



Central Services Department

Ron Lampkin, Interim Director
Maria Rivera-Rivera, Deputy Director

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

MEMORANDUM

TO: Geri Sams, Director, Procurement Department

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

DATE: June 20, 2024

SUBJECT: Emergency Memo – Carrie J Mays Community Center HVAC

In accordance with §1-10-57 Emergency Procurements, we respectfully ask you to accept this communication as notification of an emergency at the Carrie J Mays Community Center relating to the failure of two HVAC units.

Two HVAC units that service the Carrie J Mays Community Center were found to be experiencing deficiencies. An inspection of the units revealed that the units are no longer operational, and a new condenser will be required for both units. The failure of the HVAC units, coupled with the current outside temperature, is causing room temperatures to increase. Carrie J Mays Community Center is occupied by the elderly during the day hours, and it is imperative that the installation of the condenser takes place to ensure proper air circulation throughout the facility. Sig Cox has been deemed qualified to make the necessary installations.

Please process a purchase order for Sig Cox, in the amount of \$27,310.00 for the installation of the new condensers.

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

REQUISITION

REQUISITION DATE: 6/20/2024

PURCHASE ORDER NUMBER:

PURCHASE ORDER DATE:

			VENDOR		NAME OF BIDDER		NAME OF BIDDER		NAME OF BIDDER	
			PHONE NUMBER		(706) 722-5304					
			QUOTED BY		Bubba Smith					
ITEM NO	DESCRIPTION	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price		
1	FURNISH & INSTALL TWO (2) 7.5-TON TRANE CONDENSERS. INDOOR COILS & FURNACES IN GOOD CONDITION AT THIS TIME	1	\$27,310.00	\$27,310.00						
2										
3										
4	*Emergency									
5	Quote #q100361									
6	Carrie J Mays Community Center HVAC									
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21										
22										
TOTAL BID				\$27,310.00						
SHIPPING CHARGES										
DELIVERY TIME FROM RECEIPT OF PURCHASE ORDER										



Sig Cox Heating & Air Conditioning
1431 Greene Street
Augusta, GA 30901

Phone: (706) 722-5304
sigcoxservice@sigcox.com
sigcox.com

Bill to
Augusta Georgia
Accounting Dep Suite 800
535 Telfair St Municipal Bld
Augusta, GA 30901-2379

Ship to
Carey J May Park00005
1014 11th Avenue
Augusta, GA 30901

Quote Date: 6/18/2024

Sales Rep: Bubba

Quote #: q100361

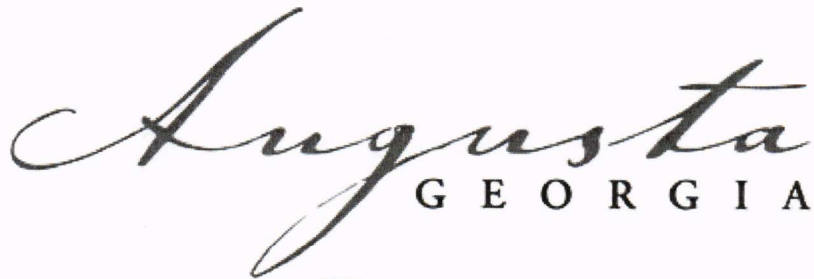
Item	Description	Quantity	Price	Amount
EST	Furnish and install two (2) 7.5-ton Trane condensers. Indoor coils and furnaces in good condition at this time.	1	\$27,310.00	\$27,310.00

Subtotal: \$27,310.00

Tax: \$0.00

Total: \$27,310.00

Payments: \$0.00



Finance

Budget Transfer Request Form

Department * Central Services

Department Director Email rlampkin@augustaga.gov

Budget Analyst * Who is the budget analyst for your department?
Sophia Tian

Explanation * BTR FOR HVAC @ CARRIE J MAYS 06.18.24

Transfer Data

From Org Key *	From OC# *	Description	To Org Key *	To OC# *	Description	Transfer Amount *
272016210	5319130	Central Services-Adm	272016210	5412110	Central Services-Adm	\$ 25000.00

Signature *

Scarlet Green

Katie Cornelius

From: Nancy M. Williams
Sent: Tuesday, June 18, 2024 4:41 PM
To: Katie Cornelius; Geri Sams; Audrey Sutton; Darrell White
Cc: Ron Lampkin; Maria Rivera-Rivera; Scarlet Green; Arlene New; Eric Bing
Subject: RE: Emergency Request - HVAC Board of Elections Warehouse and Carrie J Mays Center

Approved.

From: Katie Cornelius <KCornelius@augustaga.gov>
Sent: Tuesday, June 18, 2024 3:23 PM
To: Geri Sams <gsams@augustaga.gov>; Audrey Sutton <ASutton@augustaga.gov>; Nancy M. Williams <NWilliams@augustaga.gov>; Darrell White <DWhite2@augustaga.gov>
Cc: Ron Lampkin <RLampkin@augustaga.gov>; Maria Rivera-Rivera <MRivera-Rivera@augustaga.gov>; Scarlet Green <SGreen@augustaga.gov>; Arlene New <anew@augustaga.gov>; Eric Bing <EBing@augustaga.gov>
Subject: Emergency Request - HVAC Board of Elections Warehouse and Carrie J Mays Center
Importance: High

Good afternoon,

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

- Board of Elections Warehouse
 - Two units are currently out of operation and are not circulating air, causing the building temperatures to increase. These units have numerous deficiencies and will require replacement. This facility is in consistent use by members of the public and it is imperative that the units' operation be restored to properly circulate air.
- Carrie J Mays Community Center
 - Two units are currently nonoperational and are not circulating air throughout the facility, causing the building temperatures to increase. The condensers will require the replacement to restore functionality to the units. This community center is occupied by the elderly during the day hours, and it is imperative that the units' operation be restored to properly circulate air.

We are requesting approval to proceed with the attached quote by Sig Cox in the amount of **\$19,879.00** for the replacement of the two (2) 4-ton HVAC units at Board of Elections Warehouse. **Funds are available in account 101-01-4110/53.19120.**

Also, we are requesting approval to proceed with the second attached quote by Sig Cox in the amount of **\$27,310.00** for the replacement of (2) 7.5-ton Trane condensers at Carrie J Mays Community Center. **Funds are available in account 272016210/54.12110.**

Thank you,
Katie

Katie Cornelius | Administrative Assistant
Augusta – Richmond County | Central Services Department