



ADMINISTRATIVE SERVICES COMMITTEE MEETING AGENDA

Commission Chamber

Tuesday, January 27, 2026

1:15 PM

ADMINISTRATIVE SERVICES

1. Discuss moving forward with a 401 retirement plan. **(Requested by Commissioner Wayne Guilfoyle)**
2. Approve an amendment to change order #1 for purchase order 22CSA046 in the amount of \$48,274.00 by Trane Company (RFQ 18-164 – 22CSA046).
3. Motion to approve the award of RFP 25-301 Copier Lease Services to the Pollock Co. for a one (1) year contract with the option to extend for four (4) additional years.
4. Discuss the application process including:
 1. Having NGO define, how their offering addresses a clearly defined measurable community need.
 2. Metrics for determining long-term, positive community impact and sustainable results;
 3. Require transparency and accountability in all financial disclosures and proposed uses of funds; and
 4. Utilize a competitive, data-driven evaluation process to ensure equitable and effective allocation of City resources.

Applications will be reviewed and scored by a committee. **(Requested by Commissioner Stacy Pulliam) (No recommendation from Administrative Services Committee January 13, 2026)**
5. Receive as information the 2025 Climate Survey results.
6. Receive as information an update on the Recreation and Parks Audit.
7. **Mr. Lawrence R. Brannen** requesting the "Ban the Box" policy be completely abolished in favor of laying a foundation for a meaningful policy.
8. Discuss any department that puts anything on the agenda that it has to be approved by the Administrator's Office prior to being presented to the Commission. **(Requested by Mayor Pro Tem Wayne Guilfoyle).**
9. Motion to **approve** the minutes of the January 13, 2026 Administrative Services Committee Meeting.



Commission Meeting

November 25, 2025

401 Retirement Plan

Department:	N/A
Presenter:	N/A
Caption:	Discuss moving forward with a 401 retirement plan. (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



Administrative Services Committee

Meeting Date: Tuesday, January 27, 2026

Purchase Order 22CSA046 - Amendment to Change Order #1

Department:	Central Services Department
Presenter:	Horace Green
Caption:	Approve an amendment to change order #1 for purchase order 22CSA046 in the amount of \$48,274.00 by Trane Company (RFQ 18-164 – 22CSA046).
Background:	The change order #1 for purchase order 22CSA046 needs to be amended in the amount of \$48,274.00 because the initial change order request was made prior to reconciliation and the amount requested did not reflect the correct amount. The addition of \$48,274.00 will cover pay app 38, which will provide the final payment of the contract.
Analysis:	After final project reconciliation, amendment to change order #1 is required in the amount of \$48,274.00. This amendment to change order #1 will be applied to the final payment of the PACT project.
Financial Impact:	<p>\$48,274.00, SPLOST 8 – Existing Facilities</p> <p>Original Purchase Order Amount \$24,778,553.00</p> <p>Change Order # 1 Purchase Order Amount \$25,107,803.00</p> <p>Revised CO # 1 Purchase Order Amount \$25,156,077.00</p>
Alternatives:	A – Approve the request B – Do not approve the request
Recommendation:	Approve an amendment to change order #1 for purchase order 22CSA046 in the amount of \$48,274.00 by Trane Company (RFQ 18-164 – 22CSA046).48
Funds are available in the following accounts:	<p>\$48,274.00, SPLOST 8 – Existing Facilities</p> <p>Original Purchase Order Amount \$24,778,553.00</p> <p>Change Order # 1 Purchase Order Amount \$25,107,803.00</p> <p>Revised CO # 1 Purchase Order Amount \$25,156,077.00</p>



Central Services Department

2760 Peach Orchard Road, Augusta, GA 30906
(706) 828-7174 Phone (706) 796-5077 Fax

MEMORANDUM

TO: Andy Penick, Director, Procurement Department

FROM: Ron Lampkin, Capital Projects Manager, Administration

DATE: January 14, 2026

SUBJECT: Amend PO – 22CSA046 Trane Company

In accordance with Augusta, GA policies and procedures we are requesting to have purchase order 22CSA046 amended.

The change order #1 for purchase order 22CSA046 needs to be amended in the amount of \$48,274.00 because the initial change order request was made prior to reconciliation and the amount requested did not reflect the correct amount. The addition of \$48,274.00 will cover pay app 38, which will provide the final payment of the contract.

- | | |
|---|-----------------|
| • Original Purchase Order Amount After CO # 1 | \$25,107,803.00 |
| • Revised CO # 1 Purchase Order Amount | \$25,156,077.00 |

Funding is available in SPLOST 8 – Existing Facilities.

Your assistance with this request would be greatly appreciated.

Attachments: Purchase Order 22CSA046

Pay App 038

PURCHASE ORDER

AUGUSTA, GEORGIA

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

Page 1 of 1

Item 2.

PURCHASE ORDER NO.
22CSA046

DATE 12/17/25	DEPARTMENT 016218	VENDOR PHONE # (706) 733-7842	REQUISITION/QUOTE NO. R359507
VENDOR # 14101	E-VERIFY #	EMAIL AUGUSTA@TRANESUPPLY.COM	PURCHASE ORDER NUMBER ABOVE MUST APPEAR ON ALL INVOICES, SHIPPING PAPERS, AND PACKAGES.

VENDOR TRANE COMPANY 804 TRANE ROAD AUGUSTA, GA 30909-0010	ATTN: BID NUMBER: 18-164 CONTRACT #: 22CSA046 BUYER: NANCY
---	---

SHIP TO: CENTRAL SERVICES ADMIN 2760 PEACH ORCHARD RD. BUILDING A AUGUSTA, GA 30906	BILL TO: AUGUSTA, GEORGIA ACCOUNTING DEPARTMENT, SUITE 800 535 TELFAIR STREET, MUNICIPAL BUILDING 1000 AUGUSTA, GA 30901-2379 (706) 821-2335 ALL INVOICES AND CORRESPONDENCE MUST BE SENT TO ABOVE ADDRESS REGARDLESS OF SHIPPING DESTINATION.
---	---

ITEM #	QUANTITY	UNIT	PRODUCT ID	DESCRIPTION	UNIT PRICE	AMOUNT
0001	1	EACH		PERFORMANCE CONTRACT FOR LEASE PURCHASING AGREEMENT - PERFORMACE AGREEMENT FOR COMFORT FROM TRANE - PACT AGREEMENT - FURNISHING SERVICES DESIGNED TO REDUCE ENERGY CONSUMPTION AND OPERATIONAL COST TO INCLUDE SYSTEM UPGRADES TO LIGHTING, WATER, BUILDING ENVELOPE, CONTROL UPGRADES, HVAC UPGRADES, AND SOLAR PV APPROVED BY COMMISSION 12/13/21, item #3 RESOLUTION FOR LEASE PURCHASE APPROVED 2/28/22 272-01-6218/54-13120	24,778,553	24,778,553.0
0002	1			CO1: ADDITIONAL DEFICIENCIES APPROVED BY COMMISSION 6/3/25, ITEM #22 272-01-6218/54-13120	329,250.00	329,250.00

