



## ADMINISTRATIVE SERVICES COMMITTEE MEETING AGENDA

Commission Chamber

Tuesday, February 10, 2026

1:15 PM

### ADMINISTRATIVE SERVICES

1. **Ms. Debra Estep** regarding accessible Commission Meeting time for majority of residents of Augusta, 1st and 3rd Tuesday at 5:30pm.
2. Motion to approve the purchase of one mini compact excavator, at a total cost of \$88,752 from Yancey Brothers of Augusta, GA for the Utilities Department. (Bid 25-249)
3. Motion to approve the purchase of one compact track loader, at a total cost of \$78,890, from J and B Tractor Co., Inc. of Augusta, GA for the Utilities Department. (Bid 25-254)
4. Approve the month-to-month continuance of the existing Fleet maintenance contract with Transdev Fleet Services, Inc. pending the completion of the rebid process and approval of the Augusta Commission for Fleet Maintenance Services from February 10th, 2026, for a period of three months. (RFP 25-225C)
5. **Reverend Melvin Ivey**- update on water park for Diamond Lakes.
6. Motion to **approve** the minutes of the January 27, 2026 Administrative Services Committee Meeting.



## Administrative Services Committee Meeting

January 13, 2026

Meeting times

---

|                                                       |                                                                                                                                          |
|-------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Department:</b>                                    | N/A                                                                                                                                      |
| <b>Presenter:</b>                                     | N/A                                                                                                                                      |
| <b>Caption:</b>                                       | <b>Ms. Debra Estep</b> regarding accessible Commission Meeting time for majority of residents of Augusta, 1st and 3rd Tuesday at 5:30pm. |
| <b>Background:</b>                                    | N/A                                                                                                                                      |
| <b>Analysis:</b>                                      | N/A                                                                                                                                      |
| <b>Financial Impact:</b>                              | N/A                                                                                                                                      |
| <b>Alternatives:</b>                                  | N/A                                                                                                                                      |
| <b>Recommendation:</b>                                | N/A                                                                                                                                      |
| <b>Funds are available in the following accounts:</b> | N/A                                                                                                                                      |
| <b><u>REVIEWED AND APPROVED BY:</u></b>               | N/A                                                                                                                                      |

## AGENDA ITEM REQUEST FORM

Commission meetings: First and third Tuesdays of each month - 5:00 p.m.

Committee meetings: Second and last Mondays of each month - 12:45 to 2:15 p.m.

Commission/Committee: (Please check one and insert meeting date)

|                                     |                                   |                 |            |
|-------------------------------------|-----------------------------------|-----------------|------------|
| <input type="checkbox"/>            | Commission                        | Date of Meeting | _____      |
| <input type="checkbox"/>            | Public Safety Committee           | Date of Meeting | _____      |
| <input type="checkbox"/>            | Public Services Committee         | Date of Meeting | _____      |
| <input checked="" type="checkbox"/> | Administrative Services Committee | Date of Meeting | 10/11/2025 |
| <input type="checkbox"/>            | Engineering Services Committee    | Date of Meeting | _____      |
| <input type="checkbox"/>            | Finance Committee                 | Date of Meeting | _____      |

OR NEXT AVAILABLE

Contact Information for Individual/Presenter Making the Request:

Name: DEBRA FSTEP  
 Address: 1523 SONS RD  
 Telephone Number: (706) 339-0848  
 Fax Number: \_\_\_\_\_  
 E-Mail Address: wondercusp@gmail.com

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

REQUEST FOR MORE ACCESSIBLE COMMISSION  
MEETING TIME FOR MAJORITY RESIDENTS  
OF AUGUSTA, 1st + 3rd TUESDAY AT 5:30  
INSTEAD

Please send this request form to the following address:

|                             |                                       |
|-----------------------------|---------------------------------------|
| Ms. Lena J. Bonner          | Telephone Number: 706-821-1820        |
| Clerk of Commission         | Fax Number: 706-821-1838              |
| Room 806 Municipal Building | E-Mail Address: lbonner@augustaga.gov |
| 530 Greene Street           |                                       |
| Augusta, GA 30911           |                                       |

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.



## Administrative Services Committee Meeting

Meeting Date:

2026 – UTIL-FM – Mini Compact Excavator – Bid #25-249

|                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Department:</b>                                    | Central Services – Fleet Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Presenter:</b>                                     | Horace Green; Central Services Director                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Caption:</b>                                       | Motion to approve the purchase of one mini compact excavator, at a total cost of \$88,752 from Yancey Brothers of Augusta, GA for the Utilities Department. (Bid 25-249)                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Background:</b>                                    | The Augusta Utilities Facilities Maintenance division is requesting the purchase of a mini compact excavator to be used by the fiber optic crews. The crews currently utilize only one mini excavator. An additional mini excavator will allow the crew to continue operations if one machine needs repairs and maintenance and allows the crew to carry approximately 3000 more pounds than the current one. The new machine will allow the division to utilize various buckets and attachments that will expand their abilities at Raw Water and help to keep the canal cleaner. |
| <b>Analysis:</b>                                      | The Procurement Department published a competitive bid using the Demand Star application for a Mini Compact Excavator. Invitations to bid were sent to 15 vendors with 9 compliant bids received. Yancey Brothers of Augusta, Georgia offer meets all the requirements of the specifications.                                                                                                                                                                                                                                                                                      |
| <b>Financial Impact:</b>                              | <ul style="list-style-type: none"> <li>Utilities – 506-04-3580/54-21110</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Alternatives:</b>                                  | (1) Approve (2) Do not approve                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Recommendation:</b>                                | Motion to approve the purchase of one mini compact excavator, at a total cost of \$88,752 from Yancey Brothers of Augusta, GA for the Utilities Department.                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Funds are available in the following accounts:</b> | <ul style="list-style-type: none"> <li>Utilities - 506-04-3580/54-21110</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>REVIEWED AND APPROVED BY:</u></b>               | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |



## Invitation to Bid

Sealed bids will be received at this office until **Monday, October 20, 2025 @ 3:00 p.m.** via ZOOM Meeting ID: **876 1017 5989**; Passcode: **25249** for furnishing:

**Bid Item #25-249                      Mini Compact Excavator for Augusta, GA – Central Services Department  
Fleet Management Division**

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

Andy Penick, Procurement 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 be obtained at the offices of Augusta, GA Procurement Department, 535 Telfair Street – Suite 605, Augusta, GA 30901 **(706-821-2422)**.

All questions must be submitted in writing by email to [procbidandcontract@augustaga.gov](mailto:procbidandcontract@augustaga.gov) to the office of the Procurement Department by Friday, October 3, 2025 @ 5:00 P.M. No bid will be accepted by fax or email; all must be received by mail or hand delivered. **To ensure timely deliveries, all submittals must be received during our normal office hours from 8:30 a.m. to 5:00 p.m., Monday through Friday. No deliveries will be accepted prior to 8:30 a.m. or after 5:00 p.m., as the building is closed to the public and delivery services outside of these hours.**

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 or email as follows:**

Augusta Procurement Department  
Attn: Andy Penick, Procurement Director  
535 Telfair Street, Room 605  
Augusta, GA 30901  
Email: [procbidandcontract@augustaga.gov](mailto:procbidandcontract@augustaga.gov)

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

Andy Penick, Procurement Director

Publish:

|                   |                                          |
|-------------------|------------------------------------------|
| Augusta Chronicle | September 11, 18, 25 and October 2, 2025 |
| Metro Courier     | September 11, 2025                       |



Bid Opening: Bid Item #25-249 Mini Compact Excavator  
for Augusta, GA-Central Services Department/Fleet Management  
Bid Due: Monday, October 20, 2025 @ 3:00 p.m.

Total Number Specifications Mailed Out: 15  
Total Number Specifications Download (Demandstar): 5  
Total Electronic Notifications (Demandstar): 80  
Georgia Procurement Registry: 264  
Total Packages Submitted: 9  
Total Non-Compliant: 1

| Vendors                                 | Blanchard Equipment Augusta<br>41266 Bel Air Frontage Road<br>Augusta, GA 30909 | J and B Tractor Co, Inc.<br>3585 Mike Padgett Hwy<br>Augusta, GA 30906 | WESPro JCB<br>1501 Atlanta Industrial<br>Way<br>Atlanta, GA 30031 | Bobcat of Augusta<br>2803 Wyllys Rd Ext.<br>Augusta, GA 30909 | Dobbs Equipment<br>1900 Williams Few Pkwy<br>Grovetown, GA 30813 | Ventris Health<br>8735 Dunwoody Place<br>#8393<br>Atlanta, GA 30350 | AG-PRO<br>1377 Dogwood Dr SW<br>Conyers, GA 30012 | Yancey Brothers<br>4165 Mike Padgett<br>Hwy<br>Augusta, GA 30906 | Siak Enterprise LLC<br>901 Hampton Hill Court<br>Lawrenceville, GA 30044 |
|-----------------------------------------|---------------------------------------------------------------------------------|------------------------------------------------------------------------|-------------------------------------------------------------------|---------------------------------------------------------------|------------------------------------------------------------------|---------------------------------------------------------------------|---------------------------------------------------|------------------------------------------------------------------|--------------------------------------------------------------------------|
| Attachment B                            | YES                                                                             | YES                                                                    | YES                                                               | YES                                                           | YES                                                              | Non-Compliant                                                       | YES                                               | YES                                                              | YES                                                                      |
| Addendum 1                              | YES                                                                             | YES                                                                    | YES                                                               | YES                                                           | YES                                                              | Non-Compliant                                                       | YES                                               | YES                                                              | YES                                                                      |
| E-Verify Number                         | 605432                                                                          | 515905                                                                 | 2528203                                                           | 705362                                                        | 1886290                                                          | Non-Compliant                                                       | 675168                                            | 1463813                                                          | 2516665                                                                  |
| SAVE Form                               | YES                                                                             | YES                                                                    | YES                                                               | YES                                                           | YES                                                              | Non-Compliant                                                       | YES                                               | YES                                                              | YES                                                                      |
| Exceptions                              | YES                                                                             | YES                                                                    | YES                                                               | NO                                                            | NO                                                               | Non-Compliant                                                       | YES                                               | NO                                                               | NO                                                                       |
| <b>6.00 Specialty Items Required</b>    |                                                                                 |                                                                        |                                                                   |                                                               |                                                                  |                                                                     |                                                   |                                                                  |                                                                          |
| 6.01                                    | 0                                                                               | INCLUDED                                                               | 0                                                                 | INCLUDED                                                      | \$30.00                                                          | Non-Compliant                                                       | 0                                                 | 0                                                                | 0                                                                        |
| 6.02                                    | \$350.00                                                                        | INCLUDED                                                               | \$100.00                                                          | INCLUDED                                                      | \$275.00                                                         | Non-Compliant                                                       | \$349.00                                          | 0                                                                | \$184.53                                                                 |
| 6.03                                    | 0                                                                               | INCLUDED                                                               | \$1,500.00                                                        | INCLUDED                                                      | \$550.00                                                         | Non-Compliant                                                       | 0                                                 | \$100.00                                                         | 0                                                                        |
| 6.04                                    | 0                                                                               | INCLUDED                                                               | 0                                                                 | INCLUDED                                                      | 0                                                                | Non-Compliant                                                       | 0                                                 | 0                                                                | 0                                                                        |
| <b>7.00 Manufacturer Options</b>        |                                                                                 |                                                                        |                                                                   |                                                               |                                                                  |                                                                     |                                                   |                                                                  |                                                                          |
| 7.01                                    | \$2,537.00                                                                      | \$3,300.00                                                             | \$2,500.00                                                        | INCLUDED                                                      | \$2,260.00                                                       | Non-Compliant                                                       | \$3,307.00                                        | 0                                                                | \$5,117.20                                                               |
| 7.02                                    | \$500.00                                                                        | \$250.00                                                               | 0                                                                 | INCLUDED                                                      | \$200.00                                                         | Non-Compliant                                                       | \$399.00                                          | \$675.00                                                         | \$412.80                                                                 |
| 7.03                                    | \$1,814.00                                                                      | \$950.00                                                               | \$650.00                                                          | INCLUDED                                                      | \$830.00                                                         | Non-Compliant                                                       | \$1,621.00                                        | \$1,021.00                                                       | \$1,560.90                                                               |
| 7.04                                    | \$2,415.00                                                                      | \$2,100.00                                                             | \$800.00                                                          | INCLUDED                                                      | \$1,050.50                                                       | Non-Compliant                                                       | \$2,225.00                                        | \$1,255.00                                                       | \$2,101.00                                                               |
| <b>2025/2026 Mini Compact Excavator</b> |                                                                                 |                                                                        |                                                                   |                                                               |                                                                  |                                                                     |                                                   |                                                                  |                                                                          |
| Year                                    | 2025                                                                            | 2025/2026                                                              | 2025                                                              | 2025                                                          | 2025                                                             | Non-Compliant                                                       | 2026                                              | 2025                                                             | 2025                                                                     |
| Make                                    | JOHN DEERE                                                                      | KUBOTA                                                                 | JCB                                                               | BOBCAT                                                        | JOHN DEERE                                                       | Non-Compliant                                                       | JOHN DEERE                                        | CAT                                                              | BOBCAT                                                                   |
| Model                                   | 60-P CAB EXCAVATIR                                                              | KX057-5R3AP                                                            | 55Z                                                               | E60                                                           | 60-P                                                             | Non-Compliant                                                       | 60-P                                              | 306                                                              | E60 R2 SERIES                                                            |
| Bid Price                               | \$96,141.00                                                                     | \$83,400.00                                                            | \$80,000.00                                                       | \$99,994.00                                                   | \$98,650.00                                                      | Non-Compliant                                                       | \$96,369.00                                       | \$88,752.00                                                      | \$111,126.06                                                             |
| Approximate Delivery Time               | 2 WEEKS FROM AWARD DATE                                                         | WITHIN 120 DAYS                                                        | Oct-25                                                            | 90 DAYS                                                       | 1-2 WEEKS                                                        | Non-Compliant                                                       | 2-4 WEEKS                                         | 11/15/2025                                                       | 7 DAYS                                                                   |



