The overtime standard ranges from 53 to 212 hours depending upon the length of the work period. The work period rather than the shift cycle, determines when overtime must be paid. For law enforcement personnel and correctional officers, the standard for a seven (7) to twenty-eight (28) day work period ranges from forty-three (43) to one hundred and seventy-one (171) hours. The Human Resources Department shall determine which protective service occupations may work under the work cycle system.

Non-exempt Public Safety employees, working on a work cycle will receive time and one-half (1-1/2) for those hours that exceed the maximum for the work cycle. Each Department Director or Elected Official shall determine the average scheduled number of hours worked in a year. The hourly rate is calculated by dividing the annual base salary by the number of hours scheduled for the year.

*If an elected official opts-out of the PPPM this policy would not apply.

Attachment 1.a

Current Pay Structure							
GR	Exempt			Non-exempt			Min Hrly (80)
	Tmin	tmid	tmax	Min Hrly (75)			
1	\$19,433	\$22,672	\$27,207	\$9.97	\$11.63	\$13.95	\$9.34
2	\$20,000	\$24,292	\$29,150	\$10.26	\$12.46	\$14.95	\$9.62
3	\$20,729	\$25,911	\$31,093	\$10.63	\$13.29	\$15.95	\$9.97
4	\$22,024	\$27,531	\$33,037	\$11.29	\$14.12	\$16.94	\$10.59
5	\$23,320	\$29,150	\$34,980	\$11.96	\$14.95	\$17.94	\$11.21
6	\$24,615	\$30,769	\$36,923	\$12.62	\$15.78	\$18.93	\$11.83
7	\$25,911	\$32,389	\$38,866	\$13.29	\$16.61	\$19.93	\$12.46
8	\$27,206	\$34,008	\$40,810	\$13.95	\$17.44	\$20.93	\$13.08
9	\$28,502	\$35,628	\$42,753	\$14.62	\$18.27	\$21.92	\$13.70
10	\$29,798	\$37,247	\$44,696	\$15.28	\$19.10	\$22.92	\$14.33
11	\$31,093	\$38,866	\$46,640	\$15.95	\$19.93	\$23.92	\$14.95
12	\$32,389	\$40,486	\$48,582	\$16.61	\$20.76	\$24.91	\$15.57
13	\$33,684	\$42,105	\$50,526	\$17.27	\$21.59	\$25.91	\$16.19
14	\$34,980	\$43,725	\$52,469	\$17.94	\$22.42	\$26.91	\$16.82
15	\$36,275	\$45,344	\$54,413	\$18.60	\$23.25	\$27.90	\$17.44
16	\$37,571	\$46,963	\$56,356	\$19.27	\$24.08	\$28.90	\$18.06
17	\$38,866	\$48,583	\$58,299	\$19.93	\$24.91	\$29.90	\$18.69
18	\$40,162	\$50,202	\$60,243	\$20.60	\$25.74	\$30.89	\$19.31
19	\$45,738	\$52,599	\$68,607	\$23.46	\$26.97	\$35.18	\$21.99
20	\$48,554	\$55,838	\$72,832	\$24.90	\$28.63	\$37.35	\$23.34
21	\$51,371	\$59,076	\$77,056	\$26.34	\$30.30	\$39.52	\$24.70
22	\$54,187	\$62,315	\$81,281	\$27.79	\$31.96	\$41.68	\$26.05
23	\$57,003	\$65,554	\$85,505	\$29.23	\$33.62	\$43.85	\$27.41
24	\$59,820	\$68,793	\$89,730	\$30.68	\$35.28	\$46.02	\$28.76
25	\$62,636	\$72,032	\$93,954	\$32.12	\$36.94	\$48.18	\$30.11
26	\$65,453	\$75,270	\$98,179	\$33.57	\$38.60	\$50.35	\$31.47
27	\$68,269	\$78,509	\$102,403	\$35.01	\$40.26	\$52.51	\$32.82
28	\$75,789	\$83,367	\$113,683	\$38.87	\$42.75	\$58.30	\$36.44
29	\$81,677	\$89,845	\$122,516	\$41.89	\$46.07	\$62.83	\$39.27
30	\$87,566	\$96,323	\$131,349	\$44.91	\$49.40	\$67.36	\$42.10
31	\$93,455	\$102,800	\$140,182	\$47.93	\$52.72	\$71.89	\$44.93
32	\$102,288	\$112,517	\$153,432	\$52.45	\$57.70	\$78.68	\$49.18
33	\$111,121	\$122,233	\$166,681	\$56.98	\$62.68	\$85.48	\$53.42
34	\$117,010	\$128,711	\$175,514	\$60.00	\$66.01	\$90.01	\$56.25

