



ADMINISTRATIVE SERVICES COMMITTEE MEETING AGENDA

Commission Chamber

Tuesday, January 28, 2025

1:05 PM

ADMINISTRATIVE SERVICES

1. Approve salary compensation for two FT staff persons - Lead Hazard Control Supervisor at \$65,000 and Lead Environmental Control Specialist at \$60,000 (concurrent with the term of grant)/provide supplemental pay (where applicable) for all affected employees.
2. Motion to approve Good Human Solutions, a contractor, for a Lead Hazard Reduction and Healthy Homes Project to be located at 1126 13th Avenue.
3. Motion to approve Good Human Solutions, a contractor, for a Lead Hazard Reduction and Healthy Homes Project to be located at 2625 Oakland Avenue.
4. Receive as information the emergency request for the replacement of the burst water lines located at the Carrie J Mays Center in the amount of \$51,973.20 by Pamela's Plumbing LLC.
5. For information only presentation regarding an Executive Hiring Strategy.
6. Homeless Taskforce Update. **(Requested by Commissioner Jordan Johnson)**
7. **Approve** the award of Residential Waste & Recyclable Collection Service Contract (25-900) to two (2) waste hauling firms, Georgia Waste System LLC (GWS) and Coastal Waste Recycling, Inc. (Coastal), GWS Serving Service Zone 1 and Coastal Serving Service Zones 2 & 3, at service schedule & rates presented in the Financial Impact Section of this agenda item. The contract award is contingent upon receipt of signed contract, insurance, and other relevant documents. The Contract is effective January 1, 2025 ending December 31, 2034 with an option to renew for two additional two-year terms. Also, approve the residential waste mandatory collection service new rate at \$440 per parcel account to cover the cost of waste collection & incidental environmental services effective January 1, 2025. Both unit rates (waste hauler & Augusta mandatory collection) are subject to an automatic three (3) percent yearly escalation effective January 1, 2026. RFP 25-900/AE **(No recommendation from Administrative Services Committee November 26, 2024; No action taken Commission Meeting December 3, 2024).** **(Requested by the Administrator)**
8. Discuss Board and Authority member eligibility. **(Requested by Commissioner Wayne Guilfoyle) (deferred from the January 7, 2025 Commission Meeting to the January 13, 2025 Administrative Services Committee Meeting) (Deferred from the January 21, 2025 Commission Meeting to Administrative Services Committee January 28, 2025)**
9. Receive an update from the Administrator's Office and 311 Director Kelly Walker on the departments SOP's (Standard Operating Procedures) **(Requested by Commissioner Stacy Pulliam)**

- 10.** Discuss creating three (3) Constituent Services Liaisons / Commission Assistant positions. **(Requested by Commissioner Stacy Pulliam)**
- 11.** Have Administrator's office provide information on a path forward for fixing/replacing light poles that are leaning and broken as well as wires that are dangling in the middle of traffic such as the ones on Holly Hill Rd and Walton Way. **(Requested by Commissioner Stacy Pulliam)**



Administrative Services Committee Meeting

Meeting Date: 01/28/2025

HCD_ U.S. Department of Housing and Urban Development (HUD) ~ Office of Lead Hazard Control and Healthy Homes Grant Program Compensation Adjustment Approval Request

- Department:** HCD
- Presenter:** Hawthorne Welcher, Jr. and/or HCD Staff
- Caption:** Approve salary compensation for two FT staff persons - Lead Hazard Control Supervisor at \$65,000 and Lead Environmental Control Specialist at \$60,000 (concurrent with the term of grant)/provide supplemental pay (where applicable) for all affected employees.
- Background:** On October 5, 2022, the U.S. Department of Housing and Urban Development (HUD) Office of Lead Hazard Control and Healthy Homes (OLHCHH) awarded \$3,960,000 (itemized breakdown subject to change while award amount remains the same) to Augusta, Georgia as part of the record investment of \$126 million nationwide to 26 state and local government agencies, that will help protect Augusta children and families from lead-based paint and home health hazards.
- The OLHCHH grant includes \$3,560,000.00 in Lead-Based Paint Hazard Reduction Grant funding and \$400,000.00 in HUD's Healthy Homes Supplemental funding.
- Analysis:** The Augusta Housing and Community Development (HCD) was awarded \$3.9M for the Lead Hazard Reduction Grant Program, which started September 30th, 2023, and ended September 30th, 2027. During the of the award, Housing and Community Development (HCD) was still working the Lead 1 Program as a Sub-Grantee through the U.S. Department of Public Health, in which the current staff members could not be compensated for both grants per the employee policies and procedures for the City of Augusta - Richmond County.
- In turn, HCD could not start the Lead 2 program in Fiscal Year 2023. The staff members have now closed out Lead 1 through the U.S Department of Public Health (DPH); we have requested, through the standard procedures, to increase

the approved salaries that we initially projected on a four (4) year closeout a three (3) year closeout.

Lead Environmental Control Specialist Pay Grade 18: \$45,738(minimum base) To: \$60,000

Note: Increase request is commensurate with industry standards for comparable lead hazard duties and responsibilities.

Lead Hazard Control Supervisor Pay Grade 22: \$54,187(minimum base) To: \$65,000

Note: Increase request is commensurate with industry standards for comparable lead hazard duties and responsibilities.

HCD has worked with both Human Resources and Finance on the compensation adjustment.

Financial Impact:

Allocation of \$3,960,000 from the U.S. Department of Housing and Urban Development (HUD) Office of Lead Hazard Control and Healthy Homes.

Alternatives:

Do not approve HCDs Approval Request

Recommendation:

Approve salary compensation for two FT staff persons - Lead Hazard Control Supervisor at \$65,000 and Lead Environmental Control Specialist at \$60,000 (concurrent with the term of grant)/provide supplemental pay (where applicable) for all affected employees.

Funds are available in the following accounts:

- U.S. Department of Housing and Urban Development (HUD) Office of Lead Hazard Control and Healthy Homes
- Total Amount \$125,000 plus benefits
- 221073232-5111110 Per Full-Time S&W Regular
- 221073232-5121110 Health Insurance
- 221073232-5121120 Life Insurance
- 221073232-5121130 Long-Term Disability
- 221073232-5122110 FICA
- 221073232-5122120 Medicare
- 221073232-5123113 GMEBS Pension

REVIEWED AND APPROVED BY:

- Procurement
- Finance
- Law
- Administrator
- Clerk of Commission

From: Arnold Pierce
To: [Hawthorne Welcher](mailto:Hawthorne.Welcher)
Subject: FW: Lead Hazard Reduction Grant Program Compensation Adjustment
Date: Thursday, September 26, 2024 9:29:00 AM
Attachments: [image001.png](#)
[Commission Approval Letter and Lead Grant 2 Info.pdf](#)

FYI

From: Nancy He <MHe@augustaga.gov>
Sent: Thursday, September 26, 2024 9:26 AM
To: Taffica Dobbs <TDobbs@augustaga.gov>; Arnold Pierce <APierce@augustaga.gov>
Cc: Sonya Johnson <SJohnson2@augustaga.gov>; Timothy Schroer <tschroer@augustaga.gov>
Subject: RE: Lead Hazard Reduction Grant Program Compensation Adjustment

Good morning,

I have worked with Arnold yesterday on the 2025 Lead Grant budget. Now the budget is enough to cover below three employees pay request below until Mid- May 2027. The 2/07/2023 Commission Approval letter approved the three positions in the grant. The wording in the agenda didn't state the pay rate, but its backup has the Budget Narrative which outlines the salary detail on page #6 and 7. HR will assess whether the Commission's approval is necessary for increase on the salary.

Note: Darrell Grant - Lead Hazard Reduction Manager \$75,000
Kameron Khaksarfard – Lead Environmental Specialist \$60,000
Gary Arnett – Lead Hazard Control Supervisor \$65,000

Thanks,
Nancy

From: Nancy He
Sent: Wednesday, September 25, 2024 3:51 PM
To: Arnold Pierce <APierce@augustaga.gov>
Subject: RE: Lead Hazard Reduction Grant Program Compensation Adjustment

Thank you, Arnold,

I have updated the 2025 budget to reflect the revised budget. You can download budget version FR to look at it.