# Central Services Department

Horace Green, Director  
LaQuona Porter, Fleet Manager

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

## MEMORANDUM

**TO:** Andy Penick, Director, Procurement Department  
**FROM:** Horace Green, Director, Central Services Department  
**DATE:** November 13, 2025  
**SUBJECT:** Recommendation for Bid #25-249, Mini Compact Excavator

---

On October 20, 2025, nine proposals were received for bid #25-249, Mini Compact Excavator. After consultation with the Utilities department, Fleet Management recommends awarding Yancy Brothers of Augusta, GA in the amount of \$88,752.

The lowest bidder at \$80,000 is WESPro JCB offering a JCB 55Z with exceptions to the requested bid specifications. This vendor does not have a service center within 25 miles of Augusta, GA which can cause significant downtime due to the time to haul the machine to a authorized JCB shop for warranty repairs.

The second lowest bidder at \$83,400 is J and B Tractor Co., Inc. offering a Kubota KX057-5R3AP. The model offers 12 more horsepower than the Utilities department and will allow a 12.9 foot digging depth. However, the hydraulic flow is 14.8 gallons which will not be sufficient for the mulching head attachment being requested on a separate bid.

The third lowest bidder at \$88,752 is Yancey Brothers offering a CAT 306. This machine allows 25 more horsepower than the department's current machine. The digging depth can reach up to 13.5 feet. The hydraulic flow is 9 more gallons than the Kubota KX057-5R3AP. This will enable the department to reach further down slopes, handle heavier trees and debris.

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.

HG/kg





Bid Opening: Bid Item #25-249 Mini Compact Excavator  
for Augusta, GA-Central Services Department/Fleet Management  
Bid Due: Monday, October 20, 2025 @ 3:00 p.m.

Total Number Specifications Mailed Out: 15  
Total Number Specifications Download (Demandstar): 5  
Total Electronic Notifications (Demandstar): 80  
Georgia Procurement Registry: 264  
Total Packages Submitted: 9  
Total Non-Compliant: 1

| Vendors                          | Blanchard Equipment Augusta<br>4266 Bel Air Frontage Road<br>Augusta, GA 30909 | J and B Tractor Co, Inc.<br>3585 Mike Padgett Hwy<br>Augusta, GA 30906 | WESPro JCB<br>1501 Atlanta Industrial<br>Way<br>Atlanta, GA 30031 | Bobcat of Augusta<br>2803 Wydds Rd Ext.<br>Augusta, GA 30909 | Dobbs Equipment<br>1900 William Few Pkwy<br>Grovetown, GA 30083 | Ventris Health<br>8735 Dunwoody Place<br>#8393<br>Atlanta, GA 30350 | AG-PRO<br>1377 Dogwood Dr SW<br>Conyers, GA 30012 | Yancey Brothers<br>4165 Mike Padgett<br>Hwy<br>Augusta, GA 30906 | Slak Enterprise LLC<br>901 Hampton Hill Court<br>Lawrenceville, GA 30044 |
|----------------------------------|--------------------------------------------------------------------------------|------------------------------------------------------------------------|-------------------------------------------------------------------|--------------------------------------------------------------|-----------------------------------------------------------------|---------------------------------------------------------------------|---------------------------------------------------|------------------------------------------------------------------|--------------------------------------------------------------------------|
| Attachment B                     | YES                                                                            | YES                                                                    | YES                                                               | YES                                                          | YES                                                             | Non-Compliant                                                       | YES                                               | YES                                                              | YES                                                                      |
| Addendum 1                       | YES                                                                            | YES                                                                    | YES                                                               | YES                                                          | YES                                                             | Non-Compliant                                                       | YES                                               | YES                                                              | YES                                                                      |
| E-Verify Number                  | 605432                                                                         | 515905                                                                 | 2528203                                                           | 705362                                                       | 1886290                                                         | Non-Compliant                                                       | 675168                                            | 1463813                                                          | 2516665                                                                  |
| SAVE Form                        | YES                                                                            | YES                                                                    | YES                                                               | YES                                                          | YES                                                             | Non-Compliant                                                       | YES                                               | YES                                                              | YES                                                                      |
| Exceptions                       | YES                                                                            | YES                                                                    | YES                                                               | NO                                                           | NO                                                              | Non-Compliant                                                       | YES                                               | NO                                                               | NO                                                                       |
| 6.00 Specialty Items Required    |                                                                                |                                                                        |                                                                   |                                                              |                                                                 |                                                                     |                                                   |                                                                  |                                                                          |
| 6.01                             | 0                                                                              | INCLUDED                                                               | 0                                                                 | INCLUDED                                                     | \$30.00                                                         | Non-Compliant                                                       | 0                                                 | 0                                                                | 0                                                                        |
| 6.02                             | \$350.00                                                                       | INCLUDED                                                               | \$100.00                                                          | INCLUDED                                                     | \$275.00                                                        | Non-Compliant                                                       | \$349.00                                          | 0                                                                | \$184.53                                                                 |
| 6.03                             | 0                                                                              | INCLUDED                                                               | \$1,500.00                                                        | INCLUDED                                                     | \$550.00                                                        | Non-Compliant                                                       | 0                                                 | \$100.00                                                         | 0                                                                        |
| 6.04                             | 0                                                                              | INCLUDED                                                               | 0                                                                 | INCLUDED                                                     | 0                                                               | Non-Compliant                                                       | 0                                                 | 0                                                                | 0                                                                        |
| 7.00 Manufacturer Options        |                                                                                |                                                                        |                                                                   |                                                              |                                                                 |                                                                     |                                                   |                                                                  |                                                                          |
| 7.01                             | \$2,537.00                                                                     | \$3,300.00                                                             | \$2,500.00                                                        | INCLUDED                                                     | \$2,260.00                                                      | Non-Compliant                                                       | \$3,307.00                                        | 0                                                                | \$5,117.20                                                               |
| 7.02                             | \$500.00                                                                       | \$250.00                                                               | 0                                                                 | INCLUDED                                                     | \$200.00                                                        | Non-Compliant                                                       | \$399.00                                          | \$675.00                                                         | \$412.80                                                                 |
| 7.03                             | \$1,814.00                                                                     | \$950.00                                                               | \$650.00                                                          | INCLUDED                                                     | \$830.00                                                        | Non-Compliant                                                       | \$1,621.00                                        | \$1,021.00                                                       | \$1,560.90                                                               |
| 7.04                             | \$2,415.00                                                                     | \$2,100.00                                                             | \$800.00                                                          | INCLUDED                                                     | \$1,050.50                                                      | Non-Compliant                                                       | \$2,225.00                                        | \$1,255.00                                                       | \$2,101.00                                                               |
| 2025/2026 Mini Compact Excavator |                                                                                |                                                                        |                                                                   |                                                              |                                                                 |                                                                     |                                                   |                                                                  |                                                                          |
| Year                             | 2025                                                                           | 2025/2026                                                              | 2025                                                              | 2025                                                         | 2025                                                            | Non-Compliant                                                       | 2026                                              | 2025                                                             | 2025                                                                     |
| Make                             | JOHN DEERE                                                                     | KUBOTA                                                                 | JCB                                                               | BOBCAT                                                       | JOHN DEERE                                                      | Non-Compliant                                                       | JOHN DEERE                                        | CAT                                                              | BOBCAT                                                                   |
| Model                            | 60-P CAB EXCAVATOR                                                             | 10057-5R3AP                                                            | 55Z                                                               | E60                                                          | 50-P                                                            | Non-Compliant                                                       | 60-P                                              | 306                                                              | E60 R2 SERIES                                                            |
| Bid Price                        | \$96,141.00                                                                    | \$83,400.00                                                            | \$80,000.00                                                       | \$99,994.00                                                  | \$98,650.00                                                     | Non-Compliant                                                       | \$96,369.00                                       | \$86,752.00                                                      | \$111,126.00                                                             |
| Approximate Delivery Time        | 2 WEEKS FROM AWARD DATE                                                        | WITHIN 120 DAYS                                                        | Oct-25                                                            | 90 DAYS                                                      | 1-2 WEEKS                                                       | Non-Compliant                                                       | 2-4 WEEKS                                         | 11/15/2025                                                       | 7 DAYS                                                                   |

Item 2.





