



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: Andy Penick, Director, Procurement Department

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

DATE: August 11, 2025

SUBJECT: Emergency Memo – Fleet Shop #2 Roof Leaks

In accordance with §1-10-57 Emergency Procurements, I respectfully ask you to accept this communication as notification of an emergency at the Fleet Shop # 2 facility regarding several roof leaks.

Fleet Shop #2 is experiencing several leaks inside the building. These leaks are persistently causing interior issues and water damage to the walls, ceiling, flooring and equipment. During an assessment conducted by the Central Services Department and Hixon's Roofing, it was found that the roof would require replacement. It is imperative that the maintenance process continues to preserve the integrity of the structure. Hixon's Roofing & Construction has been deemed qualified to make the necessary replacement of the roof.

Please process a purchase order to Hixon's Roofing & Construction in the amount of \$79,861.00 for the needed roof replacement.

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

RL/mcrr

Agenda item
in progress for
8/26/25 committee
meeting
-Katie
ext. 4152

**AUGUSTA-RICHMOND COUNTY GEORGIA
PURCHASING DEPARTMENT**

REQUISITION

DEPARTMENT NAME: Central Services Department
DEPARTMENT NUMBER: SPL-051 VIII, See Below
DEPARTMENT HEAD: 

REQUISITION:
REQUISITION DATE: 08/11/2025
PURCHASE ORDER NUMBER:
PURCHASE ORDER DATE:

			NAME OF BIDDER		NAME OF BIDDER		NAME OF BIDDER	
			Hixon's Roofing					
			803-341-1483					
			Tyler Hixon					

SRA# 599113



Hixon's Commercial Roofing
Hixon's Roofing
12192 Atomic Road
Beech Island, SC 29842

07/21/2025

Company Representative
Tyler Hixon
Phone: (803) 341-1483
tylerhixon@hixonsroofing.com

Fleet Management Shop 2 Heavy Equipment Bldg Green Bldg
2316 Tobacco Road
Augusta, GA 30906
(706) 564-1712

Job: Fleet Management Shop 2 Heavy Equipment Bldg
Green Bldg

Roofing Section

- Obtain all required permits.
- Remove one layer of existing roofing material (if additional layers discovered during removal, additional charge will be applied)
- Furnish & Install new roll insulation
- Furnish & Install new 26 Gauge R Panel Metal per manufacturers specifications
- Furnish & install drip edge (color match)
- Furnish & install metal ridge cap (color match)
- Furnish & install rake metal and all other applicable trim (color match as applicable)
- Furnish & Install new skylights
- Furnish & install new pipe boots.
- Blow out gutters.
- Magnet sweep job site.
- Clean Up Work Area and Dispose of Generated Waste
- *5 year workmanship warranty.
- *40 year manufacturer's warranty on paint.

TOTAL

\$79,861.00

Please make all checks payable to Hixon's Roofing. **Payment is due upon completion of work.** If the job is through insurance; the first check is due on the day of the contract signing along with any out of pocket expenses. If the job is through our financing company; we will send an invoice and handle the rest. In the unlikely event that collection procedures become necessary, I understand that I, not my insurance company, am responsible for the entire account balance. I shall pay all monies to Hixon's Roofing, and I will be responsible for invoice amount plus all fees involved in the collection. Interest of 5% will be applied to any balance remaining after 30 days from invoice. I also acknowledge that it is my full responsibility to pay 50% of the balance owed to cover Collection Fees, if sent to a Collection Agency, plus court cost and any interest incurred if litigated. Any payment made with credit card, there will be a 3% additional service charge. Customer is liable for any check or ACH fees incurred. Any signed contract cancellations will result in an amount of 25% of the total contract due to Hixon's Roofing immediately upon cancellation.

Parapet Coping Disclaimer: If metal coping is not replaced, we cannot warranty any leaks associated with the metal coping or parapet wall.

Previous Leak Disclaimer: If any interior damage is present, please wait at least 2 rains before having it repaired, as we will not be liable for interior damage on previous leak areas.

