



Administrative Services Committee Commission Chamber- 12/12/2011- 1:05 PM
Meeting

ADMINISTRATIVE SERVICES

1. Motion to approve the 2012 Annual Bid Items for: ☐ [Attachments](#)
 - A - Environmental Services
 - B - Recreation, Parks and Facilities - Newman Tennis Center
 - C - Marshal's Department
 - D - RCCI

2. Motion to approve assessing a 5% surcharge to all tobacco users currently covered in the group health insurance plan that choose not to either terminate their tobacco usage or participate in a tobacco cessation program offered by Augusta, GA, effective March 1, 2012. ☐ [Attachments](#)

3. Task the Administrator with utilizing the procurement process to solicit the services of an outside forensic auditing firm to perform an audit of the city's finances and contractual obligations. The audit must include but not be limited to the following: (a) TEE Center Parking Garage/Land Acquisition/Associated Leases/Financing, (b) Utility Department Water Rates for Golf Courses/Other Special Agreements, (c) Environmental Services Division, (d) Augusta Transit Department Privatization, (e) Augusta Municipal Golf Course Privatization, (f) Retroactive Pay Increases, (g) SPLOST Fund Projects, and (h) Land Bank. (Requested by Commissioner Lockett) ☐ [Attachments](#)

4. Discuss approval of application for a National Endowment for the Humanities (NEH) Planning Grant, which ranges from \$40,000 -- \$75,000, to assist in the planning of a Heritage Trail for Laney Walker/Bethlehem (and contiguous neighborhoods in Augusta's urban core). ☐ [Attachments](#)

5. Task the General Counsel with soliciting an opinion from the Attorney General as it relates to the meaning of the term ☐ [Attachments](#)

"ordinary business" as used in House Bill 805 (Charter). This opinion must include examples of business that can be approved with six Commission-Council votes and what business requires two-thirds of the Commission-Council for approval. An opinion needs to be made as to the legality of the Personnel Policy and Procedures Manual since its passage was treated as ordinary business when much of the content deals with restructuring the government. All restructuring/reorganization contemplated will be placed on hold pending an AG opinion. The General Counsel will consult with the Chair of the Administrative Services Committee and will present proposed brief to the Commission prior to submission to the AG. (Requested by Commissioner Lockett)

6. Discussion by the Administrator regarding solutions to pay disparities created among Senior Executive Service Employees resulting from the 43 pay increases effective May 2, 2011. Additional information should be provided to demonstrate that policies have been implemented to prevent such a recurrence. (Requested by Commissioner Lockett)

☐ [Attachments](#)

www.augustaga.gov



**Administrative Services Committee Meeting
12/12/2011 1:05 PM
2012 - Annual Bid Recommendation of Award**

Department: Procurement

Caption: Motion to approve the 2012 Annual Bid Items for:
A - Environmental Services
B - Recreation, Parks and Facilities - Newman Tennis Center
C - Marshal's Department
D - RCCI

Background: A: Environmental Services
12-027 Rock Hauling Services
12-060 Various Pipe, Couplings, End Sections
12-062 - Pesticides Mosquito Control Chemicals
B: Recreation, Parks and Facilities
12-069 Trophies and Plaques
C: Marshal's Department
12-042 - Uniforms & Accessories
D - RCCI
12-031 Uniforms and Accessories

Analysis:

Financial Impact:

Alternatives: Not to award.

Recommendation: Award the items to the recommended vendor made by the user departments in the attached recommendation letters.

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

Cover Memo

Item # 1

REVIEWED AND APPROVED BY:

Finance.

Law.

Administrator.

Clerk of Commission

Invitation To Bid

Sealed bids will be received at this office until 11:00 a.m. Tuesday, October 25, 2011 for furnishing:

Bid Item #12-010	Landfill Grassing Services for Environmental Services – Annual Contract
Bid Item #12-026	Silt Fencing for Environmental Services – Annual Contract
Bid Item #12-027	Rock Hauling Services for Environmental Services – Annual Contract
Bid Item #12-058	Erosion & Sedimentation Control Items for Environmental Services – Annual Contract
Bid Item #12-060	Various Pipe, Couplings, End Sections for Environmental Services – Annual Contract
Bid Item #12-061	Hay & Straw Bales for Environmental Services – Annual Contract
Bid Item #12-062	Pesticides Mosquito Control Chemicals for Environmental Services – Annual Contract
Bid Item #12-075	Electronic Waste Disposal/Recycling for Environmental Services – Annual Contract
Bid Item #12-076	Scrap Tire Waste Disposal for Environmental Services – Annual Contract

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

Gerri A. Sams
Procurement Department
530 Greene Street - Room 605
Augusta, Georgia 30901
706-821-2422

Bid documents may be viewed on the Augusta Richmond County web site under the Procurement Department **ARCbid**. Bid documents may be obtained at the office of the Augusta, GA Procurement Department, 530 Greene Street – Room 605, Augusta, GA 30901. Documents may be examined during regular business hours at the offices of Augusta, GA Procurement Department. **All questions must be submitted in writing by fax to 706 821-2811 or by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by Monday, October 10, 2011 @ 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 Bid may be withdrawn for a period of **90** days after time has been called on the date of opening.

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.

GERI A. SAMS, Procurement Director

Publish:

Augusta Chronicle
Metro Courier

September 15, 22, 29, October 6, 2011
September 21, 2011

cc: Tameka Allen
Mark Johnson
Lori Videtto

Deputy Administrator
Environmental Services
Environmental Services

Revised: 8/15/2011

Item # 1

Bid Item #12-027
Rock Hauling Services - Annual Contract
for Augusta, Georgia - Environmental Services Department
Bid Due: Tuesday, October 25, 2011 @ 11:00 a.m.

VENDORS	Attach. B	E-Verify #	Cost Per Ton <u>Riverwatch Site</u>		Cost Per Ton <u>Appling Site</u>	
			#4 Stone #57 StoneRun other small stone	Rip Rap	#4 Stone #57 StoneRun other small stone	Rip Rap
DAVIS HAULING 100 APAC INDUSTRIAL WAY AUGUSTA, GA 30907	YES	229968	\$4.50	Type 3 - \$5.85 Type 1 - \$6.30	\$5.25	Type 3 - \$6.83 Type 1 - \$7.35

The following vendors did not respond:

JACKIE B LOVETTE TRUCKING / 3975 HWY 24 S / WAYNESBORO, GA 30830
JEFFERY HARRIS CONSTRUCTION / 1736 BARTON CHAPEL ROAD / AUGUSTA GA 30906
KINGLEO TRUCKING / 2371 BERLIN DRIVE / AUGUSTA GA 30906
BLADE TRUCKING / 3893 GRAPE AVENUE / AUGUSTA GA 30909
JL HARDIN CONSTRUCTION, INC dba / HARCO CONSTRUCTION / 1130 HWY 119 SOUTH / SPRINGFIELD, GA 31329
CT JAMES HAULING / 3427 COOKIE ROAD / AUGUSTA GA 30906
MOSLEY HAULING/MOSLEY ENTERPRISE / 611 HUNTING DRIVE / AUGUSTA GA 30909
STARETTE TRUCKING / 2019 WESTSIDE DRIVE / AUGUSTA, GA 30907



ENVIRONMENTAL SERVICES DEPARTMENT

Mark Johnson
Director

MEMORANDUM

TO: Ms. Geri Sams
Director - Procurement

FROM: Mark Johnson 
Director

14 NOV '11 PM 1:04

DATE: November 10, 2011

SUBJECT: Annual Bid 12-027, Rock Hauling

In response to Annual Bid 12-027, Rock Hauling, one bid was received. The bids were opened on October 25, 2011.