Thanks,
Nancy

From: Arnold Pierce <APierce@augustaga.gov>
Sent: Wednesday, September 25, 2024 3:24 PM
To: Nancy He <MHe@augustaga.gov>
Subject: RE: Lead Hazard Reduction Grant Program Compensation Adjustment

Nancy,

Assistance Award/Amendment

U.S. Department of Housing and Urban Development
Office of Administration

1. Assistance Instrument <input type="checkbox"/> Cooperative Agreement <input checked="" type="checkbox"/> Grant		2. Type of Action <input checked="" type="checkbox"/> Award <input type="checkbox"/> Amendment	
3. Instrument Number GALHB0779-22	4. Amendment Number	5. Effective Date of this Action See Block #20	6. Control Number
7. Name and Address of Recipient Augusta, Georgia 535 Telfair Street Augusta, Georgia 30901-2915		8. HUD Administering Office HUD, Office of Lead Hazard Control and Healthy Homes 451 Seventh Street, SW Room 8236 Washington, DC 20410	
		8a. Name of Administrator Markquonda Mathis	8b. Telephone Number 202-402-5120
10. Recipient Project Manager LaSandra Corley 706-821-1797 lcorely@augustaga.gov		9. HUD Government Technical Representative Bruce Bailey Bruce.E.Bailey@hud.gov 202-402-6249	
11. Assistance Arrangement <input checked="" type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Cost Sharing <input type="checkbox"/> Fixed Price	12. Payment Method <input type="checkbox"/> Treasury Check Reimbursement <input type="checkbox"/> Advance Check <input checked="" type="checkbox"/> Automated Clearinghouse	13. HUD Payment Office U.S. Dept. of HUD CFO Accounting Center, 6AF 801 Cherry St., Unit #45 Ste. 2500 Fort Worth, TX 76102	
14. Assistance Amount		15. HUD Accounting and Appropriation Data	
Previous HUD Amount	\$0.00	8621/230174 21LRLII/LRLIIR LR1 00/98- \$3,560,000.00 8622/240174 22LRHII/LRHIII IIII 00/98- \$400,000.00	15b. Reservation number
HUD Amount this action	LR1 \$3,560,000.00 HH1 \$400,000.00		LHC 22-3
Total HUD Amount	\$3,960,000.00	Amount Previously Obligated	\$0.00
Recipient Amount	\$376,668.54	Obligation by this action	\$3,960,000.00
Total Instrument Amount	\$4,336,668.54	Total Obligation	\$3,960,000.00

16. Description

Employer Identification: 582204274 UEI: ZH93N1J4TBE8 Program: LR1/ HH1

This instrument sets forth the agreement between the parties as to all terms and conditions and provisions herein. By signing this award document, the Grantee certifies that it is in compliance with all administrative and financial provisions of this award. This grant instrument consists of the following, some of which are incorporated by reference:

- Cover Page, HUD 1044
- FY 2022 Terms and Conditions
- Statement of Work/Work Plan/Benchmark Standards
- Grantee's financial and technical proposal
- Mutually agreed and negotiated proposal changes
- Abstract of grant activities
- Lead Hazard Control Program Policy Guidance Issuances "PGI-2015-01- Clarification of Costs for LIIRD and LBPHC Grant Programs"
- TITLE 2: GRANTS AND AGREEMENTS - PART 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS <http://www.eef.gov/cgi-bin/text-idx?node=2:1:1:2:1>
- Notice of Grant Opportunity announced in GRANTS.GOV FR-6600-N-13 Posted date: 07/17/2022

Period of Performance: 48 months – January 24, 2023 – November 24, 2027

17. <input checked="" type="checkbox"/> Recipient is required to sign and return three (3) copies of this document to the HUD Administering Office		18. <input type="checkbox"/> Recipient is not required to sign this document.	
19. Recipient (By Name) <i>Augusta, Georgia</i>		20. HUD (By Name) Markquonda Mathis, Grant Officer	
Signature & Title <i>Sandra Corley</i>	Date (mm/dd/yyyy) 09/13/2023	Signature & Title <i>Markquonda Mathis</i>	Date (mm/dd/yyyy) 9/19/2022

AUGUSTA, GEORGIA
New Grant Proposal/Application

Before a Department/agency may apply for the grant/award on behalf of Augusta Richmond County, they must first obtain approval signature from the Administrator and the Finance Director. The Administrator will obtain information on the grant program and requirements from the funding agency and review these for feasibility to determine if this grant/award will benefit Augusta Richmond County. The Finance Director will review the funding requirement to determine if the grant will fit within our budget structure and financial goals.

Proposal	Project No.	Project Title
PR000424	AIICD	GALHR Lead Grant



Requesting Grant funds offered by US Department of Housing and Urban Development to provide services to the resident of Augusta -Richmond County who may be affected by lead paint in homes prior to 1978. /EEO Req: Yes/ EEO Notified: NO/ Cash Match 10.58% or \$376,668.54 as shown below

Salary and Fringe- \$680,394-for new hires working 100% on the grant. Salary Reclass-\$157,549.79-this is the amounts from existing employees' salaries used as match. Travel-\$78,745.13, Equipment- \$33,516, Other Official Admin- \$75,068.40, Contracts and Construction Services- \$2,495,982.80, Healthy Home Supplement- \$400,000.00, and Match from Medical Associate Plus- \$219,118.75. Total budgeted \$4,336,668.54

Start Date: 01/24/2023	End Date: 11/24/2027			
Submit Date: 02/03/2023	Department: 024	HCD	Cash Match?	Y
Total Budgeted Amount: 4,336,668.54	Total Funding Agency:	3,960,000.00	Total Cash Match:	376,668.54

Sponsor: GM0001	HUD	
Sponsor Type: F	Federal	
Purpose: 13	Community	Flow Thru ID:

Contacts		
Type ID	Name	Phone
1 GM1054	Pierce, Arnold	(706)821-1868

Type	By	Date	Dept. Signature:	Grant Coordinator Signature:
FA	H. WELCHER	01/31/2023		

1.) I have reviewed the Grant application and enclosed materials and:
 Find the grant/award to be feasible to the needs of Augusta Richmond County

Deny the request
Donna Williams 2-6-2023
Finance Director Date

2.) I have reviewed the Grant application and enclosed materials and:
 Approve the Department Agency to move forward with the application

Deny the request
H. Welcher 2/17/23
Administrator Date CS 2-14-23

This form will also be used to provide the external auditors with information on all grants for compliance and certification requirements as required by the State and Federal Government.



Takiyah A. Douse
Interim Administrator

February 7, 2023

Mr. Hawthorne Welcher, Director
Housing Community & Development
510 Fenwick Street
Augusta, GA 30901

Dear Director Welcher:

At their meeting held on Tuesday, February 7, 2023, the Augusta, Georgia Commission, acted on the following items:

- 9. Approved the development of (2) single-family workforce homes, new construction.
- 10. Approved the recommendation from Golden Harvest Food Bank to select RW Allen for award under CDBG-CV funding opportunity in Partnership with CSRA Regional Commission and Augusta, Georgia to expand the Produce Rescue Center (Warehouse) at GHFB's Augusta, GA location.
- 11. Approved the Housing and Community Development Department's (HCD's) request to enter into an agreement with TDA Consulting Inc. to complete 2023 Augusta, GA Fair Housing Analysis of Impediments (RFP 22-277).

28. Approved the following:

- a) ratify a) HUD Form 1044, b) HUD Administrative Verification Form, c) Mayoral Match Letter of Support, and the Mayor's execution thereof
- b) approve Augusta, Georgia's receipt of \$3,960,000 from the U.S. Department of Housing and Urban Development (HUD) Office of Lead Hazard Control and Healthy Homes (OLHCHH)
- c) allow HCD to move forward with implementation of administrative verification form,
- d) allow HCD to hire three (3) additional FT staff persons (concurrent with the term of grant)/provide supplemental pay (where applicable) for all affected employees,
- e) instruct Finance department to add available funding to HCD's budget for immediate use and implementation.

If you have any questions, please contact me.

In Service,

Takiyah A. Douse
Interim Administrator

TAD/nd



Administrative Services

Meeting Date: 01/28/2025

HCD_ Lead Hazard Reduction Program Approval Request

Department: HCD

Presenter: Hawthorne Welcher, Jr. and/or HCD Staff

Caption: Motion to approve a Lead Hazard Reduction and Healthy Homes Project to be located at 1126 13th Avenue.

Background: On October 5, 2022, the U.S Department of Housing and Urban Development (HUD) Office of Lead Hazard Control and Healthy Homes (OLHCHH) awarded \$3,960,000 (itemized breakdown subject to change while award amount remains the same) to Augusta, Georgia as the part of the record investment of \$126 million nationwide to 26 state and local government agencies, that will help protect Augusta children and families from lead-based paint and home health hazards.
The OLHCHH grant includes \$3,560,000.00 in Lead-Based Paint Hazard Reduction Grant Program funding and \$400,000.00 in HUD’s Healthy Homes Supplemental funding. A ten percent match commitment is required for this program by statute 42 U.S.C. 4852.

Address: 1126 13TH Ave August Ga. 30901, Contractor: Good Human Solutions, Budget: \$40,366, Project Type: Lead Hazard Reduction Grant – Healthy Homes Supplement

Lead Hazard Reduction

This program funds lead hazard reduction activities in owner-occupied single-family homes and rental properties if the unit meets the minimum program requirements. These requirements include but are not limited to: the unit must be in need of lead hazard reduction activity; structurally sound upon completion of the lead hazard activity; and registered with the **Georgia Department of the Environment Lead Poisoning Prevention Program.**

Analysis: Approval of this request will allow the homeowner to participate in the City of Augusta Lead Safe Housing Initiative.

