ADMINISTRATIVE SERVICES COMMITTEE MEETING AGENDA
Commission Chamber
Tuesday, July 28, 2026
1:05 PM

ADMINISTRATIVE SERVICES

1. Motion to **approve** the purchase of one Ford Explorer at a total cost of $47,502.00 for the Richmond County Emergency Management Agency utilizing th GA Statewide Contract.
2. Motion to **approve** the purchase of two RC mowers, at a total cost of $150,000 from Jet-Vac Equipment Atlanta, GA for the Utilities Department utilizing the Georgia Statewide Contract.
3. Motion to **approve** the minutes of the July 14, 2026 Administrative Services Committee Meeting.

Administrative Services Committee

Meeting Date:

2026 – EMA – Ford Explorer

Department:	Central Services Department – Fleet Management
Presenter:	Horace Green
Caption:	Motion to approve the purchase of one Ford Explorer at a total cost of $47,502.00 for the Richmond County Emergency Management Agency utilizing th GA Statewide Contract.
Background:	The Richmond County Emergency Management Agency has requested the purchase of one 2026 Ford Explorer to be used to facilitate emergency preparedness, disaster response, incident coordination, and recovery operations. The vehicle also supports routine preparedness activities, training exercises, site inspections, meetings, and community outreach to ensure operational readiness. Fleet Management requested approval from the Procurement department to issue a LOIs to place the order until the Augusta Commission has approved the purchase. Once approval is obtained, Fleet Management will acquire the purchase order and submit it to the vendor to secure the asset purchase.
Analysis:	The Procurement Department approved the purchase of a 2026 Ford Explorer from Akins Dodge Ford via letter of intent to purchase. The upfitting was sent via request to quote to various vendors and the lowest compliant vendor was West Warning Equipment Sales and Services.
Financial Impact:	(1) 2026 Ford Explorer Durango Pursuit - $42,170.00 – Akins Dodge Ford EMA Decals - $113.00 – AKO Signs EMA Upfitting Emergency Package - $5,219.00 – West Warning Equipment Sales and Services
Alternatives:	(1) Approve (2) Do not approve
Recommendation:	Motion to approve the purchase of one Ford Explorer at a total cost of $47,502.00 for the Richmond County Emergency Management Agency.
Funds are available in the following accounts:	$47,502.00: SPLOST VII Account #329-03-1130/216-03-6001/54.22110

Augusta
GEORGIA

Procurement Department

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

LETTER OF INTENT TO PURCHASE VEHICLE FROM AKINS FORD DODGE

This letter of intent dated, **July 10, 2026**, is to inform you that the Central Services Department – Fleet Management Division has concluded that we intend to purchase: **one (1) 2026 vehicles** for the below listed Departments, utilizing:

Statewide Contract Number: 99999-001-SPD0000218-0005

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

1. **Buyer**: Augusta, Georgia – Central Services Department: Fleet Management Division
2. **Seller**: Akins Ford Dodge (Attn: Savanna)
   220 W. May Street, Widner, GA 30680
3. **Vehicles Total Purchase Price**: $42,170.00
4. **Source**: Georgia Statewide Contract Number: **99999-001-SPD0000218-0005**

Vehicles to be purchased and Departments to receive vehicles:

# of Vehicles	Vehicle	Department	Price
One (1)	2026 Ford Explorer	Emergency Management Agency	$42,170.00

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

Sincerely,

Andy Penick

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

Attachments: Vehicle Purchase Price /Specifications/Quotes

Central Services Department

Horace Green, Director
LaQuona Porter, Fleet Manager

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

MEMORANDUM

TO: **Andy Penick, Director, Procurement Director**

FROM: **Horace Green, Director, Central Services Director**

DATE: **June 29, 2026**

SUBJECT: **Request to Utilize State Contract #SWC 99999-001-SPD0000218-0005 Administrative Vehicles**

Central Services-Fleet Management request to utilize state contract #SWC 99999-001-SPD0000218-0005 (Administrative Vehicles) and a "Letter of Intent" (LOI) to purchase one vehicle for the Augusta Richmond County Emergency Management Agency.

The state contract holder, Akins Ford Dodge, informed Fleet Manager there is a small stock inventory for Ford Explorers. The vendor requested a LOI to hold one Ford Explorer in their inventory until the Augusta Commission approves the purchase. Once approved, Fleet Management will acquire the purchase order and submit it to the vendor for securing the asset purchase.