# Central Services Department

Horace Green, Director  
LaQuona Porter, Fleet Manager

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

## MEMORANDUM

**TO:** Andy Penick, Director, Procurement Department *AP 11/24/25*  
**FROM:** ~~Horace Green~~ Director, Central Services Department *NOV 18 '25 PM 3:34*  
**DATE:** ~~November 13, 2025~~  
**SUBJECT:** Recommendation for Bid #25-249, Mini Compact Excavator

On October 20, 2025, nine proposals were received for bid #25-249, Mini Compact Excavator. After consultation with the Utilities department, Fleet Management recommends awarding Yancy Brothers of Augusta, GA in the amount of \$88,752.

The lowest bidder at \$80,000 is WESPro JCB offering a JCB 55Z with exceptions to the requested bid specifications. This vendor does not have a service center within 25miles of Augusta, GA which can cause significant downtime due to the time to haul the machine to a authorized JCB shop for warranty repairs.

The second lowest bidder at \$83,400 is J and B Tractor Co., Inc. offering a Kubota KX057-5R3AP. The model offers 12 more horsepower than the Utilities department and will allow a 12.9 foot digging depth. However, the hydraulic flow is 14.8gallons which will not be sufficient for the mulching head attachment being requested on a separate bid.

The third lowest bidder at \$88,752 is Yancey Brothers offering a CAT 306. This machine allows 25 more horsepower than the department's current machine. The digging depth can reach up to 13.5feet. The hydraulic flow is 9 more gallons than the Kubota KX057-5R3AP. This will enable the department to reach further down slopes, handle heavier trees and debris.

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.

HG/kg

Bid Opening: Bid Item #25-249 Mini Compact Excavator  
for Augusta, GA-Central Services Department/Fleet Management  
Bid Due: Monday, October 20, 2025 @ 3:00 p.m.

*Augusta*  
GEORGIA

Total Number Specifications Mailed Out: 15  
Total Number Specifications Download (Demandstar): 5  
Total Electronic Notifications (Demandstar): 80  
Georgia Procurement Registry: 264  
Total Packages Submitted: 9  
Total Non-Compliant: 1

| Vendors                          | Blanchard Equipment Augusta<br>4266 Buf Air Frontage Road<br>Augusta, GA 30909 | J and B Tractor Co, Inc.<br>3585 Mike Pedgett Hwy<br>Augusta, GA 30906 | WESPRO JCB<br>1501 Atlanta Industrial<br>Way<br>Atlanta, GA 30031 | Bobcat of Augusta<br>2803 Wylds Rd Ext.<br>Augusta, GA 30909 | Dobbs Equipment<br>1900 William Few Hwy<br>Grovetown, GA 30013 | Ventris Health<br>8735 Dunwoody Place<br>#8393<br>Atlanta, GA 30350 | AG-PRO<br>1377 Dogwood Dr SW<br>Conyers, GA 30012 | Vancey Brothers<br>4165 Mike Pedgett<br>Hwy<br>Augusta, GA 30906 | Siak Enterprise LLC<br>901 Hampton Hill Court<br>Lawrenceville, GA 30044 |
|----------------------------------|--------------------------------------------------------------------------------|------------------------------------------------------------------------|-------------------------------------------------------------------|--------------------------------------------------------------|----------------------------------------------------------------|---------------------------------------------------------------------|---------------------------------------------------|------------------------------------------------------------------|--------------------------------------------------------------------------|
| Attachment B                     | YES                                                                            | YES                                                                    | YES                                                               | YES                                                          | YES                                                            | Non-Compliant                                                       | YES                                               | YES                                                              | YES                                                                      |
| Addendum 1                       | YES                                                                            | YES                                                                    | YES                                                               | YES                                                          | YES                                                            | Non-Compliant                                                       | YES                                               | YES                                                              | YES                                                                      |
| E-Verify Number                  | 605432                                                                         | 515905                                                                 | 2528203                                                           | 705362                                                       | 1886290                                                        | Non-Compliant                                                       | 675168                                            | 1463813                                                          | 2516665                                                                  |
| SAVE Form                        | YES                                                                            | YES                                                                    | YES                                                               | YES                                                          | YES                                                            | Non-Compliant                                                       | YES                                               | YES                                                              | YES                                                                      |
| Exceptions                       | YES                                                                            | YES                                                                    | YES                                                               | NO                                                           | NO                                                             | Non-Compliant                                                       | YES                                               | NO                                                               | NO                                                                       |
| 8.00 Specialty Items Required    |                                                                                |                                                                        |                                                                   |                                                              |                                                                |                                                                     |                                                   |                                                                  |                                                                          |
| 6.01                             | 0                                                                              | INCLUDED                                                               | 0                                                                 | INCLUDED                                                     | \$30.00                                                        | Non-Compliant                                                       | 0                                                 | 0                                                                | 0                                                                        |
| 6.02                             | \$350.00                                                                       | INCLUDED                                                               | \$100.00                                                          | INCLUDED                                                     | \$275.00                                                       | Non-Compliant                                                       | \$349.00                                          | 0                                                                | \$184.53                                                                 |
| 6.03                             | 0                                                                              | INCLUDED                                                               | \$1,500.00                                                        | INCLUDED                                                     | \$550.00                                                       | Non-Compliant                                                       | 0                                                 | \$100.00                                                         | 0                                                                        |
| 6.04                             | 0                                                                              | INCLUDED                                                               | 0                                                                 | INCLUDED                                                     | 0                                                              | Non-Compliant                                                       | 0                                                 | 0                                                                | 0                                                                        |
| 2.00 Manufacturer Options        |                                                                                |                                                                        |                                                                   |                                                              |                                                                |                                                                     |                                                   |                                                                  |                                                                          |
| 7.01                             | \$2,537.00                                                                     | \$3,300.00                                                             | \$2,300.00                                                        | INCLUDED                                                     | \$2,240.00                                                     | Non-Compliant                                                       | \$3,307.00                                        | 0                                                                | \$5,117.20                                                               |
| 7.02                             | \$500.00                                                                       | \$250.00                                                               | 0                                                                 | INCLUDED                                                     | \$200.00                                                       | Non-Compliant                                                       | \$399.00                                          | \$675.00                                                         | \$412.80                                                                 |
| 7.03                             | \$1,814.00                                                                     | \$950.00                                                               | \$650.00                                                          | INCLUDED                                                     | \$830.00                                                       | Non-Compliant                                                       | \$1,621.00                                        | \$1,021.00                                                       | \$1,560.90                                                               |
| 7.04                             | \$2,415.00                                                                     | \$2,100.00                                                             | \$600.00                                                          | INCLUDED                                                     | \$1,050.50                                                     | Non-Compliant                                                       | \$2,225.00                                        | \$1,255.00                                                       | \$2,101.00                                                               |
| 2025/2026 Mini Compact Excavator |                                                                                |                                                                        |                                                                   |                                                              |                                                                |                                                                     |                                                   |                                                                  |                                                                          |
| Year                             | 2025                                                                           | 2025/2026                                                              | 2025                                                              | 2025                                                         | 2025                                                           | Non-Compliant                                                       | 2026                                              | 2025                                                             | 2025                                                                     |
| Make                             | JOHN DEERE                                                                     | KUBOTA                                                                 | JCB                                                               | BOBCAT                                                       | JOHN DEERE                                                     | Non-Compliant                                                       | JOHN DEERE                                        | CAT                                                              | BOBCAT                                                                   |
| Model                            | 60-P CAB EXCAVATOR                                                             | KX057-5R3AP                                                            | 35Z                                                               | E60                                                          | 60-P                                                           | Non-Compliant                                                       | 60-P                                              | 306                                                              | E60 R2 SERIES                                                            |
| Bid Price                        | \$96,141.00                                                                    | \$83,400.00                                                            | \$80,000.00                                                       | \$99,994.00                                                  | \$99,550.00                                                    | Non-Compliant                                                       | \$96,369.00                                       | \$88,752.00                                                      | \$111,126.00                                                             |
| Approximate Delivery Time        | 2 WEEKS FROM AWARD DATE                                                        | WITHIN 120 DAYS                                                        | Oct-25                                                            | 90 DAYS                                                      | 1-2 WEEKS                                                      | Non-Compliant                                                       | 2-4 WEEKS                                         | 11/15/2025                                                       | 7 DAYS                                                                   |

Item 2.



**J & B Tractor**

3585 Mike Padgett Hwy, Augusta,  
GA 30906

**AG-Pro**

1377 Dogwood Drive SW  
Conyers, GA 30012

**Reliable Equipment Rental**

4001 Washington Rd  
Augusta, GA 30907

**Blanchard Equipment Co.**

4266 Belair Frontage Rd, Augusta,  
GA 30909

**United Rentals**

4316 Belair Frontage Road  
Augusta GA 30906  
(RETURN MAIL)

**Low Country JCB**

1008 Highway 80E  
Pooler, GA 31322

**Jenkins Tractor Company**

3585 Mike Padgett Highway  
Augusta, GA 30906

**Stith Tractor & Equip Co.**

3809 Old Savannah Road  
Augusta, GA 30809

**Rhinehart Equipment Co.**

3556 Martha Berry Hwy  
Rome, GA 30165

**Bobcat of Augusta**

2803 Wylds Road  
Augusta, GA 30909-4449

**Flint Construction & Forestry**

1900 William Few Parkway  
Grovetown, GA 30813

**Hills Machinery**

1014 Atlas Way  
Columbia, SC 29209

**Yancey Brothers Company**

4165 Mike Padgett Highway  
Augusta, GA 30906

**Vermeer Southeast**

1320 Gresham Road  
Marietta, GA 30062

**Ditch Witch of Georgia**

5430 GA Highway 85  
Forest Park, GA 30297-2486

**Horace "James" Green**

Central Service

**Kaycee Gordy**

Fleet Management

**Dr. Yolonda Jackson**

Compliance

**Bid Item #25-249 Mini Compact  
Excavator for Augusta, Ga-Central  
Services Department**

**Bid Date: Mon,10/20/2025 @ 3:00  
p.m.**

**Bid Item #25-249 Mini Compact  
Excavator for Augusta, Ga-Central  
Services Department**

**Mail Date: 9/11/2025**



## Administrative Services Committee Meeting

Meeting Date:

2026 – UTIL-FM – Compact Track Loader – Bid #25-254

|                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Department:</b>                                    | Central Services – Fleet Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Presenter:</b>                                     | Horace Green; Central Services Director                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Caption:</b>                                       | Motion to approve the purchase of one compact track loader, at a total cost of \$78,890, from J and B Tractor Co., Inc. of Augusta, GA for the Utilities Department. (Bid 25-254)                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Background:</b>                                    | The Augusta Utilities Facilities Maintenance division is requesting the purchase of a compact track loader. The new machine weighing over 12,000 pounds and boasting a flow rate of 30 gallons per minute, empowers us to undertake a wide range of tasks. The primary objective is to acquire a mulching head capable of efficiently clearing debris and other brushes that frequently accumulates in our lift stations and tanks. The track loader will be accessible to the fiber optic crews, canal and electricians as needed. By acquiring this new skid steer, it ensures that even if one is in the shop, operations can continue without interruption |
| <b>Analysis:</b>                                      | The Procurement Department published a competitive bid using the Demand Star application for a Compact Track Loader. Invitations to bid were sent to 15 vendors with 5 compliant bids received. J and B Tractor Co., Inc. Augusta, Georgia offer meets all the requirements of the specifications.                                                                                                                                                                                                                                                                                                                                                             |
| <b>Financial Impact:</b>                              | <ul style="list-style-type: none"> <li>Utilities – 506-04-3580/54-21110</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Alternatives:</b>                                  | (1) Approve (2) Do not approve                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Recommendation:</b>                                | Motion to approve the purchase of one compact track loader, at a total cost of \$78,890, from J and B Tractor Co., Inc. of Augusta, GA for the Utilities Department.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Funds are available in the following accounts:</b> | <ul style="list-style-type: none"> <li>Utilities - 506-04-3580/54-21110</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>REVIEWED AND APPROVED BY:</u></b>               | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