Augusta-Richmond County
Municipal Building
Administrator's office
535 Telfair Street, Suite 910
Augusta, Georgia 30901
Office (706) 821-2898 Fax (706) 821-2819
www.augustaga.gov

Attachment 1.b

Minimum Salary Comparison

Augusta- Richmond County				
<u>Pay Grade</u>	<u>Job Title</u>	<u>Annual Minimum</u>	<u>Midpoint</u>	<u>Annual Maximum</u>
1	Recreation Associates	\$19,433.00	\$22,672.00	\$27,207.00
4	Custodian (PT/ FT)	\$22,024.00	\$27,531.00	\$33,037.00

Macon-Bibb County Government				
<u>Pay Grade</u>	<u>Job Title</u>	<u>Annual Minimum</u>	<u>Midpoint</u>	<u>Annual Maximum</u>
201	Recreation Attendant	\$26,332.18	\$31,819.80	\$37,307.43
202	Custodial Maintenance Worker	\$26,496.75	\$32,802.98	\$39,109.20
Note:	Will implement salary increases in two phases: \$14/hr. by January 2022 \$15/ hr. by January 2023			

Columbia County, GA				
<u>Pay Grade</u>	<u>Job Title</u>	<u>Annual Minimum</u>	<u>Midpoint</u>	<u>Annual Maximum</u>
10	Positions at Minimum of Salary Grade	\$31,200	\$39,000	\$46,800

US Federal Government		
<u>Pay Grade</u>	<u>Job Title</u>	<u>Annual Minimum</u>
N/A	Cleaning Professionals and Maintenance Workers- Contracted	\$31,200

U.S. Bureau of Labor Statistics		
<u>Pay Grade</u>	<u>Job Title</u>	<u>Annual Minimum</u>
N/A	Recreation Workers (Local government)	\$27,800
	Janitors and Building Cleaners (Government)	\$17.12 per hour

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Attachment 1.c

Proposed Pay Structure						
Grades	Non-exempt (75 hr Pay Period)			Exempt		
	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
1	15.00	18.27	21.92			
2	15.00	18.27	21.92			
3	15.00	18.27	21.92			
4	15.00	18.27	21.92	29,250	35,628	42,753
5	15.20	18.52	22.22	29,642	36,106	43,327
6	15.40	18.76	22.51	30,035	36,584	43,900
7	15.60	19.01	22.81	30,427	37,062	44,474
8	15.81	19.25	23.10	30,820	37,540	45,047
9	16.01	19.50	23.40	31,212	38,018	45,621
10	16.21	19.74	23.69	31,605	38,496	46,195
11	16.41	19.99	23.98	31,997	38,974	46,768
12	16.61	20.76	24.91	32,390	40,482	48,575
13	17.27	21.59	25.91	33,677	42,101	50,525
14	18.24	22.42	26.91	35,568	43,725	52,470
15	18.60	23.25	27.90	36,275	45,344	54,413
16	19.27	24.08	28.90	37,570	46,963	56,356
17	19.93	24.91	29.90	38,866	48,583	58,299
18	20.60	25.74	30.89	40,162	50,202	60,243
19	23.46	26.97	35.18	45,738	52,599	68,607
20	24.90	28.63	37.35	48,554	55,838	72,832
21	26.34	30.30	39.52	51,371	59,076	77,056
22	27.79	31.96	41.68	54,187	62,315	81,281
23	29.23	33.62	43.85	57,003	65,554	85,505
24	30.68	35.28	46.02	59,820	68,793	89,730
25	32.12	36.94	48.18	62,636	72,032	93,954
26	33.57	38.60	50.35	65,453	75,270	98,179
27	35.01	40.26	52.51	68,269	78,509	102,403
28	38.87	42.75	58.30	75,789	83,367	113,683
29	41.89	46.07	62.83	81,677	89,845	122,516
30	44.91	49.40	67.36	87,566	96,323	131,349
31	47.93	52.72	71.89	93,455	102,800	140,182
32	Exempt Only			102,288	112,517	153,432
33	Exempt Only			111,121	122,233	166,681
34	Exempt Only			117,010	128,711	175,514
97	Unclassified			Unclassified		
98	Unclassified			Unclassified		
99	Unclassified			Unclassified		