EMA is requesting the purchase of one 2026 Ford Explorer utilizing capital funds. The new vehicle will be assigned to the Director of EMA. Central Services-Fleet Management has consulted with the department to ensure the vehicle specifications meet their operational needs.

Please approve the use of the state contract and LOI in total amount of $42,170 to Akins Ford Dodge. Thank you for your assistance. Please contact Fleet Management with any questions or concerns.

LP/kb

Item 1.

Akins

BUYER'S ORDER / INVOICE / BILL OF SALE

Ford · DODGE · CHRYSLER · Jeep

P.O. Box 280 • Winder, GA 30680 • 770-867-9136 • 800-282-7872 • www.akinsford.com • sales @ akinsford.net

CUSTOMER INFORMATION FOR TITLE PURPOSES

NAME(S) FIRST, MIDDLE, LAST OR BUSINESS: AUGUSTA GEORGIA

SALESPERSON | PROSPECT #

STOCK NUMBER | DATE

TYPE - R.F.W.T.L. | FLEET#

STREET ADDRESS | CITY | COUNTY | STATE GA | ZIP CODE

MAILING ADDRESS | CITY | COUNTY | STATE | ZIP CODE

HOME PHONE | CELL OR PAGER # | OFFICE OR WORK PHONE | E-MAIL ADDRESS

PRIMARY PURCHASER INFORMATION

SOCIAL SECURITY | DRIVER'S LICENSE # | DATE OF BIRTH | NAD #

VEHICLE PURCHASED

TYPE: NEW | YEAR: 2026 | MAKE: FORD | MODEL: EXPLORER | BODY

CYLINDERS | TRANSMISSION: AUTO | FUEL | COLOR: BLACK | TRIM: ACTIVE | VIN: 1FMUK7DH1TGB53157

KEY CODE | OTHER | ODOMETER

TRADE-IN #1

YEAR | MAKE | VIN

MODEL | STOCK NUMBER | ODOMETER | TRADE ALLOWANCE $

PAYOFF AMOUNT | GOOD UNTIL | ACCOUNT NUMBER

PAYOFF OWED TO | PHONE NUMBER | QUOTED BY

ADDRESS | CITY | STATE | ZIP CODE

TRADE-IN #2

YEAR | MAKE | VIN

MODEL | STOCK NUMBER | ODOMETER | TRADE ALLOWANCE $

PAYOFF AMOUNT | GOOD UNTIL | ACCOUNT NUMBER

PAYOFF OWED TO | PHONE NUMBER | QUOTED BY

ADDRESS | CITY | STATE | ZIP CODE

LIEN HOLDER

PURCHASED VEHICLE LIEN HOLDER | LIEN HOLDER CODE

ADDRESS | CITY | STATE | ZIP CODE

INSURANCE

COMPANY | POLICY NUMBER

AGENT | PHONE

ADDRESS | CITY | STATE | ZIP CODE

BASE PRICE	$41,982.00
Hitch	$68.00
Delivery	$120.00
	$0.00
TOTAL PRICE INCLUDING DEALER OPTIONS	$42,170.00
ADJUSTED PRICE INCL DISCOUNT(S)	$42,170.00
GROSS TRADE-IN ALLOWANCE	$0.00
TRADE DIFFERENCE	$42,170.00
SERVICE & DOCUMENTATION FEE	$0.00
TAXABLE AMOUNT	$42,170.00
SALES TAX 0%	$0.00
TAG & TITLE FEE	$0.00
GA WARRANTY RIGHTS FEE (NEW ONLY)	$0.00
PRICE INCLUDING TAX & FEES	$42,170.00
BALANCE OWED ON TRADE(S)	$0.00
TOTAL PURCHASE PRICE W/TRADES	$42,170.00
REBATE(S) ASSIGNED TO DEALER	$0.00
DEPOSIT RECEIPT #	$0.00
CASH DOWN RECEIPT $	$0.00
SERVICE CONTRACT	$0.00
GAP	
UNPAID BALANCE	
NET DUE UPON DEL CASH/CHECK CONTRACT	$42,170.00

Purchaser agrees that this Order, including all the terms on BOTH THE FACE AND REVERSE SIDE HEREOF, and any retail installment sales contract reflecting the above transaction cancel and supercede any prior agreement or contract and compromise the complete and exclusive statement of the terms. Purchaser agrees that THIS ORDER SHALL NOT BECOME BINDING UNTIL ACCEPTED BY DEALER OR HIS AUTHORIZED REPRESENTATIVE, AND FURTHERMORE IN THE EVENT OF A TIME SALE, THIS ORDER SHALL NOT BE BINDING UNTIL THE RETAIL INSTALLMENT SALES CONTRACT IS SIGNED BY PURCHASER AND HAS BEEN APPROVED BY A BANK OR FINANCE COMPANY WILLING TO PURCHASE SAID CONTRACT ON SUCH TERMS. This agreement cannot be modified except by express agreement of the parties. Purchaser by his executing of the Agreement acknowledges that he has read the terms and conditions and has received a true copy of the agreement.