The results are summarized below:

Bidder	Cost per Ton Riverwatch Site		Cost per Ton Appling Site	
	#4 Stone #57 CrusherRun or other small stone	Rip Rap	#4 Stone #57 CrusherRun or other small stone	Rip Rap
Davis Hauling	\$4.50	Type 3 - \$5.85 Type 1 - \$6.30	\$5.25	Type 3 - \$6.83 Type 1 - \$7.35

Based on this, it is my recommendation to award the bid to Davis Hauling.

Thank you in advance for your time and attention. Please feel free to contact me at 706-592-3201, should you have any questions or require any additional information.

MJ/tf

Cc: Phyllis Mills

Nancy Williams

File

Environmental Services Department
4330 Deans Bridge Road, Blythe, GA 30805
(706) 592-3200 – Fax (706) 592-3255
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Item # 1

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Planholders List

Member Name City of Augusta, GA (Augusta Commission)

Bid Number ITB-12-027-0-2012/PJM

Bid Name Rock Hauling Services

1 Planholder(s) found.

Supplier Name ▲	City	State	Phone	Fax
HH&H Liquid Sludge Disposal, Inc	Branford	FL	3869351284	3869350941

Page 1 of 1

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Bid Item #12-060
Various Pipes, Couplings, End Sections - Annual Contract
for Augusta, Georgia - Environmental Services Department
Bid Due: Tuesday, October 25, 2011 @ 11:00 a.m.

Vendors		Atlantic Supply 1628 Barton Chapel Rd Augusta GA 30909	Consolidated Pipes 1919 Bluff Road Columbia, SC 29201	Independent Water Works 221 Laurel Rd Lexington, SC 29073
Attachment B		Yes	Yes	Yes
E-Verify #		306023	189824	ASEI1240
Section	Item			
II-a 1	8" Single walled HDPE pipe	\$1.89	\$2.05	\$2.60
2	8" Double walled, type S HDPE pipe	\$3.05	\$3.30	\$3.72
3	10" Single walled HDPE pipe	\$2.53	\$2.73	\$3.24
4	10" Double walled type S HDPE pipe	\$4.47	\$4.83	\$4.56
5	12" Single walled HDPE pipe	\$4.26	\$4.60	\$5.31
6	12" Double walled type S HDPE pipe	\$4.74	\$5.10	\$4.82
7	18" Single walled HDPE Pipe	\$8.15	\$8.75	\$11.73
8	18" Double walled type S HDPE Pipe	\$8.31	\$8.95	\$8.40
9	24" Single walled HDPE Pipe	\$13.31	\$14.00	\$17.30
10	24" Double walled type S HDPE Pipe	\$13.68	\$14.75	\$13.82
11	30" Double walled type S HDPE Pipe	\$20.63	\$22.20	\$20.85
12	36" Double walled type S HDPE pipe	\$26.31	\$28.40	\$26.59
II-b 1	8" HDPE Couplings	\$4.80	\$4.90	\$4.51
2	10" HDPE Couplings	\$6.60	\$6.75	\$6.67
3	12" HDPE Couplings	\$7.45	\$7.63	\$7.45
4	8" HDPE Couplings	\$4.80	\$21.63	\$20.68
5	24" HDPE Couplings	\$29.00	\$30.50	\$34.11
6	30" HDPE Couplings	\$69.00	\$70.90	\$66.38
7	36" HDPE Couplings	\$96.00	\$98.65	\$99.25
II-c 1	8" HDPE End Section	\$143.00	\$113.00	No Bid
2	10" HDPE End Section	\$110.00	\$113.00	No Bid
3	12" HDPE End Section	\$112.00	\$113.00	\$166.65
4	18" HDPE End Section	\$148.00	\$152.00	\$211.85
5	24" HDPE End Section	\$190.00	\$195.00	\$257.51
6	30" HDPE End Section	\$390.00	\$628.00	\$531.24
7	36" HDPE End Section	\$416.00	\$652.00	\$531.24
Total		\$1,837.98	\$2,326.62	\$2,060.48

The following vendor was deemed as non-compliant:

HD Supply Waterworks / 3620 Milledgeville Rd / Augusta, GA 30909 - Invalid E-Verify #

Item # 1



ENVIRONMENTAL SERVICES DEPARTMENT

Mark Johnson
Director

MEMORANDUM

TO: Ms. Geri Sams
Director - Procurement

FROM: Mark Johnson *mj*
Director

DATE: November 8, 2011

SUBJECT: Annual Bid 12-060, Various Pipes, Couplings, End Sections
Recommendation of Award

14 NOV '11 PM 1:04

In response to Annual Bid 12-060, Various Pipes, Couplings, End Sections, four bids were received; however, one of the four was considered non-compliant.

The bids were opened on October 25, 2011 and the results and specific pricing of each item is listed on the attached page. Based on this, it is our recommendation to award the entire bid to Atlantic Supply.

Thank you in advance for your time and attention. Please feel free to contact me at 706-592-3201, should you have any questions or require any additional information.

MJ/lf

Cc: Phyllis Mills
Nancy Williams
File

Environmental Services Department
4330 Deans Bridge Road, Blythe, GA 30805
(706) 592-3200 – Fax (706) 592-3255
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Bidders List

Bid Item # 12-060 Cost \$ 8

#	Company Name	Complete Mailing Address	Date	Spec #	Initials	Mailed by
1	Tommy Welsh Howard Lumber Company 475 Columbia Industrial Blvd Evans GA 30809 706-855-2708(direct) 706-394-7876(cell)		9/19/11		SP	U.S. Mail
2						
3	CONSOLIDATED PIPE & SUPPLY ATTN STEVE TUCKER 1918 BLUFF ROAD COLUMBIA SC 29201 803-799-3210 803-799-3215		9/22/11		SP	U.S. Mail
4						
5	 ATLANTIC ATLANTIC SUPPLY & EQUIPMENT COMPANY, INC.					
6	Todd Whaley Branch Manager		9/11/11		SP	U.S. Mail
7						Pick up
8	1628 Barton Chapel Road•Augusta, GA 30909 706-737-3705•FAX 706-733-3136•TF 888-389-4437					
9	HD Supply Waterworks Attn: Scott Moore 3620 Milledgeville Road Augusta, GA 30909	Phone 706-737-8595 Fax 706-737-8515	10/21/11		DW	Pick up
10						
11						
12						
13						
14						
15						

[illegible]

Bid Item #12-062
Pesticides Mosquito Control Chemicals - Annual Contract
for Augusta, Georgia - Environmental Services Department
Bid Due: Tuesday, October 25, 2011 @ 11:00 a.m.