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Attachment 2

Augusta Fire Department Salary Range (Proposed)			
Pay Grade	Minimum	75 hr	108 hr
27	74,713.75	38.31	
26	69,328.91	35.55	
24	64,368.71	33.01	
23	60,800.00	31.18	
22	55,747.03		19.85
20	52,340.27	26.84	18.64
17	48,933.52	25.09	17.43
15	45,526.76		16.21
14	42,120.00		15.00
13	33,684.00	17.27	
Airport Rescue & Firefighting Salary Range			
Pay Grade	Minimum	75 hr	108 hr
18	50,069.10		17.83
16	46,662.00		16.62

Augusta Fire Department Salary Range (Current)			
Pay Grade	Minimum	75 hr	108 hr
27	74,713.75	38.31	
26	69,328.91	35.55	
24	64,368.71	33.01	
23	60,800.00	31.18	
22	55,747.03		19.85
20	48,554.00	24.90	17.29
17	38,866.00	19.93	13.84
15	36,275.00		12.92
13	33,684.00		12.00
13	33,684.00	17.27	
Airport Rescue & Firefighting Salary Range			
Pay Grade	Minimum	75 hr	108 hr
18	41,437.00		14.76
16	37,571.00		13.38

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Municipality	Entry Level Firefighter			Certified Firefighter			Notes	Resource
	Base Annual Salary	Hourly Rate	Scheduled Hours	Base Annual Salary	Hourly Rate	Scheduled Hours		
Augusta-Richmond County	\$33,684.00	\$17.72	1,950	\$33,684.00	\$12.00	2,808	Based on Current Salary Schedule	Taffica Dobbs, Compensation Team Lead
Athens-Clarke County	\$43,423.00	\$20.88	2,080	\$43,423.00	\$14.95	2,904	Firefighters and Corporals- Same Salary Schedule	Teresa Scruggs, Senior HR Generalist
Macon-Bibb	\$36,192.00	\$11.60	3,120	\$40,812.10	\$13.08	3,120		Jenika Taylor/ Fire Chief S. Edwards
Columbus Consolidated-Firefighter/ EMT	\$41,959 - \$44,456	\$15.14 - \$16.04	2,772	\$41,959 - \$44,456	\$15.14 - \$16.04	2,772	Salary increase based on education; Signing bonus \$2,000; Relocation Pay > 50 miles \$1,000	GA Dept of Community Affairs Website
Columbus Consolidated-Firemedic	\$50,219 - \$52,716	\$18.12	2,772	\$50,219 - \$52,716	\$18.12	2,772	Salary increase based on education; Signing bonus \$2,000; Relocation Pay > 50 miles \$1,000	GA Dept of Community Affairs Website
Columbia County	\$45,639	\$16.56	2,756	\$45,639	\$16.56	2,756		Jeff Carney, Human Resources Director

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Administrative Services Committee Meeting
9/29/2021 1:15 PM
Premium Pay

Department: Administrator's Office

Presenter: Administrator Donald

Caption: Comprehensive update on Augusta Rescue Plan activities and next steps, specifically reporting on VaxUp Augusta, Public Safety and Premium Pay provisions. (Administrator)

Background: Information was presented to the Commission on August 17th, identifying a need to appropriate \$9.1M in ARP funds to address premium pay and living wage needs for Augusta employees. Due to recent US Treasury guidance, the preliminary numbers have since been revised and additional clarity is being presented around this topic. Fiscal Recovery Funds payments may be used by recipients to provide premium pay to eligible workers performing essential work (those in critical infrastructure sectors who regularly perform in-person work, interact with others at work or physically handle items handled by others). The city has defined individuals who will receive a one-time payment due to the COVID pandemic based on these clarifications.

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Clerk of Commission

AUGUSTA, GEORGIA

PURCHASE ORDER

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

Page 1 of 1

PURCHASE ORDER NO.
P416836

DATE 07/12/21	DEPARTMENT 016210	VENDOR PHONE # (803) 991-3018	REQUISITION/QUOTE NO. R348599
------------------	----------------------	----------------------------------	----------------------------------

VENDOR # 25041	E-VERIFY # 1463221	EMAIL VELVET@HIXONSROOFING.COM	PURCHASE ORDER NUMBER ABOVE MUST APPEAR ON ALL INVOICES, SHIPPING PAPERS, AND PACKAGES.
-------------------	-----------------------	-----------------------------------	---

VENDOR HIXON'S ROOFING & CONSTRUCTION 521 SILVER BLUFF ROAD AIKEN, SC 29831	ATTN: EMERGENCY BID NUMBER: CONTRACT #: BUYER: JACQU
--	---