## Invitation to Bid

Sealed bids will be received at this office until **Friday, October 24, 2025 @ 11:00 a.m.** via ZOOM Meeting ID: **838 1105 3600**; Passcode: **25254** for furnishing:

**Bid Item #25-254                      Loader, Tracked, Closed Cab, Compact, Kubota SLV97-3 or Approved Equivalent for Augusta, GA – Central Services Department-Fleet Management Division**

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

Andy Penick, Procurement Director  
Augusta, GA Procurement Department  
535 Telfair Street - Room 605  
Augusta, Georgia 30901

Bid documents may be obtained through the Augusta, Georgia web site under the Procurement Department **ARcbid, Euna OpenBids, and Georgia Procurement Registry**. Bid documents may be obtained at the office of Augusta, GA Procurement Department, 535 Telfair Street – Suite 605, Augusta, GA 30901 **(706-821-2422)**.

**All questions must be submitted in writing by email to [procbidandcontract@augustaga.gov](mailto:procbidandcontract@augustaga.gov) to the office of the Procurement Department by Friday, October 10, 2025 @ 5:00 P.M. No bid will be accepted by email; all must be received by mail or hand delivered. To ensure timely deliveries, all submittals must be received during our normal office hours from 8:30 a.m. to 5:00 p.m., Monday through Friday.**

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 or email as follows:**

Augusta Procurement Department  
Attn: Andy Penick, Procurement Director  
535 Telfair Street, Room 605  
Augusta, GA 30901  
Email: [procbidandcontract@augustaga.gov](mailto:procbidandcontract@augustaga.gov)

**No bid will be accepted by email; all must be received by mail or hand delivered.**

Andy Penick, Procurement Director

Publish:

|                   |                                         |
|-------------------|-----------------------------------------|
| Augusta Chronicle | September 18, 25 and October 2, 9, 2025 |
| Metro Courier     | September 18, 2025                      |



**Bid Opening: Bid Item #25-254 Compact Track Loader  
for Augusta, GA-Central Services Department – Fleet Management  
Bid Due: Friday, October 24, 2025 @ 11:00 a.m.**

**Total Number Specifications Mailed Out: 15**

**Total Number Specifications Download (Demandstar): 4**

**Total Electronic Notifications (Demandstar): 45**

**Georgia Procurement Registry: 236**

**Total Packages Submitted: 5**

**Total Non-Compliant: 0**

| Vendors         | Blanchard Equipment Augusta<br>4266 Bel Air Frontage Road<br>Augusta, GA 30909 | WesPro JCB<br>1501 Atlanta Industrial Way<br>Atlanta, GA 30331 | Dobbs Equipment<br>1900 William Few Pkwy<br>Grovetown, GA 30813 | J and B Tractor Co., Inc<br>3585 Mike Padgett Hwy<br>Augusta, GA 30906 | Bobcat of Augusta<br>2803 Wylds Rd<br>Augusta, GA 30909 |
|-----------------|--------------------------------------------------------------------------------|----------------------------------------------------------------|-----------------------------------------------------------------|------------------------------------------------------------------------|---------------------------------------------------------|
| Attachment B    | YES                                                                            | YES                                                            | YES                                                             | YES                                                                    | YES                                                     |
| E-Verify Number | 605432                                                                         | 2528203                                                        | 1886290                                                         | 515905                                                                 | 705362                                                  |
| SAVE Form       | YES                                                                            | YES                                                            | YES                                                             | YES                                                                    | YES                                                     |
| Exceptions      | YES                                                                            | YES                                                            | NO                                                              | NO                                                                     | YES                                                     |

#### Compact Track Loader

|                           |                       |             |             |                  |             |
|---------------------------|-----------------------|-------------|-------------|------------------|-------------|
| Year                      | 2025                  | 2025        | 2025        | 2025/2026        | 2025        |
| Make                      | JOHN DEERE            | JCB         | JOHN DEERE  | KUBOTA           | BOBCAT      |
| Model                     | 331-P                 | 400T        | 331-P       | SVL97-3          | T770        |
| Bid Price                 | \$97,988.00           | \$97,000.00 | \$84,500.00 | \$78,890.00      | \$73,490.00 |
| Approximate Delivery Time | TWO WEEKS AFTER AWARD | Dec-25      | 1-2 WEEKS   | 30 DAYS AFTER PO | 30 DAYS     |

## Kaycee Gordy

---

**From:** Stephen Orton  
**Sent:** Wednesday, January 21, 2026 7:31 AM  
**To:** Kaycee Gordy  
**Subject:** FW: [EXTERNAL] Skid steer justification

Stephen H. Orton MSc, PE , CAP, CCST, Master Electrician  
 Augusta Utilities Department  
 Maintenance Superintendent  
 Cell - (706) 836-7283  
[sorton@augustaga.gov](mailto:sorton@augustaga.gov)

Surround yourself with the best people you can find, delegate authority, and don't interfere as long as the policy you've decided upon is being carried out.

## Ronald Reagan



[www.ISA.Org](http://www.ISA.Org)

---

**From:** John Goodenough <john.goodenough@bellsouth.net>  
**Sent:** Tuesday, January 20, 2026 6:31 PM  
**To:** Stephen Orton <Sorton@augustaga.gov>  
**Subject:** [EXTERNAL] Skid steer justification

This new skid steer, weighing over 12,000 pounds and boasting a flow rate of 30 gallons per minute, empowers us to undertake a wide range of tasks. Our primary objective is to acquire a mulching head capable of efficiently clearing debris and other brush that frequently accumulates in our lift stations and tanks. During the recent hurricane, our sole skid steer was in the shop for three months, necessitating a rental during that period. We retrieved the equipment less than a month later but were forced to return to the shop for further repairs. While our current skid steer has low hours, it consistently fails to receive proper repairs. By acquiring this new skid steer, we ensure that even if one is in the shop, we can continue our operations without interruption.

This new skid steer will be accessible to the fiber crew when required. Electricians can utilize either skid steer to drill holes for electrical poles. Additionally, we can deploy this skid steer at Raw Water, the

canal, or any other location where we need to complete our tasks. Furthermore, this skid steer can be equipped with a bush hog, enabling us to maintain the cleanliness of our lots.

Item 3.

Get [Outlook for iOS](#)

**[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.]**

---

This e-mail contains confidential information and is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. The City of Augusta accepts no liability for the content of this e-mail or for the consequences of any actions taken on the basis of the information provided, unless that information is subsequently confirmed in writing. Any views or opinions presented in this e-mail are solely those of the author and do not necessarily represent those of the City of Augusta. E-mail transmissions cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. The sender therefore does not accept liability for any errors or omissions in the content of this message which arise as a result of the e-mail transmission. If verification is required, please request a hard copy version.

AED:104.1





# Central Services Department

Horace Green, Director  
LaQuona Porter, Fleet Manager

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

## MEMORANDUM

**TO:** Andy Penick, Director, Procurement Department  
**FROM:** Horace Green, Director, Central Services Department  
**DATE:** November 7, 2025  
**SUBJECT:** Recommendation for Bid #25-254, Compact Track Loader

On October 24, 2025, five proposals were received for bid #25-254, Compact Track Loader. Fleet Management recommends awarding J and B Tactor Co., Inc. of Augusta GA in the total amount of \$78,890 with an estimated delivery of 30 days after purchase order is received.

J and B Tactor Co., Inc. proposal met all requirements of the bid and provides all the accessories and/or options. The 2025/2026 Kubota SLV97-3 is \$78,890. The specifications and exceptions have been reviewed and confirmed by the department that the compact track loader is equipped to be used for the department's day-to-day operations.

The lowest bidder at \$73,490 is Bobcat of Augusta, which did not meet the following specifications:

### Section 2

- 5.02 – Operating weight – approximately 11,299 pounds – Bobcat Exception – 10,515lbs
- 6.01 – 96hp – Bobcat Exception – 92hp
- 7.02 – Pump flow – 40gpm – Bobcat Exception – 36.6gpm
- 13.01 - Pump flow – 40gpm – Bobcat Exception – 36.6gpm
- 13.07 – 14 Pin connector – Bobcat Exception – 7 Pin

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.

HG/kg

Bid Opening: Bid Item #25-254 Compact Track Loader  
for Augusta, GA-Central Services Department – Fleet Management  
Bid Due: Friday, October 24, 2025 @ 11:00 a.m.



Total Number Specifications Mailed Out: 15  
Total Number Specifications Download (Demandstar): 4  
Total Electronic Notifications (Demandstar): 45  
Georgia Procurement Registry: 236  
Total Packages Submitted: 5  
Total Non-Compliant: 0

| Vendors                      | Blanchard Equipment Augusta<br>4266 Bel Air Frontage Road<br>Augusta, GA 30909 | WesPro JCB<br>1501 Atlanta Industrial Way<br>Atlanta, GA 30331 | Dobbs Equipment<br>1900 William Few Pkwy<br>Grovetown, GA 30813 | J and B Tractor Co., Inc<br>3585 Mike Padgett Hwy<br>Augusta, GA 30906 | Bobcat of Augusta<br>2803 Wylds Rd<br>Augusta, GA 30909 |
|------------------------------|--------------------------------------------------------------------------------|----------------------------------------------------------------|-----------------------------------------------------------------|------------------------------------------------------------------------|---------------------------------------------------------|
| Attachment B                 | YES                                                                            | YES                                                            | YES                                                             | YES                                                                    | YES                                                     |
| E-Verify Number              | 605432                                                                         | 2528203                                                        | 1886290                                                         | 515905                                                                 | 705362                                                  |
| SAVE Form                    | YES                                                                            | YES                                                            | YES                                                             | YES                                                                    | YES                                                     |
| Exceptions                   | YES                                                                            | YES                                                            | NO                                                              | NO                                                                     | YES                                                     |
| <b>Compact Track Loader</b>  |                                                                                |                                                                |                                                                 |                                                                        |                                                         |
| Year                         | 2025                                                                           | 2025                                                           | 2025                                                            | 2025/2026                                                              | 2025                                                    |
| Make                         | JOHN DEERE                                                                     | JCB                                                            | JOHN DEERE                                                      | KUBOTA                                                                 | BOBCAT                                                  |
| Model                        | 331-P                                                                          | 400T                                                           | 331-P                                                           | SVL97-3                                                                | T770                                                    |
| Bid Price                    | \$97,988.00                                                                    | \$97,000.00                                                    | \$84,500.00                                                     | \$78,890.00                                                            | \$73,490.00                                             |
| Approximate<br>Delivery Time | TWO WEEKS AFTER AWARD                                                          | Dec-25                                                         | 1-2 WEEKS                                                       | 30 DAYS AFTER PO                                                       | 30 DAYS                                                 |





### EXCEPTION SHEET

If the commodity (ies) and/or services proposed in the response to this bid is in anyway different from that contained in this bid, the bidder is responsible to clearly identify by specification section number, all such differences in the space provided below. Otherwise, it will be assumed that bidder(s) offer is in total compliance with all aspects of the bid.

