



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: Darrell White, Interim Director, Procurement Department

FROM: Ron Lampkin, Interim Director, Central Services Department

DATE: July 16, 2025

SUBJECT: Emergency Memo – Richmond County Sheriff's Office Admin & Evidence Building 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 Richmond County Sheriff's Office Admin & Evidence facility regarding several roof leaks.

The Richmond County Sheriff's Office Administration & Evidence Building was experiencing several leaks inside the building. These leaks were persistently causing interior issues and water damage to the walls, ceiling, flooring and furniture. During an assessment conducted by the Central Services Department, 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 to the roof.

Please process a purchase order to Hixon's Roofing & Construction in the amount of \$83,349.15 for the needed roof replacement.

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

RL/mcrr

**AUGUSTA-RICHMOND COUNTY GEORGIA
PURCHASING DEPARTMENT**

DEPARTMENT NAME: Central Services Department

DEPARTMENT NUMBER: 272016219/54.13120

DEPARTMENT HEAD: 

REQUISITION

REQUISITION:

REQUISITION DATE: 07/16/2025

PURCHASE ORDER NUMBER:

PURCHASE ORDER DATE:

		NAME OF BIDDER		NAME OF BIDDER		NAME OF BIDDER	
		Hixon's Roofing					
		803-341-1729					
		David Hixon					



Finance

Budget Transfer Request Form

Department * Central Services

Department Director rlampkin@augustaga.gov
Email

Budget Analyst * Who is the budget analyst for your department?
Sophia Tian

Explanation * BTR for RCSO Admin buidling

Transfer Data

From Org Key *	From OC# *	Description	To Org Key *	To OC# *	Description	Transfer Amount *
272016213	5413120	B & G - CBW Detention	272016219	5413120	B&G RCSO Admin Bldg	\$ 83350.00

Signature *

Scarlet Green



Central Services Department

Ron Lampkin, Interim Director
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(706) 828-7174 Phone (706) 796-5077 Fax

MEMORANDUM

TO: Timothy Schroer, Interim Director, Finance Department

FROM: Ron Lampkin, Interim Director, Central Services Department

DATE: July 9, 2025

SUBJECT: Capital Fund Transfer Request

Central Services is requesting to move \$83,350.00 of capital funds from 272016213/54.13120 to 272016219/54.13120 to cover the cost of emergency roof repairs and mold remediation for RCSO Admin Building and RCSO Evidence Building. Procurement approval is attached for your reference.

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

CONCURRENCE:

Concur

Reject

Date

Director of Central Services

Director of Finance

RL
BS

7/9/25
14 July 2025

ACTION BY ADMINISTRATOR:

Approved:

Rejected:

Date:

7/16/2025

Scarlet Green

From: Darrell White
Sent: Tuesday, June 3, 2025 12:32 PM
To: Katie Cornelius
Cc: Ron Lampkin; Maria Rivera-Rivera; Scarlet Green; Arlene New; Audrey Sutton; Nancy M. Williams; Timothy Howard
Subject: RE: Emergency Request - Richmond County Sheriff's Office Evidence & Admin Roof Leaks & Mold

Follow Up Flag: Follow up
Flag Status: Flagged

Please proceed

From: Katie Cornelius <KCornelius@augustaga.gov>
Sent: Tuesday, June 3, 2025 12:08 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>; Timothy Howard <THoward@augustaga.gov>
Subject: Emergency Request - Richmond County Sheriff's Office Evidence & Admin Roof Leaks & Mold
Importance: High

Good afternoon,

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

- Richmond County Sheriff's Office Evidence Building & Admin Building
 - Roof leaks have been identified at the Richmond County Sheriff's Office Evidence and Administration Buildings. These leaks have resulted in the presence of mold, creating a health and safety hazard for both employees and citizens. It is of utmost importance that these issues are addressed in order to prevent further hazards.

We are requesting approval to proceed with Hixon's Roofing to make the needed corrections to the roof, and a separate vendor will be required to assess and provide remediation to the mold caused by the leaks.