SHIP TO: CENTRAL SERVICES ADMIN 2760 PEACH ORCHARD RD. BUILDING A AUGUSTA, GA 30906	BILL TO: AUGUSTA, GEORGIA ACCOUNTING DEPARTMENT, SUITE 800 535 TELFAIR STREET, MUNICIPAL BUILDING 1000 AUGUSTA, GA 30901-2379 (706) 821-2335 ALL INVOICES AND CORRESPONDENCE MUST BE SENT TO ABOVE ADDRESS REGARDLESS OF SHIPPING DESTINATION.
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ITEM #	QUANTITY	UNIT	PRODUCT ID	DESCRIPTION	UNIT PRICE	AMOUNT
0001	1	EACH		ROOF REPLACEMENT FOR ROBERT HOWARD COMMUNITY CENTER 272-01-6210/54-13120	85,975.00	85,975.00

CONDITIONS - READ CAREFULLY

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

NET TOTAL.....

85,975.00

APPROVED FOR ISSUE

GASAMS

PROCUREMENT DEPARTMENT

PROCUREMENT DIRECTOR



Central Services Department

Takiyah A. Douse, Director

2760 Peach Orchard Road, Augusta, GA 30906

LaQuona Sanderson, Business Analyst (706) 828-7174 Phone (706) 796-5077 Fax

MEMORANDUM

TO: Geri Sams, Director, Procurement Department
FROM: Takiyah A. Douse, Director, Central Services Department
DATE: June 30, 2021
SUBJECT: Emergency Memo

In accordance with §1-10-57 Emergency Procurements, we respectfully ask you to accept this communication as notification of an emergency at the Diamond Lakes Library.

On the Roof Condition Assessment (RFP #19-229) Robert Howard Community Center was notated as being a priority roof for replacement. The roof leaks at Robert Howard Community Center are persistent causing interior issues and water damage. Hixon's Roofing has been deemed qualified to make these repairs.

Please process a purchase order for Hixon's Roofing in the amount of \$85,975.00 for the roof replacement.

If you have any questions or concerns, please contact the Central Services Department.

TAD

COPY

GAS 7/12/21

AUGUSTA-RICHMOND COUNTY GEORGIA

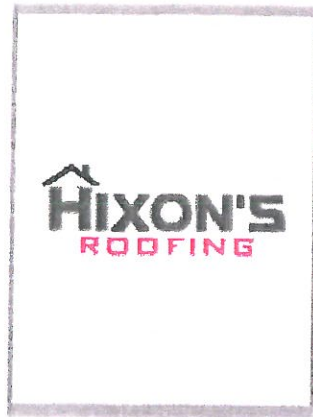
DEPARTMENT NAME: Central Services Department
 DEPARTMENT NUMBER: 272016210/54.13120
 DEPARTMENT HEAD:

PURCHASING DEPARTMENT
 REQUISITION

REQUISITION: 2348509
 REQUISITION DATE: 6/30/2021
 PURCHASE ORDER NUMBER:
 PURCHASE ORDER DATE:

COPY

ITEM NO	DESCRIPTION	Quantity	NAME OF BIDDER		Unit Price	Total Price	Unit Price	Total Price
			VENDOR	PHONE NUMBER				
1	Roof replacement for Robert Howard Community Center	1	Hixon's Roofing	803-341-1729	\$ 85,975.00	\$ 85,975.00		
2			David					
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
TOTAL BID			\$		85,975.00			
SHIPPING CHARGES								
DELIVERY TIME FROM RECEIPT OF PURCHASE ORDER								



Hixon's Roofing- Corporate

Phone: 803-991-3018

Company Representative

David Hixon

Phone: (803) 341-1729

david@hixonsroofing.com

06/22/2021
Claim Information

COPY

Eric Johnson
103 Diamond Lakes Way
Hephzibah, GA 30815 (706) 432-5276

Job: Eric Johnson

Roofing Section

Hixon's Roofing will work Safely at all times under OSHA and the Contractors Rules and Regulations
Install 1.5' ISO throughout roof.

Install tapered ISO around drains to slope water

Install a new 60 mil White GAF TPO mechanically attached per manufacture specification.

Fully adhere TPO membrane to parapet walls. Wrap the membrane under the existing coping metal.

Install termination bar for TPO roof

Re Flash around curbs and roof penetrations

Install Pitch Pockets for A/C lines

Install new TPO pipe boots

Provide Dumpster

Hixon's will provide a lift for the period of the job

Warranty: Hixon's will provide a 5 year workmanship warranty

Clarifications -

This quote does not include replacing metal coping on parapet walls or roof drains.