Satellite Disclaimer: If your home has a satellite dish we will have to remove it in order to properly install your roof. We will do our best to ensure it is put back in the correct position, but we are not responsible for ensuring that you have signal after we put the dish back in place.

Safety Disclaimer: Hixon's Roofing cannot be held liable for any injuries to customers during our work on site, please be mindful that this is a construction zone and homeowners/clients should not be on or around potential hazards (on roof, under or around ladders or around property when items may fall, etc..)

Gutter/Gutter Guard Disclaimer: Hixon's Roofing is not liable for damage that may occur to gutter guards or gutters, it is the customers responsibility to reach out to the company that installed their gutters/guards for any warranty or removal that may be required before work is performed.

Open rafters Disclaimer: These rafters require shorter nails, blow outs or protrusion may still occur, Hixon's Roofing is not liable for paint or other damage

Katie Cornelius

From: Darrell White
Sent: Monday, July 21, 2025 4:26 PM
To: Katie Cornelius
Cc: Ron Lampkin; Maria Rivera-Rivera; Scarlet Green; Arlene New; Audrey Sutton; Nancy M. Williams; Laquona Sanderson
Subject: RE: Emergency Request - Fleet Shop #2 Heavy Equipment Roof Leaks (2316 Tobacco Rd)

Please proceed

From: Katie Cornelius <KCornelius@augustaga.gov>
Sent: Monday, July 21, 2025 3:51 PM
To: Darrell White <DWhite2@augustaga.gov>
Cc: Ron Lampkin <RLampkin@augustaga.gov>; Maria Rivera-Rivera <MRivera-Rivera@augustaga.gov>; Scarlet Green <SGreen@augustaga.gov>; Arlene New <anew@augustaga.gov>; Audrey Sutton <ASutton@augustaga.gov>; Nancy M. Williams <NWilliams@augustaga.gov>; Laquona Sanderson <LSanderson@augustaga.gov>
Subject: Emergency Request - Fleet Shop #2 Heavy Equipment Roof Leaks (2316 Tobacco Rd)
Importance: High

Good afternoon,

This communication serves as notification of an emergency at the following location:

- Fleet Shop 2 – Heavy Equipment Facility (2316 Tobacco Road)
 - During the recent weather conditions, the roof at this location is currently presenting leaks. These leaks are causing interior issues and water damage to the walls, ceiling, flooring, and equipment. It is imperative that these leaks are addressed to preserve the integrity of the structure and prevent further damages.

We are requesting to proceed with Hixon's Roofing on an emergency basis to assess what is needed and make the necessary corrections.

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

Thanks,
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 | www.augustaga.gov



Administrative Services Committee

Meeting Date: Tuesday, August 26, 2025

Emergency – Fleet Shop # 2 Roof Replacement

Department:	Central Services Department
Presenter:	Ron Lampkin
Caption:	Receive as information the emergency request for the roof replacement at the Fleet Shop # 2 facility located at 2316 Tobacco Road in the amount of \$79,861.00 by Hixon's Roofing & Construction.
Background:	Fleet Shop #2 is experiencing several leaks inside the building. These leaks are persistently causing interior issues and water damage to the walls, ceiling, flooring and equipment. During an assessment conducted by the Central Services Department and Hixon's Roofing, it was found that the roof would require replacement. It is imperative that the maintenance process continues to preserve the integrity of the structure.
Analysis:	Hixon's Roofing & Construction will perform the corresponding work.
Financial Impact:	\$79,861.00; SPLOST VIII GL: 330-05-1120/54.13120 JL: 225-05-6134/54.13120
Alternatives:	A – Receive as information B – Do not receive as information
Recommendation:	Receive as information the emergency request for the roof replacement at the Fleet Shop # 2 facility located at 2316 Tobacco Road in the amount of \$79,861.00 by Hixon's Roofing & Construction.
Funds are available in the following accounts:	\$79,861.00; SPLOST VIII GL: 330-05-1120/54.13120 JL: 225-05-6134/54.13120