



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: Darrell White, Interim Director, Procurement Department

FROM: ~~Ron Lampkin, Interim Director, Central Services Department~~


DATE: July 30, 2025

SUBJECT: Emergency Memo – Coroner’s Office Flooring Replacement

In accordance with §1-10-57 Emergency Procurements, I respectfully ask you to accept this communication as notification of an emergency at the Coroner’s Office relating to the needed replacement of the flooring.

The flooring within the Coroner’s Office is currently damaged and in need of replacement. It is imperative that the maintenance process continues to preserve the integrity of the structure, as well as prevent potential safety risks to citizens and personnel that utilize the building. CCS Flooring Tech has been deemed qualified to make the necessary repairs.

Please process a purchase order to CCS Flooring Tech in the amount of \$28,058.64 for the needed flooring replacement.

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

RL/mcrr

**AUGUSTA-RICHMOND COUNTY GEORGIA
PURCHASING DEPARTMENT**

DEPARTMENT NAME: Central Services Department

DEPARTMENT NUMBER: 10136110/52.23111

DEPARTMENT HEAD: 

REQUISITION

REQUISITION:

REQUISITION DATE: 07/30/2025

PURCHASE ORDER NUMBER:

PURCHASE ORDER DATE:

ITEM NO	DESCRIPTION	Quantity	Unit Price	Total Price	NAME OF BIDDER		NAME OF BIDDER	
					CCS Flooring Tech	706-481-2727		
1	LVT 6 " UNCOMMON GROUNDS, MOISTURE BARRIER MC RAPID, COVE BASE 6" COLOR BROWN, DEMO OLD TILES, LABOR AND MATERIAL	1	\$ 28,058.64	\$ 28,058.64				
2								
3								
4								
5	Emergency - Coroner's Office Flooring Replacement SR # 590087							
6	Proposal # 6/11/2025							
7	Funding is available in the following accounts:							
8	10136110/52.23111							
9								
10								
11								
12								
13								
14								
15								
16								
17								
TOTAL BID			\$	28,058.64				
SHIPPING CHARGES								
DELIVERY TIME FROM RECEIPT OF PURCHASE ORDER								

SA# 590087



232 Sandbar Ferry Rd Ste A
 Augusta, GA 30901
 706-481-2727

6/11/2025

Estimate

Customer			JOB SITE		
Augusta Central Service- Coroners Office			912 8th St. Augusta, GA 30901		
SKU#/Item NO.	Description	Qty	Unit	Price	Amount
LVT 6"	Uncommon Grounds	2324	S/F		
Moisture Barrier	MC Rapid	2324	S/F		
Cove Base 6"	Color Brown	700	L/F		
Demo	Old Tiles	2324	S/F		
This estimate includes labor and material.					
			Net Total		
			\$28,058.64		

Katie Cornelius

From: Nancy M. Williams
Sent: Wednesday, July 30, 2025 9:09 AM
To: Katie Cornelius; Maria Rivera-Rivera; Mark Bowen; Darrell White
Subject: Emergency - Flooring Replacement at the Coroner's Office
Attachments: Floor.pdf

Please see the request below from Mark Bowen and the quote attached for the replacement of the flooring in the coroner's office. Per Darrell's response below please proceed with the emergency procedures to get her flooring replaced. Central Services has stated that they will handle the emergency request.

Action required from Mark:

Mark, Katie of Central Services will need the account numbers before she can proceed. Please proceed with getting your money transferred to the right object codes and send this to the attention of Katie.

From: Darrell White <DWhite2@augustaga.gov>
Sent: Tuesday, July 29, 2025 1:16 PM
To: Nancy M. Williams <NWilliams@augustaga.gov>
Subject: FW: Floor quote

Please reach out to him to give instructions how he should submit. I have given verbal approval.

From: Mark Bowen <mbowen@augustaga.gov>
Sent: Tuesday, July 29, 2025 11:20 AM
To: Darrell White <DWhite2@augustaga.gov>
Subject: Floor quote

Good evening Darrell,

Per our conversation, the floor in the Coroner's Office is unsafe. The tile was placed I believe in 2013 and several calls have been made to have it looked at due to not sticking and staying stable. The tile is coming up causing an unsafe place when walking. We now have a quote to possibly help and wanted to see if this could be classed as an

EMERGENCY. Employees as well as visitors have stumbled but only to catch themselves before turning into a fall with possibly injury.

Thank You

Coroner Mark Bowen

Richmond County Coroner's Office

912 8th Street

Augusta, Ga. 30901

Office: 706-821-2382

Direct: 706-821-1438

Cell: 706-836-5857



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AED:104.1