



# Central Services Department

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

## MEMORANDUM

**TO:** Geri Sams, Director, Procurement Department  
**FROM:** Ron Lampkin, Interim Director, Central Services Department  
**DATE:** August 21, 2024  
**SUBJECT:** Emergency Memo – Richmond County Sheriff’s Office AHU

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In accordance with §1-10-57 Emergency Procurements, we respectfully ask you to accept this communication as notification of an emergency at the Richmond County Sheriff’s Office regarding the failure of the air handler units.


The air handler units that service the Richmond County Sheriff’s Office were found to be experiencing deficiencies. An inspection revealed that replacement of the ERV energy wheels and belts would be required to address the deficiencies. The failure of the air handler units, coupled with the current outside temperature, is causing room temperatures to increase and excessive condensation within the facility. It is imperative that the replacement of the ERV energy wheels and belts take place to ensure proper air circulation throughout the facility. Augusta Chiller Service has been deemed qualified to make the necessary installations.

Please process a purchase order for Augusta Chiller Service, in the amount of \$35,428.00 for the repairs to the air handler units.

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

RL/mcrr

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

**DEPARTMENT NAME:** Central Services Department  
**DEPARTMENT NUMBER:** SPL0ST VIII, see below  
**DEPARTMENT HEAD:** 

**REQUISITION:**  
**REQUISITION DATE:** 8/21/2024  
**PURCHASE ORDER NUMBER:**  
**PURCHASE ORDER DATE:**

VENDOR	NAME OF BIDDER	NAME OF BIDDER	NAME OF BIDDER
PHONE NUMBER	Augusta Chiller Service		
QUOTED BY	(706) 364-4314		
	E. Russell Scott		

ITEM NO	DESCRIPTION	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	LABOR AND MATERIALS TO REPLACE BELT AND ENERGY WHEELS IN THE 2 ERVS ON 1ST FLOOR AIR HANDLER AND 2ND FLOOR AIR HANDLER	1	\$35,428.00	\$35,428.00				
2								
3								
4	*Emergency							
5	Richmond County Sheriff's Office HVAC - Air Handlers							
6	Proposal: 8/15/24							
7								
8	Funding is available in the following SPL0ST VIII account:							
9	GL: 330-05-1120/53.19130							
10	JL: 224-05-6120/53.19130							
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
<b>TOTAL BID</b>				<b>\$35,428.00</b>				
<b>SHIPPING CHARGES</b>								
<b>DELIVERY TIME FROM RECEIPT OF PURCHASE ORDER</b>								









## Augusta **Chiller** Service, Inc.

Post Office Box 1331  
Clearwater, SC 29822  
(706)364-4314 FAX (706-364-4317)  
[Augusta\\_CHILLER@yahoo.com](mailto:Augusta_CHILLER@yahoo.com)

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- ◆ Customer agrees not to copy or disclose Company's proprietary information to others and agrees to provide free access to work site as described in the scope of work.
- ◆ **Electrical is included in this price.**
- ◆ Company shall not be liable for personal injuries or property damage arising from causes beyond its reasonable control or without its fault or negligence. Company does not insure against equipment failure under this scope of work. In no event shall Company liability for direct or compensatory damages exceed the payments received by Company from Customer under this contract.

Augusta Chiller Service appreciates the opportunity to serve you. Please feel free to call if you should have any questions.

Sincerely

*E. Russell Scott*

E. Russell Scott  
Augusta Chiller Service

CC: James Overton  
Tracy Brown


**Katie Cornelius**

**From:** Timothy Schroer  
**Sent:** Wednesday, August 21, 2024 11:43 AM  
**To:** Scarlet Green  
**Cc:** Arlene New; Katie Cornelius; Ron Lampkin; Maria Rivera-Rivera  
**Subject:** RE: Emergency Request - Sheriff's Office HVAC