Financial Impact: Augusta, Georgia receives funding from HUD annually.

Alternatives: Deny HCD's Request

Recommendation: Motion to approve a Lead Hazard Reduction and Healthy Homes Project to be located at 1126 13th Avenue.

Funds are available in the following accounts: Lead Grant: Total Amount Requested: \$40,366
221073232-5211120- Contractual Services

REVIEWED AND APPROVED BY: Procurement
Finance
Law
Administrator
Clerk of Commission

AHCDD Form 508
(Rev. 05/04)

**AUGUSTA HOUSING & COMMUNITY
DEVELOPMENT DEPARTMENT**
**CONSTRUCTION CONTRACT -
REPAIR PROJECT**

Date:
1/14/2025

This agreement is between (Contractor):

GOOD HUMANS SOLUTIONS LLC
2008 Ryan Rd
Augusta, GA 30904

And: **Augusta Housing & Community Development Department**
925 Laney-Walker Boulevard
Augusta, Georgia 30901

Project : 
1126 13th AVE
Augusta Ga, 30901

Project # Healthy Homes

The Contractor agrees to furnish all labor and materials to complete in good, workmanlike manner repairs to the property shown above, for the total sum of **FORTY THOUSAND THREE-HUNDRED AND SIXTY-SIX DOLLARS \$40,366.00.** All work will be accomplished in accordance with the attached Work Write-Up, and Housing and Urban Development Lead Hazard and Healthy Homes Guidelines.

The Contractor agrees to accept payment from the Augusta Housing and Community Development Department in accordance with Department payment procedures. The Contractor agrees to complete all repair work required by this contract within **10** working days of the date of this contract.

The undersigned, having reviewed and understood this contract, agrees to the terms as specified above and in the attached contract documents.

**Hawthorne Welcher, Director
Housing & Community
Development Department**

Contractor, Good Human Solutions

Witness: _____

SWORN TO AND SUBSCRIBED BEFORE ME, THIS
_____ DAY OF _____, 20____.

Notary Public, State of Georgia

(SEAL)

AHCDD Form 508
(Rev. 05/04)

**AUGUSTA HOUSING & COMMUNITY
DEVELOPMENT DEPARTMENT**
**CONSTRUCTION CONTRACT -
REPAIR PROJECT**

Date:
1/14/2025

Approved as to Form:

By: _____
Augusta, GA Legal Department
As its Legal Representative

Date: _____

By: _____
Garnett L. Johnson
As its Mayor

Date: _____

By: _____
Tameka Allen
As its Administrator

Date: _____

By: _____
Hawthorne Welcher, Jr.
As its Director, HCD

Date: _____

By: _____
Lena Bonner
As its Clerk

Date: _____



Administrative Services Committee Meeting

Meeting Date: 01/28/2025

HCD_ Lead Hazard Reduction Program Approval Request

Department: HCD

Presenter: Hawthorne Welcher, Jr. and/or HCD Staff

Caption: Motion to approve a Lead Hazard Reduction and Healthy Homes Project to be located at 2625 Oakland Avenue.

Background: On October 5, 2022, the U.S Department of Housing and Urban Development (HUD) Office of Lead Hazard Control and Healthy Homes (OLHCHH) awarded \$3,960,000 (itemized breakdown subject to change while award amount remains the same) to Augusta, Georgia as the part of the record investment of \$126 million nationwide to 26 state and local government agencies, that will help protect Augusta children and families from lead-based paint and home health hazards.

The OLHCHH grant includes \$3,560,000.00 in Lead-Based Paint Hazard Reduction Grant Program funding and \$400,000.00 in HUD’s Healthy Homes Supplemental funding. A ten percent match commitment is required for this program by statute 42 U.S.C. 4852.

Address: 2625 Oakland Ave August Ga. 30901, Contractor: Good Human Solutions, Budget: \$27,705, Project Type: Lead Hazard Reduction Grant

Analysis: Approval of this request will allow the homeowner to participate in the City of Augusta Lead Safe Housing Initiative.

Financial Impact: Augusta, Georgia receives funding from HUD annually.

Alternatives: Deny HCD’s Request

Recommendation: Motion to approve a Lead Hazard Reduction and Healthy Homes Project be located at 2625 Oakland Avenue.

Funds are available in the following accounts: Lead Grant: Total Amount Requested: \$27,705
221073232-5211120- Contractual Services

REVIEWED AND APPROVED BY: Procurement
Finance
Law
Administrator
Clerk of Commission

AHCDD Form 508
(Rev. 05/04)

**AUGUSTA HOUSING & COMMUNITY
DEVELOPMENT DEPARTMENT**
**CONSTRUCTION CONTRACT -
REPAIR PROJECT**

Date:
1/14/2025

This agreement is between (Contractor):

GOOD HUMANS SOLUTIONS LLC
2008 Ryan Rd
Augusta, GA 30904

And: Augusta Housing & Community Development Department
925 Laney-Walker Boulevard
Augusta, Georgia 30901

Project : [REDACTED]
2625 Oakland Ave
Augusta Ga, 30904

Project # Lead Hazard

The Contractor agrees to furnish all labor and materials to complete in good, workmanlike manner repairs to the property shown above, for the total sum of **TWENTY-SEVEN THOUSAND SEVEN-HUNDRED AND FIVE DOLLARS \$27,705.00.** All work will be accomplished in accordance with the attached Work Write-Up, and Housing and Urban Development Lead Hazard and Healthy Homes Guidelines.

The Contractor agrees to accept payment from the Augusta Housing and Community Development Department in accordance with Department payment procedures. The Contractor agrees to complete all repair work required by this contract within **10** working days of the date of this contract.

The undersigned, having reviewed and understood this contract, agrees to the terms as specified above and in the attached contract documents.

Hawthorne Welcher, Director
Housing & Community
Development Department

Contractor, Good Human Solutions

Witness: _____

SWORN TO AND SUBSCRIBED BEFORE ME, THIS
_____ DAY OF _____, 20____.

Notary Public, State of Georgia

(SEAL)

AHCDD Form 508
(Rev. 05/04)

**AUGUSTA HOUSING & COMMUNITY
DEVELOPMENT DEPARTMENT**

**CONSTRUCTION CONTRACT -
REPAIR PROJECT**

Date:

1/14/2025

Approved as to Form:

By: _____
**Augusta, GA Legal Department
As its Legal Representative**

Date: _____

By: _____
**Garnett L. Johnson
As its Mayor**

Date: _____

By: _____
**Tameka Allen
As its Administrator**

Date: _____

By: _____
**Hawthorne Welcher, Jr.
As its Director, HCD**

Date: _____

By: _____
**Lena Bonner
As its Clerk**

Date: _____



Administrative Services Committee

Meeting Date: Tuesday, January 28, 2025

Emergency – Carrie J Mays Center Water Lines Replacement

- Department:** Central Services Department
- Presenter:** Ron Lampkin
- Caption:** Receive as information the emergency request for the replacement of the burst water lines located at the Carrie J Mays Center in the amount of \$51,973.20 by Pamela’s Plumbing LLC.
- Background:** Carrie J Mays Center was experiencing leaks inside the building due to burst water lines. In order to preserve the integrity of the structure and prevent further leaks from occurring, the water lines required replacement. It is of utmost importance that the leaks were addressed to prevent interior issues and water damage.
- Analysis:** Pamela’s Plumbing LLC is performing the corresponding work.
- Financial Impact:** \$51,973.20
GL: 330-05-1120/53.19120
JL: 224-05-2114/53.19120
- Alternatives:** A – Receive as information
B – Do not receive as information
- Recommendation:** Receive as information the emergency request for the replacement of the burst water lines located at the Carrie J Mays Center in the amount of \$51,973.20 by Pamela’s Plumbing LLC.
- Funds are available in the following accounts:** \$51,973.20
GL: 330-05-1120/53.19120
JL: 224-05-2114/53.19120



Central Services Department

Ron Lampkin, Interim Director

2760 Peach Orchard Road, Augusta, GA 30906

Maria Rivera-Rivera, Deputy Director

(706) 828-7174 Phone (706) 796-5077 Fax

MEMORANDUM

TO: Darrell White, Interim Director, Procurement Department

FROM: Ron Lampkin, Interim Director, Central Services Department

DATE: January 16, 2025

SUBJECT: Emergency Memo – Carrie J Mays Water Lines Replacement

In accordance with §1-10-57 Emergency Procurements, I respectfully ask you to accept this communication as notification of an emergency at Carrie J Mays regarding the leaks in the main water line.