CONDITIONS - READ CAREFULLY

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

NET TOTAL..... 25,107,803.0

APPROVED FOR ISSUE

Andy Penick

5

REQUISITIONER

DIRECTOR OF PROCUREMENT

APPLICATION AND CERTIFICATION FOR PAYMENT**AIA DOCUMENT G702**

PAGE 1 OF 24

PAGES

OWNER:

Augusta-Richmond County
535 Telfair Street
Augusta, GA 30901

PROJECT: Augusta-Richmond County APPLICATION NO:

38

PACT

FROM CONTRACTOR:

Trane U.S. Inc.
400 Dekalb Technology Pkwy Ste 100
Atlanta, GA 30340
CONTRACT FOR:

VIA ARCHITECT: N/A

PERIOD TO: 5/30/2025

PROJECT NOS: CID00075252

CONTRACT DATE 2/28/2022

Distribution to:
☒ OWNER
☐ ARCHITECT
☐ CONTRACTOR

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$	24,778,553.00
2. Net change by Change Orders	\$	377,524.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	25,156,077.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	25,120,343.00
5. RETAINAGE:		
a. 10 % of Completed Work (Column D + E on G703)	\$	-
b. % of Stored Material (Column F on G703)	\$	
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	0.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	25,120,343.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)		24,771,593.00
8. CURRENT PAYMENT DUE	\$	348,750.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	35,734.00

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		\$0.00	\$0.00
Total approved this Month		\$377,524.00	\$0.00
TOTALS		\$377,524.00	\$0.00
NET CHANGES by Change Order		\$377,524.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Trane

By: _____ Date: 5/27/2025

State of: _____ County of: _____
Subscribed and sworn to before me this _____ day of _____
Notary Public: _____
My Commission expires: _____

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: \$ _____

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)
ARCHITECT: _____

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



Administrative Services Committee Meeting

Meeting Date: January 27, 2025

Recommendation to Approve award of RFP 05-301 for Copier Lease Services to The Pollock Co.

Department:	Procurement
Presenter:	Andy Penick
Caption:	Motion to approve the award of RFP 25-301 Copier Lease Services to the Pollock Co. for a one (1) year contract with the option to extend for four (4) additional years.
Background:	Procurement with the guidance of the Information Technology Department oversees the Copier Lease Services for Augusta. The current award for the copier lease agreement was a blanket contract in which we were paying for set number of copies. The Procurement Department and the IT department reviewed the various options to determine which option would save Augusta the most money.
Analysis:	<p>RFP 25-301 was let with the intent to award a contract based on a set base fee and we are invoiced in arrears for the actual usage produced at a contract CMP rate. Two vendors responded. An evaluation committee was created consisting of member from various user departments of Augusta. The evaluation committee reviewed the responses. The Pollock Company received the highest score from the evaluation review.</p> <p>The Procurement and IT Departments entered into negotiations with The Pollock Company and reviewed the various options that were available. The Procurement Department is recommending that we move forward with the award to The Pollock Company.</p>
Financial Impact:	The lease agreement shall compensate the Contractor a base monthly amount of tier installed and options chosen at the time of installation (\$.00). The department will be billed in arrears for the actual usage produced at a contract CMP rate. The average saving per department lease is estimated at a rate of 387% - 62% reduction in cost at rates from \$81.50 to \$322.40/month. A chart is attached to show the estimated savings per tier level.
Alternatives:	Not to award.
Recommendation:	Award the lease to The Pollock Company for a one-year lease with the option to extend for four additional years.
Funds are available in the following accounts:	N/A
<u>REVIEWED AND APPROVED BY:</u>	N/A

Request for Proposals

Request for Proposals will be received at this office until **Wednesday, November 12, 2025 @ 11:00 a.m. via ZOOM Meeting ID: 815 5619 5442; Passcode: 95287925273** furnishing:

RFP Item #25-301 Copier Services for Augusta, GA – Procurement Development

RFPs will be received by: The Augusta 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 obtained on the Augusta, Georgia web site under the Procurement Department ARCBid (<http://appweb2.augustaga.gov/NewARCBid/ARCBid.html>), Euna OpenBids (<https://network.demandstar.com>) and Georgia Procurement Registry (<https://ssl.doas.state.ga.us/gpr/index>). Bid documents may also be obtained at the offices of Augusta, GA Procurement Department, 535 Telfair Street – Suite 605, Augusta, GA 30901 (706-821-2422). Addenda will also be posted on the above listed website.

All questions must be submitted in writing by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by Tuesday, November 4, 2025 @ 5:00 P.M. No RFP will be accepted by email, all must be received by mail or hand delivered. All submittals must be received during our normal office hours from 8:30 a.m. to 5:00 p.m., Monday through Friday.

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).

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. 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 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 submitted via mail or email as follows:


**Augusta Procurement Department
Attn: Andy Penick, Procurement Director
535 Telfair Street, Room 605
Augusta, GA 30901
706-821-2811 or Email: procbidandcontract@augustaga.gov**


Andy Penick, Procurement Director

Publish:

Augusta Chronicle October 23, 30, November 3, 2025
Metro Courier October 23, 2025

Revised:10/02/24

<div>  <div> RFP Opening: RFP Item #25-301 Copier Lease Service for Augusta, GA- Various Departments RFP Date:Wednesday, November 12, 2025 @ 11:00 p.m. via ZOOM </div> </div>							
Total Number Specifications Mailed Out: 17 Total Number Specifications Download (Demandstar): 3 Total Electronic Notifications (Demandstar):199 Georgia Procurement Registry: 680 Pre-Proposal Conference Attendees: N/A Total Packages Submitted: 2 Total Non-Compliant: 0							
Vendors	Attachment "B"	Addendum 1	E-Verify Number	SAVE Form	Original	1 Electronic Version	Fee Proposal
Herald Office Supply, Inc. 110 E. Roosevelt St. Dillon, SC 29536	YES	YES	174729	YES	YES	YES	YES
The Pollock Company 1711 Central Avenue Augusta, GA 30901	YES	YES	235697	YES	YES	YES	YES