Material

Qty

Unit

Labor

TOTAL

\$85,975.00

Please make all checks payable to Hixon's Roofing. Payment is due upon completion of work. If the job is through insurance; the first check is due on the day of the contract signing along with any out of pocket expenses. If the job is through our financing company; we will send an invoice and handle the rest. In the unlikely event that collection procedures become necessary, I understand that I, not my insurance company, am responsible for the entire account balance. I shall pay all monies to Hixon's Roofing, and I will be responsible for invoice amount plus all fees involved in the collection. Interest of 5% will be applied to any balance remaining after 30 days from invoice. I also acknowledge that it is my full responsibility to pay 50% of the balance owed to cover Collection Fees, if sent to a Collection Agency, plus court cost and any interest incurred if litigated. Any payment made with credit card, there will be a 3% additional service charge. Any signed contract cancellations will result in an amount of 25% of the total contract due to Hixon's Roofing immediately upon cancellation.

Satellite Disclaimer: If your home has a satellite dish we will have to remove it in order to properly install your roof. We will do our best to ensure it is put back in the correct position, but we are not responsible for ensuring that you have signal after we put the dish back in place.

Note: If Hixon's Roofing finds more than one layer of shingles while tearing off old shingles/membrane there will be an extra charge per square. If you have a split air conditioner system, it's your responsibility to confirm that the unit was installed up to code. If the supply line in the attic is touching the roof decking there is a possibility the roof nails will penetrate through the decking and could hit the supply line causing air to quit working. Cover items in your attic due to debris falling when a roof is removed and replaced. Hixon's Roofing is not responsible for anything that may be damaged in the attic. By signing below, you agree to these terms.

COPY

Company Authorized Signature

Date

Customer Signature

Date

Customer Signature

Date



Administrative Services Committee Meeting
9/29/2021 1:15 PM
Robert Howard Community Center Emergency Roof Replacement

Department:	Central Services Department
Presenter:	Takiyah A. Douse
Caption:	Receive as information only the emergency roof replacement needed to the Robert Howard Community Center roof in the amount of \$85,975 by Hixon Roofing.
Background:	The Robert Howard Community Center roof was recently identified as needing immediate replacement per the assessment report received from Terracon ITB #19-229.
Analysis:	Hixon Roofing replaced the Community Center roof on August 31, 2021 to prevent further interior damage as a result of the persistent leaks.
Financial Impact:	Funds for this project were identified through CSD Capital 272016210-54.13120
Alternatives:	1. Receive as information 2. Do not receive as information
Recommendation:	Receive as information only the emergency roof replacement needed to the Robert Howard Community Center roof in the amount of \$85,975 by Hixon Roofing.
Funds are Available in the Following Accounts:	CSD Capital 272016210-54.13120

REVIEWED AND APPROVED BY:

Finance.
Procurement.
Law.
Administrator.
Clerk of Commission



OFFICE OF THE ADMINISTRATOR

Odie Donald, II MBA
Administrator

Date: September 22, 2021

To: Mayor Hardie Davis
Mayor Pro Tem Bobby Williams
Commissioner Jordan Johnson
Commissioner Dennis Williams
Commissioner Catherine Smith McKnight
Commissioner Alvin Mason
Commissioner Ben Hasan
Commissioner Sean Frantom
Commissioner Brandon Garrett
Commissioner Francine Scott
Commissioner John Clarke

From: Odie Donald II, Administrator 

Subject: **DPA ~ Homebuyer Subsidy ~ Homeowner Rehab PROJECT LISTING**

On Tuesday September 7, 2021, the Augusta Commission approved Housing and Community Development Department's request to allow the Administrator to serve as the signature authority for the Homebuyer Subsidy Program, Down Payment Assistance Program, and Rehabilitation Program practices and processes for expenditures below \$25,000 (item #13). As a part of this request, the Administrator is required to provide a monthly report on these expenditures.

In compliance with Commission action, the Office of the City Administrator (OCA) hereby provides a nine (9) month listing, broken down by transaction, of all Down Payment Assistance (DPA) commitments, Homebuyer Subsidy commitments, and Homeowner Rehabilitation commitments. Staff anticipates an increase in Down Payment Assistance (DPA) and Homebuyer Subsidy requests by partner financial institutions and lenders, which will likely increase mortgage and housing unit production.

Please find below a listing of DPAs, Homebuyer Subsidies and Homeowner Rehabs from January 1, 2021 through September 2021.