Carrie J Mays Center was experiencing leaks inside the building due to the burst water lines. It is of utmost importance that the leaks were addressed to prevent interior issues and water damage. In order to preserve the integrity of the structure and prevent further leaks from occurring, the water lines required replacement. Pamelas's Plumbing, LLC was deemed qualified to make the necessary replacements to the water lines.

Please process a purchase order to Pamela's Plumbing in the amount of \$51,973.20 for the needed water line replacements.

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

RL/mcrr

INVOICE

Pamela's Plumbing LLC
772 Springbrook Circle
Evans, GA 30809

pamelasplumbing@gmail.com
+1 (706) 284-2714
www.pamelasplumbing.com



Bill to

Eric Bell - Augusta Maintenance Central
Services
1014 11th Ave
Augusta, GA 30901

Ship to

Eric Bell - Augusta Maintenance Central
Services

Invoice details

Invoice no.: 12678
Terms: Due on receipt
Invoice date: 01/06/2025
Due date: 01/06/2025

Service Date	Service	Description	Qty	Rate	Total
12/27/2024	Lumpsum	Leak detection - found leak in line near gym	1	\$800.00	\$800.00
01/03/2025	Lumpsum	Replace both water lines for the gym and the community ctr.	1	\$45,875.35	\$45,875.35
01/04/2025	Lumpsum	Additional equipment rental and materials	1	\$5,297.85	\$5,297.85

Total **\$51,973.20**

Ways to pay



[View and pay](#)

View invoice online

Scan code or go to the link below to view the invoice online

[View invoice](#)

Katie Cornelius

From: Darrell White
Sent: Friday, December 20, 2024 4:35 PM
To: Katie Cornelius
Cc: Ron Lampkin; Maria Rivera-Rivera; Eric Bing; Scarlet Green; Arlene New; Audrey Sutton; Nancy M. Williams
Subject: RE: Emergency Request - Carrie J Mays

Please proceed!

From: Katie Cornelius <KCornelius@augustaga.gov>
Sent: Friday, December 20, 2024 4:29 PM
To: Darrell White <DWhite2@augustaga.gov>
Cc: Ron Lampkin <RLampkin@augustaga.gov>; Maria Rivera-Rivera <MRivera-Rivera@augustaga.gov>; Eric Bing <EBing@augustaga.gov>; Scarlet Green <SGreen@augustaga.gov>; Arlene New <anew@augustaga.gov>; Audrey Sutton <ASutton@augustaga.gov>; Nancy M. Williams <NWilliams@augustaga.gov>
Subject: Emergency Request - Carrie J Mays

Good afternoon,

This communication serves as notification of an emergency at the following location:

-Carrie J Mays

-A pipe has burst at this location requiring immediate attention. We are requesting approval to proceed with Pamela's Plumbing on an emergency basis to assess and correct this urgent situation.

Thanks,
Katie

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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

Katie Cornelius

From: Timothy Schroer
Sent: Thursday, January 16, 2025 8:42 AM
To: Scarlet Green; Rachel McFatridge
Cc: Maria Rivera-Rivera; Ron Lampkin; Arlene New; Katie Cornelius
Subject: RE: Emergency - Carrie J. Mays Plumbing

You can use the same job ledger

Timothy E. Schroer, CPA, CGMA 
 Interim Finance Director
Augusta Richmond County Georgia

| 535 Telfair St., Suite 800 | Augusta, GA 30901 | www.augustaga.gov
 tschroer@augustaga.gov | Office: 706.821.1741 | Mobile: 706.840.6226 | Fax: 706.821.2520

From: Scarlet Green <SGreen@augustaga.gov>
Sent: Thursday, January 16, 2025 8:41 AM
To: Timothy Schroer <tschroer@augustaga.gov>; Rachel McFatridge <RMcFatridge@augustaga.gov>
Cc: Maria Rivera-Rivera <MRivera-Rivera@augustaga.gov>; Ron Lampkin <RLampkin@augustaga.gov>; Arlene New <anew@augustaga.gov>; Katie Cornelius <KCornelius@augustaga.gov>
Subject: RE: Emergency - Carrie J. Mays Plumbing

Hey Tim,

There was one more that was attached that is for Carrie J Mays HVAC cages. Could you provide me numbers for that?
 The object code will be 53.19120.

Thank,
 Scarlet

Scarlet Green | Business Analyst
Augusta – Richmond County | Central Services Department
 2760 Peach Orchard Rd | Augusta, Georgia 30906
 (p) 706-432-5254 | (c) 762-333-4654
sgreen@augustaga.gov | www.augustaga.gov

Augusta
 G E O R G I A

From: Timothy Schroer <tschroer@augustaga.gov>
Sent: Wednesday, January 15, 2025 5:41 PM
To: Scarlet Green <SGreen@augustaga.gov>; Lisa Sherrouse <lsherrouse@augustaga.gov>; Rachel McFatridge <RMcFatridge@augustaga.gov>
Cc: Maria Rivera-Rivera <MRivera-Rivera@augustaga.gov>; Ron Lampkin <RLampkin@augustaga.gov>; Arlene New

<anew@augustaga.gov>; Katie Cornelius <KCornelius@augustaga.gov>

Item 4.

Subject: RE: Emergency - Carrie J. Mays Plumbing

The budgets have been set up.

I understand this was an emergency, however you should share with the vendor, that expecting payment the day after the invoice was submitted is unreasonable. Also please note that I changed the obj code as the one provided "site improvements" was not appropriate.

Ledger: JL
Report Date: 01/15/2025

JL Budgets and Actuals with Encumbrances

Fiscal Year: 20
Fiscal Period:
Budget Version: Y

<u>Object</u>	<u>Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Encumbrance</u>	<u>Bal:</u>
224052114	Carrie J Mays Park				
5319120	R & M-Buildings	51,980.00	0.00	0.00	51,980.00
	Revenue & Transfers In:	0.00	0.00	0.00	
	Expenditure and Transfers Out:	51,980.00	0.00	0.00	51,980.00
	Net:	-51,980.00	0.00	0.00	-51,980.00
Grand Total (RV & TI):		0.00	0.00	0.00	
Grand Total (XP & TO):		51,980.00	0.00	0.00	51,980.00
	Net:	-51,980.00	0.00	0.00	-51,980.00



Administrative Services Committee Meeting

January 28, 2025

Executive Hiring Strategy

Department:	N/A
Presenter:	N/A
Caption:	For information only presentation regarding an Executive Hiring Strategy.
Background:	N/A
Analysis:	N/A
Financial Impact:	N/A
Alternatives:	N/A
Recommendation:	N/A
Funds are available in the following accounts:	N/A
<u>REVIEWED AND APPROVED BY:</u>	N/A

Human Resources

Executive Hiring Strategy



Agenda

- Summary
- Executive Vacancies
- Hiring Strategy
- 90 Day Plan
- Snapshot

Executive Summary

- Augusta Richmond County is a local government with over 2,700 employees, making positive strides in its quest to become an Employer of Choice (EOC) in the populous southeast region of Georgia local governments. Augusta Richmond County is aware of the key role executive recruitment plays in its efforts and has developed an intentional Employer Value Proposition to that end. This objective will be accomplished by highlighting some of Augusta’s unique attributes i.e. low cost of living, international attractions, and work life balance offerings. Below are the current recruitment challenges accompanied by the recommended strategic initiatives for optimizing recruitment and retention of executive level positions.
- **Key Challenges:**
 1. Attracting top talent
 2. Length of Hiring Process
 3. Retention Challenges
- **Components of Enacting a 90-Day Recruitment Strategy:**
 1. Operationalize a Robust Recruitment Initiative
 2. Comprehensive Onboarding
 3. Career Driven Leadership Development Opportunities
 4. Cultural and Community Engagement

Current Executive Vacant Positions

- General Counsel (currently with Recruiter)
- Central Services Director
- Information Technology Director
- Finance Director
- Procurement Director
- Staff Attorney*
- Senior Staff Attorney*
- Airport Engineering and Maintenance Director*
- Deputy Administrator*
- Deputy General Counsel*

Executive Hiring Strategy

- Market Analysis and Competitive Benchmarking
- Employer Branding
- Posting and Advertising
- Partner with ICMA and National League of Cities(NLC) for comparisons
- Review compensation packages of comparable urban governments and non-profit organizations.
- Engage Executive Search Firms
- Professional Networks and Partnerships
- Interview Process Final Selection and Reference Checks
- Negotiation and Offer Presentation

90 Day Plan !

90- Days Executive Recruitment Plan

Provided an outline of a 90-day executive recruitment plan to the Administrator for review and acceptance.

Key milestones and deliverables

- Days1-10: Market analysis, EVP creation, job posting
- Days 11-31: Candidate sourcing, targeted outreach, search firm engagement
- Days 32-50: Screening, interviews, and final selection
- Days 51-90: Offer negotiation, onboarding, and public announcements.



