



ADMINISTRATIVE SERVICES COMMITTEE MEETING AGENDA

Commission Chamber

Tuesday, February 14, 2023

1:15 PM

ADMINISTRATIVE SERVICES

- 1.** Motion to approve the purchase of one Dodge Durango at a total cost of \$45,578 to Thomson Motor Center for the District Attorney's Office.
- 2.** Approve and update Augusta Georgia's DBE Program for federally assisted contracts in order to comply with the Department of Transportation's program and update DBE rule 49 CFR Part 23.
- 3.** Motion to approve the minutes of the Administrative Services Committee held on January 31, 2023.
- 4.** Motion to approve Human Resources to accept the Grant award to participate in the Summer 2023 Georgia County Internship Program
- 5.** Discussion on standard MOU for partnerships for new and existing community partners that would like to provide volunteer services for Augusta Richmond County. (Requested by Commissioner Stacy Pulliam)
- 6.** Update on Grant Writer position. (Requested by Commissioner Stacy Pulliam)
- 7.** Motion to approve annual bid award for 23-129 Maintenance Services for Environmental Services Department to include 2 CNG stations. Services is to include pesticide application. Award is for one year to expire 12/31/23 – has an option to extend for one additional year.



Administrative Services Committee

February 14, 2023

DA – Dodge Durango

Department:	Central Services – Fleet Management
Presenter:	Ron Lampkin
Caption:	Motion to approve the purchase of one Dodge Durango, at a total cost of \$45,578 to Thomson Motor Center for the District Attorney's Office.
Background:	<p>The state contract holder, Akins Ford Dodge quoted the Dodge Durango at \$49,865.87. Thomson Motor Center quoted the Dodge Durango at \$45,578. Fleet Management recommends purchasing the Dodge Durango from Thomson Motor Center due to the price difference of \$4,287.87 from the state contract holder.</p> <p>To ensure we meet the pricing cut off the vendor has recommended placing the order at the estimated cost. Once Commission has approved the order, Fleet Management will acquire the purchase order and submit to the vendor for securing the asset purchase.</p>
Analysis:	<p>The purchase of one Dodge Durango was requested by the District Attorney's Office to support the operational needs. The Procurement Department approved the request to purchase the Dodge Durango from Thomson Motor Center.</p> <p>Thomson Motor Center - \$45,578</p>
Financial Impact:	SPLOST 8 (330-03-1310/222-03-9003/54-22110) \$45,578 – Thomson Motor Center
Alternatives:	(1) Approve (2) Do not approve
Recommendation:	Motion to approve the purchase of one Dodge Durango, at a total cost of \$45,578 to Thomson Motor Center for the District Attorney's Office.

Funds are available in SPLOST 8 (330-03-1310/222-03-9003/54-22110)
the following accounts:

REVIEWED AND N/A
APPROVED BY:

*Procurement Department**Mrs. Geri Sams, Director***LETTER OF INTENT TO PURCHASE ONE (1) 2023 VEHICLE FROM THOMSON MOTOR CENTER**

This letter of intent dated, January 20, 2023, is to inform you that the Central Services Department – Fleet Management Division has concluded that we intend to purchase: one (1) 2023 Dodge Durango for the District Attorney's Office.

1. **Buyer:** Augusta, Georgia – Central Services Department: Fleet Management Division
2. **Seller:** Thomson Motor Center: 2158 Washington Road, NE, Thomson GA 30824
3. **Vehicle Total Purchase Price:** \$45,578.00.

The specific specifications and pricing information for the purchase is attached.

A purchase order will be provided upon the approval of the Augusta, Georgia Commission.

Respectfully submitted,

Geri A. Sams
Director of Procurement

Attachments: Vehicle Purchase Price /Specifications

Room 605 - 535 Telfair Street, Augusta Georgia 30901
(706) 821-2422 - Fax (706) 821-2811

www.augustaga.gov

Register at www.demandstar.com/supplier for automatic bid notification



Scan this QR code with your smartphone or camera equipped tablet to visit the Augusta, Georgia



Central Services Department

Ron Lampkin, Interim Director
Laquona Sanderson, Fleet Manager

2760 Peach Orchard Road, Augusta, GA 30906
(706) 821-7174 Phone (706) 796-5077 Fax

'23 JAN 19 1:01 PM

MEMORANDUM

TO: Geri Sams, Director, Procurement Department

FROM: Ron Lampkin, Interim Director, Central Services Department
[Signature]

DATE: January 12, 2023

SUBJECT: Request to purchase one 2023 Dodge Durango for the District Attorney's Office

Central Services-Fleet Management Division request to purchase a 2023 Dodge Durango on behalf of the District Attorney's Office from Thomson Motor Center.

The state contract holder, Akins Ford Dodge quoted the 2023 Dodge Durango at \$49,865.87. Thomas Motor Center quoted the 2023 Dodge Durango for \$45,578.00. Fleet Management recommends purchasing the 2023 Dodge Durango from Thomas Motor Center due to the price difference of \$4,287.87 from the state contract holder.

Fleet is requesting a "Letter of Intent to Purchase" for the dealer to hold the vehicle for Augusta, Georgia. Due to the changing market conditions, there is a chance Dodge manufacture can choose to not fulfil any remaining orders due to low supply and high demand; however, the letter will prioritize the truck to be built for Augusta Richmond County and guarantee pricing. Once Commission has approved the order, Fleet Management will acquire a purchase order and submit to vendor for securing the asset purchase.

Thank you for your assistance. Please call Fleet Management at 706-821-2894 if you have any questions or concerns regarding this request.

RL/kb

THOMSON

Item 1.



Mac McAlister Fleet Manager
2158 Washington Road NE, Thomson GA 30824
Office: 706-986-5714 Cell: 706-699-1624

1/13/2023

Buyer:	AUGUSTA GEORGIA
	535 TELFAIR ST
	AUGUSTA GA 30901
	PROCUREMENT SUITE 800
Phone:	
Fax:	

Cell:	
Phone:	
Fax:	

Make:	DODGE
Model:	DURANGO PURSUIT AWD
Year:	2023
Color:	BLACK
VIN:	N/A
Stock #:	N/A
Mileage:	N/A

Make:	
Model:	
Year:	
Color:	
VIN:	
Stock #:	
Mileage:	
ACV:	

MSRP	\$46,865.00
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Sale Price	\$42,045.00
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Options Included		
5.7L HEMI MDS VVT ENGINE	18X8.0 PAINTED ALUMINUM WHEELS	included in price
CLOTH BUCKET SEATS	8-SPD AUTO 8HP70 TRANS	included in price
FULL LENGTH FLOOR CONSOLE		included in price
FLOOR CARPET W/ FLOOR MATS		included in price
Available Options		
POWER LIFT GATE		\$ 440.00
UNCONNECT 5 NAV 10.1 DISPLAY		\$ 1,095.00
TECHNOLOGY GROUP (Advanced Brake Assist, Rain Sensitive Windshield Wipers, Adaptive Cruise Control w/Stop, Lane Departure Warning Plus, Full Speed Fwd Collision Warn Plus		\$ 2,680.00
Options Total		

Sub Total	\$42,045.00
DOC	
Tag	
Units	1
Balance Due	\$42,045.00

Manager Mac McAlister Customer _____

WEST WARNING EQUIPMENT SALES & SERVICE, LLC

115 SAND BAR FERRY ROAD
AUGUSTA, GA 30901

Phone # 706-855-6916

QUOTE

Date	Quote #
1/11/2023	7407

Name / Address
FIRSTVEHICLE ATTN: TERRI PO BOX 507 AUGUSTA, GA 30903

Qty	Item	Description	Rate	Total
		2022/2023 DODGE DURANGO ADMIN PACKAGE WITH EQUIPMENT CONSOLE & SIREN/LIGHT CONTROL BOX		
2	SOU-PMP2WSSSB	SOUND OFF PMP2WSSSB WINDOW SHROUD KIT FOR SINGLE 4" MPOWER W/STUD MOUNT	25.00	50.00
2	SOU-EMPS2STS3B	SOUND OFF EMPS2STS3B MPOWER 4" STUD MOUNT-SINGLE COLOR BLUE (FRONT WINDSHIELD)	130.00	260.00
1	FEN-FS-0416-B	FENIEX FS-0416-B S SERIES 400 LIGHTSTICK ALL BLUE (REAR BACK WINDOW)	249.00	249.00
2	FEN-S-ENDCAPBR...	FENIEX 32-00020-01 SHORT END CAP ARM BRKT-EACH	7.00	14.00
1	SOU-ETSA481CSR	SOUND OFF ETSA481CSR 400 SERIES MULTIFUNCTION SIREN W/ KNOB CONTROL , 100 WATT	420.00	420.00
1	COD-C3100DUR2	CODE3 C3100DUR2 C3100 W/ DURANGO BRACKET	190.00	190.00
1	JOT-425-6680	JOTTO 425-6680 2021 DURANGO CONTOUR CONSOLE (20" FP)	565.00	565.00
1	JOT-425-3704	JOTTO 425-3704 DUAL INTERNAL CUPHOLDER	55.00	55.00
1	JOT-425-6260	JOTTO 425-6260 UPPER STRUCTURE ARMREST	65.00	65.00
1	ABL-140553	ABLE2 14.0553 TRIPLE OUTLET	35.00	35.00
1	5LB - 25614	5LB FIRE EXTINGUISHER W/ VEHICLE BRACKET	60.00	60.00
1	TINT	WINDOW TINT - FRONT TWO ROLLDOWNS AND STRIP	195.00	195.00
1	LABOR	LABOR TO INSTALL ABOVE & CONNECT FACTORY WIG WAG FUNCTION	1,375.00	1,375.00

This Quote is an offer by West Warning Equipment to purchase Goods and/or provide Services (as applicable) to the recipient of this quote in accordance with the specifications stated herein. This Quote is not binding or accepted until the recipient supplies West Warning Equipment with a purchase order for the quoted goods and/or services. Commencement of purchasing goods and/or providing services will occur once both parties agree upon a date. Quoted Prices are good for 30 days

Sales Tax (8.0%)

\$0.00

Total

\$3,533.00



**AUGUSTA, GEORGIA
DISADVANTAGED BUSINESS ENTERPRISE (DBE)
PROGRAM**

FOR

**AUGUSTA PUBLIC TRANSIT
FEDERAL TRANSIT ADMINISTRATION (FTA)
US DEPARTMENT OF TRANSPORTATION**

AUGUSTA, GEORGIA | augustaga.gov

Recipient ID: 2016

535 Telfair Street, Suite 530, Augusta, GA 30901

Phyllis Johnson, Compliance Department Director (DBELO)

Email: p.johnson@augustaga.gov - (706) 826-1325 | f: (706) 823-4395



**AUGUSTA, GEORGIA
DISADVANTAGED BUSINESS ENTERPRISE PROGRAM
POLICY STATEMENT**

Policy Statement (§26.1, §26.23)

Augusta, Georgia (Augusta, Georgia) has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (USDOT), 49 Code of Federal Regulations (CFR) Part 26. Augusta, Georgia has received federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, Augusta, Georgia has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of Augusta, Georgia to ensure that DBEs, as defined in Part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. It is also policy:

1. To ensure nondiscrimination in the award and administration of DOT-assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
3. To ensure that the DBE program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in DOT-assisted contracts;
6. To assist the development of firms that can compete successfully in the marketplace outside the DBE program.

Phyllis Johnson, Compliance Department Director, is Augusta, Georgia's DBE Liaison Officer and is responsible for implementing all aspects of the DBE program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by Augusta, Georgia in its financial assistance agreements with the DOT.

Augusta, Georgia has disseminated this policy statement to its Board of Commissioners and Mayor and all of the departments of its organization. Augusta, Georgia has distributed this statement to DBE and non-DBE business communities that perform work for Augusta, Georgia on DOT-assisted contracts. Distribution of this policy statement is publicly displayed on our organization's website, procurement contracting documents, and annual written notification to all vendors via U.S. Mail and/or email.

Honorable Mayor Garnett Johnson
Augusta, Georgia

Date

Clerk of Commission

Date

SUBPART A – GENERAL REQUIREMENTS

Objectives (§26.1, §26.23)

Augusta, Georgia ensures that DBEs defined in 49 CFR Part 26 have an equal opportunity to receive and participate in DOT-assisted contracts. It is also its policy:

1. To ensure nondiscrimination in the award and administration of DOT-assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
3. To ensure that the DBE program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in DOT-assisted contracts;
6. To assist the development of firms that can compete successfully in the marketplace outside the DBE program.

Applicability (§26.3)

Augusta, Georgia is the recipient of federal transit funds authorized by Titles I, III, V and VI of ISTEA, Pub. L. 102-240; or Titles I, II, and V of the Teas-21, Pub. L. 105-178; or by Federal transit laws in 49 U.S.C. Chapter 53.

Applications

This Augusta, Georgia DBE Program for USDOT – Federal Transit Administration is only applicable to assisted federal funded contracts and other state funded contracts having mandatory DBE requirements. All USDOT funded projects are subject to the requirements of 49 CFR Part These requirements are mandatory and non-negotiable.

Augusta, Georgia enforces all DBE requirements and/or State Agencies in accordance with Federal and State laws.

The U.S. District Court for the Southern District of Georgia has entered an Order enjoining a RACE-BASED portion of Augusta, Georgia's (local) DBE Program. A copy of this Order can be obtained at <http://www.augustaga.gov/index.aspx?NID=1448>.

Thus, Augusta, Georgia does not have or operate a (local) DBE, Minority Business Enterprise (MBE) or Woman Owned Business Enterprise (WBE) program for projects (or portions of projects) having Augusta, Georgia as the source of funding.

Definitions (§26.5)

Augusta, Georgia will adopt the definitions contained in 49 CFR Section 26.5 for this program. The definitions of 49 CFR Section 26.5 are outlined in *Attachment 1*.

Non-Discrimination Requirements (§26.7)

Augusta, Georgia will never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, or national origin.

In administering its DBE program, Augusta, Georgia will not, directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE program with respect to individuals of a particular race, color, sex, or national origin.

Record-Keeping Requirements (§26.11)

Uniform Report of DBE Awards or Commitments and Payments: §26.11(a)

Augusta, Georgia will prepare and submit a semi-annual report of DBE participation to the Federal Transit Administration (FTA) using the Uniform Report of DBE Awards or Commitments and Payments, found in Appendix B to the DBE regulation. These reports will reflect payments actually made to DBEs on DOT-assisted contracts. The report data will be obtained from the Augusta, Georgia Finance and Procurement Departments to ensure accurate reporting of DBE Awards or Commitments and reported through FTA's Transit Award Management System (TRAMS). This report is due December 1 and June 1 each year.

Bidders List: §26.11(b)

Augusta, Georgia will create a bidders list, consisting of information about all DBE and non-DBE firms that bid or quote on DOT-assisted contracts. The purpose of this requirement is to allow use of the bidder's list approach to calculating overall goals. The bidders list will include the name, address, DBE/non-DBE status, age of firms, and annual gross receipts of firms.

Augusta, Georgia will collect this information in the following ways:

1. A contract clause requiring prime bidders to report the names/addresses, and possibly other information, of all firms who quote to them on subcontracts;
2. An Augusta, Georgia-directed survey of a statistically sound sample of firms on a name/address list to get age of firm/size information;
3. A notice in all solicitations, and otherwise widely disseminated documents, requesting firms quoting on subcontracts to report information directly to Augusta, Georgia.

Assurances (§26.13)

Augusta, Georgia has signed the following assurances, applicable to all DOT-assisted contracts and their administration:

Federal Financial Assistance Agreement Assurance: §26.13(a)

Augusta, Georgia shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE Program or the requirements of 49 CFR Part 26. The recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. The recipient's DBE Program, as required by 49 CFR Part 26 and as approved by USDOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to AUGUSTA, GEORGIA of its failure to carry out its approved program, the Department may impose sanction as provided for under Part 26, and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 *et seq.*).

This language will appear in financial assistance agreements with subrecipients.

Contract Assurance: §26.13(b)

Augusta, Georgia will ensure that the following clause is placed in every DOT-assisted contract and subcontract:

The contractor, subrecipient, or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

SUBPART B – ADMINISTRATIVE REQUIREMENTS

DBE Program Update (§26.21)

Since Augusta, Georgia has received a grant of \$250,000 or more in FTA planning capital, and/or operating assistance in a federal fiscal year, Augusta, Georgia will continue to carry out this program until all funds from DOT financial assistance have been expended. Augusta, Georgia will provide to DOT updates representing significant changes in the program.

(DBELO) DBE Liaison Officer (§26.25)

Augusta, Georgia's DBE Liaison Officer (DBELO) may be contacted at:

Phyllis Johnson
Compliance Department Director
Augusta, Georgia
535 Telfair Street, Suite 530
706.826.1325
p.johnson@augustga.gov
www.augustaga.gov

In that capacity, the DBELO is responsible for implementing all aspects of the DBE program and ensuring that Augusta, Georgia complies with all provision of 49 CFR Part 26. The DBELO has direct, independent access to the Board of Commissioners and Mayor, concerning DBE program matters. An organization chart displaying the DBELO's position in the organization is found in *Attachment 2* to this program.

The DBELO is responsible for developing, implementing, and monitoring the DBE program, in coordination with other appropriate officials. The duties and responsibilities include the following:

1. Gathers and reports statistical data and other information as required by USDOT.
2. Reviews third-party contracts and purchase requisitions for compliance with this program.
3. Works with all departments to set overall annual goals.
4. Ensures that bid notices and requests for proposals are available to DBEs in a timely manner.
5. Identifies contracts and procurements so that DBE goals are included in solicitations (both race-neutral methods and contract specific goals attainment and identifies ways to improve progress.
6. Analyzes Augusta, Georgia's progress toward attainment and identifies ways to improve progress.
7. Participates in pre-bid meetings.
8. Advises the Board of Commissioners and Mayor on DBE matters and achievement.
9. Provides DBEs with information and assistance in preparing bids, obtaining bonding and insurance.
10. Plans and participates in DBE training seminars.

11. Verifies DBE certifications according to the criteria set by USDOT and certified through the Uniform Certification Process (UCP) in Georgia.
12. Provides outreach to DBEs and community organizations to advise them of opportunities.
13. Maintains Augusta, Georgia's updated directory on certified DBEs.

DBE Financial Institutions (§26.27)

It is the policy of Augusta, Georgia to investigate the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in the community, to make reasonable efforts to use these institutions, and to encourage prime contractors on DOT- assisted contract to make use of these institutions.

At this time, Augusta, Georgia has not identified DBE-owned financial institutions. However, AUGUSTA, GEORGIA encourages contractors to use the services of minority and women-owned financial institutions. AUGUSTA, GEORGIA will evaluate financial institutions owned and controlled by socially and economically disadvantaged individuals and update the list bi-annually. A listing of minority-owned banks from the Federal Deposit Insurance Corporation (FDIC) can be found at: <https://www.fdic.gov/regulations/resources/minority/mdi.html>. Augusta, Georgia has identified and provided the contact information of the minority-owned financial institutions listed in *Attachment 3*.

Prompt Payment Mechanisms (§26.29)

Prompt Payment: §26.29(a)

AUGUSTA, GEORGIA will include the following clause in each DOT-assisted prime contract:

The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than thirty (30) days from the receipt of each payment the prime contract receives from AUGUSTA, GEORGIA. Any delay or postponement of payment from the above referenced timeframe may occur only for good cause following written approval of AUGUSTA, GEORGIA. This clause applies to both DBE and non-DBE subcontracts.

Retainage: §26.29(b)

The prime contractor agrees to return retainage payments to each subcontractor within thirty (30) days after the subcontractors work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of AUGUSTA, GEORGIA. This clause applies to both DBE and non-DBE subcontracts.

Monitoring and Enforcement: §26.29(c)

AUGUSTA, GEORGIA has established the following mechanism to monitor and enforce

prompt payment and return of retainage is in fact occurring.

- AUGUSTA, GEORGIA shall place the following language in all federally funded contracts:

The prime contractor will not be reimbursed for work performed by subcontractors unless and until the prime contractor ensures that the subcontractors are promptly paid for the work they have already performed.

- AUGUSTA, GEORGIA will monitor prime contractors to ensure they are paying their subcontractors within the contractual 30-day timeframe by requiring all prime contractors to maintain records and documents of payments to DBEs. This is an electronic process using the B2Gnow Diversity Compliance Management System. Forms for reporting subcontractors' invoices and pay methods will be provided to prime contractors upon contract execution. These forms shall be submitted by the prime contractor along with invoices for payment. These records will be available upon request to any authorized representative of AUGUSTA, GEORGIA or the U.S. DOT. This requirement also extends to certified DBE subcontractors.
- AUGUSTA, GEORGIA's DBELO will conduct regular project site visits to monitor and confirm DBEs assigned to perform work on federally-funded projects.
- Through the use of B2Gnow, AUGUSTA, GEORGIA can verify subcontractor payments dates for invoiced work. This monitoring will assist AUGUSTA, GEORGIA in identifying prime contractors that may not be complying with the prompt payment and retainage sections of this program.

AUGUSTA, GEORGIA will bring to the attention of USDOT any false, fraudulent, or dishonest conduct in connection with the program, so that the USDOT can take steps (e.g., referral to the Department of Justice for criminal prosecution under 18U.S.C. 1001, referral to the U.S. DOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules). AUGUSTA, GEORGIA will consider similar action under our own legal authorities, including responsibility determinations in future contracts, removal of firms from the prequalified bidder and consultants lists or revocation of DBE certification if applicable, pursuant to Federal and State law.

