



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: August 15, 2024
SUBJECT: Emergency Memo – Eastview 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 Eastview Community Center relating to damaged and stolen units.

Four HVAC units that service the Eastview Community Center are out of operation. Two units were stolen, and another two units were severely damaged. The missing and damaged units coupled with the current outside temperature are causing room temperatures to increase. It is imperative that the replacement to this unit take place to ensure proper air circulation throughout the facility, as this facility is in consistent use by citizens and staff. Sig Cox has been deemed qualified to make the necessary replacements of the units.

Please process a purchase order for Sig Cox, in the amount of \$33,100.00 for the replacement of the four HVAC units.

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

RL/mcrr

**AUGUSTA-RICHMOND COUNTY GEORGIA
PURCHASING DEPARTMENT**

REQUISITION

DEPARTMENT NAME: Central Services Department
DEPARTMENT NUMBER: 272016210/54.13120
DEPARTMENT HEAD: 

REQUISITION:
REQUISITION DATE: 8/15/2024
PURCHASE ORDER NUMBER:
PURCHASE ORDER DATE:

VENDOR		NAME OF BIDDER	
PHONE NUMBER	QUOTED BY	Sig Cox	Bubba Smith
(706) 722-5304			

ITEM NO	DESCRIPTION	Quantity	Unit Price	Total Price	NAME OF BIDDER	
					Unit Price	Total Price
1	FURNISH & INSTALL 4EA. LENNOX 5-TON HEAT PUMP CONDENSERS. FURNISH ALL MISC COPPER, ELECTRICAL WIRING, THERMOSTAT WIRING, AND ALL REFRIGERANT NEEDED TO RECHARGE	1	\$33,100.00	\$33,100.00		
2						
3						
4	*Emergency					
5	Quote #q100516					
6	Eastview Community Center - SR#548523					
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
TOTAL BID				\$	33,100.00	
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
Eastview Park00037
 644 Aiken Street
 Augusta, GA 30901

Quote Date: 8/13/2024

Sales Rep: Bubba

Quote #: q100516

SR # 548523

Item	Description	Quantity	Price	Amount
EST	Furnish and install 4ea. Lennox 5-ton heat pump condensers. Furnish all misc. copper that was stolen. Furnish electrical wiring (existing disconnects can be used) Furnish thermostat wiring. Furnish all refrigerant needed to recharge.	1	\$33,100.00	\$33,100.00

Subtotal: \$33,100.00
 Tax: \$0.00
 Total: \$33,100.00
 Payments: \$0.00

Katie Cornelius

From: Darrell White
Sent: Monday, August 12, 2024 11:06 AM
To: Katie Cornelius
Cc: Geri Sams; Audrey Sutton; Nancy M. Williams; Ron Lampkin; Maria Rivera-Rivera; Scarlet Green; Arlene New
Subject: RE: Emergency Request - Eastview Community Center HVAC
Importance: High

Please proceed with this emergency request immediately!

From: Katie Cornelius <KCornelius@augustaga.gov>
Sent: Monday, August 12, 2024 11:02 AM
To: Darrell White <DWhite2@augustaga.gov>
Cc: Geri Sams <gsams@augustaga.gov>; Audrey Sutton <ASutton@augustaga.gov>; Nancy M. Williams <NWilliams@augustaga.gov>; 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 - Eastview Community Center HVAC
Importance: High

Good morning,

As a follow up to the verbal approval with Deputy Rivera-Rivera, this communication serves as notification of an emergency at the following location:

- Eastview Community Center
 - Two units were stolen from this facility and another two units are heavily damaged due to attempted theft. Currently, there is no air circulation within this facility and the building temperatures are increasing. It is of utmost importance that this is addressed in order to restore proper air circulation to the facility, as it is in consistent use by citizens and staff.

We are requesting approval to proceed with an emergency service call to correct this situation.

Thank you,
Katie

Katie Cornelius | Administrative Assistant
Augusta – Richmond County | Central Services Department
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(p) 706-312-4152
KCornelius@augustaga.gov | www.augustaga.gov