Down Payment Assistance Program

- | | | | |
|----|---|-------------|------------------|
| 1. | 4093 English Road, Hephzibah, GA 30815 | \$ 5,000.00 | January 29, 2021 |
| 2. | 3713 London Blvd, Augusta, GA 30906 | \$ 5,000.00 | February 2021 |
| 3. | 3604 Sturnidae Drive, Augusta, GA 30906 | \$ 5,000.00 | April 9, 2021 |
| 4. | 3604 Larkspur Drive, Augusta, GA | \$ 5,000.00 | April 14, 2021 |
| 5. | 3422 McAlpine Drive, Augusta, GA | \$ 5,000.00 | August 27, 2021 |

Augusta-Richmond County
Administrator's office
535 Telfair Street, Suite 910
Augusta, Georgia 30901
Office (706) 821-2898 Fax (706) 821-2819
www.augustaga.gov

Total Committed:

\$ 25,000.00

Homebuyer Subsidy Program

1.	918 Boyd Lane, Augusta, GA 30901	\$ 25,000.00	April 30, 2021
2.	1216 Perry Avenue, Augusta, GA 30901	\$ 25,000.00	June 14, 2021
3.	1218 Perry Avenue, Augusta, GA 30901	\$ 28,000.00	June 17, 2021
4.	932 Boyd Lane, Augusta, GA 30901	\$ 25,000.00	June 24, 2021
5.	1222 Perry Avenue, Augusta, GA 30901	\$ 10,000.00	July 16, 2021
6.	410 McQueen Court, Augusta, GA 30901	\$ 25,000.00	August 2, 2021
7.	924 Boyd Lane, Augusta, GA 30901	\$ 25,000.00	August 13, 2021
8.	2806 Hackle Street, Augusta, GA 30906	\$ 25,000.00	April 12, 2021
9.	809 Spruce Street, Augusta, GA 30901	\$ 7,049.10	June 30, 2021
10.	1229 Perry Avenue, Augusta, GA 30901	\$ 25,000.00	August 3, 2021
11.	1249 11 th Street, Augusta, GA 30901	\$ 25,000.00	August 3, 2021
12.	2533 Dover Street, Augusta, GA 30901	\$ 25,000.00	August 6, 2021
13.	3906 Wexford Court, Hephzibah, GA 30815	\$ 25,000.00	August 23, 2021

Total Committed: \$ 295,049.10

Homeowner Rehabilitation Program

1.	2348 Fieldcrest Road, Augusta, GA 30906	\$4,600.00	January 19, 2021
2.	1205 Fuller Street, Augusta, GA 30901	\$8,100.00	January 20, 2021
3.	2004 Grand Blvd, Augusta, GA 30901	\$7,574.00	January 20, 2021
4.	845 Sibley Street, Augusta, GA 30901	\$8,300.00	January 20, 2021
5.	2343 Shiloh Street, Augusta, GA 30906	\$3,675.00	January 20, 2021
6.	2836 Royal Street, Augusta, GA 30909	\$4,200.00	January 20, 2021
7.	4123 Sylvania Drive, Hephzibah, GA 30815	\$4,400.00	January 20, 2021
8.	2251 Travis Road, Augusta, GA 30906	\$3,675.00	January 20, 2021
9.	3001 Erik Court, Augusta, GA 30906	\$4,400.00	January 20, 2021
10.	845 Sibley Street, Augusta, GA 30901	\$3,600.00	February 4, 2021
11.	3125 Church Street, Augusta, GA 30906	\$5,200.00	February 11, 2021
12.	2117 Grand Blvd, Augusta, GA 30901	\$7,270.00	February 11, 2021
13.	1133 Roselle Street, Augusta, GA 30901	\$5,140.00	February 11, 2021
14.	509 Rachel Street, Augusta, GA 30901	\$5,800.00	February 11, 2021
15.	2117 Kennedy Drive, Augusta, GA 30906	\$4,490.00	February 11, 2021
16.	2141 Hillsinger Drive, Augusta, GA 30906	\$5,745.00	February 11, 2021
17.	2027 Kennedy Drive, Augusta, GA 30906	\$4,125.00	February 11, 2021

