

AUGUSTA-RICHMOND COUNTY GEORGIA

DEPARTMENT NAME Central Services Department

DEPARTMENT NUMBER Account Number Below

DEPARTMENT HEAD 

PURCHASING DEPARTMENT

REQUISITION

REQUISITION

REQUISITION DATE 3/1/2023

PURCHASE ORDER NUMBER

PURCHASE ORDER DATE

ITEM NO	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE	NAME OF BIDDER		NAME OF BIDDER	
					VENDOR	PHONE NUMBER	NAME OF BIDDER	NAME OF BIDDER
1	Change Order # 1 Monetary Deduction to Purchase	1			Willow Products Company,			
2	Order # P440253 due to the removal of material and							
3	labor for eighteen (18) units of the Willo Wedge							
4	Locking System at the Webster Detention Center							
5								
6								
7	329051120/5413120							
8	222059622/5413120							
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13								
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16								
17								
18								
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21								
TOTAL BID								
SHIPPING CHARGES								
DELIVERY TIME FROM RECEIPT OF PURCHASE ORDER								

(\$-35,995.00)



Central Services Department

Ron Lampkin, Interim Director
Maria Rivera Rivera, Deputy Director

Central Services Department
2760 Peach Orchard Rd.
Augusta GA 30906
Phone: (706) 821-7174

MEMORANDUM

TO: Geri Sams, Director, Procurement Department
FROM: ~~Ron Lampkin~~, Interim Director, Central Services Department
DATE: March 1, 2023
SUBJECT: Change Order Request

In accordance with Augusta, GA policies and procedures we are requesting to have purchase order P440253 amended.

Purchase order P440253 needs to be amended in the amount of (\$35,995.00) due to the removal of material and labor for eighteen (18) units of the Willo Wedge locking system.

- Original Purchase Order Amount \$534,288.00
- Revised Purchase Order Amount \$498,293.00

Your assistance would be greatly appreciated.

Attachments: Purchase Order P440253
Propose Change Order Number One – Willo Products Company Inc.

Cc: Ron Lampkin
Maria Rivera Rivera

PURCHASE ORDER

AUGUSTA, GEORGIA

SUITE 808, PROCUREMENT DEPARTMENT
535 TELFAIR STREET, MUNICIPAL BUILDING 1000
AUGUSTA, GEORGIA 30901-2377
PHONE: (706) 821-2422

Page 1 of 1

PURCHASE ORDER NO.
P440253

REQUISITION/QUOTE NO.
R366726

DATE 10/06/22	DEPARTMENT 51120	VENDOR PHONE # (256) 353-7161 ext:
VENDOR # 25532	E-VERIFY # 204528	EMAIL dwood@willoproducts.com

PURCHASE ORDER NUMBER ABOVE
MUST APPEAR ON ALL INVOICES,
SHIPPING PAPERS, AND PACKAGES.

VENDOR
WILLO PRODUCTS COMPANY INC.
714 WILLO INDUSTRIAL DRIVE S.E.
DECATUR, AL 35601

ATTN:
BID NUMBER:

CONTRACT #:
BUYER:

SHIP TO:
CENTRAL SERVICES ADMIN
2760 PEACH ORCHARD RD.
BUILDING A
AUGUSTA, GA 30906

BILL TO:
AUGUSTA, GEORGIA
ACCOUNTING DEPARTMENT, SUITE 800
535 TELFAIR STREET, MUNICIPAL BUILDING 1000
AUGUSTA, GA 30901-2379
(706) 821-2336

ALL INVOICES AND CORRESPONDENCE MUST BE SENT TO
ABOVE ADDRESS REGARDLESS OF SHIPPING DESTINATION.

ITEM #	QUANTITY	UNIT	PRODUCT ID	DESCRIPTION	UNIT PRICE	AMOUNT
0001				REMOVAL OF THE CURRENT DETENTION LOCKS & SECURITY SYSTEM TO NEW WEDGE LOCKING & SECURITY SYSTEMS ON THE C & D PODS AT THE CHARLES B. WEBSTER DETENTION 329-05-1120/54-13120	534,288.00	534,288.00

APPROVED BY AUGUSTA, GA
COMMISSION, 9/6/2022, ITEM #23

CONDITIONS - READ CAREFULLY

- The purchaser is exempt by statute from payment of Federal, State, and Municipal sales, excise and other taxes.
- Shipping charges prepaid by vendor.
- Payment will be made on complete shipments only, unless otherwise requested.
- DELIVERY TICKET MUST ACCOMPANY GOODS.
- No back orders. We will reorder if available.
- Please make deliveries between 9 A.M. and 4 P.M.
- All goods received with subsequent privilege to inspect and return at Vendor's expense if defective or not in compliance with our specifications.
- Indoor delivery if necessary.
- Payment: Net 30 or according to contract.

NET TOTAL..... 534,288.00

APPROVED FOR ISSUE

G.A. Shams

PROCUREMENT DIRECTOR

VENDOR COPY



Proposed Change Order Number One

2-14-2023

**Maria Rivera-Rivera, Facilities Maintenance Manager
Charles B. Webster Detention Center
1940 Phinizy Road
Augusta, GA 30906
Phone: 706.821.1629
Email: MRivera-Rivera@augustaga.gov**

**Reference: Purchase Order Number P440253, dated 10/6/2022
Proposed Change Order Number One – The removal of 18 wedge units from
our scope of work.**

Mrs. Rivera-Rivera,

Willo Products offers Augusta, GA Procurement Department a *monetary deduction* to purchase order number P440253. This deduction will remove material and labor for eight-teen units of the Willo Wedge locking system. We offer a deduction in the amount of **\$35,995.00**. If accepted the value of purchase order P440253 will be adjusted to **\$498,293.00**. *We have placed materials on hold until we receive acceptance or rejection of this proposed change.*

If you have any questions, please give me a call.

Sincerely,

**Ryan Childers
Sales Estimator
256.353.7161 X 234
256.580.0166
rchilders@willoproducts.com**