



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

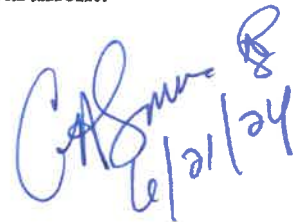
TO: Geri Sams, Director, Procurement Department
FROM: ~~Ron Lampkin~~, Interim Director, Central Services Department
DATE: 
June 20, 2024
SUBJECT: Emergency Memo – May Park Community Center HVAC

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

The roof-top HVAC unit that services the May Park Community Center was found to be experiencing deficiencies. An inspection of the unit revealed that the unit is no longer operational, and a replacement unit will be required. The failure of the HVAC unit, coupled with the current outside temperature, is causing room temperatures to increase. May Park Community Center is occupied consistently by children for day-time club activities, and it is imperative that the replacement of the unit 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 \$60,812.00 for the removal of the existing unit and installation of a replacement unit.

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


Geri Sams
6/21/24

AUGUSTA-RICHMOND COUNTY GEORGIA

PURCHASING DEPARTMENT

DEPARTMENT NAME: Central Services Department
DEPARTMENT NUMBER: Varies, see below
DEPARTMENT HEAD: 

REQUISITION:

REQUISITION DATE: 6/20/2024
PURCHASE ORDER NUMBER:
PURCHASE ORDER DATE:

VENDOR			NAME OF BIDDER		NAME OF BIDDER	
PHONE NUMBER			Sig Cox			
QUOTED BY			(706) 722-5304			
			Bubba Smith			
ITEM NO	DESCRIPTION	Quantity	Unit Price	Total Price	Unit Price	Total Price
1	REMOVAL & DISPOSAL OF EXISTING 20-TON PACKAGE UNIT. FURNISH & INSTALL NEW TRANE WSJ240A3S00 20 TON PKGD PRECEDENT UNITARY ROOFTOP UNIT. FURNISH & INSTALL ECONOMIZER. FURNISH 60-TON CRANE TO SET UP IN FRONT PARKING LOT. FURNISH ALL ELECTRICAL MISC. MATERIALS. FURNISH PVC FOR DRAIN	1	\$60,812.00	\$60,812.00		
2						
3						
4	Funding is available in the following accounts:					
5	GL: 330-05-1120/54.13120					
6	JL: 224-05-1118/54.13120					
7						
8	*Emergency					
9	Quote # q100373					
10	May Park Community Center - HVAC Roof-top Unit Replacement					
11						
12						
13						
14						
15						
16						
17						
18						
19						
TOTAL BID				\$60,812.00		
SHIPPING CHARGES						
DELIVERY TIME FROM RECEIPT OF PURCHASE ORDER						

Handwritten signature and date 6/20/24



Sig Cox Heating & Air Conditioning
1431 Greene Street
Augusta, GA 30901
Phone: (706) 722-5304
sigcoxservice@sigcox.com
sigcox.com

Ship to
May Park Community Center0003
622 Fourth Street
Walton Way
Augusta, GA 30901

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

Quote Date: 6/20/2024

Sales Rep: Bubba

Quote #: q100373

Item	Description	Quantity	Price	Amount
EST	Removal and disposal of existing 20-ton package unit.	1	\$60,812.00	\$60,812.00
	Furnish and install a new Trane WSJ240A3S00 20 Ton PKGD Precident Unitary Rooftop unit.			
	Furnish and install an economizer.			
	Furnish 60-ton crane, to set up in front parking lot.			
	Furnish all electrical misc. materials.			
	Furnish pvc for drain.			
	Package unit \$ 49,678.00			
	Economizer \$ 2,400.00			
	Extended warranty \$ 504.00			
	Shipping \$ 1,656.00			
	60 Ton Crane \$ 2,534.00			
	Misc. electrical and pvc fittings. \$ 100.00			
	Permit \$ 300.00			
	Labor \$ 3,640.00			

Subtotal: \$60,812.00
Tax: \$0.00
Total: \$60,812.00
Payments: \$0.00

Katie Cornelius

From: Scarlet Green
Sent: Thursday, June 20, 2024 12:57 PM
To: Katie Cornelius
Cc: Ron Lampkin; Maria Rivera-Rivera; Arlene New
Subject: FW: Emergency Request - May Park HVAC Unit Replacement

Katie,

Please prepare documents with account numbers below. Also send the account numbers along with the updated quote to Procurement.

