



Administrative Services Committee Meeting Committee Room- 8/25/2008- 1:00 PM

ADMINISTRATIVE SERVICES

1. Motion to approve an amendment adding \$3,000.00 in additional grant funds to the senior services contract with CSRA RDC for coordination of medical transportation for seniors countywide, and to upgrade an existing Recreation Specialist IV position to Recreation Specialist III to handle these additional duties. ☐ [Attachments](#)
2. Review ARCBid application as a means of the public accessing public procurement records and allow a demonstration of its function and use. ☐ [Attachments](#)
3. Report from the Administrator regarding the request for increased salaries for State Court judicial assistants related to their additional duties and the operation of a digital recording system for hearings and trials. (Referred from August 11 Administrative Services) ☐ [Attachments](#)

www.augustaga.gov



**Administrative Services Committee Meeting
8/25/2008 1:00 PM
Accept amendment - CSRA RDC**

Department: Recreation and Parks

Caption: Motion to approve an amendment adding \$3,000.00 in additional grant funds to the senior services contract with CSRA RDC for coordination of medical transportation for seniors countywide, and to upgrade an existing Recreation Specialist IV position to Recreation Specialist III to handle these additional duties.

Background: CSRA RDC has requested Augusta to coordinate medical transportation for eligible seniors in Richmond County. This was provided in the past by RDC, and they no longer have the capability to perform this service. The carrier for the transportation is T & T Transportation under a contract with RDC.

Analysis: This is an important service for the seniors in Augusta, and being coordinated countywide out of Sand Hills Community Center will only enhance the level of services to our seniors. An existing Recreation Specialist IV position will be upgraded to a Recreation Specialist III with the additional \$3,000.00, and all qualified staff will be able to apply thru Human Resources.

Financial Impact: No additional funding is required as long as RDC continues to fund the \$3,000.00 required for the additional duties to be performed by our staff. The position upgrade will be @\$2,700.00 annually(10%).

Alternatives: 1. To deny, leaving medical transportation without a coordinating agency. 2. To approve.

Recommendation: #2 - to approve

Funds are Available in the Following Accounts: Provided by CSRA - RDC.(see attachment)

REVIEWED AND APPROVED BY:

**Finance.
Administrator.
Clerk of Commission**

Cover Memo

Item # 1



Answers.Action.Advocacy

**CENTRAL SAVANNAH RIVER AREA
REGIONAL DEVELOPMENT CENTER**

3023 River Watch Parkway, Suite A
Augusta, GA 30907-2016
(706) 210-2000 • FAX (706) 210-2006
www.csrardc.org



Counties Served:

August 8, 2008

Burke

Mr. Tom Beck, Director

Columbia

Augusta/Richmond County

Parks and Recreation Depart.

Glascock

2027 Lumpkin Road

Augusta, Georgia 30906

Hancock

Dear Mr. Beck:

Jefferson

This letter transmits our commitment to allocate \$3,000 to the Sandhills Senior Center for the coordination of medical trips for Richmond County residents. The amendment to your FY 2009 contract is forthcoming.

Jenkins

The person assigned to this task would be responsible for ordering medical trips for seniors who may or may not be participants at the senior center. He/she would be the liaison with

Lincoln

T and T Transportation Services and would manage a budgeted amount of funds. That staff person will also be responsible for reconciling the monthly trip orders.

McDuffie

The Regional Transportation Coordinator, Alberta Russell, will provide training if requested. If you have questions regarding this information, please don't hesitate to contact me.

Richmond

Taliaferro

Sincerely,

Warren

Andy Crosson

Executive Director

Washington

Cc: Jeanette Cummings

L. Mack Shealy

Wilkes

Jackie Harris



For information on the Area Agency on Aging (AAA), a division of the CSRA Regional Development Center, call (706) 210-2018 or toll free (and TDD) 1-888-922-4464. Your "one call connection" for finding resources to help seniors. The CSRA Regional Development Center is an Equal Opportunity Employer and Provider.