PURCHASER'S SIGNATURE ____________ DATE

ACCEPTED BY: ____________ DEALER OR HIS AUTHORIZED REPRESENTATIVE

CO-PURCHASER'S SIGNATURE ____________ DATE

Item 1.

WEST WARNING EQUIPMENT SALES & SERVICE, LLC

QUOTE

115 SAND BAR FERRY ROAD
AUGUSTA, GA 30901

Phone # 706-855-6916

E-mail
laurawest1@comcast.net

Date	Quote #
5/27/2026	8848

Name / Address
FIRSTVEHICLE-TRANSDEV US ATTN: ACCOUNTS PAYABLE 720 E. BUTTERFIELD RD STE 300 LOMBARD IL 60148

Qty	Item	Description	Rate	Total
		2026 FORD UTILITY-POLICE PKG- EMA - PAIRING OF RED & GREEN LIGHTS		
1	Misc	54" LIGHTBAR W/ CORNER DUAL COLOR RED/ GREEN , INTERIOR FRONT RED W/ TD, INTERIOR REAR RED W/ TWO OUTER AMBER, LIGHTBAR STRAPS & LIGHT CONTROLLER TO OPERATE LIGHTBAR	3,014.00	3,014.00
1	LABOR	LABOR TO INSTALL ABOVE	150.00	150.00
		NOTES: LIGHTBAR IS QUOTED WITH A LIGHT CONTROLLER AS IF IT WAS THE ONLY THING BEING INSTALLED LIGHTBAR IS NOT IN STOCK AND NOT A COMMON BUILD FOR THE MANUFACTURE- BAR COULD TAKE UP TO 4 WEEKS BUT WOULD NOT KNOW FOR SURE AN ESTIMATED TIME UNTIL ORDER IS PLACED- ONCE LIGHTBAR IS IN HOUSE WE WOULD BE ABLE TO PICK THE VEHICLE UP WITHIN A WEEK-VEHICLE WOULD BE COMPLETED WITHIN THAT WEEK AFTER PICK UP IF NOT SOONER		

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

Sales Tax (8.5%)	$0.00
Total	$3,164.00

WEST WARNING EQUIPMENT SALES & SERVICE, LLC

QUOTE

115 SAND BAR FERRY ROAD
AUGUSTA, GA 30901

Phone # 706-855-6916

E-mail
laurawest1@comcast.net

Date	Quote #
5/27/2026	8849

Name / Address
FIRSTVEHICLE-TRANSDEV US ATTN: ACCOUNTS PAYABLE 720 E. BUTTERFIELD RD STE 300 LOMBARD IL 60148

Qty	Item	Description	Rate	Total
		2026 FORD UTILITY-POLICE PKG- EMA- PAIRING OF RED & GREEN LIGHTS		
1	Misc	FRONT INTERIOR WINDSHIELD LIGHTBAR- SINGLE COLOR RED W/ 2 DUAL COLOR GREEN /WHITE MODULES , INCLUDES LIGHT CONTROLLER TO OPERATE LIGHTS	1,454.00	1,454.00
1	Misc	REAR INTERIOR WINDSHIELD LIGHTBAR-SINGLE COLOR RED W/ 2 OUTER DUAL COLOR GREEN/ AMBER MODULES	1,304.00	1,304.00
1	Misc	2 FRONT GRILL LIGHTS DUAL COLOR RED/GREEN	379.00	379.00
1	Misc	SIDE MARKER LIGHTS-FLUSH-FRONT AND REAR QUARTER PANEL- RED/WHITE	856.00	856.00
1	Misc	2 REAR TAG LIGHTS DUAL COLOR RED/GREEN	558.00	558.00
1	Misc	TRIPLE OUTLET, FIRE EXT	143.00	143.00
1	Misc	TINT 35% W/ FRONT 6" STRIP	325.00	325.00
1	LABOR	LABOR TO INSTALL ABOVE	200.00	200.00
		NOTE: QUOTE DID NOT LIST A CONTROLLER FOR LIGHTS NOR A SIREN OR SPEAKER- WE INCLUDED A LIGHT CONTROLLER IN OUR QUOTE BUT DID NOT LIST A SIREN OR SPEAKER(S) THREE ITEMS LISTED ARE STOCK ITEMS THE OTHERS WILL NEED TO BE ORDERED-LIGHT CONFIGURATION IS NOT A COMMON BUILD SO LEAD TIME COULD BE 4 WEEKS BUT WOULD NOT KNOW FOR SURE UNTIL ORDER WAS PLACED- ONCE ITEMS ARE ALL IN HOUSE WE COULD PICK UP THE VEHICLE WITHIN A WEEK WITH THE BUILD BEING DONE WITHIN WEEK OF PICK UP IF NOT SOONER. DUE TO THE SPECIAL COLOR CONFIGURATION OF THESE LIGHTS THEY WILL NOT BE ABLE TO CHANGE WHEN ORDER IS PLACED AS THE MANUFACTURE WILL NOT ALLOW IT		