Directory (§26.31)

AUGUSTA, GEORGIA is a non-certifying member of the Georgia Unified Certification Program (UCP) as established in <https://www.dot.ga.gov/GDOT/Pages/DBE.aspx>.

The Georgia Department of Transportation (GDOT) serves as Manager for the UCP's electronic DBE directory, which includes all DBE certifications made by Certifying Members.

The directory lists the firm's name, address, phone number and the type of work the firm has been certified to perform as a DBE. AUGUSTA, GEORGIA will update the DBE Directory every fiscal quarter, as downloaded from GDOT'S DBE web page. AUGUSTA, GEORGIA maintains a link to GDOT's DBE directory on its Compliance Department's DBE page. The

GDOT DBE Directory's link is listed in *Attachment 4* to this program document.

Overconcentration (§26.33)

AUGUSTA, GEORGIA has not identified that DBE participation is over concentrated certain types of work. However, the following measures will be used to address overconcentration, with approval from FTA. The measures include, but are not limited to the following:

- Coordinate with prime bidders to identify and use DBEs in other industry areas outside of the specific overconcentration area.
- Varying the use of contract goals to ensure non-DBEs are not unfairly prevented from competing for subcontracts.

Business Development Programs (§26.35)

AUGUSTA, GEORGIA has not established a business development program. AUGUSTA, GEORGIA will re-evaluate the need for such a program every two years. Prior to any consideration of developing a program, AUGUSTA, GEORGIA will seek approval from FTA.

Monitoring and Enforcement Mechanisms (§26.37)

AUGUSTA, GEORGIA will take the following monitoring and enforcement mechanisms to ensure compliance with 49 CFR Part 26.

1. AUGUSTA, GEORGIA will bring to the attention of USDOT any false, fraudulent, or dishonest conduct in connection with the program, so that USDOT can take the steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the USDOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in §26.109.
2. AUGUSTA, GEORGIA will consider similar action under our own legal authorities, including responsibility determinations in future contracts. *Attachment 6* lists the regulation, provisions, and contract remedies available to AUGUSTA, GEORGIA in the events of non-compliance with the DBE regulations by a participant in AUGUSTA, GEORGIA's procurement activities.
3. AUGUSTA, GEORGIA will also provide a monitoring and enforcement mechanism to verify that work committed to DBEs at contract award is actually performed by the DBEs. This will be accomplished by requiring prime contractors to submit monthly Subcontracting Performance Reports to the DBELO for utilization auditing and participation levels. This will occur for each contract/project on which DBEs are participating. AUGUSTA, GEORGIA's Monthly Subcontractors Paid Report is provided in *Appendix A* of this document.
4. AUGUSTA, GEORGIA will keep a running tally of actual payments to DBE firms for work committed to them at the time of contract award.

Fostering Small Business Participation (§26.39)

AUGUSTA, GEORGIA is committed to fostering small business (both DBEs and non-DBEs) participation in its DBE program, in order to facilitate competition on DOT-assisted projects. AUGUSTA, GEORGIA is developing a Small Business Enterprise (SBE) Program which will be implemented in January 2023. The small business program participation strategies will include the following elements (to structure contracting requirements to facilitate competition by small business concerns):

- Taking all reasonable steps to eliminate obstacles to their participation;
- Including unnecessary and unjustified bundling of contract requirements that may preclude small business participation in procurements as prime contractors or subcontractors.

As part of this program element, AUGUSTA, GEORGIA will utilize the following strategies (as listed in the DBE Rule Change of January 2011):

- (1) Establish small business contract goals on contracts meeting small business contracting criteria;
- (2) Require the prime contractor to provide subcontracting opportunities of a size that small businesses, including DBEs, can reasonably perform, rather than self-performing all the work involved (on prime contracts not having DBE contract goals);
- (3) Meet the portion of projected overall goal through race-neutral measures by ensuring that a reasonable number of prime contracts are of a size that small businesses, including DBEs, can reasonably perform.

AUGUSTA, GEORGIA's SBE program will certify small businesses as well as recognize and accept small businesses certified as SBEs by government agencies in the region, including but not limited to: Small Business Administration (SBA), Georgia Department of Transportation (GDOT), City of Atlanta, City of Savannah, and MARTA.

SUBPART C – GOALS, GOOD FAITH EFFORTS AND COUNTING

Set-Asides or Quotas (§26.43)

AUGUSTA, GEORGIA does not use quotas in any way in the administration of this DBE program.

Overall Goals (§26.45)

In accordance with Section §26.45, AUGUSTA, GEORGIA will submit its triennial overall DBE goal to the FTA on August 1 of the year specified by the FTA.

AUGUSTA, GEORGIA will also request use of project-specific DBE goals as appropriate, and/or will establish project-specific DBE goals as directed by the FTA. The process used

by AUGUSTA, GEORGIA to establish the overall DBE goal is a two-step process as follows:

- According to the USDOT Tips for Goal Setting (USDOT Tips), approved by the General Counsel of the USDOT, the recipient must first determine a base figure for the relative availability of certified DBEs and potentially certified Minority and Woman-owned Business Enterprises in the relevant market area.
- AUGUSTA, GEORGIA must examine all relevant evidence to determine what adjustment, if any, is needed to the base figure in order to arrive at an overall goal. The final adjusted figure is the recipient's overall goal and represents the proportion of federal transportation funding that the recipient is expected to allocate to DBEs during the subsequent three federal fiscal years (FFY). Once the adjusted overall goal is determined, the process requires considering what portion of the goal will be met by race and gender-neutral measures. If AUGUSTA, GEORGIA purports that it can meet its overall goal with race and gender-neutral measures, those measures must be utilized. In contrast, if AUGUSTA, GEORGIA determines it cannot achieve the entire overall goal using only race and gender-neutral measures, it must establish a race and gender-conscious portion of the overall goal.

AUGUSTA, GEORGIA implemented a race-neutral Disadvantaged Business Enterprise (DBE) program in accordance with directives issued by the Department of Transportation. As a result of the Ninth Circuit's *Western States* decision, the FTA issued a Notice (guidance) (Docket No. FTA-2006- 24063) on March 23, 2006, stipulating a Notice of New Policy implementation and requests for comments to Public Transportation Providers regarding DOT's DBE Program.

AUGUSTA, GEORGIA defined its local market area as the Augusta-Richmond County. This is the area in which the substantial majority of the contractors and subcontractors with which AUGUSTA, GEORGIA does business are located; and the area in which AUGUSTA, GEORGIA spends the substantial majority of its contracting dollars.

The two-step goal-setting process required by the regulations and the findings in *Western States* has been used to determine the recommended overall goal for FFY 2021-2023. The two steps for setting an overall goal are to:

1. Establish a base figure for the relative availability of DBEs; and
2. Determine the base figure adjustment, if necessary

The base figure is intended to be a measurement of the current ready, willing, and able DBEs as a percentage of all businesses ready, willing, and able to perform the recipient's anticipated FTA- assisted contracts.

Before establishing the overall goal each year, AUGUSTA, GEORGIA will consult with GDOT, recent disparity studies, other transit agencies, U.S. Census data, and random DBEs to obtain information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and AUGUSTA,

GEORGIA's efforts to establish a level playing field for the participation of DBEs.

Following this consultation, AUGUSTA, GEORGIA will publish a notice of the proposed overall goals, informing the public that the proposed goal and its rationale are available for inspection during normal business hours at your principal office for 30 days following the date of the notice, and informing the public that AUGUSTA, GEORGIA and USDOT will accept comments on the goals for 45 days from the date of the notice.

AUGUSTA, GEORGIA's published Public Notice of the proposed Overall DBE Goal for FFY 2021-2023 was advertised in the following local market area publications:

Augusta Chronicle
Metro Courier

Additionally, AUGUSTA, GEORGIA uploaded the Overall DBE Goal for the FFY 2021-2023 DOT-assisted contracts to its website for convenient electronic access for review and comment.

Normally, AUGUSTA, GEORGIA will issue this notice by June 1 of each year. The notice includes addresses to which comments may be sent and addresses (including offices and websites) where the proposal may be reviewed.

AUGUSTA, GEORGIA's overall goal submission to USDOT will include: the goal (including the breakout of estimated race- neutral and race-conscious participation, as appropriate); a copy of the methodology, worksheets, etc., used to develop the goal; a summary of information and comments received during this public participation process and AUGUSTA, GEORGIA's responses; and proof of publication of the goal in media outlets previously listed.

AUGUSTA, GEORGIA will begin using its overall goal on October 1 of the specified year, unless AUGUSTA, GEORGIA has received other instructions from USDOT. If AUGUSTA, GEORGIA establishes a goal on a project basis, it will begin using its goal by the time of the first solicitation for a DOT-assisted contract for the project. AUGUSTA, GEORGIA's goal will remain effective for the duration of the three-year period established and approved by the FTA.

Goal Setting and Accountability (§26.47)

If the awards and commitments shown on AUGUSTA, GEORGIA's Uniform Report of Awards or Commitments and Payments at the end of any fiscal year are less than the overall applicable to that fiscal year, AUGUSTA, GEORGIA will:

1. Analyze in detail the reason for the difference between the overall goal and the actual awards/commitments;
2. Establish specific steps and milestones to correct the problems identified in the analysis; and
3. Submit the plan to the FTA within 90 days of the end of the affected fiscal year.

Transit Vehicle Manufacturers Goals (§26.49)

AUGUSTA, GEORGIA will require each Transit Vehicle Manufacturer (TVM), as a condition of being authorized to bid or propose on FTA-assisted transit vehicle procurements, to certify that it has complied with the requirements of this section. Alternatively, AUGUSTA, GEORGIA may, at its discretion and with FTA approval, establish project-specific goals for DBE participation in the procurement of transit vehicles in lieu of the TVM complying with this element of the program.

Meeting Overall Goals/Contract Goals (§26.51)

AUGUSTA, GEORGIA will meet the maximum feasible portion of its overall goal using race-neutral means of facilitating DBE participation. In order to do so, AUGUSTA, GEORGIA will:

- Submit timely solicitations, conduct pre-bid meetings/conferences, develop clearly written plans and specifications, and delivery schedules in ways that facilitate DBEs and others small business firms' participation.
- Unbundle large contracts to make them more accessible to small businesses; requiring or encourage Service Providers to subcontract portions of work that they might otherwise perform with their own work forces.
- Provide information and communication on AUGUSTA, GEORGIA contracting procedures and specific contract opportunities.
- Provide assistance through available resources to interested DBEs in obtaining bonding, lines of credit, and/or insurance requirements.

Contract Goals (§26.51) (d-g)

AUGUSTA, GEORGIA will use contract goals to meet any portion of the overall goal that would be unmet using race-neutral means. Contract goals are established so that, over the period to which the overall goal applies, they will cumulatively result in meeting any portion of AUGUSTA, GEORGIA's overall goal that is not projected to be met through the use of race-neutral means.

AUGUSTA, GEORGIA will establish contract goals only on those DOT-assisted contracts that have subcontracting possibilities. AUGUSTA, GEORGIA needs not establish a contract goal on every such contract, and the size of contract goals will be adapted to the circumstances of each such contract (e.g., type and location of work, availability of DBEs to perform the particular type of work).

AUGUSTA, GEORGIA will express its contract goals as a percentage of the federal share of a DOT-assisted contract.

Good Faith Efforts Procedures (§26.53)

Demonstration of Good Faith Efforts: §26.53(a) & (c)

In those instances where a contract-specific DBE goal is included in a procurement/solicitation, AUGUSTA, GEORGIA will not award the contract to a bidder who does not either: (1) meet the contract goal with verified, countable DBE participation; or (2) documents it has made adequate good faith efforts to meet the DBE contract goal, even though it was unable to do so. It is the obligation of the bidder to demonstrate it has made sufficient good faith efforts prior to submission of its bid.

Evaluation of Good Faith Efforts: §26.53(a) & (c)

The DBELO or their designee is responsible for determining whether a bidder/offeror who has not met the contract goal has documented sufficient good faith efforts to be regarded as responsive.

The following is a list of types of actions AUGUSTA, GEORGIA will consider as part of the bidder's good faith efforts to obtain DBE participation.

- Soliciting through all reasonable and available means (e.g., attendance at pre-bid meetings, advertising and/or written notices) the interest of all certified DBEs who have the capability to perform the work of the contract. The bidder must solicit this interest within sufficient time to allow the DBEs to respond to the solicitation. The bidder must determine with certainty if the DBEs are interested by taking appropriate steps to follow up initial solicitations.
- Selecting portions of the work to be performed by DBEs in order to increase the likelihood that the DBE goals will be achieved. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate DBE participation, even when the prime contractor might otherwise prefer to perform these work items with its own forces.
- Providing interested DBEs with adequate information about the plans, specifications, and requirements of the contract in a timely manner to assist them in responding to a solicitation.
- Negotiating in good faith with interested DBEs. It is the bidder's responsibility to make a portion of the work available to DBE subcontractors and suppliers and to select those portions of the work or material needs consistent with the available DBE subcontractors and suppliers, so as to facilitate DBE participation. Evidence of such negotiation includes the names, addresses, and telephone numbers of DBEs that were considered; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and evidence as to why additional agreements could not be reached for DBEs to perform the work. A bidder using good business judgment would consider a number of factors in negotiating with subcontractors, including DBE subcontractors, and would take a firm's price and capabilities as well as contract goals

into consideration. However, the fact that there may be some additional costs involved in finding and using DBEs is not in itself sufficient reason for a bidder's failure to meet the contract DBE goal, as long as such costs are reasonable. Also, the ability or desire of a prime contractor to perform the work of a contract with its own organization does not relieve the bidder of the responsibility to make good faith efforts. Prime contractors are not, however, required to accept higher quotes from DBEs if the price difference is excessive or unreasonable.

- Not rejecting DBEs as being unqualified without sound reasons based on a thorough investigation of their capabilities. The contractor's standing within its industry, membership in specific groups, organizations, or associations and political or social affiliations (for example union vs. non-union employee status) are not legitimate causes for the rejection or non-solicitation of bids in the contractor's efforts to meet the project goal.
- Making efforts to assist interested DBEs in obtaining bonding, lines of credit, or insurance as required by the recipient or contractor.
- Making efforts to assist interested DBEs in obtaining necessary equipment, supplies, materials, or related assistance or services.
- Effectively using the services of available minority/women community organizations; minority/women contractors' groups; local, state, and federal minority/women business assistance offices; and other organizations as allowed on a case-by-case basis to provide assistance in the recruitment and placement of DBEs.

AUGUSTA, GEORGIA will ensure that all information is complete and accurate and adequately documents the bidder's/offeree's good faith efforts before AUGUSTA, GEORGIA commits to the performance of the contract by the bidder/offeree. Good faith efforts forms are located in *Attachment 6*.

Information to be Submitted: §26.53(b)

AUGUSTA, GEORGIA treats bidder's/offeree's compliance with good faith efforts requirements as a matter of responsiveness.

Each solicitation for which a contract goal has been established will require the bidders/offerees to submit the following information:

1. The names and addresses of DBE firms that will participate in the contract;
2. A description of the work that each DBE will perform;
3. The dollar amount of the participation of each DBE firm participating;
4. Written and signed documentation of commitment to use a DBE subcontractor whose

participation it submits to meet a contract goal;

5. Written and signed confirmation from the DBE that it is participating in the contract as provided in the prime contractors commitment and;

6. If the contract goal is not met, evidence of good faith efforts.

Administrative Reconsideration: §26.53(d)

Within five (5) days of being informed by AUGUSTA, GEORGIA that a bidder/offeror is not responsive because it has not documented sufficient good faith efforts, a bidder/offeror may request administrative reconsideration. Bidders/offerors should make this request in writing to the following reconsideration official:

Takiya A. Douse
Interim City Administrator
AUGUSTA, GEORGIA
535 Telfair Street, Ninth Floor
706.821.2400
tdouse@augustaga.gov

The reconsideration official will not have played any role in the original determination that the bidder/offeror did not document sufficient good faith efforts.

As part of this reconsideration, the bidder/offeror will have the opportunity to provide written documentation or argument concerning the issue of whether it met the goal or made adequate good faith efforts to do so. The bidder/offeror will have the opportunity to meet in person with the reconsideration official to discuss the issue of whether it met the goal or made adequate good faith efforts to do. AUGUSTA, GEORGIA will send the bidder/offeror a written decision on reconsideration, explaining the basis for finding that the bidder did or did not meet the goal or make adequate good faith efforts to do so. The result of the reconsideration process is not administratively appealable to the USDOT.

Good Faith Efforts when a DBE is Terminated/Replaced on a Contract with Contract Goals: §26.53 (e) & (f)

AUGUSTA, GEORGIA requires that prime contractors not terminate a DBE subcontractor listed on a bid/contract with a DBE contract goal without AUGUSTA, GEORGIA's prior written consent. Prior written consent will only be provided where there is "good cause" for termination of the DBE firm, as established by Section 26.53(f)(3) of the DBE regulation.

Before transmitting to AUGUSTA, GEORGIA its request to terminate, the prime contractor must give notice in writing to the DBE of its intent to do so. A copy of this notice must be provided to AUGUSTA, GEORGIA prior to consideration of the request to terminate. The DBE will then have five (5) days to respond and advise AUGUSTA, GEORGIA of why it objects to the proposed termination.

In those instances where “good cause” exists to terminate a DBE’s contract, AUGUSTA, GEORGIA will require the prime contractor to make good faith efforts to replace a DBE that is terminated or has otherwise failed to complete its work on a contract, with another certified DBE, to the extent needed to meet the contract goal. AUGUSTA, GEORGIA will require the prime contractor to notify the DBELO immediately of the DBE’s inability or unwillingness to perform and provide reasonable documentation.

In this situation, AUGUSTA, GEORGIA will require the prime contractor to obtain prior approval of the substitute DBE and to provide copies of new or amended subcontracts, or documentation of good faith efforts.

If the contractor fails or refuses to comply in the time specified, AUGUSTA, GEORGIA’s contracting office will issue an order stopping all or part of payment/work until satisfactory action has been taken. If the contractor still fails to comply, the contracting officer may issue a termination for default proceeding.

Race-Conscious Sample Bid Specification:

The requirements of 49 CFR Part 26, Regulations of the U.S. Department of Transportation, apply to this contract. It is the policy of AUGUSTA, GEORGIA to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. All firms qualifying under this solicitation are encouraged to submit bids/proposals. Award of this contract will be conditioned upon satisfying the requirements of this bid specification. These requirements apply to all bidders/offerors, including those who qualify as a DBE. A DBE contract goal of _____ percent has been established for this contract. The bidder/offeror shall make good faith efforts, as defined in Appendix A, 49 CFR Part 26 (Attachment 2), to meet the contract goal for DBE participation in the performance of this contract.

The bidder/offeror will be required to submit the following information:

- 1. The names and addresses of DBE firms that will participate in the contract;*
- 2. A description of the work that each DBE firm will perform;*
- 3. The dollar amount of the participation of each DBE firm participating;*
- 4. Written documentation of the bidder’s/offeror’s commitment to use a DBE subcontractor whose participation it submits to meet the contract goal;*
- 5. Written confirmation from the DBE that it is participating in the contract as provided in the commitment made under (4); and*
- 6. If the contract goal is not met, evidence of good faith efforts.*

Counting DBE Participation (§26.55)

AUGUSTA, GEORGIA will count DBE participation toward overall and contract goals as provided in 49 CFR 26.55.

SUBPARTS D & E – CERTIFICATION

Unified Certification Programs (§26.81)

AUGUSTA, GEORGIA is not a certifying agency but is a member of a Unified Certification Program (UCP) administered by the Georgia Department of Transportation (GDOT). The UCP will meet all of the requirements of this section. AUGUSTA, GEORGIA will use and count for DBE credit only those DBE firms certified by GDOT.

The UCP is a “one-stop shopping” certification program that eliminates the need for a DBE or Airport Concessions Disadvantaged Business Enterprise (ACDBE) firms to obtain certifications from multiple agencies within the State. A business certified as a DBE or ACDBE through the GDOT is automatically accepted by all USDOT recipients in Georgia.

GDOT is charged with the responsibility of overseeing the certification activities performed by its designated certifying agencies and compiling and maintaining a single statewide database of certified DBEs. The database is intended to expand the use of DBE and ACDBE firms by maintaining complete and current information on those businesses and the products and services they can provide to all USDOT recipients in Georgia.

As mandated by USDOT in the DBE Program, Final Rule 49 Code of Federal Regulations (CFR), Parts 23 and 26, all public agencies that receive USDOT federal financial assistance must participate in a statewide unified certification program. These public agencies, commonly referred to as “recipients” of USDOT funds, include municipalities, counties, special districts, airports, transit agencies, and the Georgia Department of Transportation (GDOT).

GDOT is the agency responsible for certifying DBE and ACDBE firms. You only need to apply for DBE or ACDBE certification at one agency. If your firm meets the General Criteria for DBE or ACDBE certification as provided on the Application Package, submit your completed application, along with the requested documentation to the following certifying agency:

Georgia Department of Transportation (GDOT) One Georgia Center
600 West Peachtree St., N.W.
EEO, 7th Floor
Atlanta, GA 30308
(404) 631-1972
www.dot.ga.gov

A copy of GDOT’s certification process and application can be found online at:

<https://www.dot.ga.gov/GDOT/Pages/DBE.aspx>

Reciprocity with Other UCPs

GDOT has not initiated reciprocity with any other state UCPs; however, GDOT does have an “Interstate Certification” process by which DBEs and ACDBEs certified in other states can apply for DBE or ACDBE certification in the state of Georgia.