- Full Recruitment: All key positions filled within 90 days
- Top-Tier Talent: High-caliber candidates attracted through competitive offers and targeted outreach
- Efficient Onboarding: Smooth transitions for new executives, setting them up for success from day one.
- Improved Streamlined Recruitment Process

Snapshot Roadmap to Outcomes

Thank you

Anita Rookard
Director of Human Resources

 <p>OFFICE OF HUMAN RESOURCES Executive Recruitment</p>	Administration SOP
	Page 1 of 3

Title: Executive Recruitment	SOP#	SOP-HR-AM-001	
	Revision #	Release	
	Implementation Date	2023-10-10	
	Last Update Date	2023-02-28	
Approval by Director	Anita Rookard	Author	Ma-Keisha Mullings

1. Purpose

The purpose of this Executive Recruitment process is to ensure a transparent, efficient, and thorough hiring process for executive-level positions within the organization. It aims to identify and attract qualified candidates for key roles through a structured approach, adhering to legal and ethical standards.

2. Scope

This Executive Recruitment process applies to all executive-level positions within the organization. It encompasses the activities from job description creation to the final selection of the candidate, incorporating due diligence, public presentation, and Commission approval.

3. Prerequisites

Before initiating the executive search process, the following prerequisites must be met:

- Approval of budget and job classification by the Commission/Administrator.
- Commission approval for the use of an Executive Search firm on a case-by-case basis.

4. Responsibilities

HR Director:

- Prepare and review job description and job classification.
- Prepare client profile, position specification, and brochure (if required) for presentation to the Commission and Administrator.
- Conduct due diligence, including reference and background checks, media search, and obtaining candidate consent.



OFFICE OF HUMAN RESOURCES
Executive Recruitment

- Prepare a bio of finalist for public review.

Administrator:

- Approve job description and job specification before the recruitment process.
- Present candidates to the Commission for consideration

Commission:

- Approve the use of an executive search firm on a case-by-case basis.
- Participate in the interviewing and vetting of candidates.
- Determine the best-qualified candidates.
- Vote and select the final hire.

HR & Legal:

- Present finalists' bios to the public for a 14-day review period.

5. Procedure

Sourcing & Recruiting:

- HR Director identifies and attracts potential candidates.

Preliminary Assessment:

- HR, Administrator, and Recruiter (if applicable) assess the qualifications of interested candidates.

Presentation to the Commission:

Administrator presents selected candidates to the Commission for consideration.

Due Diligence:

HR Director initiates reference and background checks, media searches, and obtains candidate consent.

Interviewing & Vetting:

Commission conducts interviews and vets' candidates.



OFFICE OF HUMAN RESOURCES
Executive Recruitment

Administration SOP

Page 3 of 3

Determination of Best Qualified:

Commission determines the best qualified candidates.

Public Presentation:

HR & Legal present finalists' bios to the public for a 14-day review.

Commission Vote and Selection:

Commission votes and selects final hire.

6. References

- Relevant legal and ethical guidelines.
- Budget and job specification approved by the Commission/Administrator.
- Commission-approved use of an executive search firm.

7. Definitions

Commission	The governing body responsible for approving the budget, job specification, and executive search firm usage, as well as voting and selecting the final hire.
Administrator	The individual responsible for approving job descriptions and presenting candidates to the Commission.
HR Director	The individual overseeing the entire executive recruitment process, including due diligence and public presentation.
HR & Legal	The departments responsible for presenting finalists' bios to the public review.
Interviewing and Vetting	Allows employers to verify work experiences and educational training and/or other credentials that qualify a candidate for a job. This process allows employers to assess candidates' skills for the job based on educational training and credentials.



Administrative Services Committee

January 28, 2025

Homeless Taskforce Update

Department:	N/A
Presenter:	N/A
Caption:	Homeless Taskforce Update. (Requested by Commissioner Jordan Johnson)
Background:	N/A
Analysis:	N/A
Financial Impact:	N/A
Alternatives:	N/A
Recommendation:	N/A
Funds are available in the following accounts:	N/A
<u>REVIEWED AND APPROVED BY:</u>	N/A

Lena Bonner

From: Commissioner Jordan Johnson
Sent: Wednesday, January 22, 2025 1:25 PM
To: Lena Bonner
Cc: Tameka Allen; nomistanton73@gmail.com; Nomi Stanton; Commissioner Tina Slendak
Subject: Agenda Item Request

Hi, Ms. Bonner,

I hope you're doing well. Please add to the next Administrative Services agenda, "Homeless Taskforce Update."

Thank you 😊!

Jordan Johnson

Augusta Commission, District 1

Finance Committee - Vice Chair

Engineering Committee - Member

Downtown Development Authority - Member

706-564-9356

augustaga.gov

"It's our duty to forget about ourselves and to try to make a contribution to the people we represent to make like better for them" - Former GA State Representative R.A. "Papa" Dent

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AED:104.1



Engineering Services Committee Meeting

Meeting Date: November 12, 2024

Augusta Solid Waste & Recycling Collection Services Contract

Service Area – Zone 1, Zone 2, & Zone 3

RFP 25-900

File Reference: 24-014 (A)

Department:	Engineering & Environmental Services
Presenter:	Dr. Hameed Malik, Director
Caption:	Approve the award of Residential Waste & Recyclable Collection Service Contract (25-900) to two (2) waste hauling firms, Georgia Waste System LLC (GWS) and Coastal Waste Recycling, Inc. (Coastal), GWS Serving Service Zone 1 and Coastal Serving Service Zones 2 & 3, at service schedule & rates presented in the Financial Impact Section of this agenda item. The contract award is contingent upon receipt of signed contract, insurance, and other relevant documents. The Contract is effective January 1, 2025 ending December 31, 2034 with an option to renew for two additional two-year terms. Also, approve the residential waste mandatory collection service new rate at \$440 per parcel account to cover the cost of waste collection & incidental environmental services effective January 1, 2025. Both unit rates (waste hauler & Augusta mandatory collection) are subject to an automatic three (3) percent yearly escalation effective January 1, 2026. RFP 25-900/AE
Background:	Augusta, Georgia (City) Waste Collection & Disposal Services are presently provided under RFP 12-112. The term of this contract expires December 31, 2024. For continuity of services new Request for Proposal (RFP) was posted in June 2024 with closing by August 21, 2024. Augusta Waste Collection & Disposal Services service area is divided in three service zones; Zone 1, Zone 2, and Zone 3. Mandatory Residential Waste Collection & Disposal Services are provided by two waste hauling contractors since 2013. RFP25-900 included the same option, awarding contract up to two (2) qualified contractors. Augusta Mandatory Residential Waste Hauling services area served by two waste hauling contractors ensure continuity of present level of service and the possibility of improving it. 2012 services included “Recycling”, however, resident participation in recycling program was minimum and not cost effective. Hence, 2025 waste collection & disposal contract excluded “Recycling” with condition that “Recycling will be provided by the contract awarded contractors under separate account setup by property owner/user and the contractor.
Analysis:	RFP’s were received on August 21, 2024 and were evaluated based on criteria outlined in RFP document and ranked accordingly. Following firms submitted proposals.

Name	Rating
1. Georgia Waste Systems, LLC	468.3/500
2. Coastal Waste & Recycling of Georgia, LLC	409.3/500
3. Capital Waste Services	351.7/500
4. Ryland Environmental, Inc.	321.8/500

Financial Impact:

Services cost is covered by Environmental Services Waste Collection Contract revenue.

Service Schedule & Rate

	Waste Type	Service Type	Service Frequency	Fee Unit / Account	Fee Unit Rate
1	Garbage, Yard Waste, Bulky Waste	Residential	Weekly	Monthly	\$24.14
2	Garbage	Non-Residential	Weekly	Monthly	\$18.25
3	Yard Waste, Bulky Waste	Unoccupied	Weekly	Monthly	\$7.37
4	Garbage	Extra Cart	Weekly	Monthly	\$8.99

Note: under condition of this contract, the Contactor offering recycling service on request by contracting directly with residents and others on request.

Alternatives:

Not proposed.