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

Sales Tax (8.5%)	$0.00
Total	$5,219.00

QUOTE

DATE:
Date : 05/22/2026

TO: AUGUSTA

QUOTE #
395

CUSTOMER BUILD
EMA PIU

COMPANY	PREPARED BY	PAYMENT TERMS	DUE DATE
AKINS Emergency Solutions	Josh	NET30	TBD

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	FEDERAL SIGNAL FRONT AND REAR INTERIOR VISOR LIGHTS		0
1	FEDERAL SIGNAL SMART CONTROL SIREN AND AMP(1 SPEAKER INCLUDED)		0
2	SPEAKER AND BRACKET		0
4	4-FRONT GRILLE LIGHTS(FEDERAL SIGNAL)		0
4	4-SIDE MARKER LIGHTS(FEDERAL SIGNAL) FLUSHED INTO CAR		0
2	TAG LIGHTS		
1	12V 3 OUTLET BOX		0
1	FIRE EXTINGUISHER AND BRACKETS		
1	WINDOW TINT		
1	SHOP SUPPLIES		
1	LABOR		
		SUBTOTAL	$5,650.72
		TOTAL	$5,650.72

MAKE ALL CHECKS PAYABLE TO AKINS
Thank you for your business!

220 WEST MAY STREET WINDER, GA 30680

Item 1.

ESTIMATE

Blue Badger Upfitters LLC
3696 Washington Rd
Augusta, GA 30907-6102

julie@bluebadgerupfitters.com
+1 (706) 524-0996

Bill to
Richmond County Fleet
1568 Broad St. Bldg. C
Augusta, Georgia 30901

Ship to
Richmond County Fleet
1568 Broad St. Bldg. C
Augusta, Georgia 30901

Estimate details
Estimate no.: 1346
Estimate date: 05/26/2026
Expiration date: 06/30/2026

Product or service	Description	Qty	Rate	Amount
	2026 Ford Explore PIU EMA Admin Package FRONT/REAR INTERIOR LIGHT BARS			
Vehicle Parts - Non Taxable	FED-SIFMJS-FPIU25-P3 SIFMJS; STOCKED R/G/W	1	$870.10	$870.10
Vehicle Parts - Non Taxable	FED-SIFMJH-FPIU20-P3 SIFMJH; STOCKED R/G/W	1	$870.10	$870.10
Vehicle Parts - Non Taxable	FED-MPS63U-RGW MICROPULSE ULTRA 6, TRI-COLOR, CLEAR LENS RED, GREEN, WHITE (4) GRILL. (4) SIDE MARKER, (2) TAG	10	$124.30	$1,243.00
Vehicle Parts - Non Taxable	FED-MPS63U-FPIU20WW WEDGE KIT,WHEEL WELL,20FPIU,4	1	$22.74	$22.74
Vehicle Parts - Non Taxable	FED-OBDCABLE16-7 OBDII INTERFACE CABLE	1	$112.20	$112.20
Vehicle Parts - Non Taxable	FED-EXPMOD24 24 CHANNEL EXPANSION MODULE	1	$216.70	$216.70
Vehicle Parts - Non Taxable	FED-CNTRLR-6B CNTRLR, CONV, LBAR, 6BTN	1	$268.18	$268.18
Vehicle Parts - Non Taxable	12V TRIPLET OUTLET	1	$45.00	$45.00

Item 1.