<div><div></div><div><div>RFP Opening: RFP Item #25-301 Copier Lease Service for Augusta, GA- Various Departments</div><div>RFP Date:Wednesday, November 12, 2025 @ 11:00 p.m. via ZOOM</div><div>Evaluation Date: Friday, November 14, 2025 2:00 p.m. via ZOOM</div></div></div>						
Vendors			Herald Office Supply, Inc. 110 E. Roosevelt St. Dillon, SC 29536		The Pollock Company 1711 Central Avenue Augusta, GA 30901	
Phase 1			Ranking of 0-5 (Enter a number value between 0 and 5)			
Evaluation Criteria	Ranking	Points	Scale 0 (Low) to 5 (High)		Weighted Scores	
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
2. Qualifications & Experience	(0-5)	15	4.3	5.0	64.3	75.0
3. Organization & Approach	(0-5)	15	4.0	4.8	60.0	71.8
4. Scope of Services: Scope of Services: Ability of the vendor to supply the services as listed in SECTION II SCOPE OF SERVICES and responses to Exhibit 1 - Questionnaire	(0-5)	20	3.7	5.0	74.3	100.0
5. Schedule of Work	(0-5)	10	3.6	5.0	36.4	50.0
6. References	(0-5)	5	4.1	4.9	20.7	24.6
7. Proximity to Area - enter the point value for the one line only)					Cost/Fee Proposal Consideration	
Within Richmond County	5	10		5.0	0.0	50.0
Within CSRA	5	6			0.0	0.0
Within Georgia	5	4			0.0	0.0
Within SE	5	2	5.0		10.0	0.0
All Others	5	1			0.0	0.0
Phase 1 Total - (Total Maximum Ranking 35 - Maximum Weighted Total Possible 375)			24.8	29.7	265.7	371.4
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
9. Q&A Response to Panel Questions	(0-5)	5			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)						
Lowest Fees	5	10		5.0	0.0	50.0
Second	5	6	5.0		30.0	0.0
Third	5	4			0.0	0.0
Forth	5	2			0.0	0.0
Fifth	5	1			0.0	0.0
Total Phase 2 - (Total Maximum Ranking 15 - Maximum Weighted Total Possible 125)			5.0	5.0	30.0	50.0
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 500)			29.8	34.7	295.7	421.4
Evaluator: Cumulative Date: Phase I - 11/22/25						
Procurement DepartmentRepresentative:_____Nancy Williams_____						
Procurement Department Completion Date: Phase I - 11/22/25						



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

Date: January 14, 2026

To: Andy Penick, Procurement Director

From: Nancy Williams, Contract Compliance Administrator

NW

Re: RFP 25-301 Copier Lease Services

RFP Item #25-301 – Copier Lease Services for Various Departments was received and opened on Wednesday, November 12, 2025. Two companies responded to the RFP. The evaluation committee comprised of various departments met to evaluate the proposals. The Pollock Company received the highest scored. Based on the evaluation scores, the evaluation committee recommends to move forward and award RFP 25-301 to The Pollock Company. The recommended award is pending contract negotiations and will be for a one (1) year award with the option to extend for four (4) additional one (1) year terms.

**ATTN STEVE BAXTER
POLLOCK COMPANY
1711 CENTRAL AVENUE
AUGUSTA, GA 30904**

**ATTN: PRESTON JOHNSON
ACME BUSINESS TECHNOLOGIES
231 FURY'S FERRY RD., SUITE 212
AUGUSTA, GA 30907**

**AUGUSTA BUSINESS EQUIPMENT
3319 WASHINGTON RD.
AUGUSTA, GA**

**LANIER COPIERS
2743 PERIMETER PKWY.
AUGUSTA, GA 30907**

**ATTN: ALLEN THOMPSON
IKON
3021-A RIVER WATCH PKWY.
AUGUSTA, GA 30907**

**PHOENIX COMMERCIAL PRINTING CO.
1026 FENWICK ST.
AUGUSTA, GA 30901**

**ATTN: JAMES KENDRICK
AUGUSTA BLUEPRINT & MICROFILM
512 REYNOLDS STREET
AUGUSTA, GA 30904**

**SHARP ELECTRONIC
6204 POPLAR BLUFF CIRCLE
NORCROSS, GA 30092**

**ATTN: REGINALD NEELY
BUSINESS EQUIPMENT SALES & SVC
P.O. BOX 31153
AUGUSTA, GA 30903**

**COPY KING
2821 C DEANS BRIDGE RD.
AUGUSTA, GA 30906**

**FONVILLE PRINTING
3637 SANSEBASTIAN DR.
HEPHZIBAH, GA 30815**

**ALPHA & OMEGA PRINTING
2541 PEACH ORCHARD RD.
AUGUSTA, GA 30906**

**AMERICAN SPEEDY PRINTING CTR.
3401 WASHINGTON RD.
MARTINEZ, GA 30809**

**RICOH
2743 PERIMETER PKWY
AUGUSTA, GA 30909**

**ARC DOCUMENT SOLUTIONS
ATTN: JOHN NICKERSON
1281 BROAD ST.
AUGUSTA GA 30901**

**Ann Hall
Marketing Specialist
CSRA Document Solutions
802 East Martintown Road, Suite 162
North Augusta, South Carolina 29841**

**RFP 25-301 Copier Lease Services
mailed 3/21/13**

**RFP 25-301
Copier Lease Services
For Various Departments
RFP Due: Wed. 11/12/25 @ 11:00 .m.**

Nancy M. Williams

From: bidnotice.donotreply@doas.ga.gov
Sent: Thursday, October 23, 2025 6:16 PM
To: Nancy M. Williams
Subject: [EXTERNAL] Confirmation of the Event Batch Email process - PE-72155-NONST-2025-000000162

Dear Nancy Williams,
nwilliams@augustaga.gov

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

Event Number: PE-72155-NONST-2025-000000162
Event Title: RFP 25-301 Copier Lease Servies
Event Type: Non-State Agency

Process Log
2025/10/23 18:11:55 : Log starts for - 36223554 - EVENT_RELEASE_TO_SUPL
2025/10/23 18:12:02 : Email Process Log for the Event#: PE-72155-NONST-2025-000000162
2025/10/23 18:12:02 : Email Batch# 2510237443
2025/10/23 18:12:02 : Notification Type: EVENT_RELEASE_TO_SUPL
2025/10/23 18:14:50 : Bad Email not sent to cschaffer@speroslcom of SPEROS INC
2025/10/23 18:16:14 : Total No of Contacts found for sending Email: 680
2025/10/23 18:16:14 : No of Email(s) not sent due to Bad Email Address: 1