Vendors	Attachment B	E-Verify	A-I Pesticide - Liquid - Gallon	A-II Pesticide - Briquet - Case
Allpro Vector 9100 W Bloomington Fwy Ste 113 Bloomington MN 55431	Yes	165127	\$22.49 Exceptions Noted	No Bid

The following vendors were deemed as Non-Compliant:

ADAPCO, Inc / 550 Aero Lane / Sanford, FL 32771 - Attachment B Missing E-Verify #

Gil Manufacturing, Inc. / 807 Oliver Ct / Montgomery, AL 36116 - Attachment B Missing E-Verify #

Univar / 492 N Fork Road / Marshall, NC 28753 - Attachment B Missing E-Verify #

The following vendors did not respond:

A.M. Leonard, Inc. / 241 Fox Drive / Piqua, OH 45356

Ben Meadows / 401 S Wright Road / Janesville, WI 53547



ENVIRONMENTAL SERVICES DEPARTMENT

Mark Johnson
Director

MEMORANDUM

TO: Ms. Geri Sams
Director - Procurement

FROM: Mark Johnson *mj*
Director

7 NOV '11 PM 12:13

DATE: November 4, 2011

SUBJECT: Award Recommendation of **Annual Bid 12-062, Pesticides Mosquito Control Chemicals**

In response to Annual Bid 12-062, Pesticides Mosquito Control Chemicals, four bids were received; however, three of the four were considered non-compliant.

The bids were opened on October 25, 2011. The results are summarized below:

Bidder	Pesticide – Liquid Per gallon	Pesticide – Briquet Per case
Allpro Vector	\$22.49	No Bid
ADAPCO, Inc.	Non-compliant	
Gil Manufacturing, Inc.	Non-compliant	
Univar	Non-compliant	

Based on this, it is my recommendation that the contract be awarded to Allpro Vector.

Thank you in advance for your time and attention. Please feel free to contact me at 706-592-3201, should you have any questions or require any additional information.

MJ/tf

Cc: Phyllis Mills
Nancy Williams
File

Environmental Services Department
4330 Deans Bridge Road, Blythe, GA 30805
(706) 592-3200 – Fax (706) 592-3255
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Planholders List

Member Name City of Augusta, GA (Augusta Commission)

Bid Number ITB-12-062-0-2012/PJM

Bid Name Pesticides Mosquito Control Chemicals

4 Planholder(s) found.

Supplier Name 	City	State	Phone	Fax
ADAPCO Inc.	Sanford	FL	4073304800	4073309888
Envincio	Scottsdale,	AZ	6025107006	6025551212
Gil Manufacturing, Inc	Montgomery	AL	3342848111	3342848320
Univar	Sacramento	CA	9169550812	9163073159

Page 1 of 1

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**Mail Data 12-062 Pesticides Mosquito Control Chemicals - Annual Contract
for Environmental Services Department**

Company Name	First Name	Last Name	Address Line 1	Address Line 2	City	State	ZIP Code	Item #	Reque Solicite Dai
Elite Mosquito Control	Joe	Flowers	7095 Hackcross Dr., Suite 149		Olive Branch	MS	38654		
Gil Manufacturing	Ken	Floyd	807 Oliver Court		Montgomery	AL	36116		
Univar	Joe	Andrews	492 North Fork Road		Marshall	NC	28753		
Adapco, Inc	Tom	Wells	550 Aero Lane		Sanford	FL	32771		
AllPro Vector Group	Bruce	Russell	9100 Bloomington FWY.	Suite 113	Bloomington	IN	55431-2263		
Pollock Paper Distributors	Brian	Jones	P. O. Box 660005		Dallas	TX	75266		
S. M. Whitney			24 8th Street		Augusta	GA	30901		
AGRO Distribution, LLC			209 Lovers Lane	P. O. Box 209	Waynesboro	GA	30830		
AM Leonard			P. O. Box 816		Piqua	OH	23105-5040		
Ben Meadows			P. O. 5277		Janesville	WI	53547-5277		
C. Walker's Lawn & Main Service	Charles	Walker	3008 Shady Lane		Hephzibah	GA	30815		
Delta Landscape Supply			5999-E Goshen Spring Road		Norcross	GA	30071		
Eben Gray's Tree Service	Eben	Gray	P. O. Box 2507		Evans	GA	30809		
Evening Star Counseling			2917 Myrtle Ave		Augusta	GA	30904		
Johnny Hatney Lawn Solutions			2002 Oliver Road		Augusta	GA	30906		
Lanscaping & Lawncare Prof.			P. O. Box 5661		Augusta	GA	30906		
Lesco Lawn Center			2009 Westside Drive		Augusta	GA	30907		
Mason's Lawn & Home Main Ser.			2165 Faircrest Ave.		Augusta	GA	30906		
Multi-Purpose Home Maintenance			4422 Silverton Road		Augusta	GA	30909		
Pennington Seed			P. O. Box 290		Madison	GA	30650		
Rainbow Nursery			1915 Tobacco Road		Augusta	GA	30906		
Royal Construction			3549 Jack Kelly Road		Augusta	GA	30906		
Topp Portable Air	Bill	Fusco	12 Crozenville Road		Aston	PA	19014		
John Deere Landscapes	Bid	Department	1385 East 36th Street		Cleveland	OH	44114		

Bidders List

Bid Item # 12-062 Cost \$ 2

#	Company Name	Complete Mailing Adresse	Date	Spec #	Initials	Mailed by
1	PENNINGTON SEED INC ATTN AMADA STEWART PO BOX 290 MADISON GA 30650 706-752-4301 706-342-1030 FAX		9/22/11		SP	U.S. Mail
2						
3	UNIVAR USA INC ATTN JOHN RYAN 11249 121 ST TERRACE LARGO FL 33778 916-955-0812		9/22/11		SP	U.S. Mail
4						
5	ALLPRO VECTOR GROUP ATTN: WILMA RUSSELL 9100 W. BLOOMINGTON FWY, SUITE 113 BLOOMINGTON, MN 55431 952-884-6477 952-884-6149 FAX		10/6/11		SP	U.S. Mail
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

Invitation To Bid

Sealed bids will be received at this office until 11:00 a.m. Wednesday, November 2, 2011 for furnishing:

Bid Item #12-068	Tennis Balls for Recreation, Parks & Facilities Newman Tennis Center – Annual Contract
Bid Item #12-069	Trophies & Plaques for Recreation, Parks & Facilities Newman Tennis Center – Annual Contract
Bid Item #12-072	T-Shirts for Recreation, Parks & Facilities Newman Tennis Center – Annual Contract

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

Geri A. Sams
Procurement Department
530 Greene Street - Room 605
Augusta, Georgia 30901
706-821-2422

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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.

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GERI A. SAMS, Procurement Director

Publish:

Augusta Chronicle	September 22, 29, October 6, 13, 2011
Metro Courier	September 28, 2011

cc: Tameka Allen	Deputy Administrator
Tom Beck	Recreation & Parks
Richard Hatfield	Recreation & Parks Newman Tennis

Bid item #12-069
Trophies and Plaques - Annual Contract
for Augusta, Georgia - Recreation, Parks and Facilities
Bid Due: Wednesday, November 2, 2011@ 11:00 a.m.

