



# Central Services Department

Horace Green, Director 2760 Peach Orchard Road, Augusta, GA 30906  
Maria Rivera-Rivera, Deputy Director (706) 828-7174 Phone (706) 796-5077 Fax

## MEMORANDUM

**TO: Andy Penick, Director, Procurement Department**

**FROM: Horace Green, Director, Central Services Department**

**DATE: May 12, 2026**

**SUBJECT: Emergency Memo – Jeff Maxwell Library Water Remediation**

---

In accordance with §1-10-57 Emergency Procurements, we respectfully ask you to accept this communication as notification of an emergency at the Jeff Maxwell Library regarding water remediation.

A pipe burst at the Jeff Maxwell Library, resulting in water leakage throughout the facility. The leaks affected the carpet, books, and furniture within the library, creating conditions that could lead to further structural and property damage if not addressed. It is imperative that the maintenance process continues to preserve the integrity of the structure, as well as prevent potential safety risks to personnel that utilize the building. Due to the urgency of the situation and the need to prevent additional damages, Servpro was contacted on an emergency basis to provide immediate water remediation services.

Please process a purchase order for Servpro, in the amount of \$43,118.24 for the necessary water remediation services.

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:** Varies, see below  
**DEPARTMENT HEAD:** 101

**REQUISITION:**  
**REQUISITION DATE:** 05/12/2026  
**PURCHASE ORDER NUMBER:**  
**PURCHASE ORDER DATE:**

ITEM NO	DESCRIPTION	Quantity	NAME OF BIDDER		NAME OF BIDDER		NAME OF BIDDER	
			Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
	<b>VENDOR</b>		Servpro					
	<b>PHONE NUMBER</b>		706-750-0200					
	<b>QUOTED BY</b>							
1	WATER EXTRACTION, REMEDIATION SERVICES FOR MAXWELL BRANCH LIBRARY 325051120-5413120 / JL 206055105-5413120	1	\$ 36,758.24	\$ 36,758.24				
2	WATER REMEDIATION SERVICES 329064310-5413120 / JL 218059113-5413120	1	\$ 6,360.00	\$ 6,360.00				
3								
4								
5	Emergency - Jeff Maxwell Library Burst Pipe Mitigation Invoice 26-0199-WTR							
6								
7	Funding is available in the following SPL/OST VIII accounts:							
8	GL 325051120-5413120 / JL 206055105-5413120 - \$36,758.24							
9	GL 329064310-5413120 / JL 218059113-5413120 - \$6,360.00							
10								
11								
12								
<b>TOTAL BID</b>				\$ 43,118.24				
<b>SHIPPING CHARGES</b>								
<b>DELIVERY TIME FROM RECEIPT OF PURCHASE ORDER</b>								

**SERVPRO**

683 Commerce Ct  
 Evans, GA 30809 US  
 7067500200  
 office@servproaugusta.com  
 www.servproaugusta.com

**Invoice**

BILL TO
Maxwell Library 26-0199-WTR;Self Pay 1927 Lumpkin Rd Augusta, GA 30906 USA

SHIP TO
Maxwell Library 26-0199-WTR;Self Pay Maria Rivera 1927 Lumpkin Rd Augusta, GA 30906 USA

INVOICE #	DATE	TOTAL DUE	DUE DATE	ENCLOSED
26-0199-WTR	02/06/2026	\$43,118.24	02/06/2026	

**CREW CHIEF**

75% Rachel/ 25% David

**PROJECT MANAGER**

Josh

Please choose one of the links to pay your invoice or you may contact SERVPRO® of Augusta to answer any payment related questions.

We accept cash, check which can be mailed to above address.

BALANCE DUE

**\$43,118.24**

## Katie Cornelius

---

**From:** Andy Penick  
**Sent:** Monday, February 2, 2026 10:25 AM  
**To:** Katie Cornelius  
**Cc:** Horace Green; Maria Rivera-Rivera; Valerie Murray; Myana Mahadi; Audrey Sutton; Nancy M. Williams  
**Subject:** Re: Emergency Request - Jeff Maxwell Library Burst Pipe

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Approved

Get [Outlook for iOS](#)

---

**From:** Katie Cornelius <KCornelius@augustaga.gov>  
**Sent:** Monday, February 2, 2026 10:23:13 AM  
**To:** Andy Penick <apenick@augustaga.gov>  
**Cc:** Horace Green <hgreen@augustaga.gov>; Maria Rivera-Rivera <MRivera-Rivera@augustaga.gov>; Valerie Murray <vmurray@augustaga.gov>; Myana Mahadi <msmahadi@augustaga.gov>; Audrey Sutton <ASutton@augustaga.gov>; Nancy M. Williams <NWilliams@augustaga.gov>  
**Subject:** Emergency Request - Jeff Maxwell Library Burst Pipe

Good morning,

In accordance with §1-10-57 Emergency Procurements, we respectfully ask you to accept this communication as notification of a safety and operations related emergency at the Jeff Maxwell Library.

A pipe has burst at this location, and is causing water to leak onto the carpet, books and furniture within the facility. It is of utmost importance that corrections are made in order to prevent further damages.

We are requesting approval to proceed with ServPro to address this situation. We currently do not have an estimate on the repairs at this time as the situation will need to be assessed to determine what is needed.

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

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](mailto:KCornelius@augustaga.gov) | [www.augustaga.gov](http://www.augustaga.gov)

---

This e-mail contains confidential information and is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. The City of Augusta accepts no liability for the content of this e-mail or for the consequences of any actions taken on the basis of the information provided, unless that information is subsequently confirmed in writing. Any views or opinions presented in this e-mail are solely those of the author and do not necessarily represent those of the City of Augusta. E-mail transmissions cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. The sender therefore does not accept liability for any errors or omissions in the content of this message which arise as a result of the e-mail transmission. If verification is required, please request a hard copy version.

AED:104.1