Sublet	TINT	1	$200.00	$200.00
Vehicle Parts - Non Taxable	5 LB FIRE EXTINGUISHER W/ VEHICLE BRACKETS	1	$115.00	$1[illegible]
Shop Supplies	MISC SHOP SUPPLIES	1	$30.00	$30.00
Labor	LABOR	1	$2,640.00	$2,640.00

All packages we build come with a one-year response guarantee. We will respond to your agency within 24 weekday hours to troubleshoot, address, or repair any critical malfunctions of equipment we install. For critical malfunctions that result in the vehicle being removed from service, we will respond within 24 hours. For minor issues, our response time will be within 72 hours.

Terms unless otherwise agreed to by both parties: Equipment and installations are billed separately. 50% of equipment due at time of order. Remaining 50% of equipment due upon arrival of equipment. Blue Badger will store and insure all equipment, property of the customer, at no additional charge. Labor billed by vehicle at the time each vehicle is delivered to the customer.

****GUARANTEED INSTALLATION WITHIN 30 DAYS OF FULL EQUIPMENT DELIVERY****

Total **$6,633.02**

Expiry date 06/30/2026

Accepted date **Accepted by**

Item 1.

ACCOUNTS PAYABLE
AKO Signs Inc.
P.O. Box 80561
Athens GA 30608

Office: 706-210-5595
Fax: 706-210-5605
see website for more info

www.akosigns.com

Estimate

ESTIMATE NO. 026-2133
DATE 6/10/2026

NAME / ADDRESS	SHIP TO
Augusta Fleet Management 1568C Broad Street Augusta, GA 30904	

ORDERED BY	P.O. NO.	TERMS	REP	DUE DATE
Kaycee		Net 10	ETD	6/18/2026

QTY	ITEM	DESCRIPTION	COST	TOTAL
2	Door Decals INST	Description:"EMA logo" Size: to fit a 2026 Ford Explorer (black) Printed Vinyl:180Cv3 Color:see proof Overlaminate: 8518 Mask:yes Finishing: Installed	49.00	98.00
0.25	Artwork	Includes logo clean up, logo creation, or consultation.	60.00	15.00

Thank you for the opportunity! **TOTAL** $113.00

Customer acknowledges that any change, alteration or additional charges added to the order shall be subject to further charge as reasonable for the additional materials, labor and margin. Customer grants a security interest in the signage for payment of any amounts not paid upon delivery. Amounts not paid when due shall accrue interest at 19% per annum in addition to attorneys fees of 15% of the amount collected. Customer acknowledges that all payments hereunder shall be made out to AKO Signs, exclusively. Customer shall rely only upon official AKO proof documents, and shall not rely upon any representation or statement by salesperson in conflict therewith. This approval agreement composes the entire agreement between and among the parties.

SIGNATURE ____________________________________ DATE ________________...

Administrative Services Committee Meeting

Meeting Date:

2026 – UTIL-FM – RC MOWERS – SWC

Department: Central Services – Fleet Management

Presenter: Horace Green; Central Services Director

Caption: Motion to approve the purchase of two RC mowers, at a total cost of $150,000 from Jet-Vac Equipment Atlanta, GA for the Utilities Department utilizing the Georgia Statewide Contract.

Background: The Utilities Facilities Maintenance is requesting the purchase of two remote-controlled slope mowers for use at our reservoir facilities. In accordance with Safe Dams Program requirements, vegetation has been cleared from the reservoir embankments to allow for proper inspection and maintenance. Ongoing mowing of these slopes is necessary to maintain compliance and preserve clear visibility of the embankments.

Due to the steep terrain and operating conditions, it is neither practical nor safe to use conventional ride-on mowing equipment. Remote-controlled slope mowers provide a safer and more effective method for maintaining these areas while significantly reducing the risk of operator injury. The purchase of these mowers will help ensure continued compliance with dam safety requirements, improve employee safety, and provide an efficient means of maintaining the reservoir slopes.

Jet-Vac Equipment Company LLC will hold the order for two RC Mowers until the Augusta Commission has approved the order. Once approved, Fleet Management will acquire the purchase order and submit it to the vendor for delivery of the asset purchases. Funding is available in Utilities accounts 506-04-3520/54.21120 and 506-04-3540/54-21120.

Analysis: The Procurement Department approved the request to utilize the GA statewide contract #99999-SPD0000177-0002 and issued a letter of intent to purchase two RC mowers utilizing department funds Utilities accounts 506-04-3520/54.21120 and 506-04-3540/54-21120.