Item # 108/1108



**Administrative Services Committee Meeting
8/25/2008 1:00 PM
Procurement ARCBid Application**

Department:	Procurement
Caption:	Review ARCBid application as a means of the public accessing public procurement records and allow a demonstration of its function and use.
Background:	The Procurement Director had proposed a system of procurement document retrieval and inspection similar to the system currently being used by the Richmond County Superior Court Clerk's Office for viewing, retrieval and copying of real estate records such as deeds and easements which was approved by Commission on February 5, 2008 as item #14. As we had stated, this system would expedite the processing of Open Records Act requests which are being made to Procurement by eliminating issues relating to disruption of the work of the Procurement office when open record requests are served to them including suitable space for the viewing of records, staff supervision of the process and the timing of such requests.
Analysis:	The Procurement Department in conjunction with the Information Technology Department has developed the ARCBid application to be used by the public to enable them to be able to view current and past public bid information on line. The application will allow the public to view the actual bid documents, tabulation sheet, addenda, mandatory pre-bid attendees, Commission Approval, award letters, and the two top responsive bid documents. An ARCBid link has been placed on the Procurement webpage which has given the public access to scanned copies of the above referenced item for each bid document.
Financial Impact:	NA
Alternatives:	NA
Recommendation:	Review the ARCBid application and the link that has been placed on the Procurement web page that has enabled the public to utilize the application.
Funds are Available in the Following Accounts:	NA

REVIEWED AND APPROVED BY:

Cover Memo

Item # 2

Finance.
Administrator.
Clerk of Commission

Procurement On-line Bid Access

12.8 ARCBid Application (revised 8/18/08)

The ARCBid application is a means for the public to access public procurement records on-line via the Procurement webpage. The information on the application is to be updated daily to ensure that the information contained within the application is correct. The tabulation sheets, commission approval, approval letters and responses will only be added once they are approved by Commission or the User Department whichever is applicable.

The Bid Management Specialist is responsible for updating the ARCBid application.

12.8.1 Updating ARCBid

The information contained with the ARCBid application is to be updated in IFAS under Bid/Quote Management. Each bid item and the attachments are to be entered through the Bid Definition of IFAS (BQUPBD). The attachments are to be scanned in [iitweb2](#) in a file named BidDocuments. The entries and additions to the system are updated immediately and should be done so daily to ensure that the most current information is located within the application.

12.8.2 Public Access

The following guidelines and procedures have been developed to provide assistance for the public to view the information location within the application.

Public procurement information is available through the **ARCBid** application which is located on our website. Once you have entered the application, you will be required to read and accept the disclaimer. Upon acceptance of the disclaimer, you will enter the ARCBid screen. The bids are categorized by their status of Open, Bids Under Evaluation or Awarded/Closed Bids. You may either select the status category located at the top of the screen or use the search feature to search for the documents by bid number, status, available date, due date, department and award date. If you choose to select a status category, a list of the documents available for this category will appear on the left side of your screen. You will need to select the item of interest and click on the description. A summary of the bid item will appear on the right side of the screen with the attached documents listed below the description. The summary of the bid item will include the status, available date, due date, award date, pre-bid conference information and a description of the bid item. To view the attachments, you will need to click on the header description for each attached document. The possible attachments include the addenda, award letters, Commission approval, original bid documents, pre-bid conference attendees, the two (2) top responsive bid packages and tabulation sheet.

Exception: Augusta Richmond County Code Sec. 1-10-5. Public access to procurement information.

Procurement information shall be a public record to the extent required by the laws of the State of Georgia; except, a request for proposals (RFP) shall not become public record until the final contract is negotiated and awarded. Any financial or commercial data contained in the request for proposals are privileged and confidential and shall not be disclosed.

For RFP's, the cumulative evaluation sheet and only the best and final response will be posted. For additional information, please contact a member of the Bids and Contracts Team.

Please be advised that the information located on this application is for informational purposes only, and should not be used for formal responses. A request for bid documents should be faxed to the Augusta Richmond County Bid and Contracts Team @706-821-2811. Information contained within this application is for 2008 Bid, RFP, and RFQ items only. Bid information will be updated periodically to include additional years. Should you have any questions concerning the bid documents or need additional information, you may contact a member of the Bid and Contracts Team directly @ 706-821-2422.