Vendors	Allsports Trophies 111C Old Evans Road Martinez, GA 30907	Georgia Correctional 2984 Clifton Springs Rd Decatur, GA 30034
Attachment B	YES	Yes
E-Verify #	MOWE3306	JHOW9834
Newman Tennis Center		
Sublimation	No Price	No Price
Total Bid Quote for Engraving	Included	Included
Total Bid Quote for Color Sublimation	Included	No Additional Cost
Trophy 1	\$16.45	\$15.10
Trophy 2	\$13.00	\$7.20
Trophy 3	\$12.00	\$6.85
Trophy 4	\$6.95	\$3.50
Trophy 5	\$4.95	\$2.75
Plaque A	\$10.75	\$8.20 8 X 10
Plaque B	\$9.50	\$6.04 6 X 8
Plaque C	\$8.30	\$5.14 5 X 7
Plaque D	\$7.25	\$2.25 4 X 6
Diamond Lakes		
Total Bid Quote for Sublimation	No Price	No Price
Total Bid Quote for Engraving	Included	Included
Total Bid Quote for Color Sublimation	Included	No Additional Cost
Trophy 1	\$16.45	\$15.10
Trophy 2	\$13.00	\$7.20
Trophy 3	\$12.00	\$6.85
Trophy 4	\$6.95	\$3.50
Trophy 5	\$4.95	\$2.75
Plaque A (non requested)	\$10.75	No Item Requested
Plaque B (non requested)	\$9.50	No Item Requested
Plaque C (non requested)	\$8.30	No Item Requested
Plaque D (non requested)	\$7.25	No Item Requested



RECREATION, PARKS AND FACILITIES

Tom F. Beck, Jr.
Director

Joanie Smith
Deputy Director of Recreation

December 1, 2011

Geri A. Sams, Director
Procurement Department
530 Greene Street – Room 605
Augusta, GA 30901

Re: Bid Item #12-069 – Trophies and Awards - Newman and Diamond Lakes Tennis Center

Dear Geri,

Based on the low bid, the Augusta Recreation, Parks and Facilities Department would like to submit our recommendation for Georgia Correctional Industries to supply trophies and plaques for both Newman Tennis Center and Diamond Lakes Tennis Center. As always, we thank you and your staff for all the help during this process.

Sincerely,

Joanie Smith, Deputy Director of Recreation
Recreation, Parks and Facilities Department

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Planholders List

Member Name City of Augusta, GA (Augusta Commission)**Bid Number** ITB-12-069-0-2012/PJM**Bid Name** Trophies & Plaques - Annual Contract

3 Planholder(s) found.

Supplier Name ▲	City	State	Phone	Fax
ABACUS ENTERPRISES OF TAMPA, INC.	TAMPA	FL	8139611018	8139628225
Authentic Promotions	Carmichael	CA	9164897940	9164835773
Hasty Awards	Ottawa	KS	9134999361	0000000000

Page 1 of 1

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Item # 1

Mail Data 12-069 Trophies Plaques - Annual Contract
for Recreation, Parks Facilities (Newman Tennis Center)

Company Name	First Name	Last Name	Address Line 1	Address Line 2	City	State	ZIP Code
Allsports Dust Collectors			1531 Brookstone Drive		Graniteville	SC	29829-3902
Allsports Trophies & Gifts	David	Owens	111- C Old Evans Road		Martinez	GA	30907
Amerigraphics			208 Hightower Drive		Martinez	GA	30907
Augusta Sportswear			425 Park West Drive		Grovetown	GA	30813
B & S Engraving & Trophy Shop			3733 Washington Road		Martinez	GA	30907
Dan Cook & Associates			1253 Greene Street		Augusta	GA	30901
Flaghouse	John	Holt	601 Flaghouse Drive		Hasbrock Heights	NJ	7604
Harringtons			2827 Washington Rd		Augusta	GA	30909
Home Town Sports			4115 Columbia Road		Martinez	GA	30907
IT Sportswear			2448 Peach Orchard Road		Augusta	GA	30906
Johannsens			1116 Broad Street	P O Box 23	Augusta	GA	30903-0023
Kathies Special T's			3729 Washington Rd		Martinez	GA	30907
SMS Sportworld			354 E. Martintown Road		North Augusta	SC	29841
Sports Authority			245 Robert Daniel Parkway		Augusta	GA	30906
Stitches			114 Davis Rd		Martinez	GA	30907

Mailed 9/22/11

Item # 1

Bidders List

Bid Item # 12-069 Cost \$ 0

#	Company Name	Complete Mailing Address	Date	Spec #	Initials	Mailed by
1	GCI	Phone				
2	Attn: Ronnia Fann	404-244-5865	9/26/11		DW	U.S. mail
3	2984 Clifton Springs Road	Fax				
4	Decatur, GA 30034	404-244-5141				
5	Allsports Trophies & Gifts		10/4/11		DW	Pick-up
6	Attn: David Owens					
7	111-C Old Evans Road					
8	Martinez, GA 30907					
9	MUHAMMAD AFRAN		10/20/11		SP	U.S. Mail
10	GO SPORTS WAREHOUSE, INC.					
11	245 DEKALB INDUSTRIAL WAY					
12	DECATUR, GA 30030					
13	(404) 297-0121 (404) 297-0122 FAX					
14						
15						

Invitation To Bid

Sealed bids will be received at this office until 3:00 p.m. Thursday, November 10, 2011 for furnishing:

Bid Item #12-042 Uniforms & Accessories for Marshals Department – Annual Contract

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

Geri A. Sams
Procurement Department
530 Greene Street - Room 605
Augusta, Georgia 30901
706-821-2422

Bid documents may be viewed on the Augusta Richmond County web site under the Procurement Department **ARCBid**. Bid documents may be obtained at the office of the Augusta, GA Procurement Department, 530 Greene Street – Room 605, Augusta, GA 30901. Documents may be examined during regular business hours at the offices of Augusta, GA Procurement Department. **All questions must be submitted in writing by fax to 706 821-2811 or by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by Monday, October 24, 2011 @ 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 Bid may be withdrawn for a period of 90 days after time has been called on the date of opening.

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.

GERI A. SAMS, Procurement Director

Publish:

Augusta Chronicle
Metro Courier

September 29, October 6, 13, 20, 2011
October 5, 2011

cc: Tameka Allen Deputy Administrator
 Steve Smith Marshals Department
 Bobby Williams Marshals Department

Revised: 8/15/2011

Bid Item #12-042
Uniforms and Accessories - Annual Contract
for the City of Augusta - Marshal's Office
Bid Opening Date: Thursday, November 10, 2011 @ 3:00 p.m.