Financial Impact:

- (2) – 2026 RC Mowers R-52 Tracked Remote Mower - $75,000.00/each

Alternatives: (1) Approve (2) Do not approve

Recommendation: Motion to approve the purchase of two RC mowers, at a total cost of $150,000 from Jet-Vac Equipment Atlanta, GA for the Utilities Department.

Funds are available in the following accounts:	• Utilities – Acct #506-04-3520/54-21120 & Acct #506-04-3540/54-21120
<u>REVIEWED AND APPROVED BY:</u>	N/A

Revised - Wor...

Item 2.

Augusta GEORGIA

Procurement Department

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

LETTER OF INTENT TO PURCHASE RC Mowers from Jet-Vac Equipment

This letter of intent dated, **July 17, 2026**, is to inform you that the Central Services Department – Fleet Management Division has concluded that we intend to purchase: **two (2) 2026 RC Mowers** for the below listed Departments, utilizing:

Statewide Contract Number: 99999-001-SPD0000117-0002

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

1. **Buyer**: Augusta, Georgia – Central Services Department: Fleet Management Division
2. **Seller**: Jet-Vac Equipment
3. **RC Mower Total Purchase Price**: $150,000.00

Vehicles to be purchased and Departments to receive vehicles:

# of Vehicles	Vehicle	Department	Orig. Price	SWC Discount	SWC Price
Two (2)	RC Mower R-52 Remote Mower	Utilities Fac Maintenance	$78,390.69	$3,390.69	$75,000.00/ea.

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

Sincerely,

Andy Penick

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

Attachments: Mower Purchase Price /Specifications/Quotes

535 Telfair Street, Suite 605, Augusta, GA 30901
Ph: (706) 821-2422 / Email: procadministrative@augustaga.gov

Nancy

Item 2.

Augusta GEORGIA

Procurement Department

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

LETTER OF INTENT TO PURCHASE RC Mowers from Jet-Vac Equipment

This letter of intent dated, **July 17, 2026**, is to inform you that the Central Services Department – Fleet Management Division has concluded that we intend to purchase: **two (2) 2026 RC Mowers** for the below listed Departments, utilizing:

Statewide Contract Number: 99999-001-SPD0000117-0002

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

1. **Buyer**: Augusta, Georgia – Central Services Department: Fleet Management Division
2. **Seller**: Jet-Vac Equipment
3. **RC Mower Total Purchase Price**: $150,000.00

Vehicles to be purchased and Departments to receive vehicles:

# of Vehicles	Vehicle	Department	Price
Two (2)	RC Mower R-52 Remote Mower	Utilities Fac Maintenance	$78,390.69

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

Sincerely,

Andy Penick

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

Attachments: Mower Purchase Price /Specifications/Quotes

Central Services Department

Horace Green, Director
LaQuona Porter, Fleet Manager

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

MEMORANDUM

JUL 16 '26 AM 8:27

TO:	**Andy Penick, Director, Procurement Director** OP
FROM:	**Horace Green, Director, Central Services Director**
DATE:	**July 13, 2026**
SUBJECT:	**Request LOI to purchase two RC Mowers for the Utilities Department – Facilities Maintenance Division**

Central Services-Fleet Management requests LOI to purchase two RC mowers for the Utilities-Facilities Maintenance division. The state contract holder, Jet-Vac Equipment Company, LLC, has two RC mowers that meets the departmental needs. The statewide contract number is 99999-001-SPD0000177-0002.

(2) - 2026 RC Mowers R-52 Tracked Remote Mower - $75,000.00 each = $150,000.00

The Utilities Facilities Maintenance is requesting the purchase of two remote-controlled slope mowers for use at our reservoir facilities. In accordance with Safe Dams Program requirements, vegetation has been cleared from the reservoir embankments to allow for proper inspection and maintenance. Ongoing mowing of these slopes is necessary to maintain compliance and preserve clear visibility of the embankments.

Due to the steep terrain and operating conditions, it is neither practical nor safe to use conventional ride-on mowing equipment. Remote-controlled slope mowers provide a safer and more effective method for maintaining these areas while significantly reducing the risk of operator injury. The purchase of these mowers will help ensure continued compliance with dam safety requirements, improve employee safety, and provide an efficient means of maintaining the reservoir slopes.

Jet-Vac Equipment Company LLC will hold the order for two RC Mowers until the Augusta Commission has approved the order. Once approved, Fleet Management will acquire the purchase order and submit it to the vendor for delivery of the asset purchases. Funding is available in Utilities accounts 506-04-3520/54.21120 and 506-04-3540/54-21120.