Recommendation:

Approve the award of Residential Waste & Recyclable Collection Service Contract (25-900) to two (2) waste hauling firms, Georgia Waste System LLC (GWS) and Coastal Waste Recycling, Inc. (Coastal), GWS Serving Service Zone 1 and Coastal Serving Service Zones 2 & 3, at service schedule & rates presented in the Financial Impact Section of this agenda item. The contract award is contingent upon receipt of signed contract, insurance, and other relevant documents. The Contract is effective January 1, 2025 ending December 31, 2034 with an option to renew for two additional two-year terms. Also, approve the residential waste mandatory collection service new rate at \$440 per parcel account to cover the cost of waste collection & incidental environmental services effective January 1, 2025. Both unit rates (waste hauler & Augusta mandatory collection) are subject to an automatic three (3) percent yearly escalation effective January 1, 2026. RFP 25-900/AE

Funds are available in the following accounts:

Environmental Services Waste Hauling Contract Revenue.
542000000-3441122

REVIEWED AND APPROVED BY:

HM/sr

Request for Proposals

Request for Proposals will be received at this office until **Wednesday, August 21, 2024 @ 3:00 p.m. via ZOOM Meeting ID: 856 0805 5725; Passcode: 25900** for furnishing:

RFP Item # 25-900 Solid Waste Collection and Disposal Services - Zones 1, Zone 2, and Zone 3 for Augusta, GA – Augusta Engineering and Environmental Services Department

RFPs will be received by: The Augusta Commission hereinafter referred to as the OWNER at the offices of:

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

RFP documents may be viewed on the Augusta Georgia web site under the Procurement Department ARCBid. RFP documents may be obtained at the office of the Augusta, GA Procurement Department, 535 Telfair Street – Room 605, Augusta, GA 30901 (706-821-2422).

Pre-Proposal Conference will be held on Monday, July 22, 2024 @ 2:00 p.m. via ZOOM – Meeting ID: 897 7176 6700; Passcode: 157932.

All questions must be submitted in writing by fax to 706 821-2811 or by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by Tuesday, July 23, 2024 @ 5:00 P.M. No RFP 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 RFP may be withdrawn for a period of **90** days after bids have been opened, pending the execution of contract with the successful bidder(s). **A 100% performance bond and a 100% payment bond will be required for award.**

Request for proposals (RFP) and specifications. An RFP 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 request for proposal including, but not limited to, the number of copies needed, the timing of the submission, the required financial data, and any other requirements designated by the Procurement Department are considered material conditions of the bid which are not waivable or modifiable by the Procurement Director.** All requests to waive or modify any such material condition shall be submitted through the Procurement Director to the appropriate committee of the Augusta, Georgia Commission for approval by the Augusta, Georgia Commission. Please mark RFP 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.

Proponents are cautioned that acquisition of RFP documents through any source other than the office of the Procurement Department is not advisable. Acquisition of RFP documents from unauthorized sources places the proponent at the risk of receiving incomplete or inaccurate information upon which to base their qualifications.

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

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

GERI A. SAMS, Procurement Director

Publish:

Augusta Chronicle June 27, 2024 and July 5, 11, 18, 2024
Metro Courier June 27, 2024

Revised: 6/20/24



**RFP Opening: RFP Item #25-900 Solid Waste Collection and Disposal Services
 Area Zone One, Zone Two, and Zone Three for Augusta, GA-
 Augusta Engineering and Environmental Services Department
 RFP Date: Wednesday, August 21, 2024 @ 3:00 p.m. via ZOOM**

**Total Number Specifications Mailed Out: 27
 Total Number Specifications Download (Demandstar): 7
 Total Electronic Notifications (Demandstar): 286
 Georgia Procurement Registry: 757
 Total Packages Submitted: 4
 Total Noncompliant: 0**

Vendors	Attachment "B"	Addendum 1	E-Verify Number	SAVE Form	Original	Copies 7	Fee Proposal
Georgia Waste Systems, LLC. 208 Prep Phillips Drive Augusta, GA 30901	YES	YES	102444	YES	YES	YES	YES
Coastal Waste & Recycling, Inc. 2481 NW 2nd Ave Boca Raton, FL 33341	YES	YES	1215852	YES	YES	YES	YES
Ryland Environmental, Inc. 4132 Wallie Avenue Augusta, GA 30906	YES	YES	1333760	YES	YES	YES	YES
Capital Waste Services 132 Hedge Rd Aiken, SC 29801	YES	YES	2412723	YES	YES	YES	YES



**RFP Item #25 - 900 Solid Waste Collection and Disposal Services
Area Zone One, Zone Two, and Zone Three
for Augusta GA - Engineering and Environmental Services Department
RFP Date: Wednesday, August 21, 2024 @ 3:00 p.m. via ZOOM
Evaluation Date: Thursday, September 5 @ 3:00 p.m. via ZOOM**

Item 7.

Vendors			Georgia Waste Systems, LLC. 208 Prep Phillips Drive Augusta, GA 30901	Coastal Waste & Recycling, Inc. 2481 NW 2nd Ave Boca Raton, FL 33341	Ryland Environmental, Inc. 4132 Wallie Avenue Augusta, GA 30906	Capital Waste Services 132 Hedge Rd Aiken, SC 29801	Georgia Waste Systems, LLC. 208 Prep Phillips Drive Augusta, GA 30901	Coastal Waste & Recycling, Inc. 2481 NW 2nd Ave Boca Raton, FL 33341	Ryland Environmental, Inc. 4132 Wallie Avenue Augusta, GA 30906	Capital Waste Services 132 Hedge Rd Aiken, SC 29801
Phase 1			Ranking of 0-5 (Enter a number value between 0 and 5)				Weighted Scores			
Evaluation Criteria	Ranking	Points	Scale 0 (Low) to 5 (High)							
1. Completeness of Response • Package submitted by the deadline • Package is complete (includes requested information as required per this solicitation) • Attachment B is complete, signed and notarized	N/A	Pass/Fail	PASS	PASS	PASS	PASS	PASS	PASS	PASS	PASS
2. Qualifications & Experience • Relevant Services experience, specific qualifications, waste hauling expertise • Ongoing similar services contracts with other entities • Missed pickup collection response time history • Contractual dispute and environmental compliance history	(0-5)	20	5.0	4.3	3.1	3.7	100.0	86.7	62.0	73.3
3. Organization & Approach • Understanding & familiarity of requested services • Roles & Organization of proposed Team serving this contract • Waste Hauling contract and services management approach • Proposed team role in contracted services delivery	(0-5)	15	5.0	4.3	3.3	4.2	75.0	65.0	50.0	62.5
4. Scope of Services (30 points) - • Service delivery implementation plan • Customer service procedures • Service route management process/strategy • Service delivery communication with client process/strategy	(0-5)	15	5.0	3.7	3.3	3.7	75.0	55.0	50.0	55.0
5. Available Resources and Financial Stability • Firm resources needed for completing requested services in timely manner and on schedule • Firm backup resources for continuity of uninterrupted services during primary assigned equipment failure or workforce emergency • Firm financial health and ability to provide needed resource	(0-5)	10	4.8	4.3	3.0	3.7	48.3	43.3	30.0	36.7
6. References	(0-5)	5	5.0	4.8	4.6	4.2	25.0	24.2	23.2	20.8
7. Proximity to Area - enter the point value for the one line only)							Cost/Fee Proposal Consideration			
Within Richmond County	5	10	5.0		5.0		50.0	0.0	50.0	0.0
Within CSRA	5	6				5.0	0.0	0.0	0.0	30.0
Within Georgia	5	4					0.0	0.0	0.0	0.0
Within SE	5	2		5.0			0.0	10.0	0.0	0.0
All Others	5	1					0.0	0.0	0.0	0.0
Phase 1 Total - (Total Maximum Ranking 25 - Maximum Weighted Total Possible 375)			29.8	26.5	22.4	24.3	373.3	284.2	265.2	278.3
Phase 2 (Option - Numbers 8-9) (Vendors May Not Receive Less Than a 3 Ranking in Any Category to be Considered for Award)										
8. Presentation by Team	(0-5)	10					0.0	0.0	0.0	0.0
9. Q&A Response to Panel Questions	(0-5)	5					0.0	0.0	0.0	0.0
10. Cost/Fee Proposal Consideration (only choose 1 line according to dollar value of the proposal in relation to all fee proposals - enter the point value for the one line only)							Cost/Fee Proposal Consideration			
Lowest Fees	5	10		5.0			0.0	50.0	0.0	0.0
Second	5	6	5.0				30.0	0.0	0.0	0.0
Third	5	4				5.0	0.0	0.0	0.0	20.0
Forth	5	2			5.0		0.0	0.0	10.0	0.0
Fifth	5	1					0.0	0.0	0.0	0.0
Total Phase 2 - (Total Maximum Ranking 15 - Maximum Weighted Total Possible 125)			5.0	5.0	5.0	5.0	30.0	50.0	10.0	20.0
Total (Total Possible Score 500) Total (May not Receive Less Than a 3 Ranking in Any Category to be Considered for Award)										
Total Cumulative Score (Maximum point is 525)			34.8	31.5	27.4	29.3	403.3	334.2	275.2	298.3

Internal Use Only

Evaluator: Cumulative Date: Phase I - 9/5/24 - Phase II 9/12/24

Procurement Department Representative: Nancy Williams

Procurement Department Completion Date: Phase I - 9/5/24 Phase II 9/12/24




ENGINEERING & ENVIR. SVCS. DEPARTMENT

Hameed Malik, Ph.D., P.E., Director

MEMORANDUM

TO: Darrell White, Interim Director - Procurement

FROM:  Hameed Malik, Ph.D., PE, Director- Engineering & Environmental Services

DATE: Monday, November 4, 2024

SUBJECT: Augusta Solid Waste & Recyclable Collection
Service Area Zone One, Zone Two, and Zone Three
RFP 25-900
File Reference: 24-014(A)

Augusta Engineering & Environmental Services (AEES) is making solid waste collection contracted Services following the supplement recommendations under RFP 25-900 for Zone One, Zone Two, and Zone Three Service area.