The Georgia Unified Certification Program has published the DBE Interstate Application Checklist and the DBE Interstate Application Affidavit. The Interstate Certification process applies to firms already certified in their home state and seeking certification in Georgia. Guidance provided by the USDOT in the summer of 2014, provided that a firm currently certified in its home state is not required to submit a new uniform certification application as if it were seeking certification for the first time. A DBE firm may simply present a copy of its DBE application among other required documents as submitted to its home State's UCP. The DBE Interstate Application Checklist provides the list of items required. The DBE Interstate Application Affidavit must be completed and submitted with the application.

SUBPART F – COMPLIANCE AND ENFORCEMENT

Information, Confidentiality, Cooperation (§26.109)

AUGUSTA, GEORGIA will safeguard from disclosure to third parties information that may reasonably be regarded as confidential business information, consistent with federal, state, and local law.

Notwithstanding any contrary provisions of federal, state or local law, AUGUSTA, GEORGIA will not release personal financial information submitted by a DBE applicant to a third party (other than GDOT) without the written consent of the submitter.

Monitoring Payments to DBEs

AUGUSTA, GEORGIA will require prime contractors to maintain records and documents of payments to DBEs for three years following the performance of the contract. These records will be made available for inspection upon request by any authorized representative of AUGUSTA, GEORGIA or GDOT. This reporting requirement also extends to any certified DBE subcontractor.

AUGUSTA, GEORGIA will perform interim audits of contract payments to DBEs. The audit will review payments to DBE subcontractors to ensure that the actual amount paid to DBE subcontractors equals or exceeds the dollar amounts stated in the schedule of DBE participation.

ATTACHMENTS

- Attachment 1: Definitions
 - Attachment 2: Organizational Chart
 - Attachment 3: Minority Owned Financial Institutions
 - Attachment 4: GDOT DBE Directory
 - Attachment 5: Monitoring and Enforcement Mechanisms/Legal Remedies
 - Attachment 6: Good Faith Efforts Forms
 - Attachment 7: DBE Regulation, 49 CFR Part 26
-
- Appendix A: AUGUSTA, GEORGIA Summary of DBE – Monthly Subcontractors Paid Report

ATTACHMENT 1

Terms and Definitions

ATTACHMENT 1

TERMS AND DEFINITIONS

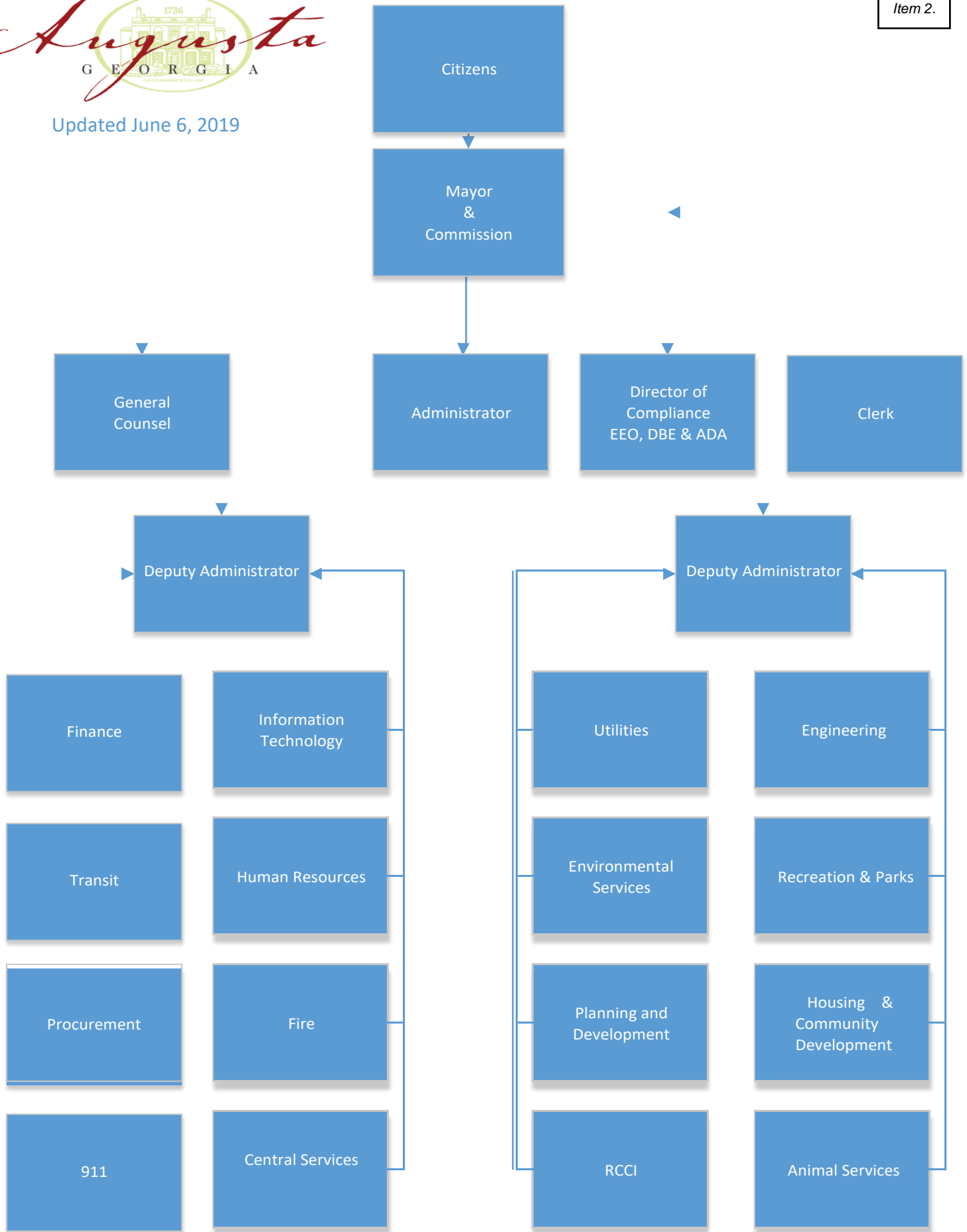
The terms used in this program are defined in 49 CFR Part 26.5. The reader is referred to this section of the Federal regulations for detailed information about their meanings.

The Code of Federal Regulation (CFR) Title 49 Part 26 as of 10/05/2022

This document can be accessed at :

https://www.ecfr.gov/cgi-bin/text-idx?SID=2dd6ec15157701acc589be830b1ef30e&mc=true&node=se49.1.26_15&rgn=div8

ATTACHMENT 3
Organizational Chart



ATTACHMENT 3

Minority-Owned Financial Institutions

Minority-Owned Financial Institutions (Georgia)

A list of Minority-Owned Depository Institutions as provided by the Federal Deposit Insurance Corporation (FDIC) can be found via the link provided below:

Minority Depository Institutions List

Access to the most current list is provide per quarter.

ATTACHMENT 4
Georgia Unified Certification Program
DBE Directory

Georgia Department of Transportation

DBE Unified Certification Program Directory

<https://gdotbiext.dot.ga.gov/ext-bi/saw.dll?dashboard>

ATTACHMENT 5
Monitoring and Enforcement Mechanisms/Legal Remedies

MONITORING AND ENFORCEMENT MECHANISMS

The following sections contain the standards, policies, practices and procedures AUGUSTA, GEORGIA uses to assess whether a contractor is in compliance with regulatory and contract requirements applicable to DOT-assisted projects:

(1) REGULATORY PROVISIONS

Including but not limited to:

A. 49 CFR Part 26 – Participation by Disadvantaged Business Enterprises
Department of Transportation Financial Assistance Programs; particularly,
Subpart F, Compliance and Enforcement

B. 49 CFR Part 29 – Government-wide Debarment and Suspension (Non-Procurement) and Government-wide Requirements for Drug-Free Workplace.

C. 49 CFR Part 31 – Program Fraud Civil Remedies

D. 13 CFR Part 121 – Small Business Size Standards

(2) CONTRACT REQUIREMENTS AND REMEDIES

Contract requirements and remedies are provided in this DBE program and by administrative policies, practices, and procedures requirements in each contract. All contractors, as a condition of Participation in any DOT-assisted contract, shall agree to the terms of this DBE program, and shall incorporate the DBE program and the DBE administrative policies, practices and procedures requirements into their contracts and subcontracts at all tiers.

(3) FINDINGS OF NON-COMPLIANCE AND ADMINISTRATIVE SANCTIONS

Contractors found not to be compliant with any part of the DBE program requirements shall be notified of AUGUSTA, GEORGIA's finding of Non-Compliance, in writing, by certified mail. The notice shall cite the DBE program requirement under which the contractor is non-compliant, state the date of the findings and the grounds on which the finding was made and state the category of sanctions being imposed.

Upon a finding of non-compliance, AUGUSTA, GEORGIA may choose to impose sanctions.

(4) ENFORCEMENT MECHANISMS

The federal government has available several enforcement mechanisms that it may apply to firms participating in the DBE program, including, but not limited to, the following:

A. Suspension or debarment proceedings pursuant to 49 CFR Part 26

B. Enforcement action pursuant to 49 CFR Part 31

C. Prosecution pursuant to 18 USC 1001.

(5) RESOLUTION OF DISPUTES BETWEEN CONTRACTOR AND SUBCONTRACTORS

Disputes between the Contractor and any lower-tier DBE subcontractors, which cannot be settled by discussions between the parties involved, shall be settled as described herein. Contractor shall notify AUGUSTA, GEORGIA of such dispute within 10 days of failure to resolve through written cure notice process described above. These provisions shall not apply to disputes between the Contractor and AUGUSTA, GEORGIA. The Contractor and Subcontractors shall include the dispute resolution provision in their contract. Both parties shall agree to proceed through informal meetings, mediation, or arbitration, or any combination thereof. Dispute submittals shall include terms and timeframes and the service or assistance to be employed.

ATTACHMENT 6
Good Faith Effort Forms

EVIDENCE OF GOOD FAITH EFFORTS

This completed form should be furnished to AUGUSTA, GEORGIA

CURRENT DATE: ____/____/____

RFP/RFQ/P.O./Bid/Solicitation/Other: _____

PROJECT DESCRIPTION: _____

BIDDER/OFFERER(FIRM): _____

CONTACT PERSON: _____ TELEPHONE: _____

ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____ EMAIL: _____

To determine whether a bidder/offerer has demonstrated good faith efforts to reach the DBE utilization goal(s) on the above-referenced project, AUGUSTA, GEORGIA will consider, AT A MINIMUM, EVIDENCE OF GOOD FAITH EFFORTS as described in the table below.

YES <input checked="" type="checkbox"/>	NO <input checked="" type="checkbox"/>	EVIDENCE OF GOOD FAITH EFFORTS
		PRE-BID MEETING(S): The bidder/offerer attended all pre-bid meetings scheduled by AUGUSTA, GEORGIA to inform DBEs of contracting and subcontracting opportunities.
		COMMUNITY RESOURCES: The bidder/offerer used the services of available community organizations, small and/or disadvantaged business assistance offices and other organizations that provided assistance in the recruitment and placement of DBE firms.
		DBE LIST(S): The bidder/offerer utilized the GDOT list of certified DBE firms found on the GDOT website.
		ADVERTISEMENT: The bidder/offerer advertised in general circulation and/or trade association publications concerning subcontracting opportunities and allowed DBEs reasonable time to respond.
		WRITTEN NOTICE(S): The bidder/offerer took the necessary steps to provide written notice in a manner reasonably calculated to inform DBEs of subcontracting opportunities and allowed sufficient time for them to participate effectively.
		SMALL CONTRACT(S): The bidder/offerer selected specific portions of the work to be performed by DBEs in order to increase the likelihood of meeting the DBE goals (including breaking down contracts into smaller units to facilitate DBE participation).
		INFORMATION: The bidder/offerer provided interested DBEs with adequate information about the plans, specifications, and requirements of the subcontract.
		FOLLOW-UP: The bidder/offerer followed-up initial indications of interest by DBEs by contacting those DBEs to determine with certainty if they remained interested in bidding.
		GOOD FAITH NEGOTIATIONS: The bidder/offerer negotiated in good faith with interested DBEs and did not reject DBEs as unqualified without sound business reasons based on a thorough investigation of their capabilities.

EVIDENCE OF GOOD FAITH EFFORTS

- a) A report of all proposals received from a joint venture of DBE firms. The report shall indicate the action taken by the bidder/offerer in response to the submitted proposals that have been rejected, and the reason for rejection shall be indicated.
- b) Documentation of efforts to enter into agreements with DBE firms for contracted work and efforts to arrange for a joint venture, partnership, or other business relationship with DBEs.
- c) Documented contact with DBE firms, associations, or business development organizations which disseminate information to DBE firms.
- d) A copy of letters sent to groups in relevant market sectors notifying them of the bidder's/offeror's intent to submit a proposal to AUGUSTA, GEORGIA.
- e) Description of assistance provided by the bidder to DBE firms:
 - 1. Review of Request for Proposal or other documents issued by AUGUSTA, GEORGIA.
 - 2. Review of the Scope of Work to be performed.
 - 3. Efforts to assist interested DBEs with bonding, insurance, lines of credit as required by the bidder/offerer.
- f) Documentation of any other effort(s) undertaken by the bidder to encourage the participation of DBE firms.
- g) Overall operation of the bidder/offerer may be considered in evaluating the Evidence of Good Faith Efforts of the bidder/offerer to comply with the goals and intent of the disadvantaged business enterprise goals for AUGUSTA, GEORGIA.
- h) Any other documentation to demonstrate Evidence of Good Faith Efforts to satisfy the objectives outlined above.

ASSISTANCE

You may contact the DBE Liaison Officer for assistance with completing any DBE form or document. You may also contact the DBE Liaison Officer for assistance in identifying available, capable, and willing DBE firms.

CONTACT US

Phyllis Johnson
 Compliance Department Director
 Augusta, Georgia
 535 Telfair Street, Suite 530
 706.826.1325
p.johnson@augustga.gov
www.augustaga.gov

ATTACHMENT 7

DBE Regulation, 49 CFR Part 26

DBE Regulation, 49 CFR Part 26

<https://www.ecfr.gov/current/title-49/subtitle-A/part-26>

Appendix F to Part 26—Uniform Certification Application

<https://www.ecfr.gov/current/title-49/part-26/appendix-Appendix%20F%20to%20Part%2026>

Appendix G to Part 26—Personal Net Worth Statement

<https://www.ecfr.gov/current/title-49/part-26/appendix-Appendix%20G%20to%20Part%2026>

APPENDIX A
AUGUSTA, GEORGIA
SUMMARY OF DISADVANTAGED BUSINESS ENTERPRISE (DBE)
MONTHLY SUBCONTRACTORS PAID REPORT



AUGUSTA, GEORGIA

Summary of Disadvantaged Business Enterprise (DBE) - Monthly Subcontractors Paid Report

Item 2.

Reporting Period (Month/Year)	Report Number	Date Prepared
-------------------------------	---------------	---------------

1) Project Name		2) Project Location	
3) Contract Number	4) Original Contract Award Amount	5) Contract Award Date	
6) Current Contract Value	7) AUGUSTA, GEORGIA Payment to Prime This Month	8) Total Amount Paid to Prime to Date	
9) Date of Last Progress Payment Received from AUGUSTA, GEORGIA		10) Percent of Project Complete	11) DBE Goal Percentage (committed)
12) Prime Contractor		13) Contact Person	
14) Street Address		15) City/State/ZIP	
16) Area Code/Phone No.		17) Email Address	
18) SUBCONTRACTOR/SUPPLIER	Dollars Paid This Month	Dollar Amount Paid to Date	Schedule Activity ID (Construction only)
Type of Work Performed	Original Dollar Amount Committed	Dollar +/- resulting from Change Order Activity	
Subcontractor/Supplier #1	↓	↓	↓
Name			
Address			
Area Code/Phone			
Contact Person			
Subcontractor/Supplier #2	↓	↓	↓
Name			
Address			
Area Code/Phone			
Contact Person			
Subcontractor/Supplier #3	↓	↓	↓
Name			
Address			
Area Code/Phone			
Contact Person			



AUGUSTA, GEORGIA

Summary of Disadvantaged Business Enterprise (DBE) - Monthly Subcontractors Paid Report

Item 2.

Reporting Period (Month/Year)

Report Number

Date Prepared

Subcontractor/Supplier #4	↓	↓					
Name							
Address							
Area Code/Phone							
Contact Person							
Subcontractor/Supplier #5	↓	↓	↓	↓	↓	↓	↓
Name							
Address							
Area Code/Phone							
Contact Person							
Subcontractor/Supplier #6	↓	↓	↓	↓	↓	↓	↓
Name							
Address							
Area Code/Phone							
Contact Person							

INSTRUCTIONS

The Prime shall make prompt payment of all monies due and owed to DBE and non-DBE firms within 15 business days upon receipt of payment from AUGUSTA, GEORGIA (AUGUSTA, GEORGIA) as per Contract Agreement. Payment of retention shall be made to all DBE and non-DBE subcontractors within 15 days after satisfactory completion of the subcontracted work.

This form is due to AUGUSTA, GEORGIA by the 15th of each month and should reflect all payments made to subs through the last day of the previous month.

The Prime must report monthly, even if the sub(s) did not perform any work for the previous month. Please forward signed documents by email and/or fax to AUGUSTA, GEORGIA's DBE Liaison Officer.

Completed By:

Name	Signature	Date

Summary of Disadvantaged Business Enterprise (DBE) - Monthly Subcontractors Paid Report

Reporting Period (Month/Year)	Report Number	Date Prepared
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Invoice Payment History

DBE Subcontractors/Suppliers		Sub/Supplier #1	Sub/Supplier #2	Sub/Supplier #3	Sub/Supplier #4	Sub/Supplier #5	Sub/Supplier #6	DBE Sub/Supplier Total
Invoice Numbers	Invoice Date and Date Paid	Amount Paid \$	Amount Paid \$	Amount Paid \$	Amount Paid \$	Amount Paid \$	Amount Paid \$	Amount Paid \$
GRAND TOTAL (Paid to Date)								

**AUGUSTA, GEORGIA****Summary of Disadvantaged Business Enterprise (DBE) - Monthly Subcontractors Paid Report**

Reporting Period (Month/Year)	Report Number	Date Prepared
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Instructions – Summary of Monthly DBE Payments Information**SUCCESSFUL BIDDER:**

- This form requires specific information regarding the disadvantaged business enterprise subcontractors paid on this construction contract.

The form must be completed for all DBEs paid for each monthly period. The form requires that the Reporting Period (month/year) be included. A Report Number should also be completed. This field should include a sequential number with the first form having number “1.” The date prepared should also be included.

IMPORTANT: Identify **all** DBE firms that were paid during the reporting period for the project, regardless of tier. Names of the First Tier DBE Subcontractors and their respective item(s) of work listed should be consistent, where applicable, with the names and items of work in the “List of Subcontractors” submitted with your bid.

There is a column for the “Dollars Paid This Month.” Enter the Total amount paid for each DBE firm for the reporting period. Also include the total amount paid to date, which shall include the amount paid for the current reporting period.

Include the Schedule Activity ID for construction contracts. Include a brief description for the type of work performed. The original dollar amount committed to the DBE firm should be included in the appropriate Column and any increase or decrease in the subcontract amount resulting from a change order shall be included in the “Dollar +/- resulting from Change Order Activity” column.

The Summary of Monthly DBE Payments report must be signed and dated by the prime contractor’s representative that is responsible for reporting DBE compliance matters. The form must be submitted no later than the 15th day of each month.



U.S. Department
Of Transportation
**Federal Transit
Administration**

FTA Region IV

230 Peachtree Street NW
Suite 800
Atlanta, GA 30303

November 12, 2013

Yvonne Gentry
DBE Liaison Officer
Augusta Public Transit
1535 Fenwick Street
Augusta, GA 30904

Re: DBE Program Concurrence – Recipient ID No. 2016

Dear Ms. Gentry:

This letter is to confirm that the Federal Transit Administration (FTA) received the Augusta Public Transit's revised Disadvantaged Business Enterprise (DBE) Program on September 19, 2013. This submission is required pursuant to 49 CFR Part 26, "Participation by Disadvantaged Business Enterprises in Department of Transportation Programs."

After reviewing Augusta Public Transit's revised DBE Program, we have determined the submission meets the requirements set out in the DBE regulations. FTA concurs with the Augusta Public Transit's DBE Program as of November 12, 2013. The DBE Program status in FTA's TEAM-Web has been updated to reflect this concurrence.

Please note that if significant changes to your program occur, including a change in the DBE Liaison Officer, the Augusta Public Transit must submit an updated DBE Program to this office. Should you have any questions regarding this review determination, please contact me at (404) 865-5471 or at Carlos.Gonzalez3@dot.gov.

Thank you for your ongoing efforts to meet the FTA civil rights requirements.