FLORIDA SHERIFFS ASSOCIATION
Georgia
NCSA COOPERATIVE PURCHASING PROGRAMS
Sourcewell
HGACBuy THE SMART PURCHASING SOLUTION

JET-VAC Equipment Company, LLC

Date: 06/17/2026

Quoted To:
Augusta Utilities Department (Wylds)
aud-invoice@augustaga.gov
535 Telfair St., Municipal Bldg #1000
Augusta GA 30901-2379

Location: ATLANTA
Quote Number: Q01031
Expiry Date: 07/17/2026
Salesperson: ROB SPILLER
(678) 525-7938
rob@jet-vac.com
Responsible: BRITTANY WINDHAM
brittany@jet-vac.com
Attention: John Goodenough

We propose to furnish the equipment described herein in accord with the specification, terms, and conditions outlined.

[UNIT #1] RC MOWERS R-52 Tracked Remote Mower 52" Deck, Vanguard 37hp Engine (Gen 5.0) *** 4500 lb Winch Kit + Installation Consumable Kit (R-52)	78,390.69
[UNIT #2] RC MOWERS R-52 Tracked Remote Mower 52" Deck, Vanguard 37hp Engine (Gen 5.0) *** 4500 lb Winch Kit + Installation Consumable Kit (R-52)	78,390.69
Additional Charges JET-VAC DISCOUNT	-6,781.38

Comments
GA STATE CONTRACT (DOAS)
CONTRACT ID: # 99999-001-SPD0000177-0002
CONTRACT DESCRIPTION: Tractors, Mowers, and Earthmoving Equipment
CONTRACT TERM: 06/01/2026 through 05/31/2027
****
QUOTE AMOUNT REFLECTS GA STATE CONTRACT PRICING & INCLUDES 8.5%
CONTRACT DISCOUNT - FREIGHT INLCUDED IN SALES PRICE

Selling Price:	150,000.00
Tax:	
Net Selling Price:	150,000.00

Accepted by:

Prepared by:

Katie Cornelius

From: Stephen Orton
Sent: Friday, July 10, 2026 1:15 PM
To: Kaycee Gordy
Subject: RE: 2- rc mowers

Follow Up Flag: Follow up
Flag Status: Flagged

Kaycee, here you go

To Whom It May Concern:
The Utilities Department is requesting the purchase of two remote-controlled slope mowers for use at our reservoir facilities. In accordance with Safe Dams Program requirements, vegetation has been cleared from the reservoir embankments to allow for proper inspection and maintenance. Ongoing mowing of these slopes is necessary to maintain compliance and preserve clear visibility of the embankments.
Due to the steep terrain and operating conditions, it is neither practical nor safe to use conventional ride-on mowing equipment. Remote-controlled slope mowers provide a safer and more effective method for maintaining these areas while significantly reducing the risk of operator injury. The purchase of these mowers will help ensure continued compliance with dam safety requirements, improve employee safety, and provide an efficient means of maintaining the reservoir slopes.

Stephen H. Orton MSc, PE , CAP, CCST, Master Electrician
Facility Engineering & Maintenance Divison
Augusta Utilities Department
Maintenance Superintendent
Cell - (706) 836-7283
sorton@augustaga.gov

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

Ronald Reagan

www.ISA.Org

From: Kaycee Gordy <KGordy@augustaga.gov>
Sent: Thursday, July 9, 2026 3:22 PM

To: Stephen Orton <SOrton@augustaga.gov>
Subject: RE: 2- rc mowers

Stephen,

Please provide detailed justification for both mowers. Thank you!

Kaycee Gordy ǀ Fleet Operations Specialist
Augusta – Richmond County ǀ Central Services Department
1568 Broad St Bldg. C ǀ Augusta, Georgia 30901
(p) 706-821-2894 ǀ (c) 762-622-0744
kgordy@augustaga.gov ǀ www.augustaga.gov

From: Stephen Orton <SOrton@augustaga.gov>
Sent: Thursday, July 9, 2026 2:46 PM
To: Kaycee Gordy <KGordy@augustaga.gov>
Subject: RE: 2- rc mowers

Highland 506043520-5421120 $75,000

Hicks 506043540-5421120 $75,000

Stephen H. Orton MSc, PE , CAP, CCST, Master Electrician
Facility Engineering & Maintenance Divison
Augusta Utilities Department
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From: Kaycee Gordy <KGordy@augustaga.gov>
Sent: Thursday, July 9, 2026 10:15 AM
To: Stephen Orton <SOrton@augustaga.gov>
Subject: RE: 2- rc mowers

Stephen,

Please provide the account number and we will proceed with the procurement process. Do you have a quote from the state contract vendor on which RC mower you want?