Below are the exceptions to the stated specifications:

5.02      10,515 lbs  
 6.01      92 hp  
 7.02      36.6 gpm  
 13.01     36.6 gpm  
 13.07     7 pin (optional 14-7 pin connector av.)

*C. H. H.*

Signature

10/22/25

Date

Bobcat of Augusta

Company

Governmental Sales Mgr

Title

Return with submittal if the commodity and/or services proposed in the response to this bid are in any way different from that contained in the specifications.

**J & B Tractor**

3585 Mike Padgett Hwy  
Augusta, GA 30906

**AG-Pro**

1377 Dogwood Drive SW  
Conyers, GA 30012

**Reliable Equipment Rental**

4001 Washington Rd  
Augusta, GA 30907

**Blanchard Equipment Co.**

4266 Belair Frontage Rd  
Augusta, GA 30909

**United Rentals**

4316 Belair Frontage Road  
Augusta GA 30906

**Low Country JCB**

1008 Highway 80E  
Pooler, GA 31322

**Jenkins Tractor Company**

3585 Mike Padgett Highway  
Augusta, GA 30906

**Stith Tractor & Equip Co.**

3809 Old Savannah Road  
Augusta, GA 30809

**Rhinehart Equipment Co.**

3556 Martha Berry Hwy  
Rome, GA 30165

**Bobcat of Augusta**

2803 Wylds Road  
Augusta, GA 30909-4449

**Flint Construction & Forestry**

1900 William Few Parkway  
Grovetown, GA 30813

**Hills Machinery**

1014 Atlas Way  
Columbia, SC 29209

**Yancey Brothers Company**

4165 Mike Padgett Highway  
Augusta, GA 30906

**Vermeer Southeast**

1320 Gresham Road  
Marietta, GA 30062

**Ditch Witch of Georgia**

5430 GA Highway 85  
Forest Park, GA 30297-2486

**James Green**

Central Services

**Kaycee Gordy**

Fleet Management

**Dr. Yolonda Jackson**

Compliance

**Bid Item #25-254 Compact Track Loader  
for Augusta, GA- Central Services-Fleet  
Management**

**Bid Due: Fri, 10/24/25 @11:00 a.m.**

**Bid Item #25-254 Compact Track Loader  
for Augusta, GA- Central Services-Fleet  
Management**

**Mail Date: 9/18/25**



## Administrative Services Committee

Meeting Date: Tuesday, February 10<sup>th</sup>, 2026

Amendment #001 to Extend Fleet Maintenance Services Agreement to Month-to-Month (RFP #25-225C)

**Department:** Central Services Department

**Presenter:** Horace Green

**Caption:** Approve the month-to-month continuance of the existing Fleet maintenance contract with Transdev Fleet Services, Inc. pending the completion of the rebid process and approval of the Augusta Commission for Fleet Maintenance Services from February 10th, 2026, for a period of three months. (RFP 25-225C)

**Background:** Augusta entered a 3-year fleet maintenance contract, 19-225 for vehicles and equipment, excluding Environmental Services, Fire and Transit Departments. This contract supports more than 56 divisions with over 2,500 vehicles and equipment. Per our current fleet maintenance contract, this agreement may be renewed, expanded and extended by mutual agreement in annual increments, provided that the funds for subject agreement are available, and an operating budget is approved by the Augusta Commission and that the Contractor has established a satisfactory record of performance. The first one-year extension to the contract was approved by Commission on April 20, 2021, for FY22, second one-year extension was approved by Commission on March 30, 2022, for FY23, third one-year extension was approved by Commission on January 2, 2024, for FY24 and fourth one-year extension was approved by Commission on December 3, 2024, for FY25

In July 2025, the Director of Central Services Department requested guidance on “how to proceed” from the Administrator. The Administrator directed a Request for Proposals (RFP) be published for Fleet Maintenance Services. The RFP was issued, and the proposals were received on October 17, 2025. The Evaluation Committee begun meeting October 28, 2025, for phase I and November 5, 2025, for phase II. During the evaluation meeting there were concerns raised regarding the current services we have received and that changes need to be implemented for various departments.

The Central Services Director requested to halt the process and consult with the Administrator’s Office. Central Services, Administrator’s Office and Procurement agreed that cancelling the bid is the best route to ensure we find true value of what the Fleet Services contract should look like going forward for Augusta, Ga’s fleet. Procurement and Central Services have met with various departments to gather feedback to strengthen the contract to rebid.

Once this is completed, the Fleet services will be out for bid with the updated specifications to meet the needs of Augusta, Ga.

- Analysis:** The current contract ended at midnight December 31, 2025, with Transdev Fleet Services, Inc. Central Services is requesting approval of the month-to-month continuance to avoid any interruptions of the fleet maintenance and repair services until Commission approval of the new contract.
- Financial Impact:** The cost of the month-to-month contract cost will be \$280,192 per month and the non-contract labor rate will be \$33.00 per hour. (626-01-6440/52.23113).
- Alternatives:** A – Approve the Request  
B – Do not Approve the Request
- Recommendation:** Approve the month-to-month continuance of the existing Fleet maintenance contract with Transdev Fleet Services, Inc. pending the completion of the rebid process and approval of the Augusta Commission for Fleet Maintenance Services from February 10th, 2026, for a period of three months.
- Funds are available in the following accounts:** 626016440/52.23113





Andy Penick, CPSM, GCPM, GCPA, MBA  
Procurement Director

January 30, 2026

Mr. Todd Johnson  
Region Vice President  
Transdev Fleet Services, Inc.  
720 E. Butterfield Rd., Suite 300  
Lombard, IL 60148

AMENDMENT #001

**WHEREAS** Augusta-Richmond County (“County”) and Transdev Fleet Services, Inc. (“Transdev”) are parties to an Agreement for Fleet Maintenance Services (“Agreement”); and

**WHEREAS** the Agreement was in full force and effect, including extensions, from February 1, 2019, to December 31, 2025; and

**WHEREAS** the County and Transdev desire to extend the Agreement on a month-to-month basis, that can be terminated by either party with a 30-day written notice, under the same pricing, terms, conditions, and service levels currently in effect;

**NOW, THEREFORE**, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows: the Agreement is hereby extended on a month-to-month basis beginning \_\_\_\_\_, unless and until terminated in accordance with the terms of the original Agreement.

**IN WITNESS WHEREOF**, the parties have executed this Amendment No. 001 as of the dates set forth below.

Signatures;

\_\_\_\_\_  
Garnett L. Johnson, Mayor  
Augusta-Richmond County, GA

Date: \_\_\_\_\_

\_\_\_\_\_  
Jennifer Green, Vice President, Finance  
Transdev Fleet Services, Inc.

Date: \_\_\_\_\_

\_\_\_\_\_  
Mr. Todd Johnson, Region Vice President  
Transdev Fleet Services, Inc.

Date: \_\_\_\_\_

## TIMELINE

December 5, 2017 – Commission approves one year Extension of First Vehicle Services contact.

February 2, 2018 – Agenda drafted requesting guidance on how to proceed, sent to Director

April 30, 2018 – Agenda submitted “Request guidance”.

May 8, 2018 – Administrative Service Committee reviews agenda and forwards to Commission.

May 15, 2018 – Commission provides guidance

May – July – Revision of 2013 RFP

July 18, 2018 – Draft RFP sent to Administrator.

August 9, 2018 – RFP sent to Procurement

September 5, 2018-RFP Published and sent to Vendors

September 27, 2018 – Pre-Bid Conference

October 8, 2018 – Addendum No. 1 Published and sent

October 16, 2018 – RFP’s due to Procurement

October 23, 2018 – Compliance Review Complete

October 24, 2018 – Fleet distributes proposals to Committee Members

November 5, 2018 – Committee Meets to evaluate proposals

November 15, 2018 – Committee will meet to hear vendors respond to Committee questions.

*Augusta*  
G E O R G I A  
**PROCUREMENT DEPARTMENT**  
Procurement Solicitation Form Checklist

The following Information is required prior to processing your request.

**Date\*** 8/9/2018  
Estimate date which Product or Service is needed.

**Requesting Department\*** Central Services - Fleet  
Management

**Project Contact First Name\*** RON

**Project Contact Last Name\*** CROWDEN

**Project Contact Email\*** RCROWDEN@AUGUSTAGA.GO  
V

**Phone Number:\*** 706-821-2892

**1. What type of solicitation?\*** ☐ ITB ☐ RFQ ☒ RFP ☐ PROFESSIONAL  
SERVICES

**Annual Bid\*** ☐ Yes  
☒ No

**2. Project Name\*** FLEET MANGEMENT SERVICES

**3. Project Description:** REQUEST FOR PROPOSALS TO PROVIDE FLEET  
MAINTENANCE SERVICES TO AUGUSTA DEPARTMENTS  
WITH THE EXCEPTION OF THE FIRE DEPARMENT AND  
AIRPORT. THE RFP INCLUDES A PARTS OPERATION FOR  
ENVIRONMENTAL SERVICES.

**4. Funding Source:**

- |                                                  |                                                      |
|--------------------------------------------------|------------------------------------------------------|
| <input checked="" type="checkbox"/> General Fund | <input type="checkbox"/> State                       |
| <input type="checkbox"/> Federal                 | <input checked="" type="checkbox"/> SPLOST           |
| <input type="checkbox"/> Grant                   | <input type="checkbox"/> T-SPLOST                    |
| <input type="checkbox"/> State Contract          | <input checked="" type="checkbox"/> Enterprise Funds |
| <input type="checkbox"/> other                   |                                                      |

**5. Funding Available:**☒ Yes ☐ No**6. Project Type: \***☐ Federal Project ☐ Transit Project ☒ Local Project**7. Type of Work \***

- ☐ Construction  
☐ Professional Services  
☐ Airport  
☒ Other

**8. Independent Cost Analysis Matrix for Federal/State funded projects valued at \$100,000.00 or more: \***☐ Yes ☒ No**10. Estimated Budget \***

\$ 4928510.00

**11. Printing Cost of Plans & Specs Account Number:**

626016440/5234110

**12. Org Key for Printing Plans & Specifications: \***

(Augusta Blue Print, ARC)

626-01-6440

Numbers only and formatted \_\_\_\_-\_\_\_\_-\_\_\_\_

**13. Org Key for Projects and Services**

626-01-6440

Numbers only and formatted \_\_\_\_-\_\_\_\_-\_\_\_\_

**14. Job Ledger # (if applicable):**

Numbers only and formatted \_\_\_\_-\_\_\_\_-\_\_\_\_

**15. Object Code for Advertising:**

5233111

**16. Object Code for Postage:**

5232117

**17. Bonds Required**

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

- ☒ Bid Bond Required  
☒ Payment & Performance Bond Required

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

**22. Specifications Upload\***

2018 RFP Final Draft.docx

457.58KB

Item 4.