The sourcing event can be reviewed at:
<https://ssl.doas.state.ga.us/gpr/eventDetails?eSourceNumber=PE-72155-NONST-2025-000000162&sourceSystemType=gpr20>

10/23/2025 06:16:14 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 (3)

Supplier 

Download Date

Marco Technologies

10/24/2025

Onvia, Inc. - Content Department

10/23/2025

WithMe Inc

10/24/2025

[Add Supplier](#)

Supplier Details

Supplier Name	Marco Technologies
Contact Name	Zach McBride
Address	4510 Heatherwood Rd , Saint Cloud, MN 56301
Email	zach.mcbride@marconet.com
Phone Number	319-296-8481

Documents

Filename	Type	Action
25-301_RFP	Bid Document / Specifications	View History
25-301_EXH	Attachment	View History
25-301_ADD1	Addendum	View History

Section 3:

Fee Proposal Pricing Response Form
Exhibit “A”: Available Options Pricing
MFP Fleet Management Solutions
Fax Management Software Solutions





Fee Proposal - RFP 25-301 Copier Lease Service
For - Augusta Georgia
Procurement Department for Various Departments
RFP Opening Date: November 12, 2024 @ 11:00 a.m.

Vendor Name : Pollock Company

Address: 1711 Central Ave

City, State, Zip Code: Augusta, Ga. 309

Name: Steve Baxter-VP Signature:

Email: sbaxter@pollockcompany.com Date: 5-Nov-25

Tier Levels	Proposed Make	Proposed Model #	Base Fee	Cost per B/W Copy	Cost Per Color	Fax Kit	Lg Cap Tray (2500 sheet)	Hole Punch Kit	MDF console/ Stand	Add Paper tray (500 sheet)	Coin Vending
Black and White Models											
1	Konica Minolta	Bizhub 301i	\$60.00	0.005	N/A	\$8.00	\$11.00	\$9.00	Included	Included	\$40.00
2	Konica Minolta	Bizhub 451i	\$85.00	0.005	N/A	\$8.00	Included	\$9.00	Included	Included	\$40.00
3	Konica Minolta	Bizhub 551i	\$95.00	0.005	N/A	\$8.00	Included	\$9.00	Included	Included	\$40.00
4	Konica Minolta	Bizhub 651i	\$115.00	0.005	N/A	\$8.00	Included	\$9.00	Included	Included	\$40.00
5	Konica Minolta	Bizhub 4051i	\$38.00	0.009	N/A	Included	N/A	N/A	Included	\$9.00	\$40.00

Tier Levels	Proposed Make	Proposed Model #	Base Fee	Cost per B/W Copy	Cost Per Color	Fax Kit	Lg Cap Tray	Hole Punch Kit	MDF console/ Stand	Add Paper tray (500 sheet)	Coin Vending
Color Model											
1	Konica Minolta	Bizhub C301i	\$85.00	0.005	0.035	\$8.00	\$11.00	\$9.00	Included	Included	\$40.00
2	Konica Minolta	Bizhub C451i	\$105.00	0.005	0.035	\$8.00	Included	\$9.00	Included	Included	\$40.00
3	Konica Minolta	Bizhub C551i	\$125.00	0.005	0.035	\$8.00	Included	\$9.00	Included	Included	\$40.00
4	Konica Minolta	Bizhub C651i	\$145.00	0.005	0.035	\$8.00	Included	\$9.00	Included	Included	\$40.00
5	Konica Minolta	Bizhub C3351i	\$50.00	0.009	0.045	Included	N/A	N/A	Included	\$9.00	\$40.00

Include additional pages for any additional items

Please note that all pricing listed are monthly rates for the model/item listed based upon the terms and specifications of the RFP
Please see enclosed Pollock Exhibit "A" that list additional MFP accessories, Fleet Management Software and Fleet Fax Management Solutions

In regard to the requested "Coin Vending" option please note that all of the currently deployed units that have this capability for public copy/ printing functions are Tier 5 models as they produce a lower number of copies/prints than the workgroup Tier 1-4 devices.



Fee Proposal- Exhibit A
RFP-25-301
Additional MFP Options and Available Fleet Management Solutions

MFP Accessories

Model	Monthly Base	Product Description
FS SD539 Advanced Finisher	\$25.00	Advanced folding booklet finisher with multi position staple option
FS 539 Standard staple finisher	\$11.00	To be used for Tier 1 (BH301/C301) models where requested
LU 302	\$17.00	Additional 3000 sheet paper deck
PI 502	\$17.00	External folding inserter
AU 205 Reader	\$4.00	HID Card reader for access to MFP
EX-2000 B Vend device	\$40.00	Coin/cash/card vending unit for public use copying /printing

*Please note these accessories are compatible with all KM Bizhub A3 devices quoted (both color and b/w)

*All pricing quoted is based upon the terms and conditions set forth in the RFP



Fee Proposal- Exhibit A
RFP-25-301
Additional MFP Options and Available Fleet Management Solutions

MFP Fleet Management Solutions

Solution Description

SAFEQ Cloud MFP fleet management solution is designed to provide a full range of managing fleet printing, scanning and copy functions. End user authentication ensures total accountability for all functions.

Pricing:

All required software, service support, professional services to cover the entire ARC MFP fleet (221 devices)
Monthly base rate: \$ 2404.00 per month (\$ 10.68 per device)

This program may be modified should ARC select specific departments or users for the application to be deployed.



Fee Proposal- Exhibit A
RFP-25-301
Additional MFP Options and Available Fleet Management Solutions

Solution description:

GoldFax Enterprise Secure Fax Solution

This cloud based fax solution eliminates the need for conventional fax kits and dedicated fax lines. End users have the ability to fax directly from any KM Bizhub device across the fleet in addition to providing desktop fax capabilities from their workstations

Monthly base rate for the KM Fleet:

\$ 1093.52 per month

(\$ 6.63 per MFP device)

This program may be modified should ARC select specific departments or users for the application to be deployed.



1711 Central Ave, Augusta, Georgia 30904
112 Corporate Blvd, West Columbia, SC 29169
Tel: (706) 733-0537 Fax: (706) 738-4721
Tel: (803) 233-0900 Fax: (803) 772-2211
www.pollockcompany.com



SAFEQ Cloud Pro is the smarter, more efficient way to manage enterprise printing and scanning. It replaces outdated print servers and drivers with a secure, fully managed cloud platform — **giving your IT team back valuable time while reducing costs, complexity, and risk.**

SAFEQ Cloud Pro delivers **end-to-end protection** for your entire print and scan environment. With TLS 1.3 and strong encryption, users can print securely over the open internet — no VPNs required. **SAFEQ Cloud Pro** is built on a **Zero Trust architecture**, ensuring that every user, device, and connection is continuously verified before granting access. Backed by **ISO 27001 certification**, it adheres to the highest global standards for information security management—protecting your data through rigorous controls, continuous monitoring, and industry-leading best practices.