Sincerely,

Carlos A. Gonzalez
Region IV Civil Rights Officer

cc: Sharon E. Dottery, Transit Contract Manager, Augusta Public Transit (Electronic)
Dr. Yvette G. Taylor, FTA Regional Administrator, Region IV (Electronic)
Monica McCallum, Regional Division Chief, FTA Civil Rights (Electronic)



Administrative Services Committee Meeting

Meeting Date: 2/14/2023

DBE Program

Department:	Compliance Department
Presenter:	Phyllis Johnson
Caption:	Approve and update Augusta Georgia's DBE Program for federally assisted contracts in order to comply with the Department of Transportation's program and update DBE rule 49 CFR Part 23.
Background:	The Compliance Department- DBE Division submitted the Disadvantaged Business Program to FTA on 9/2013. Attached is the approval letter from FTA dated 11/12/2013.
Analysis:	N/A
Financial Impact:	N/A
Alternatives:	N/A
Recommendation:	Approve the motion to amend
Funds are available in the following accounts:	N/A
<u>REVIEWED AND</u>	Finance
<u>APPROVED BY:</u>	Law
	Administrator
	Clerk of Commission

Disadvantaged Business Enterprise Program

AUGUSTA, GEORGIA
DEPARTMENT OF TRANSPORTATION
DBE PROGRAM - 49CFR PART 26

POLICY STATEMENT

Section 26.1, 26.23 Objectives/Policy Statements

Augusta, Georgia has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Parts 26. Augusta, Georgia has received Federal financial assistance from the Department of Transportation , and as a condition of receiving this assistance, Augusta, Georgia has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of Augusta, Georgia to ensure that DBEs are defined in Part 26, have an equal opportunity to receive and participate in DOT - assisted contracts. It is also our policy:

1. To ensure nondiscrimination in the award and administration of DOT- assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT - assisted contracts;
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in DOT - assisted contracts;
6. To assist the development of firms that can compete successfully in the market place outside the DBE Program.

Yvonne Gentry has been delegated as the DBE Liaison Officer. In that capacity, Yvonne Gentry is responsible for implementing all aspects of the DBE program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by Augusta, Georgia in its financial assistance

agreements with the Department of Transportation.

Augusta, Georgia has disseminated this policy statement to the Augusta, Georgia Commission and Mayor of Augusta, Georgia, and all the components of our organization. We have distributed this statement to DBE and non-DBE business communities that perform work for us on DOT - assisted contracts. The policy statement is part of the certification and representation documents that all contractors must sign when participating in a DOT-assisted contract. Information is has been submitted to the Procurement Department and is also available on the Augusta, Georgia website.

Handwritten signature
[Signature of Recipients Chief Executive Officer] Date 3/31/15

1 CM
- 1/17/15

ATTEST:

Nancy W. Morawski
Dep. CLERK OF COMMISSION

SUBPART A - GENERAL REQUIREMENTS

Section 26.1 Objectives

The objectives are found in the policy statement on the first page of this program.

Section 26.3 Applicability

Augusta, Georgia is the recipient of federal transit funds authorized by Titles I, III, V, and VI of ISTEA, Pub. L. 102- 240 or by Federal transit laws in Title 49, U.S. Code, or Titles I, II, and V of the Teas-21, Pub. L. 105-178.

Section 26.5 Definitions

Augusta, Georgia adopted the definitions contained in Section 26.5 of Part 26 for this program, definitions for terms used in this program are found in Attachment I.

Limitations

This DBE program is only for DOT - assisted contracts and other state funded contracts having mandatory DBE requirements. All DOT funded projects are subject to the requirements of 49 CFR Part 26. These requirements are mandatory and non-negotiable. Augusta enforces DBE requirements and/or State Agencies in accordance with State and Federal laws. The U.S. District Court for the Southern District of Georgia has entered an Order enjoining the Race-Based portion of Augusta, Georgia's DBE Program. A copy of this Order may be obtained at: <http://www.augustaga.gov/index.aspx?NID=1448>

Thus, Augusta, Georgia does not have or operate a Disadvantaged Business Enterprise (DBE), Minority Business Enterprise (MBE) or Women Owned Business Enterprise (WBE) program for projects (or portions of projects) having Augusta, Georgia as the source of funding.

Section 26.7 Non-discrimination Requirements

Augusta, Georgia will never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, or national origin.

In administering its DBE program, Augusta, Georgia will not, directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE program with respect to individuals of a particular race, color, sex, or national origin.

Section 26.11 Record Keeping Requirements

Uniform Report of DBE Awards or Commitments and Payment: 26.11(a)

Augusta, Georgia will report DBE participation twice each year by June 1st and December 1st, using the Uniform Report of DBE Awards/Commitments and Payment form. These reports will reflect payments actually made to DBEs on DOT-assisted contracts. The information of this report will be forwarded to FTA through FTA's Transportation Electronic Award and Management (TEAM) system.

Bidders List: 26.11(b)

Augusta, Georgia will create and maintain a bidders list, consisting of information about all DBE and non-DBE firms that bid or quote on DOT - assisted contracts. The purpose of this requirement is to allow use of the bidder's list approach to calculating overall goals. The bidder list will include the name, address, DBE and non-DBE status, age, and annual gross receipts of firms.

Augusta, Georgia will collect this information in the following ways:

Augusta, Georgia will include a notice in all solicitations requiring prime bidders to report the names/addresses, and possibly other information, of all firms who quote to them on subcontracts directly to Yvonne Gentry. In addition, August, Georgia will also collect this information when a vendor is selected to begin the work or service and request vendors to report the names, address, and email addresses of all firms who quote to them on subcontracts.

To further ensure that Augusta, Georgia provides qualified vendors an opportunity to perform work, during public outreach activities and the participation in professional events, Augusta, Georgia will ensure that staff is able to collect vendor information and/or direct vendors to the website where the DBE program will be located.

Section 26.13 Assurances

Augusta, Georgia has signed the following assurances, applicable to all DOT - assisted contracts and their administration:

Federal Financial Assisted Agreement Assurance: 26.13(a)

Augusta, Georgia shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT - assisted contract or in the administration of its DBE Program or the requirements of 49 CFR Part 26. The recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT- assisted contracts. The recipient's DBE Program, as required by 49 CFR Part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to Augusta, Georgia of its failure to carry out its approved program, the Department may impose sanction as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

This language will appear in financial assistance agreements with sub-recipients.

Contract Assurance: 26.13(b)

Augusta, Georgia will ensure that the following clause is placed in every DOT - assisted contract and subcontract:

The contractor, sub-recipient, or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

SUBPART B - ADMINISTRATIVE REQUIREMENTS

Section 26.21 DBE Program Updates

Since the Augusta, Georgia has received a grant \$250,000 or more in FTA planning capital, and or operating assistance in a federal fiscal year, Augusta, Georgia will continue to carry out this program until all funds from DOT financial assistance have been expended. Augusta, Georgia will provide to DOT updates representing significant changes in the program.

Section 26.25 DBE Liaison Officer (DBELO)

Augusta, Georgia has designated the following individual as our DBE Liaison Officer:

Ms. Yvonne Gentry
535 Greene Street - Suite 600B
Augusta, Georgia 30901

(706) 821-2406

ygentry@augustaga.gov

In that capacity, the DBELO is responsible for implementing all aspects of the DBE program and ensuring that Augusta, Georgia complies with all provision of 49 CFR Part 26. The DBELO has direct, independent access to the Mayor and Commissioners concerning DBE program matters. An organizational chart displaying the DBELO's position in the organization is found in Attachment 2 attached hereto and incorporated herein by reference to this program.

The DBELO is responsible for developing, implementing and monitoring the DBE program, in coordination with other appropriate officials. The DBELO has a staff of one (1) to assist in the administration of the program. The duties and responsibilities include the following:

1. Gathering and reporting statistical data and other information as required by DOT.
2. Reviews third party contracts and purchase requisitions for compliance with this program.
3. Works with all departments to set overall annual goals.
4. Ensures (through the Transit Contract Manager) that bid notices and requests for proposals are available to DBEs in a timely manner.
5. Identifies contracts and procurements so that DBE goals are included in solicitations (both race-neutral methods and contract specific goals attainment and identifies ways to improve progress.
6. Analyzes Augusta, Georgia's progress toward attainment and identifies ways to improve progress.
7. Participates in pre-bid meetings.
8. Advises the Mayor, Commissioners on DBE matters and achievement.
9. Chairs the DBE Advisory Committee.
10. Participates in pre-bid meetings.
11. Provides DBEs with information and assistance.
12. Plans and participates in DBE training seminars.
13. Provides outreach to DBEs and community organizations to

advise them of opportunities.

Section 26.27 DBE Financial Institutions

It is the policy of Augusta, Georgia to investigate the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in the community, to make reasonable efforts to use these institutions, and to encourage prime contractors.

On DOT assisted contract to make use of these institutions. We have made the following efforts to identify and use such institutions:

- Researched information available on line to identify DBE financial institutions;
- Searched the Georgia Department of Transportation DBE database for registered financial institutions.

The following are financial institutions that are believed to be owned and controlled by socially and economically disadvantaged individual. Augusta, Georgia will provide this information to DBEs.

Capital City

Margaret Ellis@CapitolCityBank.Atl.com 1268 Broad Street

Augusta, GA 30901

(706) 432-0024

(706) 303-9791 Fax

This financial institution is a community full service bank. The institution has partner with the CSRA Business League to provide additional service to small business community. Information on the availability of such institution can be obtained from the DBE Liaison Officer requested by phone (706) 821-2406 or by fax (706) 821-4228.

Section 26.29 Prompt Payment Mechanisms

✓ Prompt Payment: 26.29(a)

Augusta, Georgia will include the following clause in each DOT-assisted prime contract:

The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than 30 days from the receipt of each payment the prime contract receives from Augusta, Georgia. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of Augusta, Georgia. This clause applies to both DBE and non-DBE subcontracts.

Retainage: 26.29(b)

The prime contractor agrees to return retainage payments to each subcontractor within 30 days after the subcontractors work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of Augusta, Georgia. This clause applies to both DBE and non-DBE subcontracts.

Monitoring and Enforcement: 26.29(c)

- Augusta, Georgia has established the following mechanism to monitor and enforce that prompt payment and retainage is in fact occurring.
- Augusta, Georgia will monitor prime contractors to ensure they are paying their subcontractors within the contractual 30-day time frame by requiring that all prime contractors maintain records and documents of payments to DBEs. Forms for reporting subcontractors' invoices and pay methods will be provided to prime contractors upon contract execution. These forms shall be submitted by the prime contractor along with invoices for payment. These records will be available upon request to any authorized representative of

Augusta, Georgia or U.S. DOT. This requirement also extends to any certified DBE subcontractor.

- Augusta, Georgia will randomly select subcontractors throughout the year from which prime contractors have provided payment information and request that the subcontractor verify payment dates for invoiced work. This monitoring will assist Augusta, Georgia in identifying prime contractors that may not be complying with the prompt payment and retainage sections of this program.

Augusta, Georgia will bring to the attention of the U.S. DOT any false, fraudulent, or dishonest conduct in connection with the program, so that U.S. DOT can take the steps (e.g., referral to the Department of Justice for criminal prosecution under 18 U.S.C. 1001, referral to the U.S. DOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules). Augusta, Georgia will consider similar action under our own legal authorities, including responsibility determinations in future contracts, removal of firms from the prequalified bidders and consultants lists or revocation of DBE certification if applicable, pursuant to Federal and State Law.

Section 26.31 Directory

Augusta, Georgia is a non-certifying member of the Georgia Unified Certification Program (UCP) established in

<http://www.dot.ga.gov/doingbusiness/dbePrograms/Pages/default.aspx>

GDOT serves as Manager for the UCP's electronic DBE Directory, which includes all DBE certifications made by Certifying Members.

The Directory lists the firm's name, address, telephone number, email address, and the type of work the firm has been certified to perform as a DBE. The DBE Directory is updated daily by the Department and other Georgia Unified Certification Program certifying members and is available on the internet at

<http://www.dot.ga.gov//doingbusiness/dbePrograms/Pages/default.aspx>

Certifying members are required to update the DBE Directory within three days of a certification decision. The Directory can be sorted by NAICS code, specialty code, work location and physical location, firm name, business description, or you can download the Directory electronically. Interested parties may contact the Equal Opportunity Office to obtain a current copy of the DBE Directory:

Equal Employment Opportunity
600 West Peachtree Street, NW
(7th Floor)
Atlanta, GA 30308
(404) 631-1972 | (404) 631-1943 Fax

[View Contact Directory](#)

Uniform Certification Program Partner
MARTA
Office of Diversity and Equal Opportunity
2424 Piedmont Road, NE, Atlanta, GA 30324
(404) 848-5270 | (404) 848-4302 Fax

[View MARTA website](#)

Section 26.3 Overconcentration

Augusta, Georgia has not identified that DBE participation is over concentrated in certain types of work or concentrating opportunities in certain types of work or contracting opportunities the following measure will be used to address overconcentration, with prior approval from FTA. The measures include, but are not limited to the following:

- Coordinate with prime bidders to identify and use DBEs in other industry areas outside of the specific overconcentration area.
- Varying the use of contract goals to ensure non-DBEs are not unfairly prevented from competing for subcontracts.

Section 26.35 Business Development Programs

Augusta, Georgia has not established a business development program. The need for such a program will be re-evaluated every eighteen (18) months. Prior to any consideration of developing a program, Augusta, Georgia will seek approval from FTA.

Section 26.37 Monitoring and Enforcement Mechanisms

Augusta, Georgia will take the following monitoring and enforcement mechanisms to ensure compliance with FTA 49 CFR Part 26.

1. Augusta, Georgia will bring to the attention of the Department of Transportation any false, fraudulent, or dishonest conduct in connection with the program, so that DOT can take the steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the DOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in 26.109.
2. We will consider similar action under our own legal authorities, including responsibility determinations in future contracts.
3. We will also provide a monitoring and enforcement mechanism to verify that work committed to DBEs at contract award is actually performed by the DBEs. This will be accomplished by the DBE Liaison.
4. We will keep a running tally of actual payments to DBE firms for work committed to them at the time of contract award.

Section 26.39 - Fostering Small Business Participation (49 CFR Part 26.39)

Augusta, Georgia has incorporated the following non-discriminatory element to its DBE program, in order to facilitate competition on DOT-assisted public works projects by small business concerns (both DBEs and Non-DBE Small Businesses):

- A. Augusta, Georgia will meet its objectives using a combination of following methods and strategies.
 1. Unbundling: Augusta, Georgia, where feasible, may "unbundle" projects or separate large contracts into smaller contracts which may

be more suitable for small businesses participation. Augusta, Georgia will conduct contract reviews on each DOT - assisted contract to determine whether portions of the project could be "unbundled" or bid separately. This determination will be made based on the estimated availability of small businesses able to provide specific scopes of work and will consider any economic or administrative burdens which may be associated with unbundling. Augusta, Georgia will document the factors used to determine whether or not a DOT - assisted contract will be unbundled or bid separately.

2. Outreach and technical assistance: Augusta, Georgia sponsors and participates in outreach and training opportunities for small businesses through various partnerships. Augusta, Georgia participates in business outreach sessions conducted by local municipalities and non-profit agencies which are designed to introduce small businesses to the procurement processes and practices. Additionally, Augusta, Georgia advertises contracting opportunities through various outlets including local newspaper, and trade publication as well as on its website.

B. Definitions

1. Small Business:

Small businesses must meet the definitions specified in Section 3 of the Small Business Act and the Small Business Administration (SBA) regulations implementing it (13 CFR Part 121). A small business is a business that is independently owned and operated, is organized for profit, and is not dominant in its field. Depending on the industry, size standard eligibility is based on the average number of employees for the preceding twelve months or on sales volume averaged over a three- year period.

2. Disadvantaged Business Enterprise:

A for-profit small business (as defined by the Small Business Administration).

-That is at least 51 percent owned by one or more individuals who are

both socially and economically disadvantaged or, in the case of a corporation, in which 51 percent of the stock is owned by one or more such individuals;

-Whose socially and economically disadvantaged owners do not exceed the personal net worth (PNW) as described in 49 CFR Part 26. The current PNW cap is \$1.32 million.

-Whose average annual gross receipts, as defined by SBA regulations over the firm's previous three fiscal years is less than \$22.41 million;

-Whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it; and

-Has been certified as a DBE by the Georgia Department of Transportation (GDOT) in accordance with 49 CFR Part 26.

For the purposes of the small business element of the Augusta Georgia's DBE Program, small businesses which are also owned and controlled by socially disadvantaged individuals will be encouraged to seek DBE certification. Only DBE certified firms will be counted towards DBE race- neutral participation on FTA - assisted contracts.

C. Certification and Verification Procedures

Augusta, Georgia will accept the following certification for participation in the small business element of Augusta, Georgia's DBE Program with applicable stipulations:

1. GDOT DBE Certification - DBE Certification by the Department of Transit which stipulates that a firm has been determined to meet all the requirements in accordance with 49 CFR Part 26. All certification determinations are evidenced by a letter of DBE

certification issued by GDOT.

2. Small Business Enterprise (SBE) - Will require submittal of three years of business tax returns.
3. Georgia Department of Administration HUB Certification - Will require submittal of three years of business tax returns.
4. SBA 8 (a) Business Development Certification (as described in 13 CFR Parts 121 and 124) - will require submittal of three years of business tax returns.

D. Implementation Schedule

Augusta, Georgia will approve the small business element of the Small Business Participation element of the DBE Program by February 28, 2012, and will implement it within three months of DOT's approval of this element.

E. Assurances

Augusta, Georgia makes the following assurances:

1. The DBE Program, including its small business element is not prohibited by state law;
2. Certified DBEs that meet the size criteria established under the DBE Program are presumptively eligible to participate in the small business element of the DBE Program;
3. There are no geographic or local preferences or limitations imposed on FTA - assisted contracts and DBE Program is open to small businesses regardless of their location;
4. There are no limits on the number of contracts awarded to firms participating in the DBE Program;

5. Reasonable effort will be made to avoid creating barriers to the use of new, emerging, or untried businesses; and
6. Aggressive steps will be taken to encourage those minority and women owned firms participating in the small business element of the DBE Program that are eligible for DBE certification to become certified.

SUBPART C - GOALS, GOOD FAITH EFFORTS, AND COUNTING

Section 26.43 Set-asides or Quotas

Augusta, Georgia does not use quotas in any way in the administration of this DBE program.

Section 26.45 Overall Goals

In accordance with Section 26.45, Augusta, Georgia will submit its triennial overall DBE goal to FTA August 1 of 2014. Augusta, Georgia is in Group B.

Augusta, Georgia will also request use of project-specific DBE goals as appropriate, and/or will establish project- specific DBE goals as directed by FTA. The process generally used by Augusta, Georgia to establish overall DBE goals is as follows:

- Augusta, Georgia calculates the amount of FTA funds that it will have available for the three (3) year period covered by the Overall DBE goal. This amount included all allocations from previous years, projections for allocations for three fiscal years and excludes funds that have already been assigned (contracts awarded) to ongoing projects and funds allocated for bus purchases.
- Augusta, Georgia identifies the projects that are carried out annually with FTA funds, and identifies upcoming projects as described in the Transportation

Development Plan (TOP), and during the quarterly grants meeting requests from managers any other projects that will be carried through in the upcoming three years.

- Augusta, Georgia identifies the activities covered by all above mentioned projects, and identifies the NAICS codes that represent these activities. Augusta, Georgia identifies how much of the available funds in the upcoming three years will be used for each NAICS category; with this data Augusta, Georgia creates Table #1 "Funds Available by NAICS Category".
- Augusta, Georgia searches the UCP Directory and creates a list of all DBE companies certified under the identified NAICS codes. Augusta, Georgia adds to this mailing list; all Certified DBEs in Augusta, Georgia; the Bidders List and a list of local business organizations.
- Augusta, Georgia reviews census data and identifies business patterns under the NAICS codes identified as the activities to be funded by FTA funds in the three upcoming years, and determines the number of firms available in Augusta, Georgia under each NAICS category. Using the list of Certified DBEs pulled from the UCP directory by NAICS Category, and the business patterns data, Augusta, Georgia creates Table #2 "Relative Availability of DBEs by NAICS Category". Table #2 provides a figure of the relative available DBEs that could participate in FTA assisted contracts.
- Augusta, Georgia will use a weighted average to develop a base figure, which will be multiplied by the estimated percentage of total dollars expended within each NAICS category (Table I) by the percentage of DBE firms and subcontractors in each NAICS category (Table II).
- Augusta, Georgia will prepare the Goal Methodology document using Table I and Table II and will include a Table III which shows how the base figure is

developed using the weighted average. The document will include the DBE Policy Statement and will request input about the best media outlets that Augusta, Georgia can use to better disseminate the announcement of the DBE Methodology, and continued communication of the availability of FTA funded contracts. The document will also request input on how to better establish a level playing field for the participation of DBEs in the identified projects. This document will be mailed to all entities listed on the Goals Mailing List, and it will request their input by a specific date, in order to be considered prior to publication of the methodology.

- Following this consultation, Augusta, Georgia will publish a notice of the proposed overall goals, informing the public that the proposed goal and its rationale are available for inspection during normal business hours at the DBE Liaison office for 30 days following the date of the notice, and informing the public that Augusta, Georgia and FTA will accept comments on the goals for 45 days from the date of notice.
- Augusta, Georgia will publish the notice in local papers. The notice will provide a link to the Augusta, Georgia website where the notice and methodology will be available; the notice will include the address where comments can be mailed, a telephone number where anyone can leave a voice comment and an email address where comments can be submitted during the comment period.
- Augusta, Georgia's overall goal submission to FTA will include: the goal (including the breakout of estimated race-neutral and race-conscious participation, as appropriate); a copy of the methodology, worksheets, etc. used to develop the goal; a summary of information and comments received during this public participation process and Augusta, Georgia's responses; and proof of publication of the goal in media outlets listed above.
- Augusta, Georgia will begin using the overall goal on October 1 of the specified

year, unless FTA provides other instruction. Augusta, Georgia goal will remain effective for the duration of the three-year period established and approved by FTA.