Word Files Only

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

**23. Drawings Upload**

☐ A CD of these documents will be delivered or interoffice mailed within 24 hours

**24. Item previously purchased:**

☒ Yes ☐ No

**BID/RFP/RFQ\***

13-225

\*

Is there a current contract:

☒ Yes ☐ No

\*

Attached Current Contract

AGREEMENT.doc

55.37KB

\*

Solicitation Number

13-225

\*

Expiration Date:

12/31/2018

**25-A. Pre-Bid Conference**

☒ Mandatory ☐ Optional ☐ N/A

**25-B. Pre-Qualification Conference**

☐ Mandatory ☐ Optional ☒ N/A

**25-C. Pre-Proposal Conference**

☒ Mandatory ☐ Optional ☐ N/A

**25-D. Telephone Conference**

☒ Mandatory ☐ Optional ☐ N/A

**25-E. Site Visit Required**

☐ Mandatory ☒ Optional ☐ N/A

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

Word Only and formatted for 5160 Avery Labels

Fleet Maintenance Vendors.docx

12.17KB

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

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

RON CROWDEN

**Requester's Signature \***

Item 4.

*RECOMMEND*

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

Procurement (Revised: 7/19/16)





## Office of the Administrator

Janice Allen Jackson, Administrator

Suite 910 - Municipal Building  
535 Telfair Street - AUGUSTA, GA 30901  
(706) 821-2400 - FAX (706) 821-2819

May 15, 2018

Ms. Takiyah Douse  
Central Services Director  
535 Telfair Street  
Augusta, GA 30901

Dear Takiyah:

The Augusta, Georgia Commission, at their regular meeting held on Tuesday, May 15, 2018 took action on the following items.

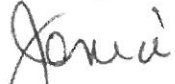
11. Approved a request from the Central Services Department-Facilities Maintenance Division for the purchase of two new vehicles for the Central Services Department from Allan Vigil Ford for a total purchase of \$56,614.00. Bid Item 18-184. (Approved by Administrative Services Committee May 8, 2018)
12. Approved a request from the Planning and Development Department – Code Enforcement Division for five vehicles. (Approved by Administrative Services Committee May 8, 2018)
13. Approved the request from the Engineering Department for the purchase of two new trucks, replace 2 Ford Rangers and replace one SUV from Capital Outlay. (Approved by Administrative Services Committee May 8, 2018)
14. Approved a request from the Augusta Fire Department to purchase one 2018 Ford F150 from Allan Vigil Ford for \$25,835.00. Bid Item 18-184. (Approved by Administrative Services Committee May 8, 2018)
15. Approved the request from the Recreation & Parks Department to replace one Pickup truck. Allan Vigil Ford \$26,345.00. Bid Item 18-184. (Approved by Administrative Services Committee May 8, 2018)
16. Approved the request from the Richmond County Sheriff's Office for the purchase of one Training Range truck and the replacement of one Community Services SUV. Allan Vigil Ford - Pickup Truck - \$29,320.00 Bid Item 18-184 and SUV - \$22,007.00. Bid Item 18-183. (Approved by Administrative Services Committee May 8, 2018)
17. Approved a request from the Animal Services Department to purchase two new Animal Transport Trucks for the Animals Services Department. Allan Vigil Ford \$44,345.00. Bid Item 18-174. (Approved by Administrative Services Committee May 8, 2018)
18. Approved the request for the Risk Management Department for the replacement of one vehicle from Allan Vigil Ford for \$28,005.00. Bid Item 18-184. (Approved by Administrative Services Committee May 8, 2018)
19. Approved the request for the Tax Assessors Office to purchase a 2018 Ford Escape from Allan Vigil Ford for \$21,414.00. Bid Item 18-183. (Approved by Administrative Services Committee May 8, 2018)
22. Approved to award contract to construct a new ADA accessible Restroom addition to Building A at the Richmond County Sheriff's Office (RCSO) Special Operations Campus to Blount's Complete Home of Hephzibah in the amount of \$68,000. Bid Item 18-180 (Approved by Administrative Services Committee May 8, 2018)

Ms. Takiyah Douse  
May 15, 2018  
Page 2

23. Approved to have Administrator to bring back the draft RFP to the Administrative Services Committee for review prior to soliciting for fleet maintenance services. (Approved by Administrative Services Committee May 8, 2018)

If you have any questions, please contact me.

Yours truly,



Janice Allen Jackson  
Administrator

05-15-18: #11 - #19, #22, #23

cc: Ms. Donna Williams  
Ms. Geri Sams



**Commission Meeting Agenda**  
**5/15/2018 2:00 PM**  
**Request for Guidance - Fleet Maintenance**

---

**Department:** Central Services Department - Fleet Management

**Department:** Central Services Department - Fleet Management

**Caption:** Motion to **approve** soliciting an RFP for fleet maintenance services. (**Approved by Administrative Services Committee May 8, 2018**)

**Background:** In 2017, the Augusta Commission established a subcommittee to study the cost effectiveness of in-house verses contracted fleet maintenance services for the 2,200 assets serviced by our current vendor. On December 5, 2017, the Augusta Commission voted to extend the existing fleet maintenance contract with First Vehicle Services for a period of one year (see attachment). There was discussion prior to the vote that a decision would have to be made in early 2018 regarding whether to issue a new Request for Proposal for maintenance services or create an in-house maintenance service.

**Analysis:** Option 1: Issue an RFP. Should the Commission direct staff to issue an RFP to determine new cost proposals, with the intent to continue outsourcing fleet maintenance, we estimate twelve to fifteen weeks for the following activities: • RFP submission (2 weeks), • Procurement advertisement/pre-bid meeting (4-5 weeks), • Compliance Department review (2 weeks), • Committee Evaluation Meeting (2 weeks), • Committee Agenda recommendation approval (2 weeks) and • Contract negotiations and execution (2 weeks). A draft copy of the contract will be included within the RFP detailing a three-year contract with an option to extend for two consecutive one-year extensions. Please note, this timeline is an estimate of events and does not include any vendor related delays. Option 2: Should the Commission direct the Central Services Department – Fleet Management Division to begin the planning process for internal fleet maintenance, this process will require an estimated six months to prepare for April 1, 2019 operations. This extended timeframe will allow for the creation of job descriptions, candidate recruiting and onboarding. Cover Memo

**Financial Impact:** The actual dollar amount cannot be determined until we receive proposals from qualified vendors. Previous studies and presentations, given to the Sub-Committee, detailed costs in excess of \$4M with in-house services costing slightly more than contracted services. In 2017, Fleet Management spent \$4.3M.

**Alternatives:** see options in Analysis above

**Recommendation:**

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

**REVIEWED AND APPROVED BY:**

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

---



## 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: Andrew G. MacKenzie, Esq  
FROM: Ron Crowden, Fleet Manager, Central Services Department  
DATE: January 10, 2018  
SUBJECT: Fleet Maintenance Contract Extension

---

On December 5, 2017 the Augusta Commission approved a one year extension of the existing Fleet Management Contract. The "Approval" letter is attached for your review.

Also attached it's the extension agreement, which was an enclosure to the agenda, that was put before the Commission for approval. Mr. Steve Breeden, Region Vice President has signed the agreement.

Please review the agreement/contract for any objection and if you are satisfied with the content please initial. I would be happy to pick up the document and take it to the Mayor's office for signature.

Best Personal Regards,

A handwritten signature in cursive script that reads "Ron Crowden".

Ron Crowden  
Fleet Manager  
706-821-2892

**FLEET MANAGEMENT AND VEHICLE MAINTENANCE SERVICES  
CONTRACT  
WITH AUGUSTA RICHMOND COUNTY**

This agreement is made this 5<sup>th</sup> day of December 2017 by and between the Augusta Richmond County Georgia (ARC) and First Vehicle Services, Inc. ("FVS").

NOW, THEREFORE, in consideration of the mutual covenants, promises and undertakings contained in the contract and this agreement, the ARC and FVS agree as follows:

1. The Approved Budget and Maximum Price, including Contractor's fee, for the period of January 1, 2018, up to and including December 31, 2018, is Two Million Nine Hundred Fifty-Seven Thousand Six Hundred Sixty-Three dollars. (\$2,957,663).

Except as amended by this document, the Contract as previously approved, remains in full force and effect and legally binding upon the ARC and FVS.

IN WITNESS WHEREOF, the ARC and FVS hereto have affixed their respective signatures as the date indicated below:

Attest



**AUGUSTA RICHMOND COUNTY GEORGIA**

BY: [Signature]Name: HARDIE DAVIS JR.Title: MAYOR

Date: \_\_\_\_\_

**FIRST VEHICLE SERVICES, INC.**

BY: [Signature]Name: Steve BreedenTitle: Region Vice PresidentDate: 1-08-2018

Attest

[Signature]



## AUGUSTA LAW DEPARTMENT

Andrew G. MacKenzie, General Counsel  
Wayne Brown, Deputy General Counsel

MEMORANDUM

TO: Mayor Hardie Davis, Jr.  
Office of the Mayor

FROM: Andrew G. MacKenzie  
General Counsel

DATE: January 10, 2018

RE: **FLEET MANAGEMENT AND VEHICLE MAINTENANCE SERVICES  
CONTRACT WITH AUGUSTA RICHMOND COUNTY**

Dear Mayor Davis:

Please find enclosed one (1) original and (2) copies of the above- referenced contract. General Counsel Andrew G. MacKenzie has approved the contract as to form, indicated by his initials. The Augusta, Georgia Commission entered into this contract on December 5, 2017.

I have tabbed the applicable portions of the contract for your signature with flags. After your signature and dating, the Clerk of Commission, Ms. Lena Bonner, may execute the contract.

Ms. Bonner please return one copy of the contract to Ms. Takiyah Douse, Director Central Services, 535 Telfair Street, Building 3000 (rear), Augusta, Georgia 30901, and one copy to Ron Crowden, Fleet Manager, 1568-C Broad Street, Augusta, GA 30904.