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 | www.augustaga.gov



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

Location Address
400 Walton Way
Augusta, GA 30901

INVOICE

Job: CR-218: Richmond County Sheriff's
Office (Evidence Building)

Invoice Number: CR-218-1

Invoice Date: 06/19/2025

Terms: Upon Receipt

Richmond County Sheriff's Office (Evidence
Building)
400 Walton Way
Augusta, GA 30901

INVOICE

PRICE

Section 2 (Roofing)

Mobilization

Remove Loose Debris From Existing Roof

Loose Lay Flute Filler (EPS) in Ribs of Existing Metal

Mechanically Attach 1" Polyisocyanurate Over Flute Filler System

Mechanically Attach 60 MIL TPO Membrane per Manufacturer's Specifications

Flash Around all Roof Penetrations

Install New Pipe Boots

Install New Drip Edge at All Rakes and Eaves

20 Year Manufacturer's Warranty

Clean Up Work Area and Dispose of Generated Trash and Debris

Subtotal: Section 2 (Roofing)

\$9,998.33

Section 3 (Roofing)

Mobilization

Mechanically Attach Flute Fill Over Existing Ballast Roof System

Mechanically Attach 60 MIL TPO Membrane per Manufacturer's Specifications

Fully Adhere TPO Wall Flashing (Flashing to Run up and Over Parapet Wall)

Flash Around All Curbs and Roof Penetrations

Install Pitch Pockets for A/C Units

Install Metal Coping at Required Locations

20 Year Manufacturer's Warranty

Reseal Existing Downspouts and Conductor Heads (No Replacement Gutters Included)

Subtotal: Section 3 (Roofing)

\$63,438.11

Subtotal: Invoice

\$73,436.44

Grand Total

\$73,436.44

Invoice Balance Due: \$73,436.44

REMIT TO:

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

Company Representative:

David Hixon
(803) 341-1729
david@hixonsroofing.com



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

Location Address
400 Walton Way
Augusta, GA 30901

INVOICE

Job: CR-212: Augusta-Richmond County
(Sheriff's Office)

Invoice Number: CR-212-1

Invoice Date: 06/09/2025

Terms: Upon Receipt

Augusta-Richmond County (Sheriff's Office)
400 Walton Way
Augusta, GA 30901

PRICE

INVOICE

Repair Section

Mobilization

Remove Loose Granules

Prepare Existing Roof Area for Coating

Coat Approximately 10' x 10' Area at Scupper Where Current Leak is Located

Seal Inside of Primary Scupper and Overflow Scupper

Seal Stone Coping Joints Extending Approximately 15' in Each Direction of Leak

Water Test Conductor Head and Downspout at Leaking Scupper

Seal Downspout

Clean Up Work Area

Subtotal: Repair Section

\$9,912.71

Subtotal: Invoice

\$9,912.71

Grand Total

\$9,912.71

Invoice Balance Due: \$9,912.71

Ledger: GL
Report Date: 07/14/2025
Fund: 272 Capital Outlay

GL Budgets and Actuals with Encumbrances

Fiscal Year: 2025
Fiscal Period: 07
Budget Version: PE

<u>Object</u>	<u>Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Encumbrance</u>	<u>Balance</u>
Org. Key:	272016213 B & G - CBW Detention				
Director:	DOUSE				
Report To:					
5413120	Building Renovations	876,420.00	59,832.00	122,965.72	693,622.28
5421110	Machinery/Equipment	125,100.00	0.00	0.00	125,100.00
	Revenue & Transfers In:	0.00	0.00	0.00	0.00
	Expenditure and Transfers Out:	1,001,520.00	59,832.00	122,965.72	818,722.28
	Net:	-1,001,520.00	-59,832.00	-122,965.72	-818,722.28
Grand Total (RV & TI) by Fund: 272		0.00	0.00	0.00	0.00
Grand Total (XP & TO) by Fund: 272		1,001,520.00	59,832.00	122,965.72	818,722.28
	Net:	-1,001,520.00	-59,832.00	-122,965.72	-818,722.28