With a single unified print driver, **SAFEQ Cloud Pro** eliminates driver chaos and server maintenance once and for all. Your users enjoy a seamless print experience from any device, anywhere — while IT gains centralized control, built-in security, and effortless scalability.

SAFEQ Cloud Pro bridges cloud and on-prem environments, enabling local job spooling through a secure software or hardware appliance. That means faster printing, maximum data privacy, and reliable performance even in bandwidth-limited locations.

SAFEQ Cloud Pro delivers:

- Location Awareness automated print driver deployment
- Secure print release with badge or PIN authentication
- Mobile and guest printing for a flexible workforce
- One-touch scanning with metadata capture and ABBYY OCR for smarter document workflows

With **SAFEQ Cloud Pro**, you modernize your print environment, reduce IT overhead, and empower your organization with the speed, security, and flexibility of the cloud.



COMPLIANCE:

eGoldFax® is built upon the Microsoft Azure® Commercial and Government platforms which provide 100+ compliance certifications, ensuring regulatory compliance and industry standards.



NIST



CSA cloud security alliance®



FERPA
Family Educational Rights & Privacy Act



FedRAMP



+ Many More

eGoldFax

4 WAYS TO FAX

EMAIL TO FAX

Easily attach your document to an email and send it. It's encrypted utilizing TLS 1.2 while in flight to our service so it remains compliant.

PRINT TO FAX

From any Windows Device app or browser print to 'eGoldFax Print to Fax' to convert document to a fax.

MFP TO FAX

Integrates with virtually any MFP device to send secure cloud-based faxes without the need for a traditional phone line.

APP TO FAX

Use eGoldFax® Desktop Windows application to send faxes from your computer using HTTPS connection instead of email.

RECEIVE INBOUND FAXES SECURELY

There are four ways to receive a fax: via TLS 1.2 encrypted email as a PDF or TIFF attachment, route your inbound fax to a network folder or printer via HTTPS communication with an optional email notice, HTTPS download link, or direct to our dedicated eGoldFax® Desktop App where a user can see all of their sent and received faxes.

AUTHORIZED EGOLDFAX RESELLER

eGoldFax® offers seamless integration with virtually all major MFP manufacturers, and supports an unlimited number of users and MFPs for free.

(714) 695-1000 • sales@goldfax.com • eGoldFax.com

Augusta Richmond County New MFP Contract Comparisons - Sample Departments

12.5.25

[illegible]

SAFEQ Cloud Fleet Management Software **\$ 10.68 per month per device**

GoldFax Enterprise Secure Fax Solution	\$ 6.63 per month per device
---	-------------------------------------

Contract #25-301
RFP #25-301 Copier Lease Services

Exhibit 4 DRAFT COPIER LEASE CONTRACT

This Copier Lease Contract (hereinafter Contract) is entered into on and as of _____, 2026, by and between Augusta, Georgia, by and through the Augusta, Georgia Commission (Augusta), and **The Pollock Company** (Contractor). This Contract is prepared in accordance with the Procurement Regulations of Augusta, Georgia and shall be controlled by provision thereof.

1. DEFINITIONS

As used in this Contract the terms below are defined as follows:

- A. "Augusta" shall mean Augusta, Georgia, acting by and through the Augusta, Georgia Commission.
- B. "Using Department" shall mean all departments listed on Attachment "A" attached hereto and incorporated herein by reference.
- C. "Contract Administrator" shall mean the individual and/or department assigned to administer this Contract, to wit: the Augusta, Georgia Procurement Department and its Director.
- D. "Contractor" shall mean **The Pollock Company**, whose authorized representative is _____, who is responsible for the performance obligation of the Contractor under the Contract.
- E. "Commission" shall mean the Augusta, Georgia Commission.

2. TERM; TERMINATION

- A. This Contract shall be for an initial term of one (1) year, beginning _____, 2025 and automatically renewing annually for four (4) years, by the mutual written consent of the parties, unless earlier terminated.
- B. The parties agree that Augusta may terminate this Contract or any work or delivery required hereunder, from time to time, either in whole or in part. Either party wishing to terminate this contract, must give a 90 day written notice of such intent.
- C. Termination by Augusta, in whole or in part, shall be affected by delivery of a Notice of Termination signed by the Procurement Director, mailed or delivered to Contractor, and specifically setting forth the effective date of termination.
- D. Upon receipt of such Notice, Contractor shall:
 - i. Cease work and future deliveries due under this Contract, on the date, and as specified in the Notice of Termination;
 - ii. Place no future orders with any subcontractors except as may be necessary to perform that portion of this Contract not subject to the Notice of Termination;
 - iii. Terminate all subcontractors except those made with respect to Contract performance not subject to the Notice of Termination;
 - iv. Settle all outstanding liabilities and claims which may arise out of such termination, with the ratification of the Procurement Department of Augusta; and
 - v. Use its best efforts to mitigate any damages which may be sustained by Augusta as a consequence of termination under this clause.

After complying with the provision of paragraph iii Above, the Contractor shall submit a termination claim, in no event later than six months after the effective date of termination, unless an extension is granted by the Director of Procurement.

The Director of Procurement, with the approval of the Commission, shall pay from the Using Department's budget reasonable costs of termination, including a reasonable amount for profit on services delivered or completed. In no event shall this amount be greater than the original contract price, reduced by any payments made prior to Notice of Termination, and future reduced by the price of the services not delivered, or those services not provided.

This Contract shall be amended accordingly, and the Contractor shall be paid the agreed upon amount.

In the event that the parties cannot agree on the whole amount to be paid to Contractor by reason of termination under this clause, the Director of Procurement shall pay to the Contractor the amount determined as follows, without duplicating any amount which may have already been paid under the preceding paragraph of this clause:

- i. With respect to all Contract performance prior to the effective date of Notice of Termination, the total of:
 - A. Cost of the work performed;
 - B. The cost of settling and paying any reasonable claims as provided in subparagraph iv above;
 - C. A sum as determined by the Director of Procurement and approved by the Commission to be fair and reasonable.
- ii. The total sum to be paid shall not exceed the Contract price, as reduced by the amount of payments otherwise made, and as further reduced by the Contract price of services not terminated.