Vendors			Uniforms by John 511 Broad St. Augusta, GA 30901		Dana Safety Supply 4729 Nelson Brogdon Buford, GA 30518	
Attachment B			Yes		Yes	
E-Verify Number			272348		16728	
ITEM NO.	DESCRIPTION	EST. QTY	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
SECTION A						
1	Shirts	100	LS-\$62.00 SS-\$55.00	\$5,500.00	No Bid	
2	Shirts (Security)	50	LS-\$62.00 SS-\$55.00	\$2,750.00	No Bid	
3	Trousers	100	\$78.90	\$7,890.00	No Bid	
4	Ties	50	\$4.75	\$237.50	\$6.24	\$312.00
5	Hats	10	\$84.00	\$840.00	No Bid	
SECTION B - DRESS UNIFORMS						
6	Jackets	5	\$260.00	\$1,300.00	No Bid	
7	Trousers	5	\$74.00	\$370.00	No Bid	
SECTION C - ALL WEATHER JACKETS						
8	All Weather Jackets	5	\$110.00	\$550.00	No Bid	
9	Liner	5	\$44.50	\$222.50	No Bid	
SECTION D - ALL RAIN JACKETS						
10	Rain Jackets	5	\$179.50	\$898.50	No Bid	
SECTION E - BRASS						
ITEM NO.	DESCRIPTION	EST. QTY	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
11	Shirt Badge	11	\$82.50	\$907.50	\$55.41	\$609.51
12	Hat Badge	11	\$67.50	\$742.50	\$45.61	\$501.71
13	Nameplate	25	\$20.00	\$500.00	\$15.90	\$397.50
14	Collar Brass	25	\$11.75	\$293.75	No Bid	
SECTION F- LEATHER GOODS						
15	Inner Belt	20	\$35.00	\$700.00	\$28.08	\$561.60
16	Outer Belt	8	\$70.30	\$562.40	\$42.89	\$343.12
17	Handcuff Case	5	\$28.50	\$142.50	\$18.91	\$94.55
18	Hoister	5	\$132.00	\$660.00	\$69.71	\$348.55
19	Magazine Pouch	6	\$37.00	\$222.00	\$28.30	\$169.80
Delivery			2 to 4 weeks from PO		14 - 21 Days	
Brand			Flying Cross per Specs.			
The following vendor did not respond: Gulf States Distributors / 6000 E Shirley Lane / Montgomery AL 36117 Smyrna Police Dist. / 630 B Windy Hills Rd / Smyrna, GA 30080						



17 NOV '11 AM 8:34

Marshal's Office of Richmond County

M. STEVE SMITH
MARSHAL
(706) 821-2517

www.richmondcomarshal.com

ROOM 701 CITY-COUNTY BLDG.
AUGUSTA, GEORGIA 30901
(706) 821-2368
FAX: (706) 821-2557

November 16, 2011

Ms. Geri Sams
Procurement Department
530 Greene Street
Augusta, GA 30901

Re: 12-042 Annual Bid Uniforms & Accessories

Dear Ms. Sams,

Upon reviewing the bid tabulation sheet for the 2012 uniform needs for our department, it is our recommendation that we accept the bid submitted on behalf of Uniforms by John.

Sincerely,

M. Steve Smith
Marshal
Richmond County Marshal's Office

MSS/rme

Item # 1

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Planholders List

Member Name City of Augusta, GA (Augusta Commission)

Bid Number ITB-12-042-0-2012/PJM

Bid Name Uniforms & Accessories - Annual Contract

12 Planholder(s) found.

Supplier Name	City	State	Phone	Fax
Ad Wear & Specialty of Texas, Inc.	Houston	TX	7139539881	7139539893
Bob Barker Company Inc	Fuquay-varina	NC	8003349880	8003227537
Bound Tree Medical LLC	Dublin	OH	8005330523	8773112437
BSN Sports (Sport Supply Group Inc.)	Dallas	TX	8005277510	8003657653
Dana Safety Supply, Inc.	Greensboro	NC	3368545536	3368543884
DGG Taser & Tactical Supply	Jacksonville	FL	9047774801	9047774802
Elbeco Incorporated	Reading	PA	6109210651	6109210651
Fechheimer Brothers Company	Cincinnati	OH	5137935400	5137937819
Itchin' to Bee Stitchin' dba Veith & Associates Apparel	Sarasota	FL	9413785694	9413772953
Lawmen's and Shooters' Supply, Inc.	Vero Beach	FL	7725698700	7725692955

Page 1 of 2 [first](#) | [previous](#) | [next](#) | [last](#)

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Item # 1

Invitation To Bid

Sealed bids will be received at this office until 11:00 a.m. Wednesday, October 26, 2011 for furnishing:

Bid Item #12-030	Inmate Clothing for RCCI – Annual Contract
Bid Item #12-031	Uniforms and Accessories for RCCI – Annual Contract
Bid Item #12-032	Inmate Linens for RCCI – Annual Contract
Bid Item #12-037	Baked Goods for RCCI – Annual Contract
Bid Item #12-040	Inmate Toiletries for RCCI – Annual Contract
Bid Item #12-051	Dairy Products for RCCI – Annual Contract
Bid Item #12-093	Kitchen Supplies for RCCI – Annual Contract

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

Gerl A. Sams
Procurement Department
530 Greene Street - Room 605
Augusta, Georgia 30901
706-821-2422

Bid documents may be viewed on the Augusta Richmond County web site under the Procurement Department **ARCbid**. Bid documents may be obtained at the office of the Augusta, GA Procurement Department, 530 Greene Street – Room 605, Augusta, GA 30901. Documents may be examined during regular business hours at the offices of Augusta, GA Procurement Department. **All questions must be submitted in writing by fax to 706 821-2811 or by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by Monday, October 10, 2011 @ 5:00 P.M. No bid will be accepted by fax, all must be received by mail or hand delivered.**

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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.

GERI A. SAMS, Procurement Director

Publish:

Augusta Chronicle
Metro Courier

September 15, 22, 29, October 6, 2011
September 21, 2011

cc: Tameka Allen
Evan Joseph

Deputy Administrator
RCCI

Revised: 8/15/2011

Item # 1

BID ITEM #12-031
Uniforms and Accessories-Annual Contract
for City of Augusta - RCCI Department
Bid Due: Wednesday, October 26, 2011 @ 11:00 a.m.

Description		Uniforms by John 511 Broad St. Augusta, GA 30901
	Attachment B	
	E-Verify Number	Yes
1	Pants 36-58	272348
	28-42	\$83.90
	44-50	
	52-58	
2	Shirt - Short Sleeve 15-22	
	S-XL (15-18)	Sz 15-19 38.50
	2XL (18 1/2-19 1/2)	Sz 20 Up 51.50
	3XL (20-22)	
	4XL	
3	Shirt - Long Sleeve 15-22	
	S-XL (15-18)	Sz 15-19 41.00
	2XL (18 1/2-19 1/2)	Sz 20 Up 54.90
	3XL (20-22)	
	4XL	
4	Belts	\$16.00
5	Duty Belts	\$143.30
	Belt	
	Handcuff Case	
	Radio Case With Belt Loop	
	Glove Pouch	
	Set of 4 Belt Keepers	
	Key Strap With Flap	
	Mini AA Light Case	
	Duty Holster	
6	Ties	\$3.00
	Mens	
	Female	
7	Jackets S-5X	\$105.00
	S-XL	
	2XL-5XL	
8	Wind Breaker Jackets S-5X	\$35.00
	S-XL	
	2XL-5XL	
9	Raincoats S-5X (with detachable hood)	\$65.50
	S-XL	
	2XL-5XL	

BID ITEM #12-031
Uniforms and Accessories-Annual Contract
for City of Augusta - RCCI Department
Bid Due: Wednesday, October 26, 2011 @ 11:00 a.m.