Thanks,
Scarlet

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



From: Timothy Schroer <tschroer@augustaga.gov>
Sent: Thursday, June 20, 2024 12:54 PM

To: Ron Lampkin <RLampkin@augustaga.gov>; Scarlet Green <SGreen@augustaga.gov>
Cc: Maria Rivera-Rivera <MRivera-Rivera@augustaga.gov>; Katie Cornelius <KCornelius@augustaga.gov>; Arlene New <anew@augustaga.gov>
Subject: RE: Emergency Request - May Park HVAC Unit Replacement

Please use

GL 330-05-1120/5413120
JL 224051118/5413120

Fiscal Year: Fiscal Year: Budget Version:

JL Budgets and Actuals with Encumbrances

Ledger: JL Report Date: 06/20/2024

Object	Description	Budget	Actual	Encumbrance	Bal
5413120	Building Renovations	60,850.00	0.00	0.00	60.8
Revenue & Transfers In:		0.00	0.00	0.00	
Expenditure and Transfers Out:		60,850.00	0.00	0.00	60.8
Net:		-60,850.00	0.00	0.00	-60.8
Grand Total (RV & TD):		0.00	0.00	0.00	
Grand Total (XP & TO):		60,850.00	0.00	0.00	60.8
Net:		-60,850.00	0.00	0.00	-60.8

Timothy E. Schroer, CPA, CGMA
Deputy Director – Finance

Augusta Richmond County Georgia | 535 Telfair St., Suite 800 | Augusta, GA 30901
✉ tschroer@augustaga.gov | ☎ Office: (706) 821- 1741 | 📠 Fax: (706) 821- 2520

From: Ron Lampkin <RLampkin@augustaga.gov>
Sent: Thursday, June 20, 2024 12:08 PM

To: Timothy Schroer <tschroer@augustaga.gov>; Scarlet Green <Sgreen@augustaga.gov>
Cc: Maria Rivera-Rivera <MRivera-Rivera@augustaga.gov>; Katie Cornelius <KCornelius@augustaga.gov>; Arlene New <anew@augustaga.gov>
Subject: Re: Emergency Request - May Park HVAC Unit Replacement

We are doing a replacement of the unit and will be using the SPLOST 8 funds for Facility maintenance.

Thank You,
Ron Lampkin
Augusta-Richmond County
Interim Director Central Services
(706) 821-2899 - Office
(706) 513-2109 - Cell

From: Timothy Schroer <tschroer@augustaga.gov>

Sent: Thursday, June 20, 2024 12:06:16 PM

To: Scarlet Green <SGreen@augustaga.gov>

Cc: Ron Lampkin <RLampkin@augustaga.gov>; Maria Rivera-Rivera <MRivera-Rivera@augustaga.gov>; Katie Cornelius <KCornelius@augustaga.gov>; Arlene New <anew@augustaga.gov>

Subject: RE: Emergency Request - May Park HVAC Unit Replacement

What project is the funding coming from?

Timothy E. Schroer, CPA, CGMA

Deputy Director – Finance

Augusta Richmond County Georgia | 535 Telfair St., Suite 800 | Augusta, GA 30901

✉ tschroer@augustaga.gov | 📞 Office: (706) 821- 1741 | 📠 Fax: (706) 821- 2520

From: Scarlet Green <SGreen@augustaga.gov>

Sent: Thursday, June 20, 2024 12:00 PM

To: Timothy Schroer <tschroer@augustaga.gov>

Cc: Ron Lampkin <RLampkin@augustaga.gov>; Maria Rivera-Rivera <MRivera-Rivera@augustaga.gov>; Katie Cornelius <KCornelius@augustaga.gov>; Arlene New <anew@augustaga.gov>

Subject: FW: Emergency Request - May Park HVAC Unit Replacement

Tim,

Procurement has approved us to proceed with the attached quote. Could you provide us a SPLOST 8 account for the attached?

Thanks,

Scarlet

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



From: Darrell White <DWhite2@augustaga.gov>

Sent: Thursday, June 20, 2024 11:59 AM

To: Katie Cornelius <KCornelius@augustaga.gov>; Geri Sams <gsams@augustaga.gov>; Audrey Sutton <ASutton@augustaga.gov>; Nancy M. Williams <NWilliams@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>

Subject: RE: Emergency Request - May Park HVAC Unit Replacement

Please proceed with this emergency however I need a breakdown of the charges for full approval pending identified funding source from Finance. Please have Sig Cox send a itemized bill please.

From: Katie Cornelius <KCornelius@augustaga.gov>

Sent: Thursday, June 20, 2024 11:38 AM

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>

Subject: Emergency Request - May Park HVAC Unit Replacement

Importance: High

Good morning,

As discussed in my phone conversation with Ms. Sutton, this communication serves as notification of an emergency at the following location:

- May Park Community Center
 - The 20-ton roof-top unit is currently out of operation and is not circulating air, causing the building temperatures to increase. This unit has numerous deficiencies and will require a complete replacement. This facility is in consistent use by children for day-time club activities 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 **\$60,812.00** for the replacement of the 20-ton unit at May Park Community Center. **Funds will be utilized from SPLOST 8.**

Central Services will request the account numbers from Finance (Timothy Schroer) upon Procurement approval of this request. Once the account numbers are received from Finance, we will send them to Procurement.

Thank you,
Katie

Katie Cornelius | Administrative Assistant
Augusta - Richmond County | Central Services Department
2760 Peach Orchard Rd | Augusta, Georgia 30906
(p) 706-312-4152
KCornelius@augustaga.gov | www.augustaga.gov



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