RSCO – Air Handlers

GL 330-05-1120 / 5319130  
 JL 224056120 / 5319130

<b>Ledger: JL</b>		<b><u>JL Budgets and Actuals with Encumbrances</u></b>			<b>Fiscal Year:</b>
<b>Report Date: 08/21/2024</b>					<b>Fiscal Period:</b>
					<b>Budget Version:</b>
<b><u>Object</u></b>	<b><u>Description</u></b>	<b><u>Budget</u></b>	<b><u>Actual</u></b>	<b><u>Encumbrance</u></b>	<b><u>Balance</u></b>
224056120	RCSO - Air Handlers				
5319130	R & M-Equipment	35,430.00	0.00	0.00	35,430.00
	Revenue & Transfers In:	0.00	0.00	0.00	
	Expenditure and Transfers Out:	35,430.00	0.00	0.00	35,430.00
	Net:	-35,430.00	0.00	0.00	-35,430.00
<b>Grand Total (RV &amp; TI):</b>		0.00	0.00	0.00	
<b>Grand Total (XP &amp; TO):</b>		<u>35,430.00</u>	<u>0.00</u>	<u>0.00</u>	<u>35,430.00</u>
	Net:	-35,430.00	0.00	0.00	-35,430.00

Timothy E. Schroer, CPA, CGMA   
 Deputy Director – Finance

Augusta Richmond County Georgia | 535 Telfair St., Suite 800 | Augusta, GA 30901  
 ✉ [tschroer@augustaga.gov](mailto:tschroer@augustaga.gov) | 📞 Office: (706) 821- 1741 | 📠 Fax: (706) 821- 2520

**From:** Scarlet Green <SGreen@augustaga.gov>  
**Sent:** Tuesday, August 20, 2024 11:26 AM  
**To:** Timothy Schroer <tschroer@augustaga.gov>  
**Cc:** Arlene New <anew@augustaga.gov>; Katie Cornelius <KCornelius@augustaga.gov>; Ron Lampkin <RLampkin@augustaga.gov>; Maria Rivera-Rivera <MRivera-Rivera@augustaga.gov>



**Subject:** FW: Emergency Request - Sheriff's Office HVAC  
**Importance:** High

Good morning Tim,

Could you please provide us with a SPLOST 8 Facilities Maintenance account number for the attached quote? It is for 2 ERV energy wheel replacements. Procurement approval is below.

Thanks,  
Scarlet

**Scarlet Green | Business Analyst**  
**Augusta – Richmond County | Central Services Department**  
2760 Peach Orchard Rd | Augusta, Georgia 30906  
(p) 706-432-5254 | (c) 762-333-4654  
[sgreen@augustaga.gov](mailto:sgreen@augustaga.gov) | [www.augustaga.gov](http://www.augustaga.gov)



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**From:** Katie Cornelius <[KCornelius@augustaga.gov](mailto:KCornelius@augustaga.gov)>  
**Sent:** Tuesday, August 20, 2024 10:21 AM  
**To:** Ron Lampkin <[RLampkin@augustaga.gov](mailto:RLampkin@augustaga.gov)>; Scarlet Green <[SGreen@augustaga.gov](mailto:SGreen@augustaga.gov)>  
**Cc:** Arlene New <[anew@augustaga.gov](mailto:anew@augustaga.gov)>; Maria Rivera-Rivera <[MRivera-Rivera@augustaga.gov](mailto:MRivera-Rivera@augustaga.gov)>  
**Subject:** FW: Emergency Request - Sheriff's Office HVAC  
**Importance:** High

Good morning,

Please see the attached quote and approval for the emergency at RCSO relating to the HVAC units.

Please let me know what the funding source may be for this emergency, and I will proceed with preparing the necessary documents. This will require an agenda item as it is over \$25,000.00.

Thanks,  
Katie

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**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)

## Katie Cornelius

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**From:** Darrell White  
**Sent:** Thursday, August 15, 2024 3:33 PM  
**To:** Katie Cornelius  
**Cc:** Ron Lampkin; Maria Rivera-Rivera; Timothy Howard; Scarlet Green; Arlene New; Geri Sams; Audrey Sutton; Nancy M. Williams  
**Subject:** RE: Emergency Request - Sheriff's Office HVAC

Yes proceed.