Description		Uniforms by John 511 Broad St. Augusta, GA 30901
10	Hats	\$12.00
11	BDU Pants S-5X	
	S-XL	\$28.50
	2XL-3XL	\$32.00
	4XL-5XL	\$32.00
12	Shirt - Long Sleeve S-5X	
	S-XL	\$31.00
	2XL-3XL	\$35.00
	4XL-5XL	\$35.00
13	Shirt - Short Sleeve S-5XL	\$29.00
	S-XL	
	2XL-3XL	
	4XL-5XL	
14	BDU Jacket S-5XL	
	S-XL	\$62.50
	2XL-3XL	\$33.00
	4XL-5XL	\$33.00
15	Food Service Pants 36-58	\$19.50
	28-44	
	46-48	
	50-60	
16	Food Service Shirts 15-22	\$29.00
	S-2XL (14-18)	
	3XL (18 1/2-19 1/2)	
	4xl-5XL (20-22)	
17	Cert Team Shirts S-5X	\$35.00
	S-XL	
	2XL-3XL	
	4XL-5XL	
18	Cert Team Pants S-5X	\$35.00
	S-XL	
	2XL-3XL	
	4XL-5XL	
19	Cert Team Cap	\$15.00
20	Boots-6"	\$68.00
21	Boots-8"	\$75.00
22	Boots - 8" Delta w/ICS	\$95.35
23	Beanies	\$6.00
24	Polo Shirt	\$21.00
26	Name Plate (Gold and Silver)	\$15.00
	Samples Received	
The following vendor was noncompliant: Dana Safety Supply / 4729 Nelson Brogdon Blvd / Sugar Hill, GA 30518 - No E-Verify # The following vendors submitted a statement of "No Bid": Robinson Textiles / 152 W Walnut Suite 250 / Gardenia, CA 90248 GCI / 2984 Clifton Springs Rd / Decatur, GA 30034 The following vendors did not respond: Keeps, Inc / 110B Athens West Pkwy / Athens, GA 30606 Charm-Tex / 1618 Cooney Island Ave / Brooklyn, NY 11230		



CORRECTIONAL INSTITUTION

Evan Joseph
Warden

Memorandum

TO: Geri Sams
Procurement Director

FROM: Evan Joseph
Director/Warden

10 DEC '11 PM 3:59

DATE: November 30, 2011

RE: Annual Bids Fiscal Year 2012

The following is the annual bid awards for Inmate Toiletries, Inmate Linen, Kitchen Supplies, Baked Goods, and Uniforms and Accessories for RCCI:

Bid 12-040	Inmate Toiletries	Bob Barker
Bid 12-032	Inmate Linen	GCI
Bid 12-030	Inmate Clothing	
	Items: 1,2,3,4,9,10,12	GCI
Bid 12-030	Inmate Clothing	
	Items: 5,6,7,8,11,13,14,16	Bob Barker
Bid 12-093	Kitchen Supplies	Calico Industries
Bid 12-031	Uniforms & Accessories	Uniforms by John
Bid 12-037	Baked Goods	Derst Baking
Bid 12-051	Dairy Products	Pet Dairy

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Planholders List

Member Name City of Augusta, GA (Augusta Commission)

Bid Number ITB-12-031-0-2012/PJM

Bid Name Uniforms and Accessories - Annual Contract

13 Planholder(s) found.

Supplier Name ▲	City	State	Phone	Fax
ABACUS ENTERPRISES OF TAMPA, INC.	TAMPA	FL	8139611018	8139628225
Bob Barker Company Inc	Fuquay-varina	NC	8003349880	8003227537
Bound Tree Medical LLC	Dublin	OH	8005330523	8773112437
BSN Sports (Sport Supply Group Inc.)	Dallas	TX	8005277510	8003657653
Charm-Tex	Brooklyn	NY	7182528100	7182588303
Dana Safety Supply, Inc.	Greensboro	NC	3368545536	3368543884
Elboco Incorporated	Reading	PA	6109210651	6109210651
Fochheimer Brothers Company	Cincinnati	OH	5137935400	5137937819
Itchin' to Bee Stitchin' dba Veith & Associates Apparel	Sarasota	FL	9413785694	9413772953
Lawmen's and Shooters' Supply, Inc.	Vero Beach	FL	7725698700	7725692955

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Bidders List

Bid Item # 12-031 Cost \$ 0

#	Company Name	Complete Mailing Address	Date	Spec #	Initials	Mailed by
	Uniforms By John Johnny I. Hoover, Jr. 843-665-4612 Cell: 843-621-0616 1518 S. Irby Street, Florence, SC 29505 3655 Rivers Avenue, N. Charleston, SC 29405 • 843-747-3011 511 Broad Street, Augusta, GA 30901 • 706-722-1500 Email: UBJohn@aol.com		9/20/11		SP	Pick up
5	Robinson Textiles Attn: Bid Department 152 W. Walnut St., Suite 250 Gardena, CA 90248	Phone 800-421-5582 Fax 800-370-7019	9/20/11		DW	U.S. Mg: 1
7	Pipeline Clothes, Inc. Attn: Mark Owens 3843 Wrightsboro Road Augusta, GA 30909	Phone 706-800-3220	9/20/11		DW	U.S. Mg: 1
9	G T Distributors Attn: Brittany Delgado P. O. Box 16080 Austin, TX 78761	Phone 800-252-8310 ext. 860	9/16/11		DW	U.S. Mg: 1
11	KEEPRS, Inc. Attn: Will Smithwick 110B Athens West Parkway Athens, GA 30606	Phone 706-549-3434 Fax 706-549-3331	9/26/11		DW	U.S. Mg: 1
13	GCI Attn: Ronnia Fann 2984 Clifton Springs Road Decatur, GA 30034	Phone 404-244-5865 Fax 404-244-5141	9/26/11		DW	U.S. Mg: 1
15	Charm-Tex Attn: Kayla Kellner 1618 Cooney Island Avenue Brooklyn, NY 11230	Phone 800-221-3147 Fax 718-258-8303	10/17/11		DW	U.S. Mg: 1