In the event that Contractor is not satisfied with any payments which the Director of Procurement shall determine to be due under this clause, the Contractor may appeal any claim to the Commission in accordance with the "Disputes" clause of this Contract.

Contractor shall include a provision similar to this one in any subcontract, and shall specifically include a requirement that subcontractors make all reasonable efforts to mitigate damages which may be suffered. Failure to include such provisions shall bar Contractor from any recovery from Augusta whatsoever of loss or damage sustained by a subcontractor as a consequence of termination.

- A. Either party may terminate this Contract, without further obligation, for the default of the other party or its agents or employees with respect to any Contract or provision contained herein.
- B. In the event Contractor sells, transfers or relinquishes, whether involuntarily or voluntarily, its ownership interest in the corporation, partnership or proprietorship identified in this Contract, this Contract shall terminate in accordance with this Contract.

3. INCORPORATION OF DOCUMENTS

The following documents are hereby incorporated by reference into this Contract:

- A. Contractor's Proposal: Copier Management Service for Augusta, Georgia
RFP #25-301
- B. Augusta's **RFP # 25-301, Copier Services**

In the event of any inconsistency between the Contractor's Proposal and Augusta's RFP, the terms and conditions of the RFP shall control.

4. PROVISION OF SERVICES

Contractor hereby agrees to provide to Augusta the services described herein and further outlined in, Scope of Work. The Scope of Work shall take precedence over the documents set forth in Section 3 in the event of inconsistency.

5. CONTRACT AMOUNT

In return for the services identified above, and subject to the "Non-Appropriation of Funds" clause herein, Augusta certifies that sufficient funds are budgeted and appropriated and shall compensate the Contractor a base monthly amount of _____ (\$0.00); in accordance with the pricing structure contained in the RFP which is attached hereto and incorporated herein by reference (the "Pricing Structure"), for the 36-month term of this Contract. Contractor shall not invoice, or receive any payments in excess of this amount, except pursuant to the provisions of the Pricing Structure and/or Section 11 herein. Contractor specifically acknowledges and agrees that it shall not receive payment or reimbursement for expenses, including those relating to travel, purchase of supplies or related items.

To the extent that the pricing provided by Contractor is erroneous and defective, the parties may, by agreement, correct pricing errors to reflect the intent of the parties.

The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by Contractor for the purpose of securing business and that the Contractor has not received any non-Augusta fee related to this Contract without the prior written consent of Augusta. For breach or violation of this warranty, Augusta shall have the right to annul this Contract without liability or at its discretion to deduct from the Contract Price of consideration the full amount of such commission, percentage, brokerage or contingent fee.

6. METHOD OF PAYMENT

Contractor shall submit monthly invoices listing the services performed and completed as outlined in the Pricing Structure. The invoice should cite the backup itemized charges separately for service to each cost center. An original summary invoice shall be sent to: **Accounting Department, Room 800, 535 Telfair Street, Augusta, Georgia 30901.**

Augusta will make payment to Contractor within 30 days of receipt of a correct invoice based upon the Pricing Structure. Payment will be based on unit prices.

7. TIME OF ESSENCE AND COMPLETION

Time shall be of the essence to this Contract, except where it is herein specifically provided to the contrary. The terms of this Contract supersede any and all provisions of the Georgia Prompt Pay Act.

Contractor shall provide the contract services in accordance with RFP and to completed 30 days after receipt of the purchase order.

~~The Consultant agrees to pay as liquidated damages to Augusta the sum of \$_____ for each consecutive calendar day after expiration of the Contract Time of Completion Time, except for authorized extensions of time by Augusta. The parties agree that these provisions for liquidated damages are not intended to operate as penalties for breach of Contract.~~

~~The liquidated damages set forth above are not intended to compensate Augusta for any damages other than inconvenience and loss of use or delay in services. The existence or recovery of such liquidated damages shall not preclude Augusta from recovering other damages in addition to the payments made hereunder which Augusta can document as being attributable to the documented Contractor failures. In addition to other costs that may be recouped, Augusta may include costs of~~

personnel and assets used to coordinate, inspect, and re-inspect items within this Contract as well as attorney fees if applicable.

Neither party will be liable for or be considered to be in breach of or default under this Contract on account of, any delay or failure to perform as required by this Contract as a result of any Force Majeure Event or other cause or condition beyond its reasonable control, so long as that Party uses all commercially reasonable efforts to avoid or remove the causes of non-performance. For purposes of this Contract, "**Force Majeure Event**" means an act of God, war (whether or not actually declared), armed conflict or the serious threat of the same, hostility, blockade, military embargo, sabotage, insurrection, rebellion, act of a public enemy, riot or other act of civil disobedience, governmental act, judicial action, explosion, act of terrorism or threat thereof (including cyberterrorism), natural disaster (including without limitation asteroid strikes or volcanic activity), violent storm (including without limitation hurricanes, tornados or blizzards), atmospheric disturbance (including without limitation geomagnetic storm, solar flare or sun outage with respect to electricity grids, transformers and satellite transmissions), destruction by lightning, fire, earthquake, tsunami, flood, plague, epidemic, pan-epidemic, quarantine, civil commotion, strike or lockout or labor dispute (excluding for the avoidance of doubt strikes of Leena Al's staff), satellite malfunction, prolonged internet outage, communications line failure or power failure.

8. KEY PERSONNEL

A. Contractor shall assign to this Contract the following key personnel:

i. _____

ii. _____

iii. _____

A. During the period of performance, Contractor shall make no substitutes to key personnel unless the substitution is necessitated by illness, death, or termination of employment. Contractor shall notify the Augusta, Georgia Director of Procurement within five (5) calendar days after the occurrence of any of these events and provide the following information, providing a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Augusta, Georgia Director of Procurement. Proposed substitutes shall have comparable qualifications to those of the persons being replaced. The Augusta, Georgia Director of Procurement will notify the Contractor within fifteen (15) calendar days after receipt of all required information of the decision on substitutions. This clause will be modified to reflect any approved changes of key personnel.

9. INSPECTION AND ACCEPTANCE

All tasks and reports shall be conducted and completed in accordance with recognized and customarily accepted industry practices, and shall be considered complete when the products are approved as acceptable by the Contract Administrator in writing. In the event of rejection of any report or deliverable, Contractor shall be notified in writing and shall have ten (10) working days from date of insurance of notification to correct the deficiencies and re-submit the report/deliverable. Failure to submit acceptable work within said (10) ten-day period shall constitute a breach of this contract for which the Contractor may be held in default.

10. ASSIGNABILITY OF CONTRACT

Neither this contract, nor any part hereof, may be assigned by Contractor to any other party without the prior express written permission of Augusta.