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**From:** Katie Cornelius <KCornelius@augustaga.gov>  
**Sent:** Thursday, August 15, 2024 3:28 PM  
**To:** Darrell White <DWhite2@augustaga.gov>  
**Cc:** Ron Lampkin <RLampkin@augustaga.gov>; Maria Rivera-Rivera <MRivera-Rivera@augustaga.gov>; Timothy Howard <THoward@augustaga.gov>; Scarlet Green <SGreen@augustaga.gov>; Arlene New <anew@augustaga.gov>; Geri Sams <gsams@augustaga.gov>; Audrey Sutton <ASutton@augustaga.gov>; Nancy M. Williams <NWilliams@augustaga.gov>  
**Subject:** RE: Emergency Request - Sheriff's Office HVAC  
**Importance:** High

Good afternoon,

As a correction to this emergency, we are requesting for Augusta Chiller Service to perform the needed repairs to the issues found with the units (please see attached quote).

We are also requesting approval to proceed with contacting PuroClean to provide MRI remediation services as the excessive condensation has caused moisture related issues and poses a health and safety risk.

Thank you,  
Katie

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**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)



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**From:** Darrell White <DWhite2@augustaga.gov>  
**Sent:** Thursday, August 8, 2024 2:32 PM  
**To:** Katie Cornelius <KCornelius@augustaga.gov>  
**Cc:** Ron Lampkin <RLampkin@augustaga.gov>; Maria Rivera-Rivera <MRivera-Rivera@augustaga.gov>; Timothy Howard <THoward@augustaga.gov>; Scarlet Green <SGreen@augustaga.gov>; Arlene New <anew@augustaga.gov>; Geri Sams



<[gsams@augustaga.gov](mailto:gsams@augustaga.gov)>; Audrey Sutton <[ASutton@augustaga.gov](mailto:ASutton@augustaga.gov)>; Nancy M. Williams <[NWilliams@augustaga.gov](mailto:NWilliams@augustaga.gov)>  
**Subject:** RE: Emergency Request - Sheriff's Office HVAC

Approved. Please proceed with this emergency project.

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**From:** Katie Cornelius <[KCornelius@augustaga.gov](mailto:KCornelius@augustaga.gov)>  
**Sent:** Thursday, August 8, 2024 2:20 PM  
**To:** Darrell White <[DWhite2@augustaga.gov](mailto:DWhite2@augustaga.gov)>  
**Cc:** Ron Lampkin <[RLampkin@augustaga.gov](mailto:RLampkin@augustaga.gov)>; Maria Rivera-Rivera <[MRivera-Rivera@augustaga.gov](mailto:MRivera-Rivera@augustaga.gov)>; Timothy Howard <[THoward@augustaga.gov](mailto:THoward@augustaga.gov)>; Scarlet Green <[SGreen@augustaga.gov](mailto:SGreen@augustaga.gov)>; Arlene New <[anew@augustaga.gov](mailto:anew@augustaga.gov)>; Geri Sams <[gsams@augustaga.gov](mailto:gsams@augustaga.gov)>; Audrey Sutton <[ASutton@augustaga.gov](mailto:ASutton@augustaga.gov)>; Nancy M. Williams <[NWilliams@augustaga.gov](mailto:NWilliams@augustaga.gov)>  
**Subject:** Emergency Request - Sheriff's Office HVAC  
**Importance:** High

Good afternoon,

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

- Richmond County Sheriff's Office
- The HVAC system at this location is currently experiencing deficiencies that is causing excessive condensation in the facility. This poses as a safety risk (fall) and health risk (moisture related issues). It is of utmost importance that these issues are resolved to prevent a health & safety risk to citizens and staff that utilize this facility.

We are requesting approval to proceed with Trane Service on an emergency service call to assess the situation and make the needed corrections.

Thank you,  
Katie

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**Katie Cornelius | Administrative Assistant**  
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AED:104.1