Mail Data 12-031 Correctional Office Uniforms Accessories - RCCI

Company Name	First Name	Last Name	Address Line 1	Address Line 2	City	State	ZIP Code	R St
A & D Distributors	Angela	Davis	P.O. Box 14008		Augusta	GA	30909	
A & D Distributors	Angela	Davis	P.O. Box 14008		Augusta	GA	30919	
Acme Textile Co.			P.O. Box 1139		Port Washington	NY	11050	
Bob Barker Company	Brittany	Clark	P.O. Box 429		Fuquay-Varina	NC	27526	
Boxer-Northwest Company			438 NW Broadway		Portland	OR	97209	
Charm-Tex	Stan	Danzger	1618 Coney Island Ave.		Brooklyn	NY	11230	
Command Uniforms By John	Johnny	Hover	511 Broad Street		Augusta	GA	30901	
Dial Corp.			15501 N. Dial blvd.		Scottsdale	AZ	85260	
Fechheimer			4545 Malsbary rd		Cincinnati	OH	45242	
Flying Cross	Bill	Spangler	119 Blairwood Court		Lebanon	TN	37087	
GCI			2984 Clifton Spring Rd.		Decatur	GA	30034	
ICS			P.O. Box 21056		Waco	TX	76702	
Imperial Textile Co.			P.O. Box 132		Buffalo	NY	14205	
International Uniform			1216 Broad Street		Augusta	GA	30901	
Keffe Supply Co.	Derek	Harless	1371 Tradeport Dr., #101		Jacksonville	FL	32218	
Leslee Scott, Inc.	Peggy	Rigley	475 South Depot Dr., Suite #1		Ogden	UT	84404	
MTS Safety Products			P.O. Box 204		Golden	MS	38847	
Outdoor Outfits			372 Richmond St. West		Toronto	ON	M5V1X6	
Pipeline Work Clothes			3843 Wrightsboro Road		Augusta	GA	30909	
Riverside Uniforms	Laura	Kirschner	P.O. Box 590		Griffin	GA	30224	
Robinson Textiles	Iris	Boone	152 W. Walnut Street, Suite 250		Gardena	CA	90248	
Sidney's			588 Broad Street		Augusta	GA	30901	
Southeastern Public Safety			1241 Indian Trail		Norcross	GA	30093	
Southern Comfort			915 Broad Street		Augusta	GA	30901	
Star Linen	Jon	Juhl	1501 Lancer Drive		Moorestown	NJ	08057	
Stitches Unlimited			114-B Davis Road		Martinez	GA	30907	
String Group			37 Treinity Place		Hewlett	NY	11357	
Supreme Sales			P. O. Box 250567		Atlanta	GA	30325-1567	
Textile Sales	Gary	Zemil	P.O. Box 32576		Baltimore	MD	21282	
Textilease	Pete	Hudson	2040 Union Camp Road		Sumpter	SC	29154	
The Liberty Store	Marty	Goldman	5 East Genesee Street		Auburn	NY	13021	
Trexco			1505 Northleg, Suite B		Augusta	GA	30909	
Uniformal Unlimited			2047 Martin Luther King Blvd.		Augusta	GA	30901	
Uniforms 911			1063 Baxter Street		Athens	GA	30606	
Uniforms By John	Johnny	Hoover, Jr.	1518 S. Irby Street		Florence	SC	29505	
Uniforms By John	Johnny	Hoover, Jr.	3655 Rivers Avenue		N. Charleston	SC	29405	
Uniforms By John	Johnny		511 Broad Street		Augusta	GA	30901	
Uniforms Unlimited			850 Prince Ave.		Athens	GA	30606	
Universal Company			1230-32 Broad Street		Augusta	GA	30902	
Universal Police Supply	Pete	Wagner	2090 E. University Dr. #11		Tempe	AZ	85281	
Weizel Supply Co.			P.O. Box 276		Blaine	WA	98231	
Uniforms & Accessories	Bid 12-031		for RCCI		Bid Due: Wed 10/26/11 @ 11:00 a.m.			



Administrative Services Committee Meeting

12/12/2011 1:05 PM

Approve 5% Tobacco Surcharge for Augusta, GA's health insurance participants effective March 1, 2012.

Department: Human Resources

Caption: Motion to approve assessing a 5% surcharge to all tobacco users currently covered in the group health insurance plan that choose not to either terminate their tobacco usage or participate in a tobacco cessation program offered by Augusta, GA, effective March 1, 2012.

Background: Augusta has been contemplating transitioning to a self funded health plan for all employees and retirees. In preparation for the transition, Augusta has been trying to find ways to find to reduce claims by promoting healthy lifestyles for all employees.

Analysis: Recent research by the department of labor as well as other top research programs has shown that smokers on average account for an additional \$2,354 - \$3,400 per year in health care cost. It is estimated based on additional research studies that 10%-20% of public service employees are tobacco users. Potentially the additional health care costs attributed to tobacco users cost Augusta GA's health plan between \$950,000-\$1,300,000 per year. Augusta offers free smoking cessation classes to employees and retirees and has smoking cessation products covered under the prescription drug program. Employees have been and will be offered assistance in becoming tobacco free. If an employee or dependent is enrolled in a program and remains compliant with the cessation program, they will not be charged the tobacco premium. We would ask each enrolled employee to sign a tobacco acknowledgement affidavit on behalf of themselves and any dependents enrolled in the health plan.

Financial Impact:

Alternatives: Do not approve 5% Tobacco Surcharge for Augusta, GA's health insurance participants effective March 1, 2012.

Recommendation: Approve 5% Tobacco Surcharge for Augusta, GA's health

Cover Memo

Item # 2

insurance participants effective March 1, 2012.

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

REVIEWED AND APPROVED BY:

Finance.

Law.

Administrator.

Clerk of Commission

BENEFITS insights

Brought to you by the insurance specialists at
Wells Fargo Insurance Services USA, Inc..

The Cost of Smoking to the Employer

In recent years, many companies have gone smoke-free for various reasons, namely to eliminate secondhand smoke dangers to nonsmoking employees and to reduce health care costs. Many companies are even going as far as not hiring smokers at all. This may seem extreme since a potential employee who smokes may be just as qualified as a nonsmoking potential employee, yet the costs speak for themselves. For example, life and health insurance premiums are much higher for a smoking employee than a non-smoker, and certain other types of insurance tend to be higher when there are smokers on the payroll. Plus, employers incur significant costs for health care and lost productivity for each employee who smokes.

Expenses

Insurance expenses are only the tip of the iceberg. Williams Mitchell College of Law finds that tobacco-related health care and similar workplace costs are to blame for driving up health care costs. This is the case because chronic diseases account for two-thirds of all deaths in the United States and smoking is the leading cause of most of these diseases. Beyond health care costs and insurance claims, smoking also affects many other aspects of an employer's bottom line.

- Lost productivity:
 - Smokers who take four 10-minute smoke breaks per day work one month less per year than nonsmokers who do not need to take these breaks.

- Absenteeism:
 - Smokers are absent 50 percent more than nonsmokers.¹
- Maintenance costs and air cooling, heating and ventilation expenses
- Replacing employees who are sick from smoking-related illnesses or suffer premature deaths due to smoking-related diseases
- Accidents and fires
- Property damage (plus insurance expenses)
- Smoke pollution (increases

figure out how much smokers are costing you.

1. Multiply your total number of employees by the estimated percentage of employees who smoke, taken from a Substance Abuse and Mental Health Services Administration study². If you are unsure of that percentage, use the percentage of employees in your industry below. This calculation will provide an estimate of the total number of smokers that work for your company.

Employers tend to incur significant costs for health care and lost productivity for each employee who smokes.

- cleaning costs)
- Increased early retirement
- Increased legal liability:
 - Nonsmokers have won workers' compensation settlements, unemployment and disability benefits for claims based on their exposure to secondhand smoke.

Your Costs

Want to determine how much smokers are adding to your budget? The U.S. Centers for Disease Control and Prevention estimates that employers pay \$3,400 per adult smoker on their payroll each year. Use the following formula to

Food Preparation/Serving: 44.7%
Construction: 42.9%
Transportation: 39.3%
Production: 36.9%
Maintenance/Repair: 36.9%
Farming, Fishing, Forestry: 31.6%
Retail and Sales: 30.3%
Office/Administrative Support: 28.0%
Health Care: 22.7%
Management: 22.6%
Financial: 18.3%
Legal: 18.1%
Mathematical/Computer Science: 17.9%
Engineering/Architecture: 17.0%

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BENEFITS insights

Community/Social Service: 16.9%

Life/Physical/Social Science: 15.4%

Education: 12.3%

2. Multiply the previous calculation by \$3,400 cost per smoker. The output of this calculation is an estimate of the amount of money you spent each year because of smoking employees.