Disclaimer

The City of Augusta (the "City") does not warrant, represent or guarantee the accuracy or completeness of information provided at this website. Information provided here is simply for your convenience. There may be recent addenda or changes in the Request for Proposals ("RFP"), Request for Qualifications ("RFQ") or Bid Documents including, among other things, the Bidding instructions, general conditions, technical specifications, and exhibits that may not be currently reflected at this site. For a complete set of specifications and the applicable RFP, RFQ or Bid Documents, all interested Bidders are directed to the City's Procurement Office ("Procurement Office") located at the Department of Procurement, Municipal Building, 530 Greene Street, RM 605, Augusta, Georgia, 30901. In the event of a conflict or discrepancy between the information or documents posted at this website and the RFP, RFQ or Bid Documents published and contained in the Procurement Office, the RFP, RFQ or Bid Documents in the City's Procurement Office shall control." Contract information may also be obtained at the Clerk of Commission website. The City shall not be responsible or liable in any way for errors, inaccuracies or omissions in any documents or information retrieved or downloaded from this site. Content on this site is subject to change without notification. Information contained within this computer application is for RFP, RFQ, and Bid items for the 2008 calendar year only. Bid information will be updated periodically to include additional years.

Acquiring Proposal, Qualifications or Bid Documents

Bidders are responsible for acquiring a hard copy of a document directly from the Augusta Richmond County Procurement Department, Augusta Blueprint, Digital Blueprint, or Imaging Technologies before submitting a Bid or proposal. While addenda will be added to the ARC Bid Documents on the City's web page, Augusta Richmond County does not accept responsibility for informing recipients of changes to the original documents unless they have received a specification package directly from our department, Augusta Blueprint, Digital Blueprint, or Imaging Technologies. A request for Bid Documents should be faxed to the Augusta Richmond County Bid and Contracts Team @ 706-821-2811. Should you have any questions concerning the Bid Documents you may contact a member of the Bid and Contracts Team directly @ 706-821-2422.

Accept



Predefined Search

Open Bids

Bids Under Evaluation

Awarded/Closed Bids

Custom Search

Search Results

08-180	Magnolia Cemetery Herbicide	08-180 : Magnolia Cemetery Herbicide	
08-179	Prepared Food Transport Truck	ACTIVE	
08-178	Heroes Overlook Addition	Available Date	8/14/2008
08-177	Third Level Augusta Canal Cleanup	Due Date	9/18/2008 no later than 11:00AM
08-176	SummerChase Headwall and Pipe Replacement	Award Date	-----
08-175	Global Positioning System	Request for bid for herbicide control program for Magnolia Cemetery located at 702 Third Street, Augusta, GA. To include growth regulator and weed control.	
08-174	Aviation Fuel Supplier		
08-172	Eastview Park Improvements	08-180 ITB	Invitation To Bid
08-171	Benches for Bicentennial Plaza	 The above documents are presented for informational purposes only, and should not be used for formal responses. A request for bid documents should be faxed to the Augusta Richmond County Bid and Contracts Team @ 706-821-2811. Should you have any questions concerning the bid documents you may contact a member of the Bid and Contracts Team directly @ 706-821-2422.	
08-169	Diamond Lakes Tennis Complex Lighting		
08-168	V-Series Braising Pans		
08-167	Fire Administration Building for Augusta Fire		
08-166	Brown Road Sanitary Sewer Improvements		
08-165	Geotechnical Engineering Services		
08-161A	Water Meters		
08-160	Lover's Lane Evacuation Route		
08-157	Maintenance Facility for Deans Bridge Rd MSW		
08-156	Washington Road Intersection Improvements		
08-153A	Property Acquisition Services		
08-140A	Eisenhower Emergency Drive Project		
08-127A	Diamond Lakes Community Center Locker Room		
08-123A	Portable Vacuum/Valve Exerciser System		
08-105A	Re-Roofing of the Boathouse Community Center		
08-097A	Draw Tape Refuse & Recycling Bags		
08-080A	Brigham Swim Center Pool Replaster		