AGM/gsb *hob*  
Enclosures

*Returned 1/23/18*  
*-copy - T. Douse*  
*✓ copy - R. Crowden*








[Agenda](#)[Minutes](#)[Close](#)

Administrative Services Committee Meeting Commission Chamber- 5/8/2018- 1:10 PM

**ADMINISTRATIVE SERVICES**

1. Approve a request from the Central Services Department-Facilities Maintenance Division for the purchase of two new vehicles for the Central Services Department from Allan Vigil Ford for a total purchase of \$56,614.00. Bid Item 18-184. [Attachments](#)
2. Approve a request from the Planning and Development Department – Code Enforcement Division for five vehicles. [Attachments](#)
3. Approve the request from the Engineering Department for the purchase of two new trucks, replace 2 Ford Rangers and replace one SUV from Capital Outlay. [Attachments](#)
4. Approve a request from the Augusta Fire Department to purchase one 2018 Ford F150 from Allan Vigil Ford for \$25,835.00. Bid Item 18-184. [Attachments](#)
5. Approve the request from the Recreation & Parks Department to replace one Pickup truck. Allan Vigil Ford \$26,345.00. Bid Item 18-184. [Attachments](#)
6. Approve the request from the Richmond County Sheriff's Office for the purchase of one Training Range truck and the replacement of one Community Services SUV. Allan Vigil Ford - Pickup Truck - \$29,320.00 Bid Item 18-184 and SUV - \$22,007.00. Bid Item 18-183. [Attachments](#)
7. Approve a request from the Animal Services Department to purchase two new Animal Transport Trucks for the Animals Services Department. Allan Vigil Ford \$44,345.00. Bid Item 18-174. [Attachments](#)
8. Approve the request for the Risk Management Department for the replacement of one vehicle from Allan Vigil Ford for \$28,005.00. Bid Item 18-184. [Attachments](#)
9. Approve the request for the Tax Assessors Office to purchase a 2018 Ford Escape from Allan Vigil Ford for \$21,414.00. Bid Item 18-183. [Attachments](#)
10. Approve the execution of the amended ADP Master Services Agreement. [Attachments](#)
11. Motion to exempt Storm water Fee in Non-Serviced Area ( unincorporated area ). **(Requested by Commissioner Wayne Guilfoyle)** [Attachments](#)



12. Approval request to accept a CHIP Grant Award (\$612,000) and allow contract execution by the Mayor.  [Attachments](#)
13. Motion to approve the minutes of the Administrative Services Committee held on April 24, 2018.  [Attachments](#)
14. Motion to approve an amendment to the Professional Services Agreement with Janice Welch Osei to assist in the Office of the Administrator. (Referred from May 1 Commission meeting)  [Attachments](#)
15. Award contract to construct a new ADA accessible Restroom addition to Building A at the Richmond County Sheriff's Office (RCSO) Special Operations Campus to Blount's Complete Home of Hephzibah in the amount of \$68,000. Bid Item 18-180  [Attachments](#)
16. Request for guidance regarding how the Central Services Department – Fleet Management Division should proceed regarding fleet maintenance services.  [Attachments](#)

[www.augustaga.gov](http://www.augustaga.gov)



## Central Services Department

Takiyah A. Douse, Director  
Ron Crowden, Fleet Manager

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

**TO:** Ms. Takiyah A. Douse, Director, Central Services Department

**FROM:** Ron Crowden, Fleet Manager, Central Services Department

**DATE:** February 2, 2018

**SUBJECT:** Request For Guidance

**CAPTION:** Request for guidance regarding how the Central Serviced Department – Fleet Management Division should proceed regarding fleet maintenance services.

**BACKGROUND:** In 2017, the Augusta Commission established a subcommittee to study the cost effectiveness of in-house versus contracted fleet maintenance services for the 2,200 assets serviced by our current vendor.

On December 5, 2017, the Augusta Commission voted to extend the existing fleet maintenance contract with First Vehicle Services for a period of one year (see attachment). There was discussion prior to the vote that a decision would have to be made in early 2018 regarding whether to issue a new Request for Proposal for maintenance services or create an in-house maintenance service.

**ANALYSIS:** Option 1: Issue an RFP. Should the Commission direct staff to issue an RFP to determine new cost proposals with the intent to continue outsourcing fleet maintenance, we estimate twelve to fifteen weeks for the following activities:

- RFP submission (2 weeks),
- Procurement advertisement/pre-bid meeting (4-5 weeks),
- Compliance Department review (2 weeks),
- Committee Evaluation Meeting (2 weeks),
- Committee Agenda recommendation approval (2 weeks) and
- Contract negotiations and execution (2 weeks). A draft copy of the contract will be included within the RFP detailing a three-year contract with an option to extend for two consecutive one-year extensions. Please note, this timeline is an estimate of events and does not include any vendor related delays.

Option 2: Should the Commission direct the Central Services Department – Fleet Management Division to begin the planning process for internal fleet maintenance, this process will require an estimated six months to prepare for April 1, 2019 operations. This extended timeframe will allow for the creation of job descriptions, candidate recruiting and onboarding.

**FINANCIAL IMPACT:** The actual dollar amount cannot be determined until we receive proposals from qualified vendors. Previous studies and presentations, given to the Subcommittee, detailed costs in excess of \$4M with in-house services costing slightly more than contracted services. In 2017, Fleet Management spent \$4.3M.

**ALTERNATIVES:** see options in Analysis above

**RECOMMENDATION:**

**Central Services Department  
Fleet Management Division  
Projected 2018 Business Plan  
August 31, 2017**

**Executive Summary**

The Fleet Management Division was transferred from the Finance Department to the newly created Central Services Department in June of 2016. This transfer did not disrupt the operations of the division nor the maintenance services provided by the contractor, First Vehicle Services. The division is comprised of a Fleet Manager, Ron Crowden, and a Fleet Coordinator, Kaycee Braswell. The two of them along with the Central Services Department Director, Takiyah A. Douse manage the service agreement and contractual obligations of the maintenance contract – which may be renewed, expanded or extended for one additional year (2018) by mutual written agreement.

The city of Augusta has over 2,200 assets to include bucket trucks, dump trucks, weed eaters and passenger vehicles. The division is responsible for reviewing departmental requests for vehicles, analyzing the need based upon the department's operations, and if approved communicating the need to the Commission for final approval. Vehicle specifications are obtained, and bid packages are submitted to Procurement for advertisement to the public for bidding.

Maintenance services are performed at one of two locations within the county 1) Broad Street 2) Tobacco Road. Shop 1 Broad Street services passenger vehicles and shop 2 Tobacco Road services heavy equipment. The city owns the shops although the use of the bay lift and other stationary equipment is operated by the vendor. Both locations are in need of infrastructure repairs and upgrades as a result of a lack of funding to realize this need. The contractor allocates 38.5 persons to service the contract.

**Organization and Management**

Takiyah A. Douse, Central Services Director, was promoted to lead this newly created department June 2016 which combined Augusta 311, Facilities Maintenance, Fleet Management, Real Estate and Records Retention. She was formerly the Motor Vehicle Division Director for the Richmond County Tax Commissioner's Office and Assistant Vice President/Commercial Banker for the Central Savannah River Area of SunTrust Bank. She received a dual degree in Finance and Management from Paine College and a Master's of Business Administration with an emphasis in Management from Troy University.

Ron Crowden, Fleet Manager, graduated from Richmond Academy and Purdue University with a BA in History. After serving our country for over 20 years he retired from the United States Army and was later employed by Richmond County in June 1992 as the Safety Training Officer in Risk Management. His primary responsibilities included conducting safety inspections on facilities, vehicles and equipment, investigating claims, executing the substance

abuse policy, and conducting the “Character Training” program. He became the Fleet Manager February 2001 and is responsible for the acquisition of new vehicles and equipment for all departments, overseeing the maintenance program, fuel program, and disposal of surplus assets through GovDeals – an online service provider who allows various governments to sell surplus and confiscated items via the internet.

Kaycee Braswell, Fleet Administrative Coordinator, graduated from Georgia Military College with an Associate’s Degree in General Studies and from Georgia Southern University with a Bachelors’ Degree in General Studies and a concentration in Business. She was employed by Augusta Richmond County in 2011 as the maintenance/parts clerk for the Environmental Services Department responsible for managing the maintenance parts room and maintenance billing. She tracked part orders, processed monthly billing statements and served as the procurement clerk for the maintenance division. In August 2015 she became the Fleet Administrative Coordinator with the responsibility of monitoring the Fleet Fuel Program for all departments; assisting the Fleet Manager with surplus sales, prepares and makes recommendations for fuel and maintenance budgets for all departments, monitors fleet expenditures and processes tags, titles and registrations.

## **Data Measurement**

While researching the feasibility of in house verses contracted Fleet Maintenance services, the following categories were studied:

- Salaries and Benefits
- Parts and Services
- Operating Budget

The data provided, details the research findings, along with projected budgets for the next three years.

## **Market Analysis**

In researching comparable municipalities throughout the state of Georgia, the Cities of Savannah, Macon-Bibb and Columbus-Muscogee were amiable and forthcoming with information for research purposes.

Macon-Bibb, Georgia has operated under the “Flat Rate” Program since 1995 and has continued to evolve its program throughout the years. The “Flat Rate” Program budget is on average \$125,000 annually including their technicians both full and part time. According to Macon-Bibb, it allows for a solid retention rate and allows technicians to set their own salaries to some extent. Similar to the concept of being “commission driven” compensation based on the number of vehicles & hours the technicians turn out. The City uses some prison labor for office/shop janitorial needs with now currently having some considerations for using prison labor for other labor such as tire repairs.

Macon-Bibb has a fleet size of approximately 2,600 vehicles and/or equipment. The budget for vehicle and equipment maintenance is approximately \$2 million annually with



approximately \$1 million being allocated for employee salaries and/or benefits. Their current retention rate for a technician with 15 years or more of service is approximately 99% with turnover being mainly for retirement. Majority of their maintenance is completed in-house (85%) with large tire service, some engine and transmission repairs, tractor repairs and welding being contracted out.

Macon-Bibb maintains roughly \$25,000 in inventory, comprised mostly of oils and lubricants required for daily use. They use the “Just In Time” Method that utilizes selected local suppliers consisting of 3 to 4 parts businesses who deliver parts on demand with an average fifteen to twenty-minute turnaround time except for special orders or non-local supplier parts. Macon-Bibb operates on a technician software system called “Mitchell1” for both their light and heavy equipment servicing. The system costs approximately \$5,500 per year.

Columbus-Muscogee has an in-house fleet department that maintains a high percentage of operational fleet vehicles and equipment. The operational budget for the department is approximately \$2 million annually. To service and maintain a fleet asset size of 2,860 they average 39 full-time employees with the assistance of “inmate” labor that varies daily. Columbus-Muscogee performs all routine preventive maintenance on fleet vehicles and equipment within a radius of 200 miles, 20 hours, or a day of scheduled service. This methodology allows user Departments to turn their vehicles in for service at a time or date that may be more convenient than the regularly scheduled date of maintenance. Most of the maintenance performed in-house is preventive maintenance with sophisticated engine repairs and heavy equipment repairs contracted out.

The City of Savannah manages and maintains a fleet of over 2,200 assets. Their fleet is serviced and maintained by 39 employees with a total annual budget of \$5.6 million. Savannah’s auto mechanic technical staff is fully certified with a very low department turnover attributed to agency benefits. Approximately 99% of the maintenance is completed in-house with some maintenance work contracted to vendors for warranty-related issues and specialty issues related

|                                           | Population | Fleet | In /Out | Budget | Staff | Ops Study |
|-------------------------------------------|------------|-------|---------|--------|-------|-----------|
| <b>Berkley County, SC</b><br>(Charleston) | 198,205    | 525   | In      | \$2.1M | 9     | N         |
| <b>Bibb County, GA</b><br>(Macon)         | 92,582     | 2,600 | In      | \$4.3M | 13    | N         |
| <b>City of Savannah, GA</b>               | 146,763    | 2,200 | In      | \$5.6M | 39    | N         |
| <b>Henry County, GA</b><br>(McDonough)    | 213,869    | 1,257 | In      | \$1.7M | 22    | N         |
| <b>Muscogee County, GA</b><br>(Columbus)  | 186,984    | 2,860 | In      | \$2M*  | 41    | N         |
| <b>Richmond County, GA</b><br>(Augusta)   | 197,182    | 2,200 | Out     | \$5M   | 41    | Y         |

Note: Budget data presented reflects FY 2017 approved budget

\*Muscogee County budget figure represents the operations budget only. All associated fleet maintenance costs are charged to each respective Department, thus a reduced figure is reported. Information concerning fleet service costs were unattainable.