Kaycee Gordy l Fleet Operations Specialist
Augusta – Richmond County l Central Services Department
1568 Broad St Bldg. C l Augusta, Georgia 30901
(p) 706-821-2894 l (c) 762-622-0744
kgordy@augustaga.gov l www.augustaga.gov

From: Stephen Orton <SOrton@augustaga.gov>
Sent: Tuesday, July 7, 2026 9:06 AM
To: Kaycee Gordy <KGordy@augustaga.gov>
Subject: 2- rc mowers

Kaycee, we need to get 2 more RC mowers for our water treatment plant Reservoirs and I will get you an account number for this if you are good to go with getting of state contract, Andy Penick said he was fine with it

Stephen H. Orton MSc, PE , CAP, CCST, Master Electrician
Facility Engineering & Maintenance Divison
Augusta Utilities Department
Maintenance Superintendent
Cell - (706) 836-7283
sorton@augustaga.gov

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Ronald Reagan

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Administrative Services Committee Meeting

July 28, 2026

Item Name

Department:	N/A
Presenter:	N/A
Caption:	Motion to **approve** the minutes of the July 14, 2026 Administrative Services Committee Meeting.
Background:	N/A
Analysis:	N/A
Financial Impact:	N/A
Alternatives:	N/A
Recommendation:	N/A
Funds are available in the following accounts:	N/A
REVIEWED AND APPROVED BY:	N/A

ADMINISTRATIVE SERVICES COMMITTEE MINUTES

Commission Chamber
Tuesday, July 14, 2026
1:05 PM

PRESENT:
Commissioner Brandon Garrett, Chair
Commissioner Tina Slendak, Member
Commissioner Tony Lewis, Member
Mayor Garnett Johnson
Commissioner Stacy Pulliam
Commissioner Lonnie Wimberly
Commissioner Catherine Rice
ABSENT:
Commissioner Don Clark, Member

1. Motion to **approve** Housing and Community Development Department's (HCD's) request to continue to partner with Augusta/CSRA Habitat for Humanity to provide affordable housing to families that reside in the Augusta, Georgia-Richmond County area. To continue support the construction and development of one (1) single family units to be sold to low-income homebuyers.

   Motion to approve

   Motion made by Lewis and seconded by Slendak
   Motion carried 3-0

2. Motion to **approve** Housing and Community Development Department's (HCD's) request to continue to partner with Augusta/CSRA Habitat for Humanity to provide affordable housing to families that reside in the Augusta, Georgia-Richmond County area. To continue support the construction and development of one (1) single family units to be sold to low-income homebuyers.

   Motion to approve

   Motion made by Lewis and seconded by Slendak
   Motion carried 3-0

3. Motion to **approve** Housing and Community Development Department's (HCD's) request to continue to partner with Augusta/CSRA Habitat for Humanity to provide affordable housing to families that reside in the Augusta, Georgia-Richmond County area. To continue support the construction and development of one (1) single family units to be sold to low-income homebuyers.
   Motion to approve

   Motion made by Lewis and seconded by Slendak
   Motion carried 3-0

4. Request to **approve** submission of the FY2026 Annual Action Plan, representing $3,852,829.39 in investment in the housing and service needs of low- and moderate-income residents of Augusta, and grant authority for the Mayor to execute the necessary documents required to be included with this submission.

   Motion to approve

   Motion made by Lewis and seconded by Slendak
   Motion carried 3-0

5. Motion to **approve** Housing and Community Development Department's (HCD's) request to provide funding to CapitalRise, LLC to continue development in the Pebble Creek Area and support the construction of one (1) single family unit to be sold to low-income homebuyer.

   Motion to approve

   Motion made by Lewis and seconded by Slendak
   Motion carried 3-0

6. Recommendation to deny the appeal of Bosun for Non-Responsive Determination on RFQ/P #26-172 Airport Marketing Agency for the Augusta Regional airport.

7. **Motion to delete**

   Motion made by Lewis and seconded by Slendak
   Motion carried 3-0

8. Motion to **approve** the minutes of the June 23, 2026 Administrative Services Committee Meeting.

Motion to approve

Motion made by Lewis and seconded by Slendak
Motion carried 3-0

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