Section 26.47 Goal Setting and Accountability

If the awards and commitments shown on Augusta, Georgia's Uniform Report of Awards or Commitments and Payments at the end of any fiscal year are less than the overall applicable to that fiscal year, Augusta, Georgia will:

1. Analyze in detail the reason for the difference between the overall goal and the actual awards/commitments;
2. Establish specific steps and milestones to correct the problem identified in the analysis; and
3. Document in detail the analysis, and the steps established to implement a corrective action plan, and maintain information/records regarding the analysis and efforts made.

Section 26.49 Transit Vehicle Manufacturers Goals

Augusta, Georgia will require each transit vehicle manufacturer, as a condition of being authorized to bid or propose on FTA-assisted transit vehicle procurements, to certify that it has complied with the requirements of this section. Alternatively, Augusta, Georgia may, at its discretion and with FTA approval, establish project-specific goals for DBE participation in the procurement of transit vehicles in lieu of the TVM complying with this element of the program.

Section 26.51 Meeting Overall Goals/Contract Goals

Augusta, Georgia will meet its overall goal using race-neutral means of facilitating DBE participation. In order to do so, Augusta, Georgia will implement the following measures to achieve race-neutral DBE participation.

- Arranging solicitations, times for presentation of bids, quantities, specifications and delivery schedules in ways that facilitate participation by DBEs and other small businesses and by making contracts more accessible to small businesses, by means such as those provided under §26.39 of this part;
- Ensuring distribution of the DBE directory, through print and electronic means, to the widest feasible universe of potential prime contractors;
- Carrying out information and communications programs on contracting procedures and specific contract opportunities (e.g., ensuring the inclusion of DBEs and other small businesses, on recipient mailing lists for bidders; ensuring the dissemination to bidders on prime contracts of lists of potential subcontractors.

Section 26.51 Breakout of Estimated Race-Neutral & Race- Conscious Participation

The breakout of estimated race-neutral and race-conscious participation is not part of Augusta, Georgia Transit's DBE Plan. We use only race-neutral goals at this time. Augusta, Georgia expects to meet or exceed its currently established race-neutral goal of 4.83 percent and will not implement a race conscious goal. The assumptions based on spending history and current projections. If for any reason, Augusta, Georgia does not anticipate being able to meet its race- neutral goal then it would update the DBE program to add a race-conscious participation measures. Additional information is included as Attachment 6 of this program.

Section 26.51(d-g) Contract Goals

Augusta, Georgia will use contract goals to meet any portion of the overall goal that would be unmet using race-neutral means. Contract goals are established so that, over the period to which the overall goal applies, they will cumulatively result in meeting any portion of our overall goal that is not projected to be met through the use of race- neutral means. Augusta, Georgia will establish contract goals only on those FTA-assisted contracts that have subcontracting possibilities. We need not establish a contract goal on every such contract, and the size of the contract goals will be adapted to the circumstance of each such contract (e.g. type and location of

work, availability of DBEs to perform the particular type of work).

Augusta, Georgia will express our contract goals as a percentage of the total amount of a DOT - assisted contract for new procurement.

Section 26.53 Good Faith Efforts Procedures

Demonstration of good faith efforts 26.53 (a) & (c)

In those instances where a contract-specific DBE goal is included in a procurement/solicitation, Augusta, Georgia will not award the contract to a bidder who does not either (1) meet the contract goals with verified, countable DBE participation; or (2) document it has made adequate good faith efforts to meet the DBE contract goal, even though it was unable to do so. It is the obligation of the bidder to demonstrate it has made sufficient good faith efforts prior to submission of its bid. The bidder can demonstrate that it has done so either by meeting the contract goal or documenting good faith efforts. Form 1 & 2 for Demonstration of Good Faith Efforts are presented as Attachment 3.

Evaluation of Good Faith Efforts:

The following personnel are responsible for determining whether a bidder/offeror who has not met the contract goal has documented sufficient good faith efforts to be regarded as responsive:

Yvonne Gentry DBE Liaison
Augusta, Georgia Transit
530 Greene Street, Room 306
Augusta, Georgia 30901
(T) 706 821-2406
(F) 706 821-4228
ygentry@augustaga.gov

The process used to determine whether good faiths efforts have been made by a bidder are as follows:

- Selecting portions of the work to be performed by DBEs in order to increase the likelihood that DBE goals will be achieved. This includes, where appropriate, breaking out the contract work items into economically feasible units to facilitate DBE participation, even when the prime contractor might otherwise prefer to perform these work items with its own forces.
- Providing interested DBEs with adequate information about the plans, specifications and requirements of the contract in a timely manner to assist them in responding to a solicitation.
- Negotiating in good faith with interested DBEs. It is the bidder's responsibility to make a portion of the work available to DBE subcontractors and suppliers and to select those portions of the work or material needs consistent with the available DBE subcontractors and suppliers, so as to facilitate DBE participation. Evidence of such negotiation includes the names, addresses and telephone numbers of DBEs that were considered; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and evidence as to why additional agreements could not be reached for DBEs to perform work.
- Effectively using the services of available minority/women community organizations; minority/women contractor's groups; local, state and Federal minority/women business assistance offices; and other organizations as allowed on a case-by-case basis to provide assistance in the recruitment and placement of DBEs.
- Review of the performance of other bidders in meeting the contract goal in comparison to the successful bidders' good faith efforts.

Augusta, Georgia will ensure that all information is complete and accurate and adequately documents the bidder's good faith efforts before we can commit to the

performance of the contract by the bidder/offeree.

Information to be submitted 26.53(b)

Augusta, Georgia treats bidders/offerees' compliance with good faith efforts requirements as a matter of responsiveness.

Each separate solicitation for which a contract goal has been established will require the bidders/offerees to submit the following information:

1. The names and addresses of DBE firms that will participate in the contract;
2. A description of the work that each DBE will perform;
3. The dollar amount of the participation of each DBE firm participating;
4. Written and signed documentation of commitment to use a DBE subcontractor whose participation it submits to meet a contract goal;
5. Written and signed confirmation from the DBE that it is participating in the contract as provided in the prime contractors commitment and
6. If the contract goal is not met, evidence of good faith efforts.

Administrative reconsideration 26.53(d)

Within five days of being informed by Augusta, Georgia that it is not responsive because it has not documented sufficient good faith efforts, a bidder/offeree may request administrative reconsideration. Bidder/offeree should make this request in writing to the following reconsideration official: Janice Allen Jackson, Administrator of Augusta, Georgia, 535 Greene Street, Room 801, Augusta, Georgia 30901; 706 821-2400. The reconsideration official will not have played any role in the original determination that the bidder/offeree did not document sufficient good faith efforts.

As part of this reconsideration, the bidder/offerer will have the opportunity to provide written documentation or argument concerning the issue of whether it met the goal or made adequate good faith efforts to do so. The bidder/offerer will have the opportunity to meet in person with Augusta, Georgia's reconsideration official to discuss the issue of whether it met the goal or made adequate good faith efforts to do. Augusta, Georgia will send the bidder/offerer a written decision on reconsideration, explaining the basis for finding that the bidder did or did not meet the goal or make adequate good faith efforts to do so. The result of the reconsideration process is not administratively appealable to the Department of Transportation.

Good Faith Efforts when a DBE is replaced on a contract 26.53(e)

Augusta, Georgia requires that prime contractors not terminate a DBE subcontractor listed on a bid/contract with a DBE contract goal without Augusta, Georgia's prior written consent. Prior written consent will only be provided where there is a "good cause" for termination of the DBE firm as established by Section 26.53 (f) (3) of the DBE regulation.

Before transmitting to Augusta, Georgia its request to terminate, the prime contractor must give notice in writing to the DBE of its intent to do so. A copy of this notice must be provided to Augusta, Georgia prior to consideration of the request to terminate. The DBE will then have five (5) days to respond and advise Augusta, Georgia of why it objects to the proposed termination.

In those instances where "good cause" exists to terminate the DBE's contract, Augusta, Georgia will require the prime contractor to make good faith efforts to replace a DBE that is terminated or has otherwise failed to complete its work on a contract with another certified DBE, to the extent needed to meet the contract goal. We will require the prime contractor to notify the DBE Liaison officer immediately of the DBE's inability or unwillingness to perform and provide reasonable documentation.

In this situation, Augusta, Georgia will require the prime contractor to obtain Augusta's prior approval of the substitute DBE and to provide copies of new or amended subcontracts, or documentation of good faith efforts.

If the contractor fails or refuses to comply in the time specified, our contracting office will issue an order stopping all or part of payment/work until satisfactory action has been taken. If the contractor still fails to comply, the contracting officer may issue a termination for default proceeding.

Bid Specification Language:

Augusta, Georgia will put the following language:

The requirements of 49 CFR Part 26, Regulations of the Department of Transportation, apply to this contract. It is the policy of the Augusta, Georgia to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. All firms qualifying under this solicitation are encouraged to submit bids/proposals. Award of this contract will be conditioned upon satisfying the requirements of this bid specification. These requirements apply to all bidders, including those who qualify as a DBE. A DBE contract goal of _____ percent has been established for this contract. The bidder shall make good faith efforts, as defined in Appendix A, 49 CFR Part 26 (Attachment 1), to meet the contract goal for DBE participation in the performance of this contract.

The bidder/offerer will be required to submit the following information:

1. The names and addresses of DBE firms that will participate in the contract;
2. A description of the work that each DBE will perform;
3. The dollar amount of the participation of each DBE firm participating;
4. Written and signed documentation of the bidder's commitment to use a DBE subcontractor whose participation is submits to meet a contract goal;
5. Written and signed confirmation from the DBE that it is participating in the

- contract as provided in the prime contractors commitment; and
6. If the contract goal is not met, evidence of good faith efforts.

Section 26.55 Counting DBE Participation

Augusta, Georgia will count DBE participation toward overall and contract goals as provided in 49 CFR 26.55.

SUBPART D – CERTIFICATION STANDARDS

Section 26.61-26.73 Certification Process

Augusta, Georgia is a non-certifying member of the Georgia Unified Certification Program (UCP)

SUBPART E - CERTIFICATION PROCEDURES

Section 26.81 Unified Certification Programs

Augusta, Georgia is the member of a Unified Certification Program (UCP) administered by Georgia Department of Transportation (GDOT). The UCP will meet all of the requirements of this section. Augusta, Georgia will use and counts for DBE credit only those DBE firms certified by the Georgia UCP.

The DBE Certification Program is a Federal Program designed for business owners deemed "socially and economically disadvantaged."

If your firm engages in or intends to engage primarily in transit related goods and services: For additional information contact:

Kimberly A. King, EEO Director One Georgia Center
600 West Peachtree Street, NW (7th Floor)

Atlanta, Georgia 30308

Phone: (404) 631-1972

Fax: (404) 631-1943

Website: www.dot.ga.gov/doingbusiness/dbeprograms/

Reciprocity with Other UCPs

It is understood that:

- a) The UCP, through its Executive Committee, may enter into written reciprocity agreement at any time with UCPs of other states subject to approval of USDOT.
- b) Such reciprocity agreements (s) must outline the specific responsibilities of each participating UCP.
- c) The UCP, and its Members, may accept a DBE certification decision, made by another UCP or state DOT, on a case-by-case basis.
- d) The UCP, and its Members, shall share information concerning Georgia DBE firms or applicants with other UCPs and state DOTs upon written request.

SUBPART F - COMPLIANCE AND ENFORCEMENT

Section 26.109 Information, Confidentiality, Cooperation

Augusta, Georgia will safeguard from disclose to third parties information that may reasonably be regarded as confidential business information, consistent with Federal, state, and local law.

Notwithstanding any contrary provisions of Federal, State, or local law, Augusta, Georgia will not release personal financial information submitted by a DBE

applicant , to a third party (other than the U.S.DOT) without the consent of the applicant.

Monitoring Payments to DBEs

Augusta, Georgia will require prime contractors to maintain records and documents of payments to DBEs for three years following the performance of the contract. These records will be made available for inspection upon request by any authorized representative of Augusta, Georgia or DOT. This reporting requirement also extends to any certified DBE subcontractor.

Augusta, Georgia will perform interim audits of contract payments to DBEs. The audit will review payments to DBE subcontractors to ensure that the actual amount paid to DBE subcontractors equals or exceeds the dollar amounts states in the schedule of DBE participation.

ATTACHMENTS

[List and append; we recommend that a copy of part 26 be attached to the program so that public users to whom we send copies can have it handy]

Attachment 1	Terms and Definitions
Attachment 2	Organizational Chart
Attachment 3	Forms 1 & 2 Demonstration of Good Faith Efforts
Attachment 4	Schedule of DBE Participation
Attachment 5	Breakout of Estimated Race-Neutral & Race Conscious Participation
Attachment 6	Certification Forms
Attachment 7	Procedures for Removal of DBE's Eligibility
Attachment 8	Final DBE Utilization Report

ATTACHMENT 1

DBE PROGRAM for AUGUSTA, GEORGIA'S PUBLIC TRANSIT SYSTEM

TERMS/DEFINITIONS as per 49 CFR §26.5

The terms used in this program are defined in 49 CFR Part 26.5. The reader is referred to this section of the Federal regulations for detailed information about their meanings.

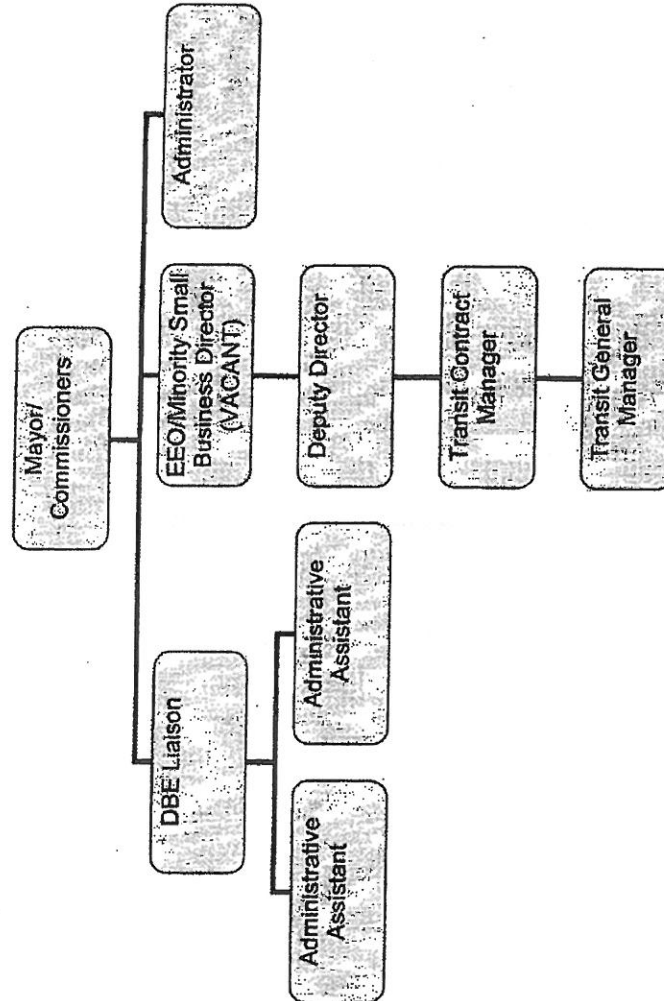
The Code of Federal Regulation (CFR), Title 49 Part 26 (10-1-12 Edition)

This document can be accessed at:

<http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&SID=5fc7946b772f5f6b117c7eeebb0fc39&rgn=div5&view=text&node=49:1.0.0.0.20&idno=49>

Attachment 2
Organizational Chart

Augusta, Georgia



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Revised 8/14/2013

ATTACHMENT 3

Forms 1 & 2 for Demonstration of Good Faith Efforts

Form 1: DISADVANTAGED BUSINESS ENTERPRISE (DBE) UTILIZATION

The undersigned bidder/offerer has satisfied the requirements of the bid specification in the following manner (please check the appropriate space):

____ The bidder/offerer is committed to a minimum of ____% DBE Utilization on this contract.

____ The bidder/offerer (if unable to meet the DBE goal of ____%) is committed to a minimum of ____% DBE utilization on this contract and submits documentation demonstrating good faith efforts.

Name of bidder/offerer's firm: _____

State Registration No. _____

By _____
(Signature)

ATTACHMENT 4

SCHEDULE OF DBE PARTICIPATION

(To be submitted with an executed Letter of Intent from each DBE firm listed in this form)

BID/RLI #:		DATE FORM SUBMITTED:			
PROJECT NAME:		PROJECT START DATE:			
PRIME CONTRACTOR:		ADDRESS:			
CONTACT PERSON:		TELEPHONE #:			
DBE Subcontractor	Explanation of Certification	DBE Contact	Phone	Type of Work To Be Performed	Estimated Sub-Contract Amount
					\$
					\$
					\$
					\$
					\$
					\$
Total Estimated Dollar (\$) DBE Participation					\$
DBE Subcontractor Participation Percentage (Total amount allocated to DBEs divided by Total Contract Amount)					%

The listing of a DBE shall constitute a representation by the bidder/responder to Augusta, Georgia that such DBE has been contacted and properly apprised of the upcoming city project. Bidders/Responders are advised that the information contained herein is subject to verification by Augusta, Georgia's contract representative, with the concurrence of Augusta, Georgia's DBE Liaison, and that submission of said information is an assertion of its accuracy, per the requirements of the DBE Program.

I certify that the above information is true to the best of my knowledge:

Signature	Title	Date
THIS DOCUMENT MUST BE PROVIDED WITH THE SUBMITTAL AND SIGNED BY THE PERSON SIGNING THE SUBMITTAL.		

ATTACHMENT 6

Section 26.51: Breakout of Estimated Race-Neutral & Race Conscious Participation

Augusta, Georgia will meet the maximum feasible portion of its overall annual goal by using race-neutral means for facilitating DBE participation. Augusta, Georgia uses race-neutral means to increase DBE participation. Some examples are:

1. Arranges solicitations, pre-bid meeting times, bid opening times, etc. in ways that accommodate DBE and other small business owners' schedules.
2. Provide assistance with reducing bonding requirements.
3. Provide technical engineering and risk management assistance
4. Advertise in local and regional plan rooms for large dollar and construction projects.
5. Ensure adequate distribution of DBE directory.

Augusta, Georgia will adjust the estimated breakout of race-neutral and race-conscious participation as needed to reflect actual DBE participation (see §26.51 (f)), and Augusta, Georgia will track and report race-neutral and race-conscious participation separately. For reporting purposes, race neutral DBE participation includes, but is not necessarily limited to, the following:

- DBE participation through a prime contract, DBE obtains through customary competitive procurement procedures;
- DBE participation through a subcontract on a prime contract that does not carry a DBE goal;
- DBE participation on a prime contract exceeding a contract goal; and
- DBE participation through a subcontract from a prime contractor that did not consider firm's DBE status in making the award.

Attachment 7
Certification Forms

Augusta, Georgia is the member of a Unified Certification Program (UPC) administered by Georgia Department of Transportation (GDOT). The UPC will meet all of the requirements of this section.

Attachment 8
Procedures for Removal of DBE's Eligibility

Augusta, Georgia is the member of a Unified Certification Program (UPC) administered by Georgia Department of Transportation (GDOT). The UPC will meet all of the requirements of this section.



Administrative Services Committee

February 14, 2023

Minutes

Department:	Clerk of Commission
Presenter:	N/A
Caption:	Motion to approve the minutes of the Administrative Services Committee meeting held on January 31, 2023.
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 MINUTES**

Commission Chamber
Tuesday, January 31, 2023
1:15 PM

ADMINISTRATIVE SERVICES**PRESENT**

Mayor Garnett Johnson
Commissioner Francine Scott
Commissioner Tony Lewis
Commissioner Sean Frantom
Commissioner Jordan Johnson

1. Motion to approve 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)

Motion to approve.

Motion made by Frantom, Seconded by Lewis.
Voting Yea: Scott, Lewis, Frantom, Johnson
2. Motion to Approve 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.

Motion to approve.

Motion made by Lewis, Seconded by Frantom.
Voting Yea: Scott, Lewis, Frantom
Voting Nay: Johnson
3. Motion to approve the purchase of 11 Dodge Police Chargers, bid #22-289 at a total cost of \$485,287 from Thomson Motor Center for the Richmond County Sheriff's Office.

Motion to approve.

Motion made by Frantom, Seconded by Lewis.
Voting Yea: Scott, Lewis, Frantom, Johnson
4. Motion to approve the Human Resource Department to enter into a third-party agreement for the marketplace platform to assist Augusta, Ga employees in locating childcare service providers.

Motion to approve.

Motion made by Lewis, Seconded by Johnson.

Voting Yea: Scott, Lewis, Frantom, Johnson

5. Motion to approve the development of (2) single-family workforce homes, new construction.

Motion to approve.

Motion made by Frantom, Seconded by Lewis.

Voting Yea: Scott, Lewis, Frantom, Johnson

6. Receive as information the emergency request for water mitigation and drying of structure at Craig Houghton in the amount of \$64,231.71 by ServPro of Augusta.

Motion to approve receiving this item as information.

Motion made by Frantom, Seconded by Scott.

Voting Yea: Scott, Lewis, Frantom, Johnson

7. Receive as information an update on the Georgia State Veterans Cemetery.

Motion to approve updating the two commitment letters from the City and the City's letters of support with signature lines to be approved at the next Commission meeting.

Motion made by Johnson, Seconded by Frantom.