AEES under initial recommendations requested entering fee negotiation with two top rated qualified proposers, Georgia Waste System, LLC (GWS) and Coastal Waste & Recycling of Georgia, LLC (Coastal). Scope of services and fee negotiation has been completed now. GWS is accepting the AEES offered Zone 1 fee schedule and Coastal is accepting the AEES offered Zones 1, 2, & 3 fee schedule. In addition to fee schedule, AEES has taken into consideration the firm ability to maintain & improve current level of service for each service zone since total service area is roughly 308 square miles. It is a significant large area for one firm to serve effectively and efficiently while maintain the desired level of service. Hence, it is AEES supplemental recommendations to award RF 25-900 contract to two aforementioned firms; GWS and Coastal. AEES is recommending awarding Zone 1 services area to GWS and Zones 2 & 3 to Coastal at fee schedules & frequency offered by the AEES for each zone and accepted by each firm for respective Service Zone.

Aforestated award recommendation is contingent upon receipt of signed contract, insurance documentation and other required documents per RFP 25-900.

Should you require additional information, please do not hesitate to contact me at (706)796-5040.

Thank you.

/hm


cc: Nancy Williams, Procurement Department
June Hamal, Augusta Engineering & Environmental Services
Program File

**ENGINEERING & ENVIR. SVCS. DEPARTMENT**

Hameed Malik, Ph.D., P.E., Director

MEMORANDUM

TO: Darrell White, Interim Director - Procurement

FROM:  Hameed Malik, Ph.D., PE, Director- Engineering & Environmental Services

DATE: Monday, October 21, 2024

SUBJECT: Augusta Solid Waste & Recyclable Collection
Service Area Zone One, Zone Two, and Zone Three
RFP 25-900
File Reference: 24-014(A)

Based on RFP 25-900 evaluation final cumulative scoring, Georgia Waste System, LLC (GWS) is top rated firm followed by the Coastal Waste & Recycling of Georgia, LLC (Costal). It is the initial recommendation of Augusta Engineering & Environmental Services (AEES) that the scope of services detail discussion and fee negotiation be initiated with these two top rated firms (GWS and Costal). Accordingly AEES will issue supplemental recommendations followed by contract award recommendations.

Should you require additional information, please do not hesitate to contact me at (706)796-5040.

Thank you.

/hm

cc: Nancy Williams, Procurement Department
June Hamal, Augusta Engineering & Environmental Services
Program File

ATTN: JEFF WASHINGTON
WASTE MANAGEMENT
208 PREP PHILIPS DRIVE
AUGUSTA, GEORGIA 30901

ATTN: ART SMITH
REPUBLIC SERVICES, INC.
84 CLIFTON BLVD
PT. WENTWORTH, GA 31408

ATTN: MONIQUE
AUGUSTA DISPOSAL AND RECYCLING
851 TRIANGLE INDUSTRIAL COURT
EVANS, GA 30809-4257

ATTN: AROBERT SMITH
INLAND SERVICES
701 SANTA ISABEL BLVD
LAGUNA VISTA, TX 78578

ATTN: BOBBY WILLIAMS
ADVANCED DISPOSAL
5734 COLUMBIA ROAD
GROVETOWN, GA 30813-5114

GFL ENVIRONMENTAL
1064 FRANKE INDUSTRIAL DR
AUGUSTA, GA 30909

A-1 SANITATION
3452 PEACH ORCHARD RD, STE. B
AUGUSTA, GA 30906

COLEMAN SANITATION
3010 GEORGIA RD
AUGUSTA, GA 30906

METROPOLITAN WASTE
1824 WYLDs ROAD, STE A5
AUGUSTA, GA 30909

ATTN: JASON PLEDGER
COLUMBIA WASTE
1064 FRANKE INDUSTRIAL DRIVE
AUGUSTA, GA 30909

VEOLIA ENVIRONMENTAL SERVICES
125 SOUTH 84TH STREET
SUITE 200
MILWAUKEE, WI 53214

DORADO SERVICES
541 N. PALMETTO AVE.
SUITE 104
SANFORD, FL 32771

WASTE INDUSTRIES USA
3301 BENSON DRIVE
SUITE 601
RALEIGH, NC 27609

SANTEK ENVIRONMENTAL
650 25TH ST., NW
SUITE 100
CLEVELAND, TN 37311

INLAND SERVICE CORP
1561 DOUG BARNARD PKWY
AUGUSTA GA 30906

WASTE PRO
1405 DANIELSVILLE ROAD
ATHENS GA 30601

JUNK BUSTERS
4439 SHADOWOOD DR.
AUGUSTA, GA 30907

METRO-WASTE
1824 WYLDs ROAD SUITE A5
AUGUSTA GA 30909

REPUBLIC SERVICES, INC.
84 CLIFTON BLVD
SAVANNAH GA 31408

VEOLIA ES SOLID WASTE
1101 HAWKINS STREET
VALDOSTA GA 31601

RICHMOND WASTE INC.
PO BOX 6887
AUGUSTA GA 30916

Waste Management Inc.
5734 Columbia Road
Grovetown, GA 30813

A1 SANITATION SERVICES
2542 MIKE PADGETT HWY
AUGUSTA, GA 30906

AUGUSTA DISPOSAL
PO BOX 334
EVANS, GA 30809

REPUBLIC SERVICES
18500 N ALLIED WAY
PHOENIX, AZ 85054

JP'S METAL & TRASH REMOVAL
146 CAYMEN DR.
AUGUSTA, GA 30907

COASTAL WASTE & RECYCLING, INC.
3925 GOSHEN INDUSTRIAL BLVD.
AUGUSTA, GA 30906

RFP Item #25-900 Solid Waste &
Recyclable Collection Services for
Augusta, GA – Augusta Engineering and
Environmental Services Department
DUE: Wed., August 21, 2024 @ 3:00 p.m.

RFP Item #25-900 Solid Waste &
Recyclable Collection Services for
Augusta, GA – Augusta Engineering and
Environmental Services Department
Mailed: June 27, 2024

Hameed Malik
Augusta Engineering and Environmental
Services Department

June Hamal
Augusta Engineering and Environmental
Services Department

Phyllis Johnson
Compliance Dept.

RFP Item #25-900 Solid Waste &
Recyclable Collection Services for
Augusta, GA – Augusta Engineering and
Environmental Services Department
DUE: Wed., August 21, 2024 @ 3:00 p.m.

RFP Item #25-900 Solid Waste &
Recyclable Collection Services for
Augusta, GA – Augusta Engineering and
Environmental Services Department
Mailed: June 27, 2024

2 of 2

Tywanna Scott

From: bidnotice.donotreply@doas.ga.gov
Sent: Friday, June 28, 2024 3:39 PM
To: Tywanna Scott
Subject: [EXTERNAL] Confirmation of the Event Batch Email process - PE-72155-NONST-2025-000000066

Dear Tywanna Scott,
tscott@augustaga.gov

Please review the particulars of an event for 72155-AUGUSTA, CITY OF furnished below.

Event Number: PE-72155-NONST-2025-000000066
Event Title: 25-900 Solid Waste & Recyclable Collection Service Area - Zone One Zone Two, Zone Three
Event Type: Non-State Agency

Process Log

2024/06/28 15:34:37 : Log starts for - 14891772 - EVENT_RELEASE_TO_SUPL
2024/06/28 15:34:39 : Email Process Log for the Event#: PE-72155-NONST-2025-000000066
2024/06/28 15:34:39 : Email Batch# 2406281072
2024/06/28 15:34:39 : Notification Type: EVENT_RELEASE_TO_SUPL
2024/06/28 15:35:41 : Bad Email not sent to pcannady of CONTINENTAL CONSTRUCTION COMPANY INC
2024/06/28 15:35:41 : Bad Email not sent to rhorton of CONTINENTAL CONSTRUCTION COMPANY INC
2024/06/28 15:39:04 : Bad Email not sent to ATTN: Trsargo Direct Procurement (trsargodirect@trsives.com) of Trsargo Direct
2024/06/28 15:39:13 : Total No of Contacts found for sending Email: 757
2024/06/28 15:39:13 : No of Email(s) not sent due to Bad Email Address: 3

The sourcing event can be reviewed at:

<https://ssl.doas.state.ga.us/gpr/eventDetails?eSourceNumber=PE-72155-NONST-2025-000000066&sourceSystemType=gpr20>

06/28/2024 03:39:13 PM

[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.]

