



Central Services Department

Horace Green, Director
LaQuona Porter, Fleet Manager

Fleet Management
1568-C Broad Street
Augusta GA 30904
Phone: (706) 821-2892

MEMORANDUM

TO: Andy Penick, Director, Procurement Director
FROM: Horace Green, Director, Central Services Director
DATE: May 6, 2026
SUBJECT: Request to Utilize State Contract #SWC 99999-001-SPD0000218-0005
Administrative Vehicles

Central Services-Fleet Management request to utilize state contract #SWC 99999-001-SPD0000218-0005 (Administrative Vehicles) and a "Letter of Intent" (LOI) to purchase one vehicle for the Augusta Richmond County Planning and Development Department to replace a Ford Escape that was damaged during Hurricane Helene.

The state contract holder, Akins Ford Dodge, informed Fleet Manager there is a small stock inventory for Ford Escapes. Ford Motor Company has cut off all Ford Escapes orders as the vehicle model will be faded out. The vendor requested a LOI to hold one Ford Escape in their inventory until the Augusta Commission approves the purchase. Once approved, Fleet Management will acquire the purchase order and submit it to the vendor for securing the asset purchase.

Planning and Development is requesting the purchase of one 2026 Ford Escape utilizing capital funds. The new vehicle will replace asset #220168 that was a total loss during Hurricane Helene. Central Services-Fleet Management has consulted with the department to ensure the vehicle specifications meet their operational needs.

Please approve the use of the state contract and LOI in total amount of \$28,556 to Akins Ford Dodge. Thank you for your assistance. Please contact Fleet Management with any questions or concerns.

LP/kg



BUYER'S ORDER / INVOICE / BILL OF SALE

P.O. Box 280 • Winder, GA 30680 • 770-867-9136 • 800-282-7872 • www.akinsford.com • sales @ akinsford.net

CUSTOMER INFORMATION FOR TITLE PURPOSES							SALES PERSON SAVANNA		PROSPECT #						
NAME(S) FIRST, MIDDLE, LAST OR BUSINESS AUGUSTA GEORGIA							STOCK NUMBER		DATE 05/05/26						
STREET ADDRESS							CITY		COUNTY		STATE GA		ZIP CODE		
MAILING ADDRESS							CITY		COUNTY		STATE		ZIP CODE		
HOME PHONE			CELL OR PAGER #		OFFICE OR WORK PHONE			E-MAIL ADDRESS							
PRIMARY PURCHASER INFORMATION							BASE PRICE		\$28,406.00						
SOCIAL SECURITY		DRIVER'S LICENSE #		DATE OF BIRTH		NAD #		Delivery		\$150.00					
VEHICLE PURCHASED									\$0.00						
TYPE NEW	YEAR 2026	MAKE FORD		MODEL ESCAPE		BODY									
CYLINDERS		TRANSMISSION AUTO	FUEL	COLOR WHITE	TRIM ACTIVE	VIN 1FMCU0GN7TUA37493									
KEY CODE			OTHER			ODOMETER									
TRADE-IN #1							TOTAL PRICE INCLUDING DEALER OPTIONS		\$28,556.00						
YEAR	MAKE		VIN				ADJUSTED PRICE INCL DISCOUNT(S)		\$28,556.00						
MODEL		STOCK NUMBER		ODOMETER		TRADE ALLOWANCE \$		GROSS TRADE-IN ALLOWANCE		\$0.00					
PAYOFF AMOUNT		GOOD UNTIL		ACCOUNT NUMBER				TRADE DIFFERENCE		\$28,556.00					
PAYOFF OWED TO			PHONE NUMBER		QUOTED BY					SERVICE & DOCUMENTATION FEE		\$0.00			
ADDRESS			CITY		STATE		ZIP CODE		TAXABLE AMOUNT		\$28,556.00				
TRADE-IN #2							SALES TAX 0%		\$0.00						
YEAR	MAKE		VIN				ADJUSTED PRICE INCL DISCOUNT(S)		\$28,556.00						
MODEL		STOCK NUMBER		ODOMETER		TRADE ALLOWANCE \$		TAG & TITLE FEE		\$0.00					
PAYOFF AMOUNT		GOOD UNTIL		ACCOUNT NUMBER				GA WARRANTY RIGHTS FEE (NEW ONLY)		\$0.00					
PAYOFF OWED TO			PHONE NUMBER		QUOTED BY					PRICE INCLUDING TAX & FEES		\$28,556.00			
ADDRESS			CITY		STATE		ZIP CODE		BALANCE OWED ON TRADE(S)		\$0.00				
LIEN HOLDER							TOTAL PURCHASE PRICE W/TRADES		\$28,556.00						
PURCHASED VEHICLE LIEN HOLDER				LIEN HOLDER CODE			REBATE(S) ASSIGNED TO DEALER		\$0.00						
ADDRESS			CITY		STATE		ZIP CODE		DEPOSIT RECEIPT #		\$0.00				
INSURANCE							CASH DOWN RECEIPT \$		\$0.00						
COMPANY				POLICY NUMBER			SERVICE CONTRACT		\$0.00						
AGENT				PHONE			UNPAID BALANCE								
ADDRESS			CITY		STATE		ZIP CODE		NET DUE UPON DEL CASH/CHECK CONTRACT		\$28,556.00				
Purchaser agrees that this Order, including all the terms on BOTH THE FACE AND REVERSE SIDE HEREOF, and any retail installment sales contract reflecting the above transaction cancel and supercede any prior agreement or contract and compromise the complete and exclusive statement of the terms. Purchaser agrees that THIS ORDER SHALL NOT BECOME BINDING UNTIL ACCEPTED BY DEALER OR HIS AUTHORIZED REPRESENTATIVE, AND FURTHERMORE IN THE EVENT OF A TIME SALE, THIS ORDER SHALL NOT BE BINDING UNTIL THE RETAIL INSTALLMENT SALES CONTRACT IS SIGNED BY PURCHASER AND HAS BEEN APPROVED BY A BANK OR FINANCE COMPANY WILLING TO PURCHASE SAID CONTRACT ON SUCH TERMS. This agreement cannot be modified except by express agreement of the parties. Purchaser by his executing of the Agreement acknowledges that he has read the terms and conditions and has received a true copy of the agreement.							GAP								
PURCHASER'S SIGNATURE _____				ACCEPTED BY: _____											
DATE _____				DEALER OR HIS AUTHORIZED REPRESENTATIVE											
CO-PURCHASER'S SIGNATURE _____				DATE _____											