Voting Yea: Scott, Lewis, Frantom, Johnson

8. Motion to approve the minutes of the Administrative Services Committee held on January 9, 2023.

Motion to approve.

Motion made by Frantom, Seconded by Lewis.

Voting Yea: Scott, Lewis, Frantom, Johnson

ADDITION TO THE AGENDA - ADDENDUM

1. HUD Lead Hazard Control and Healthy Homes Grant acceptance award of \$3,960,000. (Requested by the Interim Administrator)

It was a consensus of the Committee that this item be added to the agenda.

Motion to approve.

Motion made by Frantom, Seconded by Lewis.

Voting Yea: Scott, Lewis, Frantom, Johnson

2. Discuss the RFP process with the zone deadline approaching. (Requested by Commissioner Sean Frantom)

It was a consensus of the Committee that this item be added to the agenda.

It was a consensus of the Committee that this item be received as information without objection.



Committee Meeting

Meeting Date: Tuesday, February 14, 2023

Georgia County Internship Program (GCIP)

Department:	Human Resource Department
Presenter:	Anita Rookard
Caption:	Grant recipient for the Summer 2023 Georgia County Internship Program
Background:	Augusta Ga, Human Resource Department has been awarded a grant with ACCG Civic Affairs Foundation Internship Program.
Analysis:	
Financial Impact:	The County pays the intern directly and the Foundation reimburses the county for all approved costs after all required paperwork has been provided. The wages for the intern for the 2023 grant period is \$12.00 per hour.
Alternatives:	Intern cannot be paid less than \$12.00 per hour. Total hourly pay for a maximum 200-hour internship may not exceed \$2400 in wages.
Recommendation:	Motion to approve Human Resources to accept the Grant award to participate in the GCIP program.
Funds are available in the following accounts:	N/A
<u>REVIEWED AND APPROVED BY:</u>	N/A

GEORGIA COUNTY INTERNSHIP PROGRAM GRANT AGREEMENT

This **AGREEMENT** is made and entered into by and between the **ASSOCIATION COUNTY COMMISSIONERS OF GEORGIA CIVIC AFFAIRS FOUNDATION, INC.**, (the “**FOUNDATION**”), having its principal office at 191 Peachtree Street, Suite 700, Atlanta, Georgia, 30303, and _____ County (“**COUNTY**”), having its principal office at _____.

In exchange for valuable consideration, the parties agree as follows.

I. GENERAL TERMS.

A. Agreement Term:

This Agreement shall be effective as of the last date of execution by the parties. Pursuant to O.C.G.A. § 36-10-1, approval by the COUNTY’S governing authority and entry on the COUNTY’S minutes is necessary before the parties may execute. Evidence thereof shall be provided to the Foundation from the **COUNTY** Clerk’s Office as requested and incorporated into this Agreement.

B. Purpose of Agreement:

The **FOUNDATION** is providing grant funding through the Georgia County Internship Program pursuant to the grant award letter (“Grant Award Letter”) (**Exhibit A**) to reimburse certain costs to the **COUNTY** to employ interns to complete projects as described in the county grant application (“County Grant Application”) (**Exhibit B**) from May 1, 2023 until September 1, 2023. This Agreement provides the terms and conditions under which the **COUNTY** may receive reimbursement from the **FOUNDATION**.

II. REIMBURSEMENT TO COUNTY.

In exchange for the **COUNTY** hiring the intern(s) to perform projects as described in the approved County Grant Application and to learn about the operations of county government, the **FOUNDATION** shall provide reimbursement to the **COUNTY** as follows:

A. Use of Grant Funds.

1. Amount of Reimbursement

ACCG Civic Affairs Foundation

- a. **Hourly Rate.** The **FOUNDATION** shall reimburse the **COUNTY** for the cost of wages at the rate of \$12.00 per hour for each hour worked up to 200 hours, for a maximum reimbursement of \$2,400.00 for wages per intern, per internship, unless the **COUNTY** has agreed to pay a percentage of the costs as described within the County Grant Application.

The **COUNTY** may pay the intern at a higher rate than \$12.00 per hour at its own expense as provided for in their approved County Grant Application or as established at a later time by the **COUNTY**. In either case, the **COUNTY** shall be responsible for payment for all the costs above the reimbursed hourly rate of \$12.00 per hour, including workers' compensation and FICA.

- b. **Workers' Compensation.** The **FOUNDATION** shall reimburse the **COUNTY** for a portion of the cost to cover the intern under the **COUNTY'S** workers' compensation plan in the Foundation's sole discretion up to a maximum reimbursement rate of up to \$24.00 per intern, per internship.
- c. **FICA.** The **FOUNDATION** shall reimburse the **COUNTY** for a portion of the cost of paying Federal Insurance Contributions Act (FICA) in the Foundation's sole discretion at a maximum reimbursement of up to \$183.60 per intern, per internship.

2. **Additional Compensation for Intern.** The **COUNTY** may pay the intern(s) in an amount greater than \$12.00 per hour or allow the intern(s) to work more than 200 hours during the grant period. However, the **COUNTY** will not be entitled to additional grant reimbursement for wages, workers' compensation, FICA or any other employment costs for the additional wages or hours.

III. Obligations of COUNTY:

- A. **Use of Grant Funds.** Grant reimbursement is limited to the actual amount of wages paid and approved employment costs for up to 200 hours of actual work performed by a qualified intern, from May 1, 2023 to September 1, 2023, for the Foundation approved internship project as described within the attached County Grant Application.
- B. **Compensation.** The **COUNTY** shall pay interns funded in whole or in part by this grant a minimum of \$12.00 per hour for each hour suffered or permitted to be worked by the intern.
- C. **Internship Requirements.** All interns must have on site supervision, be provided with work projects as provided in the approved County Grant Application submitted by the **COUNTY** and be afforded the opportunity to learn about the operations of county government.
- D. **Required Information: Proof of Payment of Intern and Reporting Requirements.** Upon completion of the internship, the **COUNTY** shall provide the following information

ACCG Civic Affairs Foundation

to the **FOUNDATION**: (1) copy of the offer letter provided to the intern upon hire; (2) employment verification, including the E-Verify usage and acknowledgement form (E-Verify Usage and Acknowledgement Form”) (**Exhibit C**); (3) proof of payment for each payment period for every intern receiving funding through this Agreement; (4) signed and completed reimbursement form (“Reimbursement Form”) (**Exhibit D**); and (5) completed Intern Evaluation Form (**Exhibit E**). All required information shall be submitted by the COUNTY and received by the FOUNDATION by October 16, 2023 in order to be eligible to receive grant reimbursement.

- E. Hiring of Intern.** In order to be eligible to receive the reimbursement provided for in Paragraph A of Section II of this Agreement, the **COUNTY** must hire an intern who is an undergraduate student, graduate student, recent college graduate, or a high school student 16 years of age or older who is dually enrolled in a college program, as an employee to perform the projects as provided for in the approved County Grant Application. The **COUNTY** may not hire an intern as an independent contractor for reimbursement under this Agreement. The intern hired must be willing and agreeable to having certain information shared about them and their internship pursuant to this Agreement. The COUNTY must submit to the FOUNDATION no later than July 28, 2023; intern consent form (“Intern Consent Form”) (Exhibit F); the intern information form (“Intern Information Form”) (Exhibit G); and an intern photograph.
- F. Tax Withholdings.** The **COUNTY** is responsible for withholding all applicable state and federal income taxes on an intern’s earnings.
- G. Nondiscrimination in Employment Practices.** The **COUNTY** agrees to comply with federal and state laws, rules and regulations, relative to nondiscrimination in employment practices because of political affiliation, religion, race, color, sex, disability, age over 40 years, national origin or any other protected class as provided by law. Nondiscrimination in employment practices is applicable to employees, applicants for employment, promotions, demotions, dismissal and other elements affecting employment/employees.
- H. Compliance with Applicable Provisions of Federal and State Laws and Regulations.** The **COUNTY** agrees to comply with all applicable federal and state laws, including, but not limited to:
1. **The Americans with Disabilities Act.** The **COUNTY** agrees to comply with all applicable provisions of the Americans with Disabilities Act (ADA) and any relevant federal and state laws, rules and regulations regarding employment practices toward individuals with disabilities and the availability/accessibility of programs, activities, or services for clients with disabilities.
 2. **Fair Labor Standards Act**
 3. **Georgia Security and Immigration Compliance Act.** The **COUNTY** agrees to comply with all of the E-Verify usage and hiring requirements as provided for in O.C.G.A. § 13-10-91(a).

ACCG Civic Affairs Foundation

- I. **Duty to Notify FOUNDATION.** It shall be the duty of the **COUNTY** to notify the **FOUNDATION** if an intern quits or is terminated by the **COUNTY** within five (5) days of separation.
- J. **Nepotism.** If the **COUNTY** has a nepotism policy for new hires, that policy shall apply to the hire and engagement of any intern reimbursed in whole or in part through this grant. In the absence of such a policy, the **COUNTY** shall refrain from hiring interns who are closely related by blood or marriage to **COUNTY** employees or officials who have a hiring or supervisory role over the intern. The **COUNTY** shall apply its personnel policies on dating in the workplace to any intern hired through this grant. If the **COUNTY** fails to follow these requirements, the **COUNTY** will not receive grant funding for any of the interns who have been involved in any of the aforementioned activities at the sole discretion of the **FOUNDATION**.
- K. **Campaign and Other Impermissible Activities.** Interns hired through the Georgia County Internship Program and paid through grant funding are not permitted to work on campaigns for elections of commissioners or for any other elected official as part of their work with the **COUNTY**. Interns are further not permitted to run personal errands for **COUNTY** officials and staff or work on projects that are unrelated to county government. If the **COUNTY** fails to follow these requirements, they will not receive grant funding for any of the interns who have been involved in any of the aforementioned activities at the sole discretion of the **FOUNDATION**.

IV. CONTRACT MODIFICATION

No amendment, modification, or alteration of this **AGREEMENT** shall be valid or effective unless such modification is made in writing and signed by both parties.

V. TERMINATION

This Agreement may be terminated in the following circumstances:

- A. **Due to default or for cause.** The **FOUNDATION** may terminate this **AGREEMENT** at any time if the **COUNTY** fails to perform any of its obligations under this **AGREEMENT** and fails to cure any breach within 10 days of a notice of breach and intention to terminate by the **FOUNDATION**. The **COUNTY** shall be required to submit all required information identified in Section III(D) not later than 20 days after the date of written notice of termination. The **COUNTY** shall not receive any grant reimbursement for costs incurred after the date of termination or in the event a breach occurred that could not be satisfied.
- B. **Due to Early Separation of Intern.** Should the intern funded by this grant be separated from the **COUNTY'S** employment prior to the expiration of their internship period, this **AGREEMENT** shall terminate within 20 days of the separation unless another

ACCG Civic Affairs Foundation

undergraduate student, graduate student, recent graduate, or a high school student 16 years of age or older who is dually enrolled in a college program, is hired to continue and complete the approved internship within the grant period and at least 100 hours are remaining of the internship.

- C. **Natural Termination.** Unless otherwise terminated, this Agreement shall terminate December 31, 2023.
- D. **Survival.** The following sections shall survive termination for any reason of this Agreement: Access to Records, Records Retention, and Investigation; Hold Harmless; Program Publicity and COUNTY Participation;

VI. **Access to Records, Records Retention, and Investigation**

- A. The **FOUNDATION** shall have access to any pertinent books, documents, papers, and records of the **COUNTY** for the purpose of making audit examinations, excerpts, and transcripts. The **COUNTY** shall retain all records related to this grant for seven years from submission of the required information. If any litigation, claim, or audit is started before the expiration of the seven-year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.
- B. The **COUNTY** agrees that the **FOUNDATION** has the authority to investigate any allegation of misconduct made by the **COUNTY** pertaining to this Agreement. The **COUNTY** agrees to cooperate fully in such investigations by providing the **FOUNDATION** reasonable access to its records and any other resources as necessary to investigate the allegation.

VII. **Hold Harmless**

To the extent permitted by law, the **COUNTY** agrees to hold harmless the **FOUNDATION**, Association County Commissioners of Georgia, their employees and agents for any claim growing out of any action performed by the **COUNTY**, its agents or employees under any provision of this contract.

VIII. **Program Publicity and COUNTY Participation**

- A. The **COUNTY** agrees to allow preplanned site visits from the **FOUNDATION** for the purpose of interviewing the intern(s) and supervisor, taking photographs, video, or audio, and reviewing projects that have been assigned. The **COUNTY** further agrees that any photographs or information obtained during such site visits may be used to promote the Georgia County Internship Program and **FOUNDATION**, which may include, but is not limited to, usage through websites, social networking sites, brochures, press releases, and other forms of media.

ACCG Civic Affairs Foundation

- B. The **COUNTY** further agrees that any promotional information by the **COUNTY** regarding the Georgia County Internship Program must be preapproved by the **FOUNDATION**.
- C. The **COUNTY** additionally agrees that any research, study, review, or analysis relative to the Georgia County Internship Program, or internship, conducted by or on behalf of the **COUNTY** must be reviewed and approved by the **FOUNDATION**.

XI. Miscellaneous Provisions

- A. The intern is an employee of the county. At no time shall the intern be considered an employee or independent contractor of the **FOUNDATION**, or the Association County Commissioners of Georgia.
- B. Neither the **FOUNDATION** nor any of its employees, agents, or subcontractors shall be considered a partner, employee, or agent of the **COUNTY**.
- C. Neither party to this **AGREEMENT** shall have the authority to bind the other party.

This **AGREEMENT** is executed and shall be controlled by the laws of the State of Georgia.

XII. CONTRACT EXHIBIT INCLUSION:

This contract includes the following exhibits, which are attached and incorporated herein by reference:

Exhibit A	Grant Award Letter
Exhibit B	County Grant Application
Exhibit C	E-Verify Usage and Acknowledgement Form
Exhibit D	Reimbursement Form
Exhibit E	Intern Evaluation Form
Exhibit F	Intern Consent Form
Exhibit G	Intern Information Form

COUNTY:

**ASSOCIATION COUNTY COMMISSIONERS OF
GEORGIA CIVIC AFFAIRS FOUNDATION, INC:**

Signature

Signature

Printed Name

Dave Wills

Printed Name

Title:

Secretary-Treasurer

Title:

This ____ day of _____, 2023

This ____ day of _____, 2023

COUNTY CLERK CERTIFICATION:

The undersigned Clerk of the governing authority of _____ County, DOES
HEREBY CERTIFY that the Georgia County Internship Program Grant Agreement with the
Association County Commissioners of Georgia Civic Affairs Foundation, Inc. was adopted by the
_____ County Governing Authority in a meeting that was properly advertised
and open to the public on _____, 2023, and that the original of said agreement
appears of record in the minute book of the County, which is in my custody and control.

WITNESS my hand and the official seal of the governing authority of County.

(SEAL)

Clerk

ACCG Civic Affairs Foundation

February 1, 2023

Ms. Ashley Baker
535 Telfair St
Augusta, GA 30901

Dear Ms. Baker:

I am pleased to inform you that Augusta-Richmond County has been awarded a **General Georgia County Internship Program (GCIP) grant** from the Association County Commissioners of Georgia Civic Affairs Foundation ("ACCG Civic Affairs Foundation") contingent upon the parties entering into the terms and conditions of the Georgia County Internship Program Grant Agreement (the "Agreement") that this grant award letter is incorporated hereto. A grant contract package is enclosed for you to complete and return. Upon proper completion of such as solely determined by the ACCG Civic Affairs Foundation, this grant is awarded for the 2023 summer program in the amount of **\$5,215.20** for the **Human Resources** intern project to cover **two** internships. The grant provided must be used to fund costs associated with the intern's salary, FICA, and worker's compensation as specified in the Agreement.

Please contact Michele NeSmith at mnesmith@accg.org or at 404-922-8737 if you need assistance with grant requirements or in publicizing the proposed internship position. While the ACCG Civic Affairs Foundation will post this position through their website and help to publicize it through other channels, it is the responsibility of the County to recruit, interview and hire the intern. In the event the County is unable to hire a summer intern for the project description provided, the grant award designated for this purpose will be rescinded in full.

Congratulations and thank you for participating in the GCIP 2023 grant program.

Sincerely,



Dave Wills
Association County Commissioners of Georgia Civic Affairs Foundation Secretary-Treasurer

cc: Mayor Garnett Johnson
Debra Carter
Lena Bonner
Takiyah Douse



Georgia County Internship Program Grant Application Summer 2023

Applicants should read the entire GCIP Application Packet prior to completing this form.

This application has three sections. Section I requires the applicant to indicate the grant category for the application. Section II requires the applicant to provide answers to a series of questions and Section III requires a detailed description of the internship project being proposed, the need it addresses, and the expected benefits to the county. More information on how to complete the application can be found in the GCIP Application Process and Guidelines document.

The application deadline for the 2023 GCIP grant program is Friday, December 2, 2022

Applications should be sent to **Michele NeSmith** at the Foundation via email to mnesmith@accg.org or by mail to:

**ACCG Civic Affairs Foundation
191 Peachtree Street NE, Suite 700
Atlanta, GA 30303**

Please note that factors that influence consideration include but are not limited to the type of project submitted, the overall impact and benefit to the county of the project(s) proposed, the ability to partially fund the internship position(s), collaboration with other counties, regional commissions, colleges/universities, and/or non-profits, and the number of interns requested.

Reminder: Interns should be currently enrolled in college as undergraduate or graduate students or have recently graduated from college within one year of the grant period. High school students 16 years of age or older who are dually enrolled in a college or university are also eligible. General high school students who have not yet begun college are not eligible. Interns cannot work more than 200 total hours during the grant period. The county and the intern can decide how many hours the intern works per week and the total number of weeks worked. It is recommended that the minimum hours worked per week be no less than 15 hours.



Section I: Grant Category

Select (X) the grant category for this application.

General GCIP Grant	X
Kundell Environmental Grant	
Garner Health and Human Services Grant	

Section II: General Grant Information

County Name:	Augusta Richmond County
County E-Verify Number:	46923
Number of Interns Requested:	2

Are you submitting an application that includes a partner?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
List partners:			
Is your partner a nonprofit, college, or university?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
List contribution level	___\$500 (25%) ___Other		
<i>(Partners can include other counties, regional commissions, colleges/universities, and/or non-profit organizations. Partnerships with colleges/universities, and/or non-profit organizations must include at least a 25% funding contribution from those entities.)</i>			

Name of Grant Coordinator or other Primary Contact:	Ashley Baker / Whitney Sims		
County:	Augusta Richmond County		
Department:	Finance / Human Resources		
Position:	Accountant, Senior / Employment Team Lead		
Address:	535 Telfair Street, Augusta, GA 30901		
Email:	abaker@augustaga.gov / wsims@augustaga.gov	Phone:	706-821-2521 / 706-821-2511

Is the county providing partial funding of the amount needed to fund the internship? (Total cost of the internship is \$2400 plus FICA and WC supplement)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
What amount?	\$:	
OR		
Is the county providing additional funding? (on top of the grant amount)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No



What amount?	\$:	
Who will be the supervisor for the intern? Debra Carter		
<input type="checkbox"/> Same as grant coordinator or other primary county contact <input checked="" type="checkbox"/> Other		
Name:	Debra Carter	
Department:	Human Resources	
Position:	Administrative Assistant III	
Address:	535 Telfair Street, Ste 400, Augusta, GA 30901	
Email:	dcarter@augustaga.gov	Phone: 706-432-5206
Has this individual previously supervised interns?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Is adequate space available to support an intern?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is adequate equipment available (computer, software programs, etc.) for the intern to complete the proposed project(s)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Will outside technical assistance be required for the intern to complete the project?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If Yes, who will provide it:		
Has your county previously had an intern?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Has your county ever had an intern in this field?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Has your county previously received a Georgia County Internship Program (GCIP) grant for interns?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is there a college or university located in your county?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is there a technical college located in your county?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
What special skills should the intern have to be able to complete the project, such as knowledge of certain types of software, experience using certain types of equipment, etc.? (Note this is for a student so years of work in a certain field should not be included.)		
Students should have basic computer skills and knowledge of Microsoft Office Suite (Excel, PowerPoint, and Word).		
Will any special training be provided to the intern?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, please describe: HRIS (CentralSquare), maintaining filing system		
Please describe how your county plans to recruit and advertise the internship position:		
The position will be advertised through GovernmentJobs.com, which is our primary job board that we use for our recruitment. In addition, the bulletin will be sent to the high schools in the area and to our list of colleges/universities. All candidates will need to submit an application along with their transcripts. All applications will be reviewed and qualified applicants will be interviewed.		



Section III: Project Description and Intern Position Title

Project Information

Internship position title:	Human Resources Intern
----------------------------	------------------------

In the gray space below, please FULLY describe the internship position being proposed, the need it addresses, the benefits to the county, and the necessary intern qualifications. The space will expand when you start to type. Include no more than 1-2 additional pages to describe the internship. More information can be found in the GCIP Application Process and Guidelines document

The internship enables opportunities for students to gain real-world experience by working on a wide range of HR projects in an office environment. The internship will provide insights into talent management competencies and specialties including Compensation, Workforce Analytics, HR Service Delivery, Recruiting, Development, Benefits, and Employee Relations. Augusta Richmond County Human Resources is seeking interns with strong work ethics who are highly motivated, organized, and detail oriented. The selected candidate will support the HR team on a variety of projects, to include but not limited to the following:

- Work closely with recruiters to learn about the full-cycle recruiting process.
- Post open positions using the applicant tracking system and on other job sites as needed.
- Assist in new-hire onboarding, including collecting documents and completing checklists.
- Provide support in new-hire orientation.
- Complete employment verifications and background checks.
- Assist with benefits support functions and special projects.
- Learn about the organization's benefits open enrollment process.
- Learn to use the HR management system, CentralSquare.
- Prepare training materials, slides, and handouts.
- Maintain existing employee records.
- Attend recruitment events.