11. MODIFICATIONS OR CHANGES TO THIS CONTRACT

All modifications and changes to this Contract shall be in writing and signed by both parties. The Contract Administrator, with the approval of the Commission, shall have the authority to order changes in this Contract which affect the cost or time of performance. Such changes shall be ordered in writing specifically designated to be a "Change Order." Such change orders shall be limited to reasonable changes in the services to be provided or the time of delivery; provided that the Contractor shall not be excused from performance under the changed Contract by failure to agree to such changes, and it is the express purpose of this provision to permit unilateral changes in the contract now subject to the conditions and limitations herein.

Contractor need not perform any work described in any Change Order unless it has received a written certification from Augusta that there are funds budgeted and appropriated sufficient to cover the cost of such changes.

Contractor shall make a demand for payment for completed Change Order work within thirty (30) days of completion of Change Order, unless such time period is extended in writing, or unless the Director of Procurement requires submission of a cost proposal prior to the initiation of any changed work or services. Later notification shall not bar the honoring of such claim or demand unless Augusta is prejudiced by such delay.

No claim for changes ordered hereunder shall be considered if made after final payment in accordance with the Contract.

12. EMPLOYMENT DISCRIMINATION – CONTRACT OVER \$10,000

During the performance of this Contract, Contractor agrees as follows:

- A.** Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, gender, disability, or national origin, except where religion, gender, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of Contractor. Contractor agrees to post, in conspicuous places, notices setting forth the provisions of this nondiscrimination clause.
- B.** Contractor, in all solicitations or advertisements for employees placed by or on behalf of Contractor, will state that such Contractor is an equal opportunity employer.
- C.** Notices, advertisements and solicitations placed in accordance with Federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

Contractor will include the provisions of the foregoing paragraphs a, b, and c in every subcontract or purchase order over \$10,000 so that the provision will be binding upon each subcontractor or vendor.

13. INSURANCE

The Contractor shall, at all times that this Contract is in effect, cause to be maintained in force and effect an insurance policy(s) that will ensure and indemnify the Augusta against liability or financial loss resulting from injuries occurring to persons or property or occurring as a result of any negligent error, act, or omission of the Contractor in performance of the work during the term of this Contract.

The Contractor shall provide, at all times that this Contract is in effect, Worker's Compensation insurance in accordance with the laws of the State of Georgia.

The Contractor shall provide, at all times that this Contract is in effect, Insurance with limits of not less than:

- A. Workmen's Compensation Insurance – in accordance with the laws of the State of Georgia.
- B. Public Liability Insurance – in an amount of not less than One Million (\$1,000,000) Dollars for injuries, including those resulting in death to any one person, and in an amount of not less than One Million (\$1,000,000) Dollars on account of any one occurrence.
- C. Property Damage Insurance – in an amount of not less than One Million (\$1,000,000) Dollars from damages on account of an occurrence, with an aggregate limit of One Million (\$1,000,000) Dollars.
- D. Valuable Papers Insurance – in an amount sufficient to assure the restoration of any plans, drawings, field notes, or other similar data relating to the work covered by the Project.
- E. Professional Liability Insurance – in an amount of not less than One Million (\$1,000,000) Dollars or an amount that correlates to the aggregate fee on the project should it exceed \$1,000,000.

Augusta will be named as an additional insured with respect to Contractor's liabilities hereunder in insurance coverage's identified in items (b) and (c).

The policies shall be written by a responsible company(s), to be approved by the Augusta, and shall be noncancellable except on thirty-(30) days' written notice to the Augusta. Such policies shall name the Augusta as co-insured, except for worker's compensation and professional liability policies, and a copy of such policy or a certificate of insurance shall be filed with the Director at the time of the execution of this Contract.

14. EXAMINATION OF RECORDS

Contractor agrees that Augusta or any duly authorized representative shall, until the expiration of three (3) years after final payment hereunder, have access to and the right to examine and copy any directly pertinent books, documents, papers, and records of Contractor involving transactions related to this Contract.

Contractor further agrees to include in any subcontract for more than \$10,000 entered into as a result of this contract, a provision to the effect that the subcontractor agrees that Augusta, or any duly authorized representative, shall, until the expiration of three (3) years after final payment under the subcontract, have access to and the right to examine and copy any Contractor involved in transactions related to such subcontract, or this Contract. The term subcontract as used herein shall exclude subcontracts or purchase orders for public utility services at rates established for uniform applicability to the general public.

The period of access provided in the paragraphs above for records, books, documents, and papers which may be related to any arbitration, litigation, or the settlement of claims arising out of the performance of this contract or any subcontract shall continue until any appeals, arbitration, litigation, or claims shall have been finally disposed of.

The Parties acknowledge that both Contractor and Augusta are required to comply with the Georgia Open Records Act, O.C.G.A. § 50-18-70, et seq. See, *Milliron v. Antonakakis*, S24G0198, Supreme Court of Georgia, decided August 13, 2024. As a result, Contractor acknowledges and agrees that Augusta may make such disclosures as are authorized or required under the Georgia Open Records Act, notwithstanding any claims of confidentiality asserted by Contractor as to any records or data in the Augusta's possession.

Upon execution of this Agreement, Contractor shall designate in writing that one or more of its officers shall be the open records officer for Contractor in accordance with the Open Records

Act. In the event that Contractor receives a request for records under the Open Records Act, Contractor shall notify Augusta within two business days by sending an email, return receipt requested, [dedicated email address we create]. Contractor shall provide Augusta with copies of all records proposed for production prior to responding to such request. Contractor shall assert all exemptions and exceptions available to the fullest extent of the law and shall not produce any records which are subject to withholding under the Open Records Act or any other state or federal law. Contractor shall have a duty to consult with independent legal counsel concerning which records are or are not subject to production prior to making any production, and shall certify to Augusta at the time the proposed production is provided to Augusta that the records contained therein have been reviewed by counsel for responsiveness and that all information that is protected or protectable from release under the law has been redacted therefrom. Contractor shall be responsible for calculating response costs and billing requestors for all requests sent in accordance with the Open Records Act, and Contractor's complete compliance with the provisions of this section shall be performed at no cost to Augusta.