Augusta-Richmond County
Municipal Building
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18.	1513 Santa Rosa Drive, Augusta, GA 30906	\$7,665.00	February 18, 2021
19.	3112 Abelia Drive, Augusta, GA 30906	\$7,150.00	February 18, 2021
20.	2030 Wharton Drive, Augusta, GA 30904	\$2,600.00	February 24, 2021
21.	6018 Sanibel Drive, Augusta, GA 30904	\$6,100.00	March 26, 2021
22.	2847 Wells Drive, Augusta, GA 30906	\$8,475.00	April 5, 2021
23.	2247 Travis Road, Augusta, GA 30906	\$6,600.00	April 5, 2021
24.	2407 Hardwick Drive, Augusta, GA 30904	\$6,000.00	April 15, 2021
25.	1523 Maple Street, Augusta, GA 30901	\$9,100.00	April 23, 2021
26.	1925 Lionel Street, Augusta, GA 30906	\$4,350.00	April 30, 2021
27.	2371 Ruby Drive, Augusta, GA 30906	\$9,500.00	April 30, 2021
28.	2520 Jolles Ave, Augusta, GA 30906	\$9,125.00	April 30, 2021
29.	1250 Hernlen Drive, Augusta, GA 30901	\$6,760.00	April 30, 2021
30.	3467 Postell Drive, Augusta, GA 30906	\$4,375.00	April 30, 2021
31.	1015 Dugas Street, Augusta, GA 30901	\$12,195.00	May 5, 2021
32.	1943 Kratha Drive, Augusta, GA 30901	\$860.00	June 18, 2021
33.	2030 Wharton Drive, Augusta, GA 30904	\$8,750.00	June 25, 2021
34.	3628 Spanish Trace, Augusta, GA 30906	\$8,850.00	June 25, 2021
35.	708 Hall St, Augusta, GA 30901	\$4,510.00	June 25, 2021
36.	126 E. Taylor St, Augusta, GA 30901	\$7,398.00	June 25, 2021
37.	1536 Koger St, Augusta, GA 30916	\$4,868.00	June 25, 2021
38.	2513 Cairo Dr, Augusta, GA 30906	\$4,900.00	July 14, 2021
39.	2243 Raleigh Drive, Augusta, GA 30906	\$7,900.00	August 3, 2021
40.	1236 Summer Street, Augusta, GA 30901	\$10,750.00	August 3, 2021
41.	<u>302 E. Espinosa, Augusta, GA 30901</u>	<u>\$10,200.00</u>	<u>September 10, 2021</u>
Total Committed: \$ 259,275.00			



Administrative Services Committee Meeting

9/29/2021 1:15 PM

Update on Homebuyer Subsidy Program, Down Payment Assistance Program, and Rehabilitation Program Implementation

Department: Administrator's Office

Presenter: Administrator Donald

Caption: Update on Homebuyer Subsidy Program, Down Payment Assistance Program, and Rehabilitation Program Implementation (Administrator/HCD).

Background: On Tuesday September 7, 2021, the Augusta Commission approved Housing and Community Development Department's request to allow the Administrator to serve as the signature authority for the Homebuyer Subsidy Program, Down Payment Assistance Program, and Rehabilitation Program practices and processes for expenditures below \$25,000 (item #13). As a part of this request, the Administrator is required to provide a monthly report on these expenditures. In compliance with Commission action, the Office of the City Administrator (OCA) hereby provides a nine (9) month listing, broken down by transaction, of all Down Payment Assistance (DPA) commitments, Homebuyer Subsidy commitments, and Homeowner Rehabilitation commitments

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Clerk of Commission

**AUGUSTA-RICHMOND COUNTY GEORGIA
PURCHASING DEPARTMENT**

DEPARTMENT NAME: Central Services Department
DEPARTMENT NUMBER: 272016210/54.13120
DEPARTMENT HEAD: 

REQUISITION:
REQUISITION DATE: 6/30/2021
PURCHASE ORDER NUMBER:
PURCHASE ORDER DATE:

ITEM NO	DESCRIPTION	Quantity	NAME OF BIDDER		Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
			VENDOR	PHONE NUMBER						
			QUOTED BY							
1	Roof replacement for Warren Road Community Center	1	Hixon's Roofing	803-341-1729	\$ 72,646.00	\$ 72,646.00				
2			David							
3										
4										
5										
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19										
20										
21										
22										
TOTAL BID			\$		72,646.00					
SHIPPING CHARGES										
DELIVERY TIME FROM RECEIPT OF PURCHASE ORDER										



Central Services Department

Takiyah A. Douse, Director 2760 Peach Orchard Road, Augusta, GA 30906
LaQuona Sanderson, Business Analyst (706) 828-7174 Phone (706) 796-5077 Fax

MEMORANDUM

TO: Geri Sams, Director, Procurement Department
FROM: Takiyah A. Douse, Director, Central Services Department
DATE: June 30, 2021
SUBJECT: Emergency Memo

In accordance with §1-10-57 Emergency Procurements, we respectfully ask you to accept this communication as notification of an emergency at the Diamond Lakes Library.

On the Roof Condition Assessment (RFP #19-229) Warren Road Community Center was notated as being a priority roof for replacement. The roof leaks at Warren Road Community Center are persistent causing interior issues and water damage. Hixon's Roofing has been deemed qualified to make these repairs.

Please process a purchase order for Hixon's Roofing in the amount of \$72,646.00 for the roof replacement.