To qualify, interns must be currently enrolled in an undergraduate or graduate program, have graduated college within one year of the internship start date, or currently are high school students who are 16 years of age or older and are dually enrolled in a college or university.

The internship will enhance our ability to accomplish our strategic goals, recruit top talent, and build strong relations within the community and with our students. Current vacancies have created understaffing resulting in a backlog of tasks, missed deadlines, and the assignment of additional duties to current employees. Having an intern will not only eliminate the backlog but bring in fresh and novel ideas which can benefit the HR department. In addition, an intern is an effective way to evaluate the talent of future hires, leading to a possible job offer at the end of the internship. The internship will benefit Augusta Richmond County by fulfilling a civic and professional responsibility. Hiring an intern is an excellent way to give back by providing the students in the community the unique opportunity of really getting to know who they really are as individuals and to identify their strengths and weaknesses.

For questions, email mnesmith@accg.org or call (404) 992-8737

The Georgia County Internship Program is offered by the ACCG Civic Affairs Foundation thanks to the generosity and support of our donors and supporters. The Foundation is a nonprofit 501 (c) (3) organization. For more information, visit www.civicaffairs.org.



Georgia County Internship Program (GCIP) E-Verify Usage and Acknowledgement Form

Georgia law through O.C.G.A. §13-10-91(a) requires all counties to use E-Verify to verify the employment eligibility of all newly hired employees. All intern participants in the GCIP must be verified through this process by the county when they are hired. Failure to complete this process will result in the forfeiture of grant funds by the ACCG Civic Affairs Foundation to the county.

The following information should be prepared by the Human Resources Director or person for your county who processes new employees to verify that the county did use E-Verify to verify the employment eligibility of interns hired through the GCIP. This form is to be submitted along with a copy of the offer letter to complete the proof of hire grant requirement. The county should not submit the E-Verify confirmation issued by USCIS, I9 form, or other sensitive information such as copies of a driver's license, passport, or social security card to satisfy this requirement.

I, _____, acknowledge that _____ County used the E-Verify program to verify the employment eligibility of _____, GCIP summer intern, on the _____ day of _____ 2023.

County Position

Signature

Date

E-Verify Number

Date of E-Verify Authorization

ACCG Civic Affairs Foundation

Georgia County Internship Program (GCIP) Grant Reimbursement Request Form

Grant reimbursements will be mailed to the County before the end of the contract period, upon proper completion and submission of all required information and obligations pursuant to this Agreement.

County Requesting Reimbursement: _____

Requested By: _____

Intern Information

Name: _____

Department Hired: _____

Number of Hours Worked: _____

Cost of Wages: _____

Cost of FICA: _____

Cost of Worker's Compensation: _____

Total Amount of Reimbursement Requested: _____

For illustrative purposes, the County may request up to the maximum reimbursement amount of \$2607.60 as follows and pursuant to the Agreement. Where any conflict arises between this exhibit and the terms and conditions of the Agreement, the terms and conditions shall control.

Intern wages are paid through the grant at a rate of \$12.00 per hour for each hour worked up to 200 hours, for a maximum reimbursement of \$2,400.00 for wages per intern, per internship, unless the **COUNTY** has agreed to pay a percentage of the costs as described within the County Grant Application.

Reimbursement for Worker's Compensation may be requested at a rate of \$1 per \$100 salary for a maximum reimbursement of \$24.00.

Reimbursement for FICA may be requested at a rate of .0765% multiplied by salary for a maximum reimbursement of \$183.60.

All interns are required to be covered under the County's Workers Compensation Plan. The funds provided for Workers Compensation and for FICA must be used for those purposes. Any wages paid at a rate higher than \$12 per hour shall be paid by the county as well as the cost of FICA and Worker's Compensation associated with wages above that rate.

I, _____, swear and attest that the information provided in this request is accurate to the best of my knowledge. I further understand that I am required to submit proof of payment by submitting pay stubs and any additional documentation that confirms the funds were properly administered by **October 16, 2023**.

Signature

Date

Georgia County Internship Program (GCIP) Intern Evaluation Form

Please answer the following questions thoroughly to help the GCIP learn about the details of your internship. When completed, submit to Michele NeSmith at mnesmith@accg.org.

Name: _____

County: _____

1. Before this internship, were you familiar with county government operations?
2. What have you learned about county government from your internship?
3. What were your major internship responsibilities as you understood them? Please specify.
4. What do you believe were your most significant successes during the internship? Please specify.
5. What was the favorite part of your internship?
6. What specific skills, experiences or knowledge did you gain during the internship? Do you believe these will be useful in helping you meet your future career goals and, if so, how?
7. What advice would give your peers who are considering a county internship?
8. Based on your internship, would you consider a career in county government?



Georgia County Internship Program (GCIP)

INTERN CONSENT FORM

I, _____, authorize the Association County Commissioners of Georgia Civic Affairs Foundation, Inc., and _____ County to use my name, college or university, year in school, major, terms of employment, image, audio, video, quotations, internship evaluation, interviews and any other pertinent information related to my internship in the Georgia County Internship Program for reporting, promotional, and data collection and analysis purposes, which may include, but is not limited to social networking sites, website, brochures, publications, press releases, videos, photographs and other forms of print and digital media.

Signature of Intern

Date

ACCG Civic Affairs Foundation

GEORGIA COUNTY INTERNSHIP PROGRAM INTERN INFORMATION FORM			
COUNTY INFORMATION			
Name of Supervisor:		Title:	
County:		Department:	
Street Address:			
City:		State:	ZIP Code:
Phone Number:		Email Address:	
INTERNSHIP POSITION INFORMATION			
Full Name of Intern (Hired):			
Street Address:			
City:		State:	ZIP Code:
Phone Number:		Personal Email address:	
College/University Student Attends:		Program or Major:	Expected Year of Graduation:
Post Graduation Plans:			
Intern Position Title:		Department:	
Start Date:	End Date:	Hours Worked Per Week:	
SIGNATURES			
Signature of County Supervisor:			Date:
Signature of Hired Intern:			Date:

This form must be completed in full for each intern the county has hired who is being paid through Georgia County Internship Program grant funds. No funding will be granted without this form.

ACCG Civic Affairs Foundation

MEMORANDUM

To: Georgia County Internship Program (GCIP) Grant Recipients for Summer 2023 Grant Period

From: Michele NeSmith, ACCG Research and Policy Development Director on behalf of the ACCG Civic Affairs Foundation

Re: County Grant Information Packet and Grant Agreement

Date: February 3, 2023

Congratulations on being a grant recipient for the Summer 2023 Georgia County Internship Program (GCIP)! We hope that this internship is mutually beneficial to both the county and intern. The intern can perform their internship at any time from May 1, 2023-September 1, 2023. Reimbursement requests with accompanying proof of hire must be submitted to the Foundation no later than Friday, October 16, 2023. **Please read this memo and all the materials included in this packet in their entirety before you submit the requested documents.**

The primary contact for the grant will need to work closely with the Human Resources Department, or the person who manages the county's hiring practices in that there are many employment related forms that must be completed by the county and the intern close to the date of hire. If the primary contact for the grant changes before the end of the grant period, please contact me immediately and provide the new contact with their email and phone numbers.

While the Foundation is aware that it may take time to have your board formally approve the grant agreement through a meeting of the board of commissioners, please make every effort to return it as soon as possible so that it can be finalized by the Foundation. When an intern has been hired, the Foundation should be notified, and a copy of the Intern Consent Form and the Intern Information Form should be submitted as soon as possible, but no later than **July 28, 2023**. The county should not wait until the end of the grant period to submit this information.

Also, if you have previously participated in the grant program you are aware that we request that the intern evaluation form and photo(s) of the intern be submitted. In that past this has been an optional requirement, but it is now mandatory. Please ensure that both are submitted in order to be eligible for the reimbursement.

Enclosed in this packet is the grant checklist, frequently asked questions, and an intern supervisor's guide. The grant agreement is included in a separate attachment and includes the following: 1) grant award letter 2) county grant application, 3) E-Verify usage and acknowledgement form, 4) grant reimbursement form 5) intern evaluation form, 6) the intern consent form, and 7) the

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intern information form.

In order to receive the grant funds, the county must submit the following to the Foundation:

- 1) Signed Grant Agreement – as soon as possible
- 2) Signed Intern Consent Form – beginning of the internship but no later than July 28
- 3) Signed and Completed Intern Information Form – beginning of the internship but no later than July 28
- 4) Intern Photo-by September 1 (head shot and action photo)
- 5) Proof of Hire (offer letter and a copy of the E-Verify Usage and Acknowledgement Form) by October 16, 2023
- 6) Signed and Completed Grant Reimbursement Form – by October 16, 2023
- 7) Proof of Payment-- by October 16, 2023
- 7) Completed Intern Evaluation -by October 16, 2023

Once the county has submitted all the items listed above, the Foundation will provide reimbursements for the wages, workers' compensation coverage, and Federal Insurance Contributions Act (FICA) for the county internship positions that have been approved by the Foundation. The money provided for FICA and workers' compensation must be used for these purposes. The county is required to cover all interns hired through the GCIP under their workers' compensation policy. Grant reimbursements may take 6-8 weeks to process. **Please note that your county will not receive your grant reimbursement until you have submitted ALL the requested information and provide proof that an intern has been hired.**

Over the course of the internship, the Foundation will be checking in with the internship supervisor(s) for your county to ensure that the internship is going smoothly. The Foundation will also be visiting certain counties in order to interview the intern(s) and supervisor(s) and to take photos to promote the program. All visits will be scheduled prior to arrival. If you have any questions or concerns, please contact me at mnesmith@accg.org or at 404-992-8737.

Thanks again for your participation in this program.



Georgia County Internship Program (GCIP) County Check List

- ☐ Read all provided information before completing required forms
- ☐ The **Grant Agreement** needs to be approved by the County Board of Commissioners at a Board meeting, signed, and returned to the Foundation **as soon as possible**. The Foundation will then sign the agreement and return it to the County.
- ☐ Send Foundation internship job posting and advertise locally **as soon as possible**
- ☐ Complete, sign and submit the **Intern Information Form** to the Foundation **at the beginning of the internship, but no later than July 28, 2023** (must be signed by intern and intern supervisor)
- ☐ Intern to complete and sign **Intern Consent Form** and submit to the Foundation **at the beginning of the internship, but no later than July 28, 2023**
- ☐ Submit photo(s) of Intern (head shot and action shot) by **September 1, 2023**
- ☐ Submit proof of hire (copy of Offer Letter and E-Verify Usage and Acknowledgement Form) to the Foundation by **October 16, 2023**
- ☐ Submit proof of payment to the Foundation by **October 16, 2023**
- ☐ Submit Intern Evaluation to the Foundation by **October 16, 2023**

ACCG Civic Affairs Foundation

Georgia County Internship Program (GCIP) Frequently Asked Questions

Will the grant contract need to be approved by the board of commissioners?

Yes. The contract needs to be approved by the board of commissioners and entered on the minutes as required by state law at O.C.G.A. § 36-10-1.

What qualifications does an intern have to meet?

The program is open to undergraduate and graduate students from a variety of educational backgrounds, provided a student's abilities are appropriate to the intern project proposed by the county. Since county governments provide a wide range of services, counties are encouraged to be creative in proposing internship opportunities across diverse areas of study from engineering and law to human resources and veterinary sciences.

Recent college graduates may be selected for an internship provided they can provide proof that their graduation was within six months of the start date of the internship. High school students who are dually enrolled in a college program and are 16 years of age or older may also participate.

How many hours should an intern work and how should this time be scheduled?

GCIP grant funds will pay internship costs for up to a maximum of 200 internship hours. It will be up to the county and the intern to determine the work schedule in terms of the number of hours worked per week and total number of weeks to be worked. It is recommended that the minimum number of hours worked per week is 15.

If a grant for multiple interns is awarded to a county, this does not mean each intern has to work the same schedule or the same number of hours as long as the total number of hours worked under the grant does not exceed 200 for any one intern.

When can internships be completed?

A student may start an internship at any time during the applicable Grant Period. Students must complete their internship no later than the last day of the applicable Grant Period.

What if my intern doesn't complete the full 200 hours?

Interns are not required to work the total 200 hours for the county to receive the grant, although the Foundation will only reimburse the county under the grant based on the actual number of hours worked if less than 200.

While GCIP grant funds cannot be provided past the applicable Grant Period, a county and an intern can extend the duration of any internship based on mutual agreement. All expenses incurred beyond the grant period will be paid by the county.

My county was awarded one internship. Can I split the grant to hire two interns?

Yes. If a county was awarded a grant for one intern and later determined that more than one intern was needed, the grant can be split into two 100-hour internships if the county abides by all the requirements of the grant agreement. However, the Foundation must first be contacted to ensure the requested split meets all the grant requirements. The grant for one intern cannot be split into more than two 100-hour internships.

How much do interns get paid under GCIP and how is this funded?

The county pays the intern directly and the Foundation reimburses the county for all approved costs after all required paperwork has been provided.

The wage for interns for the 2023 grant period is \$12.00 per hour. Interns cannot be paid less than \$12.00 per hour. The total hourly pay for a maximum 200-hour internship may not exceed \$2400 in wages, \$183.60 in FICA, and up to \$24 in workers' compensation costs for a maximum reimbursement of \$2607.60 per intern. An intern paid using GCIP grant funds must be covered under the county's workers' compensation plan.

If a county wants to pay an intern more than \$12.00 per hour, that amount over \$12.00 will need to be paid by the county along with the additional FICA and workers' compensation costs applicable to the additional salary. The GCIP grant does not cover wages paid over \$12.00 per hour nor does it pay for more than 200 hours of employment during any grant period.

Can the county extend the internship beyond the 200 hours/grant period?

Yes, but the county will be responsible for all related costs beyond the 200 hours and timeframe provided in the grant agreement.

What if an intern needs academic credit?

If a student wants to obtain academic credit for the internship, it will be the responsibility of the county to work with the student and the student's academic institution to fulfill this requirement. The Foundation is not responsible for securing academic credit or certifying work performed by the intern for this purpose.

What if my county has already hired an intern for the grant period?

If a county already has identified an intern who meets the requirements for this program for a specific Grant Period, the county is eligible to receive grant funding for that intern as long as it submits all required application materials by the applicable deadline and is selected to receive a grant. Note that the internship must be completed within the applicable Grant Period.

Who is responsible for recruiting interns?

It will be the responsibility of the county to recruit and hire their intern. This requires advertising through the county website, area technical colleges and universities, contacting department heads of colleges, etc. The county is also responsible for selecting applicants to interview, interviewing, and hiring interns.

The Foundation will assist in this process by posting county positions on its website www.civicaffairs.org to provide statewide exposure to interested students and sharing these postings with career service directors across the state. If needed, the Foundation can further assist in this process if the county needs additional assistance or direction on how to recruit interns.

What happens if a county is not able to recruit an intern for its GCIP grant?

If no intern can be identified, the GCIP grant will be rescinded for that grant period.

What if the grant project cannot be performed as provided in the county application ?

Contact the Foundation immediately to see if a possible accommodation can be made. Grant awards are based on competitive scoring related to the project submitted. As such, grant projects should be performed as described. If an accommodation cannot be made, the grant will be rescinded.

Can interns perform private projects for elected officials or staff?

No. Interns are not allowed to work on projects that are not county-related. The purpose of the internship is for the student to learn about county government through a project that benefits the county, not a county staff member or elected official.

Can interns work on political campaigns?

Interns funded by GCIP are prohibited from participating in any type of political campaign work.



Georgia County Internship Program

County Intern Supervisor's Guide

Welcome to the Georgia County Internship Program!

We are excited that you are participating in the Georgia County Internship Program (GCIP). Over the following months, you will have the opportunity to work with a student or recent graduate who is interested in learning about how communities and governments operate at the local level. Outside of working for a county or city it is very difficult for students to learn practical lessons about local government. It is our hope that this internship with your county not only will provide a valuable education on the operations of local government but may also help to motivate the student to consider a career in public service.

Serving as an Internship Supervisor is a big responsibility and will require a significant time commitment. As an Internship Supervisor, it is necessary to oversee all daily assignments and projects, provide direction and feedback and ensure that the intern has adequate workspace and needed resources. It is your responsibility that all the requirements for the program are met. These requirements are necessary to ensure that the student gets the most out of his or her internship experience.

The best way to have a successful internship program is to prepare as much as you can for the intern before he or she arrives. Please take a moment to look over the materials contained within this manual. These materials were prepared to ensure that you have adequate resources to take you from the interview process through to the exit evaluation. We encourage you to use these materials both to help you prepare for the arrival of your intern and to keep your intern on task so that projects are completed in a timely manner.

We wish you the best of luck with the internship and hope that your county decides to participate in the GCIP in the future. Please continue to visit our website at www.civicaffairs.org to learn more about project ideas and how other counties are utilizing interns.

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The Interview Process

While the Association County Commissioners of Georgia Civic Affairs Foundation (Foundation) helps to promote GCIP internship positions, counties are ultimately responsible for recruiting and hiring their intern. It is highly recommended that the county posts the internship position on the county website where jobs are advertised as well as post on area college student recruitment websites. Once applications for the internship position are received by the county, you will need to begin the interview process. Please schedule at least thirty minutes per interview in order to provide ample time to get to know each student or recent graduate. Once you have scheduled an interview, be sure to send a reminder confirmation along with directions to your office to the interviewee. It may be beneficial to include parking information, especially if your department does not have adequate parking available.

Sample Intern Interview Questions

1. What attracted you to this internship opportunity?
2. How does this internship fit into your schedule and educational goals?
3. What do you hope to gain from this experience?
4. Do you have any knowledge or experience with local government issues?
5. [Describe position/ project details] What coursework or former work/volunteer experience do you think best prepared you for a position like this?
6. Do you have experience working with customers/clients?
7. Any questions?

Sample Internship Offer Letter

Dear _____,

It is with great pleasure that I offer you the position of _____ internship with _____ County. The intent of the Georgia County Internship Program is to provide outstanding students the opportunity to receive a “hands on” understanding of the inner workings of county government.

The position that you are being offered begins _____ and ends _____. During your internship, I will be your supervisor and will review your progress toward the timely completion of all assignments on a regular basis. By accepting this position, you are committing to work _____ hours a week on a regular weekly schedule to be determined at the start of the internship. You will be responsible for notifying me in advance if you will be absent on days that you are scheduled to be in the office. You will be paid _____ (weekly/monthly) at an hourly rate of \$____ (there are no benefits associated with this position.) As part of the _____ County team, it will be important to note and adhere to _____ County’s standards regarding office conduct and work rules.

The projects that you are assigned will involve issues affecting county governments. These projects will be substantially, if not completely, your responsibility. At least one of these projects will result in a tangible work product at the completion of the internship. In addition, you may be assigned smaller research-related and administrative duties. It is our intention to ensure that the work that you will be assigned will result in a meaningful learning experience for you.

I look forward to working with you, and I thank you in advance for your contribution to _____ County.

Sincerely,

_____ County Internship Supervisor

Sample Internship Rejection Letter

Dear _____,

I enjoyed meeting with you on _____ regarding the _____ internship position with _____ County. I was very impressed with your resume and qualifications and thought that you presented yourself in a very professional manner over the course of the interview.

We received numerous applications for this position and in that we had many well qualified applicants, it was difficult to make the final selection. While your credentials were impressive, we have chosen another candidate at this time.

Please remember that you may re-apply for another internship position in the future as those become available. I wish you the best of luck with your future academic and career endeavors.

Sincerely,

_____ County Internship Supervisor

Before the Intern Arrives – Checklist

Prior to the new intern's arrival, it will be helpful to address some of the items listed below to ensure that the intern will be able to function in and around the office once he or she starts work. By completing these items ahead of time, you will be able to smoothly transition the intern into your office so that he or she can begin daily activities and assignments immediately upon arrival.

☐ Prepare an Intern Manual

Intern Manuals are a great way to provide your intern with basic information about your office and its operation. The following list suggests general information that should be applicable for most offices. It may be helpful, in the event your intern is the first for your county, that you have the intern put together a more thorough manual as a project so that you can use it with future interns.

- Intern Expectations (Duties, Hours, Dress Code, Timesheets/Payroll, etc.)
- Office Personnel and Procedures Manual, if available
- Office Staff Information (Phones numbers, Office numbers)
- "How To" Section (How to operate phones, copier, fax, scanners, etc.)
- Transportation (Parking, Transit options)
- Local Areas of Interests (Lunch options, Nearby ATMs/Banks)
- Helpful Resources for completing assignments (Websites, Manuals, etc.)

☐ Develop a timeline of assignments and projects, including tentative due dates (see the sample Work Plan)

☐ Set aside space for the intern to work (desk, office, cubicle, etc.)

☐ Set up passwords for computers and/or phones if needed

☐ Order name badge or employee ID if required

☐ Send email to the intern regarding the 1st day of work (provide instructions on any documentation the intern needs to bring, appropriate dress, where to park, where to report to, etc.)

☐ Set up a New Intern Breakfast/Luncheon to introduce the intern to the office staff (if resources are available)

☐ Make arrangements with the Human Resources Department to schedule a time for the intern to be properly processed on the first day (fill out county personnel information, grant paperwork, etc.)