Contractor assumes all civil and criminal liability for its own compliance with the Open Records Act. In the event that Contractor produces material records that are subject to withholding under the Open Records Act, and it would be impossible or very difficult to accurately estimate the damages and harm caused to Augusta by such production, then Contractor shall pay Augusta the sum of \$10,000.00 per request as liquidated damages. The Parties intend that these liquidated damages shall constitute compensation, and not a penalty, and that the liquidated damages are a reasonable estimate of the anticipated or actual harm that might arise from a breach by Contractor. Where actual damages are calculable, then Augusta shall reserve the right to seek actual damages for the harm caused by such production instead of liquidated damages. Nothing herein shall be construed as limiting in any way the Augusta's right to seek injunctive, declaratory, or other relief to prevent the release of protected information prior to any such production being made.

15. DISPUTES

Disputes by Contractor with respect to this Contract shall be decided in the first instance by the Augusta, Georgia Director of Procurement, who shall reduce his or her decision to writing. Further appeal shall be made in writing to the Commission. Decisions by the Commission shall be final and binding unless set aside by a court of competent jurisdiction as fraudulent, capricious, arbitrary, or so grossly erroneous as necessarily to imply bad faith, or not be supported by any evidence. Pending a final determination of a properly appealed decision of the Director of Procurement, Contractor shall proceed diligently with the performance of the Contract in accordance with that decision.

The law of the State of Georgia shall govern the Contract between Augusta and Contractor with regard to its interpretation and performance, and any other claims related to this Contract.

All claims, disputes and other matters in question between Augusta and Contractor arising out of or relating to the Contract, or the breach thereof, shall be decided in the Superior Court of Richmond Augusta, Georgia. The Contractor, by executing this Contract, specifically consents to jurisdiction and venue in Richmond Augusta and waives any right to contest the jurisdiction and venue in the Superior Court of Richmond Augusta, Georgia

Except as otherwise provided in this Contract, Contractor shall indemnify and hold harmless Augusta, and its employees and agents from and against all liabilities, claims, suits, demands, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from the performance of its Work.

15. MISCELLANEOUS

All contractors and subcontractors entering into contracts with Augusta, Georgia for the physical performance of services shall be required to execute an Affidavit verifying its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with Augusta, Georgia has registered with and is participating in a federal work

authorization program. All contractors and subcontractors must provide their E-Verify number and must be in compliance with the electronic verification of work authorized programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603, in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91 and shall continue to use the federal authorization program throughout the contract term. All contractors shall further agree that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to its contract with Augusta, Georgia the contractor will secure from such subcontractor(s) each subcontractor's E-Verify number as evidence of verification of compliance with O.C.G.A. § 13-10-91 on the subcontractor affidavit provided in Rule 300-10-01-.08 or a substantially similar form. All contractors shall further agree to maintain records of such compliance and provide a copy of each such verification to Augusta, Georgia at the time the subcontractor(s) is retained to perform such physical services

15. INTEGRATION CLAUSE

This contract, and any and all exhibits thereto, and/or documents incorporated by reference into this Contract, shall constitute the whole Contract between the parties. There are no promises, terms, conditions, or obligations other than those contained herein, and this Contract shall supersede all previous communications, representations, or Contracts, written or verbal, between the parties hereto related to the Provision for Services described herein.

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

AUGUSTA, GEORGIA

_____ Date _____

By: Garnett L. Johnson
As its Mayor

ATTEST:

_____ Date _____

Lena Bonner
As its Clerk
(SEAL)

THE _____ COMPANY

_____ Date _____

Printed name: _____
As its President

ATTEST:

_____ Date _____

Corporate Secretary
(SEAL)

_____ Date _____

Andy Penick
As Director of Procurement

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

December 2, 2025

NGOs

Department:	N/A
Presenter:	N/A
Caption:	<p>Discuss the application process including:</p> <ol style="list-style-type: none"> 1. Having NGO define, how their offering addresses a clearly defined measurable community need. 2. Metrics for determining long-term, positive community impact and sustainable results; 3. Require transparency and accountability in all financial disclosures and proposed uses of funds; and 4. Utilize a competitive, data-driven evaluation process to ensure equitable and effective allocation of City resources. <p>Applications will be reviewed and scored by a committee. (Requested by Commissioner Stacy Pulliam)</p>
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



Administrative Services Committee

Meeting Date: January 27, 2026

2025 Climate Survey Results

Department:	Administrator's Office
Presenter:	Administrator Tameka Allen
Caption:	Receive as information the 2025 Climate Survey results.
Background:	N/A
Analysis:	N/A
Financial Impact:	N/A
Alternatives:	N/A
Recommendation:	Receive as information the 2025 Climate Survey results.
Funds are available in the following accounts:	N/A
<u>REVIEWED AND APPROVED BY:</u>	N/A



Administrative Services Committee

Meeting Date: January 27, 2026

UHY Advisors Recreation and Parks Audit

Department:	Administrator's Office
Presenter:	UHY Advisors, Inc.
Caption:	Receive as information an update on the Recreation and Parks Audit.
Background:	N/A
Analysis:	N/A
Financial Impact:	N/A
Alternatives:	N/A
Recommendation:	Receive as information an update on the Recreation and Parks Audit.
Funds are available in the following accounts:	N/A
<u>REVIEWED AND APPROVED BY:</u>	N/A



Administrative Services Committee

January 27, 2026

Ban the Box

Department:	N/A
Presenter:	N/A
Caption:	Mr. Lawrence R. Brannen requesting the "Ban the Box" policy be completely abolished in favor of laying a foundation for a meaningful policy.
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



Agenda Item Request Form

- Commission Meetings are held on the first and third Tuesday of each month, beginning at 1:00 PM.
- Committee Meetings are held on the second and last Tuesday of each month, beginning at 2:00 PM.

Click [here](#) to view the full Commission and Committee Calendar.

Meeting Type *

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

Meeting Date *

1/27/2026

Contact Information for Individual/Presenter Making the Request:

Name *

Law A. Brannen

Address *

445 Fenwick St

Telephone Number *

678-383-0846

Fax Number

Email Address *

brannengroup@gmail.com

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

Request the "Ban the Box" policy be completely abolished in favor of laying a foundation for a meaningful policy.

Requests 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.

Meeting location:

Lee N. Beard Commission Chamber, 2nd Floor
Augusta, GA Municipal Building
535 Telfair Street
Augusta, GA 30901

Submission Date

1/17/2026 1:51 AM



Administrative Services Committee Meeting

January 27, 2026

Agenda Items

Department:	N/A
Presenter:	N/A
Caption:	Discuss any department that puts anything on the agenda that it has to be approved by the Administrator's Office prior to being presented to the Commission. (Requested by Mayor Pro Tem 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



Administrative Services Committee

January 27, 2026

Minutes

Department:	N/A
Presenter:	N/A
Caption:	Motion to approve the minutes of the January 13, 2026 Administrative Services Committee Meeting.
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