Total # of Employees: _____

x

Estimated % of Smoking
Employees: _____

=

Total # of Smokers: _____

x

Costs per Smoker: \$3,400

=

Estimated Cost of Smoking per
Year: _____

Solutions

To combat the high cost of employing smokers, start a smoking cessation program or simply do not hire people that smoke, period. There are many short- and long-term benefits to these solutions including:

- Increased workflow and productivity
- Insurance savings
- Savings on maintenance and upkeep costs
- Extremely reduced health care and life insurance costs
- Reduced absenteeism

Sources

¹www.smokingcessationcentral.com

²National Survey on Drug Use and Health, 2009,
(<http://oas.samhsa.gov/2k9/170/170OccuptionHTML.pdf>)



**Administrative Services Committee Meeting
12/12/2011 1:05 PM
Audit**

Department: Clerk of Commission

Caption: Task the Administrator with utilizing the procurement process to solicit the services of an outside forensic auditing firm to perform an audit of the city's finances and contractual obligations. The audit must include but not be limited to the following: (a) TEE Center Parking Garage/Land Acquisition/Associated Leases/Financing, (b) Utility Department Water Rates for Golf Courses/Other Special Agreements, (c) Environmental Services Division, (d) Augusta Transit Department Privatization, (e) Augusta Municipal Golf Course Privatization, (f) Retroactive Pay Increases, (g) SPLOST Fund Projects, and (h) Land Bank. (Requested by Commissioner Lockett)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



Administrative Services Committee Meeting
12/12/2011 1:05 PM
NEH Planning Grant for Heritage Trail for Laney Walker/Bethlehem

Department: Housing and Community Development

Caption: Discuss approval of application for a National Endowment for the Humanities (NEH) Planning Grant, which ranges from \$40,000 -- \$75,000, to assist in the planning of a Heritage Trail for Laney Walker/Bethlehem (and contiguous neighborhoods in Augusta's urban core).

Background: In June 2010, a taxable revenue bond, secured by a hotel/motel fee, was issued for a broad set of purposes variously focused on the revitalization of the Laney Walker and Bethlehem neighborhoods and the celebration of its rich, historic legacy. Since then, much of the initial work for Laney Walker/Bethlehem has focused on master planning, creating design guidelines in keeping with historic patterns, land acquisition, blight removal, early catalytic development, and sales. Parallel to this work, efforts have also been made by the AHCDD to ensure that the long-time historic feel and character of these two neighborhoods would be preserved and nurtured – especially through the development of a heritage Trail, linking Laney Walker/Bethlehem to the areas of Harrisburg, Springfield, and Olde Town. Such a Heritage Trail would serve the dual purpose of educating/promoting a prominent historical legacy and functioning as an economic driver for heritage tourism. Beginning in 2011, a broad group of stakeholders from throughout the Augusta community was convened, meeting quarterly to assist with the development of a scope of work for this Heritage Trail. The stakeholders included: Chester A. Wheeler (Director, AHCDD), Jesse Wiles (President, APD), Dr. Joe Cannon (Assoc. Dean, GHSU), Christine Miller-Betts (Ex. Dir. Laney Museum), Corey Rogers (Historian, Laney Museum), Erick Montgomery (Ex. Dir., Historic Augusta), Dr. Lee Ann Caldwell (Dir., Center for the Study of Georgia History), Anne Floyd (CSRA Regional Commission), Rebecca Rogers (Marketing Dir., Augusta Canal Authority), Paul DeCamp (Planning Director, ARC Planning Commission), Jennifer Bowen (VP Product Development, CVB), and Betty Beard (former ARC Commissioner). By the end of 2011, this group of stakeholders had completed its outline for a Heritage Trail scope of work. Next steps entail detailed planning.

Cover Memo
Item # 4

specifically: 1) the development of the program for this Heritage Trail, ie, its content and 2) the development of a physical layout for the trail, including determination of pathways, trail design, interpretive signage and iconography, and innovative use of technologies to communicate this rich story.

Analysis:

While the development of the actual trail calls for design, landscaping, and engineering expertise, there still remains the challenge of assembling a wide range of materials relating to the history of the area into a coherent, compelling story that will attract a wide audience not just locally and regionally but nationally and abroad. The NEH Planning grant is specifically designed to assist in such an effort and serves as an important prerequisite for applying for a much more substantial NEH Implementation grant down the road (approximately \$400,000), which would significantly subsidize the cost of constructing the Heritage Trail.

Financial Impact:

The NEH Planning Grant, which ranges from approximately \$40,000 -- \$75,000, is intended to provide roughly 50% of the overall cost for planning. The balance of funding for this stage of the Heritage Trail would be provided by the pay-as-you-go portion of the bond financing for the revitalization of Laney Walker/Bethlehem. In a nutshell, if the overall budget for planning this Heritage Trail is projected to be \$100,000, roughly 50% of the budget would be underwritten by an NEH Planning Grant. Moreover, a successful application would then set up future application for an NEH Implementation Grant, with substantive federal funds available to construct the Trail.

Alternatives:

Were the Augusta Housing and Community Development Department not to pursue this NEH Planning Grant (or if the grant proposal is not successful), then the full cost of planning would be borne through pay-as-you-go bond financing – which was the initial direction pursued by AHCDD.

Recommendation:

It is recommended that AHCDD be granted approval to apply for an NEH Planning Grant for the initial planning and design of the Laney Walker/Bethlehem Heritage Trail. Supplemental funds will be provided through the pay-as-you-go portion of the bond financing for the revitalization of Laney Walker/Bethlehem.

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

AHCDD will utilize whatever funds may be provided by the NEH Planning Grant to perform initial planning and design for the Heritage Trail, to be supplemented by equivalent funds in the pay-as-you-go portion of the bond financing for the revitalization of Laney Walker/Bethlehem. Funds available in 297-07-5220-52-11119

Cover Memo

Item # 4

REVIEWED AND APPROVED BY:

Finance.

Law.

Administrator.

Clerk of Commission



**Administrative Services Committee Meeting
12/12/2011 1:05 PM
Solicitation of Opinion from Attorney General**

Department: Clerk of Commission

Caption: Task the General Counsel with soliciting an opinion from the Attorney General as it relates to the meaning of the term "ordinary business" as used in House Bill 805 (Charter). This opinion must include examples of business that can be approved with six Commission-Council votes and what business requires two-thirds of the Commission-Council for approval. An opinion needs to be made as to the legality of the Personnel Policy and Procedures Manual since its passage was treated as ordinary business when much of the content deals with restructuring the government. All restructuring/reorganization contemplated will be placed on hold pending an AG opinion. The General Counsel will consult with the Chair of the Administrative Services Committee and will present proposed brief to the Commission prior to submission to the AG. (Requested by Commissioner Lockett)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



**Administrative Services Committee Meeting
12/12/2011 1:05 PM
Solutions to Pay Disparities among SES Employees**

Department: Clerk of Commission

Caption: Discussion by the Administrator regarding solutions to pay disparities created among Senior Executive Service Employees resulting from the 43 pay increases effective May 2, 2011. Additional information should be provided to demonstrate that policies have been implemented to prevent such a recurrence. (Requested by Commissioner Lockett)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY: