



## UTILITIES DEPARTMENT

**Wes Byne, P.E.**  
**Director**

**TO:** Geri Sams  
Director, Procurement Department

**THRU:** Wes Byne, P.E.  
Director, Utilities Department

**FROM:** Kelsey Henderson  
Assistant Director, Utilities Department

**CC:**

**DATE:** 11/08/2022

**SUBJECT:** 23-262 ROOT CONTROL JUSTIFICATION LETTER FOR COST VARIANCE

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Due to the increase in chemical costs and the eight new treatments sites, the additional cost is justified.

Thank you for your kind assistance to process this request.

*Kelsey Henderson*

**Approved:**  
  
**AUD Director**



Procurement Department

MEMORANDUM

Mrs. Geri Sams, Director

DATE: November 1, 2022  
TO: Wes Byne, Augusta Utilities Department  
FROM: Geri A. Sams *Geri*  
Director of Procurement  
CC: Kelsey Henderson, Augusta Utilities Department  
SUBJECT: Bid Item #23-262 Chemical Treatment of Sanitary Sewer Line – Capacity Management  
For Augusta, Georgia – Augusta Utilities Department

We are forwarding the attached information to you for the following checked reason. Please check the box identifying your Department's desired action for this project. Please return your response to the Procurement Department no later than five (5) business days from the date of this notice:

- ☐ We are forwarding the attached Submittal(s) and Tabulation Sheet for the above referenced project. Please provide your Department's Recommendation of Award. The Recommendation of Award is required from you prior to your Department placing this item on the Muni-Agenda.
- ☐ **FOLLOW-UP:** We HAVE NOT received your Department's Recommendation of Award for the above reference project. We sent Information to you on **INSERT DATE**. Please note: Recommendation of Award is required prior to placing this item on the Muni-Agenda.
- ☐ No Submittals or No COMPLIANT Submittals were received for the above referenced item. We have attached a copy of the Tabulation Sheet for your review. Please let us know how to proceed:
  - ☐ Re-Bid this item. (You are required to resubmit all documentation via electronic submission.)
  - ☐ Cancel this item. (You are required to submit a cancellation letter to Procurement.)
- ☒ Submittals received for the above reference item exceeded your Department's Estimated Budget. We have attached a copy of the Tabulation Sheet and the submitted Budget. Please let us know how to proceed:
  - ☐ Re-Bid this item. (You are required to resubmit all documentation via electronic submission.)
  - ☐ Cancel this item. (You are required to submit a cancellation letter to Procurement.)
  - ☒ Budget Updated: (Provide to Procurement a Justification Letter of cost variance for review and a revised Solicitation Form Checklist updating the Budget.)

Thanking you in advance for your prompt attention to this matter. Should you have any questions, please do not hesitate to contact Darrell White, Deputy Procurement Director at (706) 821-2422.

Attachments

Room 605 - 535 Telfair Street, Augusta Georgia 30901  
(706) 821-2422 - Fax (706) 821-2811

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