Augusta Procurement Home

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Item # 2



Predefined Search

Open Bids

Bids Under Evaluation

Awarded/Closed Bids

Custom Search

Search Results

08-170 Shingle Roof Replacement & Roof Repairs

08-163 Defective Sidewalks

08-159 Exterior Painting Old Government House

08-158 Street Lighting & Poles

08-150 Daily Rates for Equipment & Personnel

08-149 Intensive Use Chair for Augusta 9-1-1 Center

08-148 Diamond Lake Tennis Complex

08-146 Nixon Road Water Improvements

08-145 New Augusta Main Library

08-142 Appraisals on Marvin Griffin Rd Improvement P

08-141 Belair Hills Subdivision Improvements

08-139 Additions & Renovations to Webster DC

08-134A Commercial Grade Fitness & Exercise Equipment

08-132 Health Insurance Provider

08-130 Wireless Internet Service

08-129A Removal of Twenty-Five Hazardous Trees

08-125 Rehabilitation of Airfield Sinage

08-121 Blythe Area Recreation Center Bldg Addition

08-120 Online Job Application

08-119 Property Review Appraisal Services

08-118 35' Manufactured Christmas Tree

08-103 Hydraulically Operated Land Leveler

08-100 Temporary Employment Services

08-099 Windsor Spring Road Improvements

08-094 Web Design Consultant

08-170 : Shingle Roof Replacement & Roof Repairs

UNDER EVALUATION

Available Date 7/15/2008

Due Date 8/8/2008 no later than 11:00AM

Award Date -----

Mandatory Pre-bid Conference: Friday, 7/25/2008 @ 10:00am

Shingle roof replacement and roof repairs for Planning and Zoning Building. Bid to remove and replace the shingles.

08-170_ITB	Invitation To Bid
08-170_ADD1	Addendum
08-170_ADD2	Addendum
08-170_MPB	Pre-Bid Conference Addendees

⚠ The above documents are presented for informational purposes only, and should not be used for formal responses. A request for bid documents should be faxed to the Augusta Richmond County Bid and Contracts Team @ 706-821-2811. Should you have any questions concerning the bid documents you may contact a member of the Bid and Contracts Team directly @ 706-821-2422.

08-064	Wellness Program Facilities
08-060	Fire/EMS Incident Record Mgmt & Apparatus
08-051	Landfill Gas Consultant
08-017A	Concrete

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Predefined Search

Open Bids

Bids Under Evaluation

Awarded/Closed Bids

Custom Search

Search Results

08-162 Cisco Certified Partner
 08-161 Water Meters
 08-154 Project Management Services & Owner's Rep
 08-153 Property Acquisition Services
 08-152 Market Analysis Services
 08-151 Housing Counseling Services
 08-147 Security Fencing for Training Center
 08-144 Copier Service
 08-140 Eisenhower Emergency Drive Project
 08-137 Roadside Traffic Counters/Recorders
 08-136 Installation & Operation of ATM
 08-135 McBean & Meadowbrook Park Improvements
 08-134 Commercial Grade Fitness & Exercise Equipment
 08-133 Chip Body Truck w/Aerial Device
 08-131 Improvements Bandstand Area @ Lake Olmstead
 08-129 Removal of Hazardous Trees
 08-128 Pointe West Subdivision Drainage Improvements
 08-127 Diamond Lakes Community Center Locker Room
 08-126 Auto Civil 3D Design & Training
 08-124A Seven Passenger Mini Van
 08-124 Seven Passenger Mini Van
 08-123 Portable Vacuum/Valve Exerciser
 08-122 Electric Scissor Lift
 08-116 Police Motorcycle
 08-115 Sewer Rodder Truck
 08-114 Portable 225 CFM Air Compressor
 08-113 Four Inch Vacuum Assisted Trash Pump

08-162 : Cisco Certified Partner

CLOSED TO BE REBID

Available Date 7/3/2008
 Due Date 8/7/2008 no later than 3:00PM
 Award Date -----

Cisco Certified Partner for Information Technology Department

08-162_RFP	Request For Proposal
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08-112 Hydraulically Operated
Backhoe/Loader

