



Central Services Department

Horace Green, Director
Maria Rivera-Rivera, Deputy Director

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

MEMORANDUM

TO: Andy Penick, Director, Procurement Department
FROM: Horace Green, Director, Central Services Department
DATE: August 21, 2026
SUBJECT: Emergency Memo – Municipal Building Fan Coil Units

In accordance with §1-10-57 Emergency Procurements, we respectfully ask you to accept this communication as notification of an emergency at the Municipal Building's regarding fan coil units.

Several fan coil units that service the Municipal Building are experiencing deficiencies. The failure of the unit caused room temperatures to increase, and air was not being properly circulated within the affected areas. It is imperative that this situation is assessed and corrected as soon as possible to restore proper air circulation to the affected areas, as these areas are consistently occupied by citizens and staff. Trane Service was deemed qualified to make the necessary assessments and corrections to the affected fan coil units.

Please process a purchase order for Trane Company, in the amount of \$51,091.00 for the needed corrections to the fan coil units.

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

HG/mcrr

**AUGUSTA-RICHMOND COUNTY GEORGIA
PURCHASING DEPARTMENT
REQUISITION**

DEPARTMENT NAME: Central Services Department
DEPARTMENT NUMBER: 272016210/54.18120
DEPARTMENT HEAD: 

REQUISITION:
REQUISITION DATE: 08/19/2026
PURCHASE ORDER NUMBER:
PURCHASE ORDER DATE:

			NAME OF BIDDER		NAME OF BIDDER		NAME OF BIDDER	
			Trane Company					
			(706) 738-8157					
			Chris Gleiter					



Trane U.S. Inc.
804 Trane Rd
Augusta, GA 30909
Phone: (706) 738-8157

August 03, 2026

Augusta-richmond Cnty
535 TELFAIR ST SUITE 800
Augusta, GA 30901-3090
(706) 305-8396

Site Address:
Augusta GA Municipal Building
535 Telfair St
Augusta, GA 30901

ATTENTION: Timothy Howard

PROJECT NAME: ARC Municipal FCU Motor CO

We are pleased to propose the following Trane services for the equipment listed. Services will be performed using Trane's exclusive service procedures provided by factory trained and experienced technicians. You receive the full benefit of our expertise derived from being Trane equipment's original manufacturer. Our procedures are environmentally and safety conscious while providing for the efficient delivery of these services.

EQUIPMENT LIST

Augusta GA Municipal Building

The following "Covered Equipment" will be serviced at Augusta GA Municipal Building:

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Fan Coil Units	21	Trane			

SCOPE OF SERVICE

- 4 single shaft motors
- 17 dual shaft motors
- 14 actuators
- Provide labor for requested units



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535 TELFAIR ST SUITE 800
Augusta, GA 30901-3090
(706) 305-8396

Site Address:
Augusta GA Municipal Building
535 Telfair St
Augusta, GA 30901

ATTENTION: Timothy Howard

PROJECT NAME: Municipal FCU Troubleshooting #1

We are pleased to propose the following Trane services for the equipment listed. Services will be performed using Trane's exclusive service procedures provided by factory trained and experienced technicians. You receive the full benefit of our expertise derived from being Trane equipment's original manufacturer. Our procedures are environmentally and safety conscious while providing for the efficient delivery of these services.

SCOPE OF SERVICE

Troubleshooting the (44) FCU's listed below:

1-1,1-8,1-10,1-16,1-35,1-38,1-40,
2-2,2-4,2-20,2-24,2-25,2-29,2-33,2-37,2-38,2-39
3-1,3-12,3-26,3-28,3-3,3-30,3-7,3-36,3-37,3-45,3-47,3-48
4-1,4-14,4-17,4-23,4-24
5-1,5-11,5-4
6-1,6-8,
7-1,7-17
8-3,8-20
9-1

Katie Cornelius

From: Andy Penick
Sent: Thursday, June 18, 2026 1:07 PM
To: Horace Green
Cc: Maria Rivera-Rivera; Myana Mahadi; Audrey Sutton; Nancy M. Williams; Valerie Murray; Timothy Howard; Katie Cornelius
Subject: RE: Emergency Request - Municipal Building Fan Coil Units Down / HVAC

Director Green,

This is approved, please proceed as needed.

Andy Penick

Director of Procurement

From: Katie Cornelius <KCornelius@augustaga.gov> **On Behalf Of** Horace Green
Sent: Thursday, June 18, 2026 1:05 PM
To: Andy Penick <apenick@augustaga.gov>
Cc: Horace Green <hgreen@augustaga.gov>; Maria Rivera-Rivera <MRivera-Rivera@augustaga.gov>; Myana Mahadi <msmahadi@augustaga.gov>; Audrey Sutton <ASutton@augustaga.gov>; Nancy M. Williams <NWilliams@augustaga.gov>; Valerie Murray <vmurray@augustaga.gov>; Timothy Howard <THoward@augustaga.gov>; Katie Cornelius <KCornelius@augustaga.gov>
Subject: Emergency Request - Municipal Building Fan Coil Units Down / HVAC
Importance: High

Good afternoon,

In accordance with §1-10-57 Emergency Procurements, we respectfully ask you to accept this communication as notification of a health and operations related emergency at the Municipal Building's 1st through 6th floors.

Several fan coil units are currently down at this location. Due to the failure of these units' temperatures cannot be successfully regulated and is causing room temperatures to decrease, and air is not being properly circulated within the affected areas. It is imperative that this situation is assessed, and repairs take place to regulate temperatures and provide air circulation throughout the facility.

We are requesting approval to proceed with Trane Service for the assessment of the fan coil units. Repairs may be required once assessment is complete.

Please contact us with any questions or concerns regarding this information.

Thank you,
Katie on behalf of H. James Green

H. James Green | Director
Augusta - Richmond County | Central Services Department