## In House Maintenance Analysis

### Strengths

- Direct control over work to be performed
- More budgetary control to quickly adjust as necessary for fluctuations from year to year
- Increased quality control ability to quickly respond to inefficiencies by changing systems
- Continuity of current management to assist with transition if necessary
- Elimination of contractual management fees
- Enhanced flexibility with making repairs

### Weaknesses

- Shortage of skilled mechanics within the Central Savannah River Area (Cline, Damon “A problem worth fixing” Augusta Chronicle 16 April 2017 D1 Print)
- Limited bargaining power in relation to attracting qualified mechanics to perform job duties
- Extended time frame to hire qualified mechanics, technicians, etc. due to the lengthy recruiting process
- Lack of control concerning the Procurement Process which may prolong parts receipt and costs
- The current PPPM makes it difficult to discipline and or dismiss underperforming staffers when deemed necessary by the department
- Current facilities are in need of replacement
- Assume liability for OSHA, DOT and compliance breaches

### Opportunities

- Decrease size of city's fleet
- Review and Streamline Procurement Process for a faster turnaround of purchase orders for parts acquisition under an approved amount
- Development of Vehicle/Equipment Replacement Schedule with allocated funds
- Increased work force and internal job opportunities
- Lease vehicles rather than purchase

### Threats

- Increased capital costs (price of new vehicles, equipment, and machinery)
- Adverse impact on other departments (Human Resources, Procurement, IT, Finance)
- Increase in department's overhead costs (administration, accounting, purchasing, etc.)
- Inability to negotiate price for parts etc. with the absence of Contractor bargaining power
- Inability to meet demands of Internal Customers
- The current Procurement guidelines will impact operations based upon the restraints (3 quotes)
- Technician training costs are high
- Overtime is required to meet service demands

## Contracted Maintenance Services

### Strengths

- Increased core business efficiency allows for targeted focus
- Efficiencies of scale concerning lower rates, high supply demand and discounted parts
- Best practice benefits from years of operational experience
- Risk reduction - Contractor assumes liability with OSHA, DOT, Fleet compliance etc.
- Contractor is responsible for certification management of technicians
- Transactions are streamlined and fluctuations are limited based upon contractual agreement
- Insight regarding operations since maintenance is primary focus
- Reduced operating costs - Fixed costs agreement

### Weaknesses

- Non contract costs can fluctuate causing budgetary hardships
- Loss of insight over prevenative maintenance
- Inability to directly manage and instruct the workforce
- Changes in operations requires amending the contract

### Opportunities

- Information sharing between two "cultures"
- Reduces proposed staff count

### Threats

- Non contract costs are difficult to estimate therefore could fluctuate drastically
- Risk of contract default by contractor
- Vendor supplies cease supplying goods or services
- Change in contractor management creates interruptions in vendor/Augusta relationship

## Comparison Summary

The contracted maintenance service estimate of \$4.3M includes our current contract (\$2,957,662.89), non-contract costs and operating costs. Our current operating agreement includes all parts associated with service, sublet costs, human resource hiring/termination actions, procurement and management fees. Our current contract may be renewed, expanded or extended for one additional year (2018) by mutual written agreement.

The in-house maintenance estimate of \$4.4M assumes all liability and maintenance costs associated with operating a fleet maintenance shop. Sublet costs incurred include glass repair work, emergency towing and body work. **This estimated cost does not account for anticipated administrative work load increases as a result of increased staff (HR), purchases (Finance and Procurement) and technology needs (IT).**

The in-house maintenance service estimate of \$4.4M proposes outsourcing parts acquisition and corresponding process to a selected parts vendor. This option will reduce our proposed staff by 3 supply related persons with an annual salary savings of \$122,670.65 including salary and benefits. This method will lessen the operational load of service for Finance and Procurement, by reducing the administrative duties relating to processing numerous invoices and purchase orders. Our current vendor reports processing 8,726 invoices from 162 different vendors for a total cost of \$1,999,958.54 in 2016. This statistic does not include 170 vendors and 495 transactions with a company credit card totaling \$36,299.42.

Serotta Maddox Evans & Co., CPA's, contracted internal auditing firm, has reviewed this financial data for accuracy.

\$4,385,434.82

• Contracted Maintenance Service

\$4,419,136.03

• In House Maintenance

\$4,420,107.53

• In House Maintenance w/ Outsourced Parts





## Office of the Administrator

Janice Allen Jackson, Administrator  
Chester Brazzell, Deputy Administrator

Suite 910 - Municipal Building  
535 Telfair Street - AUGUSTA, GA 30901  
(706) 821-2400 - FAX (706) 821-2819

December 5, 2017

Ms. Takiyah Douse  
Central Services Director  
2760 Peach Orchard Road  
Augusta, GA 30906

Dear Takiyah:

The Augusta, Georgia Commission, at their regular meeting held on Tuesday, December 5, 2017 took action on the following items.

10. Approved a 1-year extension of the existing fleet maintenance contract with First Vehicle Services. (Approved by Administrative Services Committee November 28, 2017)
27. Deleted the motion to receive an update from the Fleet Services Subcommittee. (Requested by Commissioner Marion Williams)

If you have any questions, please contact me.

Yours truly,

Chester Brazzell  
Deputy Administrator

12-05-17: #10, #27

cc: Ms. Donna Williams  
Ms. Geri Sams



Commission Meeting Agenda  
 12/5/2017 2:00 PM  
 2017 Vehicle Maintenance Contract Extension

---

**Department:** Central Services Department - Fleet Management Division

**Department:** Central Services Department - Fleet Management Division

**Caption:** Motion to **approve** a 1-year extension of the existing fleet maintenance contract with First Vehicle Services. **(Approved by Administrative Services Committee November 28, 2017)**

**Background:** First Vehicle Services has been providing a full maintenance service contract for Augusta since 2003. Contract was entered into for a period of 3 years with provisions for two 1-year extensions, subject to the approval of the Augusta Commission. The current service contract was approved on March 18, 2014 (enclosure). It was extended for the first year on January 17, 2017 (enclosure). In 2017, the contract cost was reduced by \$167,393.00 from 2016 due to a reduction in fleet assets and moving small equipment into a non-contract status. First Vehicle services was asked to provide pricing for the second and final extension. They would like to propose extending the 2017 pricing to 2018. The contract cost for 2018 would be \$2,957,663.00. The wording for the extension is attached for review. No further options exist to extend the contract beyond 2018.

**Analysis:** The proposal for the final year extension, by First Vehicle Services, is \$2,957,663.00 for 2018.

**Financial Impact:** The proposed and recommended budget for 2018 supports the First Vehicle Services proposal for \$2,957,663.00. (626-01-6440/5223113).

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

**Recommendation:** Approve the extension for 1-year of the fleet maintenance contract for \$2,957,663.00.

**Funds are Available**

Cover Memo

**in the Following  
Accounts:**

Proposed 2018 Budget: 626-01-6440/5223113

**REVIEWED AND APPROVED BY:**

**Finance.**

**Procurement.**

**Law.**

**Administrator.**

**Clerk of Commission**

---



## Administrative Services Committee Meeting

February 10, 2026

Update on Water Park for Diamond Lakes

---

|                                                       |                                                               |
|-------------------------------------------------------|---------------------------------------------------------------|
| <b>Department:</b>                                    | N/A                                                           |
| <b>Presenter:</b>                                     | N/A                                                           |
| <b>Caption:</b>                                       | Reverend Melvin Ivey- update on water park for Diamond Lakes. |
| <b>Background:</b>                                    | N/A                                                           |
| <b>Analysis:</b>                                      | N/A                                                           |
| <b>Financial Impact:</b>                              | N/A                                                           |
| <b>Alternatives:</b>                                  | N/A                                                           |
| <b>Recommendation:</b>                                | N/A                                                           |
| <b>Funds are available in the following accounts:</b> | N/A                                                           |
| <b><u>REVIEWED AND APPROVED BY:</u></b>               | N/A                                                           |

## AGENDA ITEM REQUEST FORM

Commission meetings: First and third Tuesdays of each month – 2:00 p.m.

Committee meetings: Second and last Tuesdays of each month – 1:00 p.m.

Commission/Committee: (Please check one and insert meeting date)

|                                                                       |                                |
|-----------------------------------------------------------------------|--------------------------------|
| <input type="checkbox"/> Commission                                   | Date of Meeting _____          |
| <input type="checkbox"/> Public Safety Committee                      | Date of Meeting _____          |
| <input type="checkbox"/> Public Services Committee                    | Date of Meeting _____          |
| <input checked="" type="checkbox"/> Administrative Services Committee | Date of Meeting <u>2/10/20</u> |
| <input type="checkbox"/> Engineering Services Committee               | Date of Meeting _____          |
| <input type="checkbox"/> Finance Committee                            | Date of Meeting _____          |

Contact Information for Individual/Presenter Making the Request:

Name: Rev. Melvin Joy  
 Address: 1016 Fox Den Rd. Hephzibah Ga. 30815  
 Telephone Number: \_\_\_\_\_  
 Fax Number: 706-495-8876  
 E-Mail Address: \_\_\_\_\_

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

Update on Water Park For Diamond Lakes

Please send this request form to the following address:

Ms. Lena J. Bonner  
 Clerk of Commission  
 Suite 220 Municipal Building

535 Telfair Street  
 Augusta, GA 30901

Telephone Number: 706-821-1820

Fax Number: 706-821-1838

E-Mail Address: [lbonner@augustaga.gov](mailto:lbonner@augustaga.gov)  
[nmcfarley@augustaga.gov](mailto:nmcfarley@augustaga.gov)

Requests may be faxed, e-mailed or delivered in person and must be received in the Clerk's Office no later than 9:00 a.m. on the Thursday preceding the Commission and Committee meetings of the following week. A five-minute time limit will be allowed for presentations.





## Administrative Services Committee Meeting

February 10, 2026

### Minutes

---

|                                                       |                                                                                                         |
|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| <b>Department:</b>                                    | N/A                                                                                                     |
| <b>Presenter:</b>                                     | N/A                                                                                                     |
| <b>Caption:</b>                                       | Motion to <b>approve</b> the minutes of the January 27, 2026 Administrative Services Committee Meeting. |
| <b>Background:</b>                                    | N/A                                                                                                     |
| <b>Analysis:</b>                                      | N/A                                                                                                     |
| <b>Financial Impact:</b>                              | N/A                                                                                                     |
| <b>Alternatives:</b>                                  | N/A                                                                                                     |
| <b>Recommendation:</b>                                | N/A                                                                                                     |
| <b>Funds are available in the following accounts:</b> | N/A                                                                                                     |
| <b><u>REVIEWED AND APPROVED BY:</u></b>               | N/A                                                                                                     |