08-110 Trash Grapple for Roll Off Truck

08-108 Truck w/Roll off Container Body

08-106 Elevator Service Contract

08-105 Re-Roofing of the Boathouse
Community Center

08-104 Blythe Area Recreation Center Bldg
Additions

08-102A Sweeper Attachment for
Backhoe/Loader

08-102 Sweeper Attachment for
Backhoe/Loader

08-101 Wood Park Improvements

08-098 Inmate Linen

08-097 Draw Tape Refuse & Recycling Bags

08-095 Inmate Toileteries

08-093 Kitchen Supplies

08-091 Construction Service New Augusta
Main Library

08-089 Electrical Engineering & Design
Services

08-088 McBean Park Improvements

08-087 Eisenhower Emergency Waterline
Replacement

08-082 Building Commissioning Services

08-080 Brigham Swim Center Pool Replaster

08-077 Improvements to Robert Baurle Boat
Landing

08-076 Special Inspections & Material
Testing

08-075 Ansley Drive Storm Water Pipe
Replacement

08-074 Air-Pak 75 Open-Circuit Breathing
Apparatus

08-073 Janitorial Supplies

08-072A T-Shirts

08-072 T-Shirts

08-071 Printer Cartridge Service and Supply

08-070 Copier and Printer Paper

08-067 Pest Control

08-066A Warehouse Inventory Supplies

08-066 Warehouse Inventory Supplies

08-065A Chemicals

08-065 Chemicals

08-063 Analysis of Impediments to Fair Housing
08-062 Snack Bar
08-061 Wide Format Printer/Copier/Scanner
08-058 Baked Goods
08-057 Baked Goods
08-056A Construction Services Additions & Renovations
08-056 Construction Services Additions & Renovations
08-055 Painting & Minor Repairs to the Health Dept.
08-054 Storm Pipe Replacement-Good News Church
08-053 Coating for Metal Roof @ License & Inspection
08-052 High Performance Rigid Rolling Door
08-049 Reflective Materials for Traffic Signs Fabric
08-048 Traffic Signal Light Bulbs
08-047 Street Light Ballast Kits and Bulbs
08-046 Traffic Sign Blanks
08-045 Athletic Clothing and Equipment
08-044 Decals and Transfers
08-043 Trophies
08-042 Uniform and Accessories
08-041 Ammunition
08-036 Batteries and Film
08-034A Dairy Products and Drinks
08-034 Dairy Products and Drinks
08-032 Inmate Linen
08-031 Correctional Officer Uniforms
08-030 Inmate Clothing
08-029A Uniform and Accessories
08-029 Uniform and Accessories
08-027 School Patrol Uniforms
08-026 Rain Jackets and Pants
08-025 Inmate Uniforms
08-024 Reinforced Concrete Pipes
08-023 Asphaltic Concrete
08-021 Security Services for Augusta's Cemeteries
08-019 Graves Opening and Closing
08-017 Concrete

Item # 2

08-016	Various Sizes of Rock (Stone)
08-013A	Safety Supplies
08-013	Safety Supplies
08-011A	Hand Tools
08-011	Hand Tools
08-009	Various Types of Grass Seed, Fertilizer, Lime
08-008	Corrugated Steel Pipe & Bands
08-007	Corrugated HDPE Pipe

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**Administrative Services Committee Meeting
8/25/2008 1:00 PM
State Court Judicial Assistants**

Department: Clerk of Commission

Caption: Report from the Administrator regarding the request for increased salaries for State Court judicial assistants related to their additional duties and the operation of a digital recording system for hearings and trials. (Referred from August 11 Administrative Services)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Clerk of Commission

AGENDA ITEM REQUEST FORM**Commission/Committee: (Please check one)**

☐ Commission
☐ Public Services Committee
☒ Administrative Services Committee
☐ Engineering Services Committee
☐ Finance Committee
☐ Public Safety Committee

Contact Information for Individual/Presenter Making the Request:

Name: Judge Gayle B. Hamrick
Address: 520 Greene Street
Telephone Number: (706) 821-1167
Fax Number: (706) 821-1251
E-Mail Address: ghamrick@augustaga.gov

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

Additional duties for State Court judicial assistants
Operate digital recording system for hearings and trials
Increase salaries of judicial assistants \$500 per month

Please send this request form to the following address:

Ms. Lena J. Bonner
Clerk of Commission
Room 806 Municipal Building
530 Greene Street
Augusta, GA 30911

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

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

Commission meetings are held on the first and third Tuesdays of each month at 2:00 p.m. Committee meetings are held on the second and last Mondays of each month from 12:30 to 3:30 p.m.