Sample Internship Project Plan

_____ County

Project Assigned:

Project Details:

Project Deadline:

Recommended Resources:

(Insert time frame) Tasks:

(Insert time frame) Tasks:

Mid-Project Review Date:

(Insert time frame) Tasks:

Final Project Review Date:

Processing the Intern on Arrival

Once the intern arrives, the Human Resources Department will need to meet with the intern so that he or she can fill out all applicable paperwork required by the county and required by the GCIP grant. All interns must be covered under the county's workers' compensation plan and should be processed as an employee of the county. Interns should be verified through the E-Verify program just as any other new hire for the county. The county is required to submit the E-Verify Acknowledgement Form to the Foundation as proof of this requirement.

GCIP grant-paid interns are also required to complete and submit the Intern Consent Form and Intern Information Form to the Foundation as part of the grant paperwork.

Establishing Goals for the Internship

On the first day of work, it is very important to meet with the intern in order to establish the goals that you want him or her to achieve during the internship. This should include discussion of projects, proposed timelines, available resources and general information about your expectations.

Furthermore, it is also very important over the course of the internship that you schedule periodic and regular meetings to ensure that the intern is meeting the required plan of action.

The following page provides a sample work plan you may wish to use for your county's program. Note that your work plan may not need to be as detailed as the one shown below, but it should contain at least one mid-term review of the project and the intern's performance. Not only will a work plan help the intern stay on track, it will also help you to adjust the workload in the event you need the intern to focus on certain tasks more than others due to changing priorities.

Sample Internship Work Schedule (for a 12 Week Internship)

Sample Project Assigned: Create a Record Retention Schedule and Record Management Database and Provide Instructions on How to Use Both

Project Details: By using Microsoft Access, create a database which will store all records for the county manager's office that provides for searchable categories. Using the local government retention schedule provided by Georgia Archives, develop a retention plan for all the records provided within the county manager's office.

Project Deadline: End of Internship

Sample Project Schedule:

Weeks 1-4: Review all records currently in manager's office. Provide an inventory of each record.

Weeks 5-6: Using the local government retention schedule listed on the Georgia Archives website, divide all records inventoried into categories based on the schedule.

Weeks 7-8: Meet with county manager and IT director about the records inventoried and discuss implementation of the retention schedule. Discuss suggested schedules for the documents identified and create schedule based on meeting outcome.

Weeks 9-10: Create database and input approved inventory list by category. Create queries as needed.

Weeks 11-12: Draft directions on how to use database and retention schedule

Georgia County Internship Program (GCIP) Intern Evaluation Form

Please answer the following questions thoroughly to help the GCIP learn about the details of your internship. When completed, submit to Michele NeSmith at mnesmith@accg.org.

Name: _____

County: _____

1. Before this internship, were you familiar with county government operations?
2. What have you learned about county government from your internship?
3. What were your major internship responsibilities as you understood them? Please specify.
4. What do you believe were your most significant successes during the internship? Please specify.
5. What was the favorite part of your internship?
6. What specific skills, experiences or knowledge did you gain during the internship? Do you believe these will be useful in helping you meet your future career goals and, if so, how?
7. What advice would give your peers who are considering a county internship?
8. Based on your internship, would you consider a career in county government?

County Considerations for Future Internships

The Foundation hopes that your county's experience with the Georgia County Internship Program is a success. Before applying for future GCIP grants, it may be helpful to review the following questions to ensure that your county is getting the most out of the program.

Questions about the Project(s) Assigned:

1. Was the intern able to complete the project assigned within the time allowed? If not, why?
2. Did the intern have too much "down time"? Was enough work available for the intern?
3. Was the type of project assigned suitable for college undergraduate or graduate students? Was it too challenging or not challenging enough?
4. Is there enough project work available for a future internship?
5. What type of future projects does your office need assistance with that would be suitable for an intern?

Questions about Supervision of the Intern:

1. Did your schedule permit you to be available to assist the intern by answering questions and/or providing input on a project?
2. Were you able to provide the intern with detailed, clear instructions on how to complete a project?
3. Did the intern have other staff members who could answer questions and provide assistance?
4. Should you increase or decrease the number of interns requested for the GCIP grant period based on your availability to supervise?

Questions about Possible Future Requests for GCIP Intern Grant Support:

1. Did the previous intern have the right skill set for your office?
2. Should you change the skill or academic qualifications required for the next intern?
3. Are undergraduate or graduate students better suited for the types of projects that your office provides?
4. Did the applicants that interviewed for the previous internship meet your expectations and/or have the right type of qualifications for the position?
5. Was your previous internship posting detailed enough to generate interest?



Administrative Services Committee

February 14, 2023

Standard MOU

Department:	Clerk of Commission
Presenter:	N/A
Caption:	Discussion on standard MOU for partnerships for new and existing community partners that would like to provide volunteer services for Augusta Richmond County. (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

Nancy Morawski

From: Lena Bonner
Sent: Thursday, February 9, 2023 10:03 AM
To: Nancy Morawski
Subject: FW: Add to Committee meeting 2/14

Importance: High

Nancy please place these requests on the appropriate committee agendas.

Thanks.

*Lena J. Bonner
 Clerk of Commission
 Office of the Clerk of Commission
 535 Telfair Street
 Augusta, GA 30901
 (706) 821-1820 - Office
 (706) 821-1838 - Office Fax*

From: Commissioner Stacy Pulliam <SPulliam@augustaga.gov>
Sent: Thursday, February 9, 2023 8:59 AM
To: Lena Bonner <lbonner@augustaga.gov>
Subject: Add to Committee meeting 2/14

Great Morning Ms. Bonner,

I hope your day is off to a great start.

I would like the following items added to the committee meeting schedule this upcoming Tuesday.
 Please feel free to call me if something should be worded differently

1. Review our current agreement/mou with Augusta Rowing club prior to suggested work session with community partners ie., sports authority and others that were mentioned on this past Tuesday.
2. Update on Pendelton King Park
3. Discussion on standard mou for partnerships for new and exsisting community partners that would like to provide volunteer services for Augusta Richmond County.
4. Request for update from trasit on new buses being added to our fleet
5. Update on Grant writer position



Administrative Services Committee

February 14, 2023

Grant Writer Position

Department:	Clerk of Commission
Presenter:	N/A
Caption:	Update on Grant Writer position. (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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4. Request for update from trasit on new buses being added to our fleet
5. Update on Grant writer position



Administrative Services Committee

Meeting Date: 2/14/23

Annual Bid Award – Landscape Maintenance Services for Environmental Services Dept.

Department:	Procurement
Presenter:	Geri Sams
Caption:	Motion to approve annual bid award for 23-129 Maintenance Services for Environmental Services Department to include 2 CNG stations. Services is to include pesticide application. Award is for one year to expire 12/31/23 – has an option to extend for one additional year.
Background:	Annual bid was let by through the Procurement Department. Four vendors responded with Yellowstone being the most responsive responsible vendor.
Analysis:	Motion to approve annual bid award for landscape maintenance services for the Engineering and Environmental Services Department. Services to include the Front Entrance of Landfill, Admin Building, CNG Station located at Tobacco Rd and CNG Station at 711 Scott Nixon. Service is to include pesticide application. Award recommendation is for one year to expire December 31, 2023. Has an option to extend for 1 year upon mutually agreeable terms.
Financial Impact:	Engineering and Environmental Services is responsible for the payment of the services provided.
Alternatives:	Not to award and acquire purchases per the Augusta Procurement Code.
Recommendation:	The Procurement Department recommendation is to approve as submitted by the user department and award the annual bid.
Funds are available in the following accounts:	541-04-4210 / 5222410
<u>REVIEWED AND APPROVED BY:</u>	N/A



Bid Item #23-129 Landscape Maintenance Service – Annual Contract
for Augusta, Georgia - Environmental Services Department
Bid Date: Monday, July 25, 2022 @ 1:00 p.m. via ZOOM

Total Number Specifications Mailed Out: 34

Total packages submitted: 6

Total Noncompliant: 0

Vendors	Clean Cuts Landscaping 2712 Davis Mill Road Hephzibah, GA 30815	Jacobs Land Mangement 733 Scott Nixon Memorial Dr. Augusta, GA 30907	Pond Maintenance of Augusta 3707 Colbert Street Augusta, GA 30906	Yellowstone Landscape 702 McKnight Industrial Blvd. Martinez, GA 30907
Attachment B	Yes	Yes	Yes	Yes
E-Verify #	849255	417873	067036	648975
Addendum 1	Yes	Yes	Yes	Yes
SAVE Form	Yes	Yes	Yes	Yes
Pesticide License	Yes	Yes	Yes	Yes
FEES	PRICE	PRICE	PRICE	PRICE
Monthly	\$3,000.00	\$4,475.00	\$8,500.00	\$3,211.00
Annually	\$36,000.00	\$53,700.00	\$102,000.00	\$38,532.00
Herbicide	\$6,500.00	\$3,150.00	\$12,000.00	\$635.00 Please see notation on price sheet.
Pesticide License	\$5,500.00	\$3,150.00	\$12,000.00	\$635.00

No Bid Submittal: Rise and Shine Lawncare & Landscaping Services LLC; P. O. Box 1866; Hephzibah, GA 30815

No Bid Submittal: Yancey's Lawn Service

Clark's Superior Lawn Care
Larry Clark
129 Woodbridge Way
Statesboro, GA 30458

Jacobs Land Management
118 Woodland Rd.
Martinez, GA 30815
RETURNED MAIL

Augusta Quality, LLC
3904 Wrightsboro Rd, Ste C
Augusta, GA 30909

Lumberjack Lawn & Landscaping
3315 Limber Twig Lane
Augusta, GA 30906
RETURNED MAIL

Davis Landscape Company
PO Box 350
Evans, GA 30809
RETURNED MAIL

Charles W Ware, LLC
2940 Hill Creek Drive
Augusta, GA 30909
RETURNED MAIL

Rise and Shine Lawncare & Landscaping
Services, LLC
P. O. Box 222
Gracewood, GA 30812

Georgia's Green Lawn Care, LLC
2204 Richards Road
Augusta, GA 30906
RETURNED MAIL

Lumberjack Lawn & Landscaping
3315 Limber Twig Lane
Augusta, GA 30906
RETURNED MAIL

M & C Lawn Care & Maintenance
Services,
LLC
3958 Wrightsboro Rd., Ste. B
Augusta, GA 30909
RETURNED MAIL

Neighborhood Yard Care, LLC
4829 Apple Ct
Augusta, GA 30909
RETURNED MAIL

Kohn's Lawn Care & More, LLC
1918 Carvers Ct.
Hephzibah, GA 30815

Yancey's Lawn Service
2612 Clarkston Ct.
Augusta, GA 30909
RETURNED MAIL

Green Harvest Lawncare
838 High Green Ct
Grovetown, GA 30813
RETURNED MAIL

Piedmont Landscape Mgt Inc
2013 Franke Ct
Augusta, GA 30909

Weed Slayer
702 McKnight Industrial Blvd
Augusta, GA 30907
RETURNED MAIL

Augusta Quality Lawncare
1504 Keron Way
Hephzibah, GA 30815
RETURNED MAIL

Top Cut Lawncare
159 Seaton Ave
Grovetown, GA 30813
RETURNED MAIL

S&S Lawncare
5009 Deer Trail Dr.
Hephzibah, GA 30815
RETURNED MAIL

CSRA Landscaping
2232A Peach Orchard Rd.
Augusta, GA 30906
RETURNED MAIL

Your Lawn Care Services
1456 Hephzibah-McBean Rd.
Hephzibah, GA 30815
RETURNED MAIL

Winsay Inc
6499 Carriage Lane
Harlem, GA
RETURNED MAIL

T. Garrett Enterprise LLC
1318 New Savannah Rd.
Augusta, GA 30901
RETURNED MAIL

Pond Maintenance Of Augusta, LLC
3707 Colbert Street
Augusta, Georgia 30906

Hameed Malik
Environmental Services

Lonnie Wimberly
Environmental Service

PHYLLIS JOHNSON
COMPLIANCE

BID ITEM# 23-129 LANDSCAPE
MAINTENANCE SERVICES
FOR ENVIRONMENTAL SERVICES
DEPARTMENT
BID DUE: MON 7/18/22 @ 1:00 P.M.

BID ITEM# 23-129 LANDSCAPE
MAINTENANCE SERVICES
FOR ENVIRONMENTAL SERVICES
DEPARTMENT
BID MAILED: 06/09/2022

1 of 2

Augusta Lawn & Turf Inc.
3618 Phillips Drive
Augusta, GA 30907
RETURNED MAIL

Bulldog Cuts
907 Park Ave.
Augusta, GA 30901
RETURNED MAIL

Rise And Shine Lawn Care
1159 Waltons Trail
Hephzibah, Ga 30815
RETURNED MAIL

Yellowstone Landscape
702 McKnight Industrial Blvd.
Augusta, Ga. 30907
RETURNED MAIL

Augusta Quality LLC
3904 Wrightsboro Rd. Ste. C
Augusta, GA 30909

Between The Edges
816 Edgefield Rd.
North Augusta, SC 29841
RETURNED MAIL

CSRA LANDSCAPING
4223 WOODCREEK COURT
MARTINEZ, GA 30907
RETURNED MAIL

Neighborhood Yard Care LLC
8615 Crenshaw Dr.
Grovetown, GA 30813
RETURNED MAIL

Horizon Landscape
451 Timber Wolf Trail
Martinez, GA 30907
RETURNED MAIL

Hameed Malik
Environmental Services

Lonnie Wimberly
Environmental Service

PHYLLIS JOHNSON
COMPLIANCE

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MAINTENANCE SERVICES
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BID ITEM# 23-129 LANDSCAPE
MAINTENANCE SERVICES
FOR ENVIRONMENTAL SERVICES
DEPARTMENT
BID MAILED: 06/09/2022

2 of 2

Invitation to Bid

Item 7.

Sealed bids will be received at this office until **Monday, July 18, 2022 @ 1:00 p.m.** via ZOOM Meeting ID: **813 2041 0703**; Passcode: **407436** for furnishing:

COMMODITY CODE (Bid Items may have more parent codes)-----BID ITEM FOR ENVIRONMENTAL SERVICES DEPT.- ANNUAL CONTRACT

Bid Item	#23-129	Landscape Maintenance Services	018-906-56; 022-910-52
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Bids will be received by Augusta, GA Commission hereinafter referred to as the OWNER at the offices of:

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

Bid documents may be viewed on the Augusta, Georgia web site under the Procurement Department **ARCbid**. Bid documents may be obtained at the office of the Augusta, GA Procurement Department, 535 Telfair Street – Room 605, Augusta, GA 30901. Documents may be examined during regular business hours at the offices of Augusta, GA Procurement Department.

All questions must be submitted in writing by fax to 706 821-2811 or by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by Friday, July 1, 2022 @ 5:00 P.M. No bid will be accepted by fax or email, all must be received by mail or hand delivered.

No bids may be withdrawn for a period of ninety (90) days after bids have been opened, pending the execution of contract with the successful bidder.

Invitation for bids and specifications. An invitation for bids shall be issued by the Procurement Office and shall include specifications prepared in accordance with Article 4 (Product Specifications), and all contractual terms and conditions, applicable to the procurement. **All specific requirements contained in the invitation to bid including, but not limited to, the number of copies needed, the timing of the submission, the required financial data, and any other requirements designated by the Procurement Department are considered material conditions of the bid which are not waiveable or modifiable by the Procurement Director.** All requests to waive or modify any such material condition shall be submitted through the Procurement Director to the appropriate committee of the Augusta, Georgia Commission for approval by the Augusta, Georgia Commission. Please mark BID number on the outside of the envelope.

The local bidder preference program is applicable to this project. To be approved as a local bidder and receive bid preference an eligible bidder must submit a completed and signed written application to become a local bidder at least thirty (30) days prior to the date bids are received on an eligible local project. An eligible bidder who fails to submit an application for approval as a local bidder at least thirty (30) days prior to the date bids are received on an eligible local project, and who otherwise meets the requirements for approval as a local bidder, will not be qualified for a bid preference on such eligible local project

GEORGIA E-Verify and Public Contracts: The Georgia E-Verify law requires contractors and all sub-contractors on Georgia public contract (contracts with a government agency) for the physical performance of services over \$2,499 in value to enroll in E-Verify, regardless of the number of employees. They may be exempt from this requirement if they have no employees and do not plan to hire employees for the purpose of completing any part of the public contract. Certain professions are also exempt. All requests for proposals issued by a city must include the contractor affidavit as part of the requirement for their bid to be considered.

Bidders are cautioned that acquisition of BID documents through any source other than the office of the Procurement Department is not advisable. Acquisition of BID documents from unauthorized sources placed the bidder at the risk of receiving incomplete or inaccurate information upon which to base his qualifications.

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

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

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

GERI A. SAMS, Procurement Director

Publish:

Augusta Chronicle	June 9, 16, 23, 30, 2022
Metro Courier	June 9, 2022



ENGINEERING & ENVIRONMENTAL SERVICES DEPARTMENT

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

MEMORANDUM

TO: Ms. Geri Sams
Director - Procurement

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

DATE: August 24, 2022

SUBJECT: Award Recommendation of Annual Bid 23-129, Landscape Maintenance Services

'22 SEP 7 1:25PM

In response to Annual Bid Item 23-129, Landscape Maintenance Services, four compliant bids were received. Upon careful consideration, it is my recommendation to award the bid to Yellowstone Landscape. *The monthly fee of \$3,211.00 includes 4 applications of turf chemicals and 1 application of pesticide to the turf area. There is not a separate charge for those applications.* This makes Yellowstone the lowest responsive bidder.

Thank you in advance for your time and attention. Please feel free to contact me at 706-796-5040, should you have any questions or require any additional information.

HM/tgh

Cc: File

Tammie Herring

From: Nancy M. Williams
Sent: Thursday, August 25, 2022 9:42 AM
To: Tammie Herring
Cc: Darrell White; Tywana Scott
Subject: FW: [EXTERNAL] Landscape Maintenance Services; #23-129 Clarification

Categories: augustaga.gov

Please see the response below.

From: Donham, Gregory <gdonham@yellowstonelandscape.com>
Sent: Thursday, August 25, 2022 9:41 AM
To: Nancy M. Williams <NWilliams@augustaga.gov>
Subject: [EXTERNAL] Landscape Maintenance Services; #23-129 Clarification

Nancy,

Thank you for contacting me regarding 23-129 bid item. I pulled my copy and looked in our software to see how it was keyed. The monthly fee of \$3211 includes 4 applications of turf chemicals and 1 application of pesticide in the turf area. There is not a separate charge for those applications. Contact me with any more questions.

Best regards,
 Greg Donham
 Yellowstone Landscape
 803-634-2012

[**NOTICE:** This message originated outside of the City of Augusta's mail system -- **DO NOT CLICK** on links, open **attachments** or respond to **requests for information** unless you are sure the content is safe.]

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

AED:104.1

Tammie Herring

From: Nancy M. Williams
Sent: Wednesday, August 24, 2022 4:17 PM
To: gdonham@yellowstonelandscap.com
Cc: Darrell White; Tammie Herring; Tywanna Scott
Subject: 23-129 Landscape Maintenance Services
Attachments: 23-129 Yellowstone.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

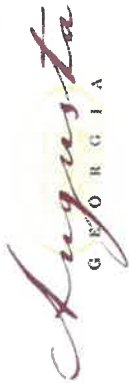
Categories: augustaga.gov

Please clarify your fee submittal for bid item 23-119. Specifically the statement "4 included in monthly fee". You have listed \$635.00/ea. for both herbicide and \$635.00/ea. for pesticide. Please confirm the annual price for each.

Nancy Williams

Contract Compliance Administrator
Procurement Department
535 Telfair Street, Room 605
Augusta, GA 30901
Direct Phone (706) 821-2888
Cell (706) 564-8896
Fax (706) 821-2811

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AED:104.1



**Bid Item #23-129 Landscape Maintenance Service – Annual Contract
for Augusta, Georgia - Environmental Services Department
Bid Date: Monday, July 25, 2022 @ 1:00 p.m. via ZOOM**

Total Number Specifications Mailed Out: 34
Total packages submitted: 6
Total Noncompliant: 0

Vendors	Clean Cuts Landscaping 2712 Davis Mill Road Hephzibah, GA 30815	Jacobs Land Mangement 733 Scott Nixon Memorial Dr. Augusta, GA 30907	Pond Maintenance of Augusta 3707 Colbert Street Augusta, GA 30906	Yellowstone Landscape 702 McKnight Industrial Blvd. Martinez, GA 30907
Attachment B	Yes	Yes	Yes	Yes
E-Verify #	849255	417873	067036	648975
Addendum 1	Yes	Yes	Yes	Yes
SAVE Form	Yes	Yes	Yes	Yes
Pesticide License	Yes	Yes	Yes	Yes
FEES	PRICE	PRICE	PRICE	PRICE
Monthly	\$3,000.00	\$4,475.00	\$8,500.00	\$3,211.00
Annually	\$36,000.00	\$53,700.00	\$102,000.00	\$38,532.00
Herbicide	\$6,500.00	\$3,150.00	\$12,000.00	\$635.00 Please see notation on price sheet.
Pesticide License	\$5,500.00	\$3,150.00	\$12,000.00	\$635.00

No Bid Submittal: Rise and Shine Lawn Care & Landscaping Services LLC; P. O. Box 1866; Hephzibah, GA 30815

No Bid Submittal: Yancey's Lawn Service

Item 7.