Planholders

Add Supplier

Export To Excel

Supplier (7)

Supplier 

Download Date

Arrow Waste

07/08/2024



Capital Waste Services, LLC

08/19/2024

Coastal Waste & Recycling

06/28/2024

Dodge Data

06/28/2024

Duramax Holdings LLC dba: Otto Environmental Systems

07/01/2024

Onvia, Inc. - Content Department

06/28/2024

Rehrig Pacific Company

08/05/2024

Add Supplier

FYI: Process Regarding Request for Proposals

Sec. 1-10-51. Request for proposals.

Request for proposals shall be handled in the same manner as the bid process as described above for solicitation and awarding of contracts for goods or services with the following exceptions:

- (a) Only the names of the vendors making offers shall be disclosed at the proposal opening.
- (b) Content of the proposals submitted by competing persons shall not be disclosed during the process of the negotiations.
- (c) Proposals shall be open for public inspection only after the award is made.
- (d) Proprietary or confidential information, marked as such in each proposal, shall not be disclosed without the written consent of the offeror.
- (e) Discussions may be conducted with responsible persons submitting a proposal determined to have a reasonable chance of being selected for the award. These discussions may be held for the purpose of clarification to assure a full understanding of the solicitation requirement and responsiveness thereto.
- (f) Revisions may be permitted after submissions and prior to award for the purpose of obtaining the best and final offers.
- (g) In conducting discussions with the persons submitting the proposals, there shall be no disclosure of any information derived from the other persons submitting proposals.

Sec. 1-10-52. Sealed proposals.

- (a) *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.

- (b) *Request for proposals.* Competitive sealed proposals shall be solicited through a request for proposals (RFP).
- (c) *Public notice.* Adequate public notice of the request for proposals shall be given in the same manner as provided in section 1-10- 50(c)(Public Notice and Bidder's List); provided the normal period of time between notice and receipt of proposals minimally shall be fifteen (15) calendar days.
- (d) *Pre-proposal conference.* A pre-proposal conference may be scheduled at least five (5) days prior to the date set for receipt of proposals, and notice shall be handled in a manner similar to section 1-10-50(c)-Public Notice and Bidder's List. No information provided at such pre-proposal conference shall be binding upon Augusta, Georgia unless provided in writing to all offerors.
- (e) *Receipt of proposals.* Proposals will be received at the time and place designated in the request for proposals, complete with bidder qualification and technical information. No late proposals shall be accepted. Price information shall be separated from the proposal in a sealed envelope and opened only after the proposals have been reviewed and ranked.

The names of the offerors will be identified at the proposal acceptance; however, no proposal will be handled so as to permit disclosure of the detailed contents of the response until after award of contract. A record of all responses shall be prepared and maintained for the files and audit purposes.

- (f) *Public inspection.* The responses will be open for public inspection only after contract award. Proprietary or confidential information marked as such in each proposal will not be disclosed without written consent of the offeror.
- (g) *Evaluation and selection.* The request for proposals shall state the relative importance of price and other evaluation factors that will be used in the context of proposal evaluation and contract award. (Pricing proposals will not be opened until the proposals have been reviewed and ranked). Such evaluation factors may include, but not be limited to:

- (1) The ability, capacity, and skill of the offeror to perform the contract or

provide the services required;

- (2) The capability of the offeror to perform the contract or provide the service promptly or within the time specified, without delay or interference;
 - (3) The character, integrity, reputation, judgment, experience, and efficiency of the offeror;
 - (4) The quality of performance on previous contracts;
 - (5) The previous and existing compliance by the offeror with laws and ordinances relating to the contract or services;
 - (6) The sufficiency of the financial resources of the offeror relating to his ability to perform the contract;
 - (7) The quality, availability, and adaptability of the supplies or services to the particular use required; and
 - (8) Price.
- (h) *Selection committee.* A selection committee, minimally consisting of representatives of the procurement office, the using agency, and the Administrator's office or his designee shall convene for the purpose of evaluating the proposals.
- (i) *Preliminary negotiations.* Discussions with the offerors and technical revisions to the proposals may occur. Discussions may be conducted with the responsible offerors who submit proposals for the purpose of clarification and to assure full understanding of, and conformance to, the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussions and revision of proposals and such revisions may be permitted after submission and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of information derived from proposals submitted by competing offerors.
- (j) From the date proposals are received by the Procurement Director through the date of contract award, no offeror shall make any substitutions, deletions,

additions or other changes in the configuration or structure of the offeror's teams or members of the offeror's team.

- (k) *Final negotiations and letting the contract.* The Committee shall rank the technical proposals, open and consider the pricing proposals submitted by each offeror. Award shall be made or recommended for award through the Augusta, Georgia Administrator, to the most responsible and responsive offeror whose proposal is determined to be the most advantageous to Augusta, Georgia, taking into consideration price and the evaluation factors set forth in the request for proposals. No other factors or criteria shall be used in the evaluation. The contract file shall contain a written report of the basis on which the award is made/recommended. The contract shall be awarded or let in accordance with the procedures set forth in this Section and the other applicable sections of this chapter.



Commission Meeting

January 7, 2025

Board and Authority Member Eligibility

Department:	N/A
Presenter:	N/A
Caption:	Discuss Board and Authority member eligibility. (Requested by Commissioner Wayne Guilfoyle)
Background:	N/A
Analysis:	N/A
Financial Impact:	N/A
Alternatives:	N/A
Recommendation:	N/A
Funds are available in the following accounts:	N/A
<u>REVIEWED AND APPROVED BY:</u>	N/A

Lena Bonner

From: Commissioner Wayne Guilfoyle
Sent: Tuesday, December 17, 2024 3:55 PM
To: Lena Bonner
Subject: Discussion for Board and Authority

Mrs. Bonner, can you add on the next Committee Agenda?

Discuss Board and Authority member eligibility.

Sent via the Samsung Galaxy S22 5G, an AT&T 5G smartphone
Get [Outlook for Android](#)

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AED:104.1



Administrative Services Committee

January 28, 2025

Standard Operating Procedures

Department:	N/A
Presenter:	N/A
Caption:	Receive an update from the Administrator’s Office and 311 Director Kelly Walker on the departments SOP’s (Standard Operating Procedures) (Requested by Commissioner Stacy Pulliam)
Background:	N/A
Analysis:	N/A
Financial Impact:	N/A
Alternatives:	N/A
Recommendation:	N/A
Funds are available in the following accounts:	N/A
<u>REVIEWED AND APPROVED BY:</u>	N/A

Lena Bonner

From: Commissioner Stacy Pulliam
Sent: Thursday, January 23, 2025 8:30 AM
To: Lena Bonner
Cc: Natasha L. McFarley
Subject: Agenda Items 1/28/25

Great Morning,

Ms. Bonner will you please place the following items on the 1/28/25 agenda:

1. Receive an update from the Administrator's office and 311 Director Kelly Walker on the departments SOP's (Standard Operating Procedures)
2. Discuss creating 3 Constituent Services Liaisons / Commission Assistant positions
3. Receive an update on right away and city owned lot maintenance schedule, to include but not limited to creeks and ditches.
4. Discuss road repaving projects that are scheduled for 2025. Have engineering provide a list of the roads that are scheduled to the Commission prior to Committee meeting on 1/28/25
5. Have Administrator's office provide information on a path forward for fixing/replacing light poles that are leaning and broken as well as wires that are dangling in the middle of traffic such as the ones on Holly Hill Rd and Walton Way.

Kind Regards,



Administrative Services Committee

January 28, 2025

Constituent Services Liaisons/Commission Assistant Positions

Department:	N/A
Presenter:	N/A
Caption:	Discuss creating three (3) Constituent Services Liaisons / Commission Assistant positions. (Requested by Commissioner Stacy Pulliam)
Background:	N/A
Analysis:	N/A
Financial Impact:	N/A
Alternatives:	N/A
Recommendation:	N/A
Funds are available in the following accounts:	N/A
<u>REVIEWED AND APPROVED BY:</u>	N/A

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5. Have Administrator's office provide information on a path forward for fixing/replacing light poles that are leaning and broken as well as wires that are dangling in the middle of traffic such as the ones on Holly Hill Rd and Walton Way.

Kind Regards,



Administrative Services Committee

January 28, 2025

Fixing/Replacing Light Poles

Department:	N/A
Presenter:	N/A
Caption:	Have Administrator’s office provide information on a path forward for fixing/replacing light poles that are leaning and broken as well as wires that are dangling in the middle of traffic such as the ones on Holly Hill Rd and Walton Way. (Requested by Commissioner Stacy Pulliam)
Background:	N/A
Analysis:	N/A
Financial Impact:	N/A
Alternatives:	N/A
Recommendation:	N/A
Funds are available in the following accounts:	N/A
<u>REVIEWED AND APPROVED BY:</u>	N/A

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