If you have any questions or concerns, please contact the Central Services Department.

TAD



Hixon's Roofing- Corporate

Phone: 803-991-3018

Company Representative

David Hixon

Phone: (803) 341-1729

david@hixonsroofing.com

06/30/2021
Claim Information

Eric Johnson

300 Warren Road

Augusta, GA 30907 (706) 432-5476

Job: Eric Johnson

Shingles

- Remove, tear off, haul away and dispose of existing roof
- Inspect and clean surface before installing new roof
- Replace rotten decking. Rotten wood will be replaced at \$40 per sheet or \$20 1x6
- Install underlayment
- Install new 25 year shingles per manufacturers specifications
- Install new pipe boots
- Install new ice and water shield in the valleys
- magnetically sweep work area
- 5 Year Labor Warranty

Qty Unit

Material

Labor

\$23,536.00

TPO Roof system

Hixon's Roofing will work Safely at all times under OSHA and the Contractors Rules and Regulations

Install 1.5' ISO throughout roof (Insulation)

Install a new 60 mil White GAF TPO mechanically attached per manufacture specification.

Re Flash around curbs and roof penetrations

Install 356 ft of TPO drip edge and cover tape

Install new TPO pipe boots

Provide Dumpster

Hixon's will provide a lift for the period of the job

Warranty: Hixon's will provide a 5 year workmanship warranty

Qty Unit

Material

Labor

\$49,110.00

TOTAL

\$72,646.00

Please make all checks payable to Hixon's Roofing. **Payment is due upon completion of work.** If the job is through insurance; the first check is due on the day of the contract signing along with any out of pocket expenses. If the job is through our financing company; we will send an invoice and handle the rest. In the unlikely event that collection procedures become necessary, I understand that I, not my insurance company, am responsible for the entire account balance. I shall pay all monies to Hixon's Roofing , and I will be responsible for invoice amount plus all fees involved in the collection. Interest of 5% will be applied to any balance remaining after 30 days from invoice. I also acknowledge that it is my full responsibility to pay 50% of the balance owed to cover Collection Fees, if sent to a Collection Agency, plus court cost and any interest incurred if litigated. Any payment made with credit card, there will be a 3% additional service charge. Any signed contract cancellations will result in an amount of 25% of the total contract due to Hixon's Roofing immediately upon cancellation.

Satellite Disclaimer: If your home has a satellite dish we will have to remove it in order to properly install your roof. We will do our best to ensure it is put back in the correct position, but we are not responsible for ensuring that you have signal after we put the dish back in place.

Note: If Hixon's Roofing finds more than one layer of shingles while tearing off old shingles/membrane there will be an extra charge per square. If you have a split air conditioner system, it's your responsibility to confirm that the unit was installed up to code. If the supply line in the attic is touching the roof decking there is a possibility the roof nails will penetrate through the decking and could hit the supply line causing air to quit working. Cover items in your attic due to debris falling when a roof is removed and replaced. Hixon's Roofing is not responsible for anything that may be damaged in the attic. By signing below, you agree to these terms.

Company Authorized Signature

Date

Customer Signature

Date

Customer Signature

Date



Administrative Services Committee Meeting
9/29/2021 1:15 PM
Warren Road Community Center Emergency Roof Replacement

Department: Central Services Department

Presenter: Takiyah A. Douse

Caption: Receive as information only the emergency roof replacement needed to the Warren Road Community Center roof in the amount of \$72,646 by Hixon Roofing.

Background: The Warren Road Community Center roof was recently identified as needing immediate replacement per the assessment report received from Terracon ITB #19-229.

Analysis: Hixon Roofing replaced the Community Center roof on August 2, 2021 to prevent further interior damage as a result of the persistent leaks.

Financial Impact: Funds for this project were identified through CSD Capital 272016210-54.13120

Alternatives: 1. Receive as information 2. Do not receive as information

Recommendation: Receive as information only the emergency roof replacement needed to the Warren Road Community Center roof in the amount of \$72,646 by Hixon Roofing.

Funds are Available in the Following Accounts: CSD Capital 272016210-54.13120

REVIEWED AND APPROVED BY:

Finance.
Law.
Administrator.
Clerk of Commission



Administrative Services Committee Meeting
9/29/2021 1:15 PM
Augusta Commission Boards & Authorities

Department: Augusta Commission

Presenter: Mayor Pro Tem Bobby Williams

Caption: Report of attendance and recent action(s) of every **board** and **authority** under the Augusta Commission. **(Requested by Mayor Pro Tem Bobby Williams)**

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

Funds are Available in the Following Accounts:

REVIEWED AND APPROVED BY:
