



Central Services Department

Ron Lampkin, Interim Director
Maria Rivera-Rivera, Deputy Director

2760 Peach Orchard Road, Augusta, GA 30906
(706) 821-7174 Phone (706) 796-5077 Fax

MEMORANDUM

TO: Geri Sams, Director, Procurement Department

FROM: Ron Lampkin, Interim Director, Central Services Department

DATE: August 1, 2023

SUBJECT: Emergency Memo – Probation Office Membrane Roof System Replacement

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

The Probation Office is currently experiencing several leaks inside the building. These leaks are persistently causing interior issues and water damage to the walls, ceiling, and flooring. During an assessment conducted by the Central Services Department, it was found that the membrane roof system will require replacement. It is imperative that the maintenance process continues to preserve the integrity of the structure. Hixon’s Roofing has been deemed qualified to make the replacement of the membrane roof system.

Please process a purchase order to Hixon’s Roofing in the amount of \$80,000.00 for the needed roof system replacement.

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

CONCURRENCE:	Concur	Reject	Date
Director of Central Services	<u>RL</u>	_____	<u>8/1/23</u>
Director of Finance	_____	_____	_____

ACTION BY ADMINISTRATOR:

Approved: _____ Rejected: _____

Date: _____

**AUGUSTA-RICHMOND COUNTY GEORGIA
PURCHASING DEPARTMENT**

REQUISITION

DEPARTMENT NAME: Central Services Department
DEPARTMENT NUMBER: 272046210/54.13120
DEPARTMENT HEAD: 

REQUISITION:
REQUISITION DATE: 08/1/2023
PURCHASE ORDER NUMBER:
PURCHASE ORDER DATE:

VENDOR		NAME OF BIDDER		NAME OF BIDDER		NAME OF BIDDER	
PHONE NUMBER	QUOTED BY	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
(803) 341-1729	David Hixon						

ITEM NO	DESCRIPTION	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	REPLACEMENT OF THE PROBATION OFFICE MEMBRANE ROOF SYSTEM TO INCLUDE: REMOVAL OF THE EXISTING ROOF SYSTEM INCLUDING EXISTING PLYWOOD DECK, INSTALLATION OF NEW 1/2" PLYWOOD DECK, MECHANICALLY ATTACH 2" RIGID INSULATION, MECHANICALLY ATTACH 60 MIL TPO, INSTALL NEW TERMINATION BAR IN EXISTING INTERNAL GUTTERS, NEW PIPE BOOTS, NEW DRIP EDGE AT ALL RAKES AND EAVES, CLEAN UP WORK AREA AND PROPERLY DISPOSE OF GENERATED TRASH AND DEBRIS	1	\$ 80,000.00	\$ 80,000.00				
2								
3	*Emergency							
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
TOTAL BID				\$ 80,000.00				
SHIPPING CHARGES								
DELIVERY TIME FROM RECEIPT OF PURCHASE ORDER								

HIXON'S **ROOFING** **& CONSTRUCTION**

Proposal

Project Name: Richmond County Probation Office

Project Address: 398 Walton Way
Augusta, Georgia 30901

Proposal Date: 7/31/23

Proposal Version: 1

Contractor/Owner: Timothy Howard

Mobilization	
Remove Existing Roof System Including Existing Plywood Deck	
Install New 1/2" Plywood Deck	
Mechanically Attach 2" Rigid Insulation Per Manufactures Specifications	
Mechanically Attach 60 MIL TPO Per Manufactures Specifications	
Install New Termination Bar in Existing Internal Gutters	
Install New Pipe Boots	
Install New Drip Edge at All Rakes and Eaves	
Clean Up Work Area and Properly Dispose of Generated Trash and Debris	
Clarifications and Alternates	
1.)	20 Year Manufactures Warranty on Paint.
2.)	5 Year Labor Warranty

Base Bid Total:	\$80,000.00
------------------------	--------------------

1.)	Proposal is valid for 30 days from date listed on proposal.
2.)	No performance and payment bond included.
3.)	No items not specifically listed in proposal included.

272016210/54-13120

AUGUSTA, GEORGIA

PURCHASE ORDER

SUITE 605, PROCUREMENT DEPARTMENT
535 TELFAIR STREET, MUNICIPAL BUILDING 1000
AUGUSTA, GEORGIA 30901-2377
PHONE: (706) 821-2422

Page 1 of 1

PURCHASE ORDER NO. P458122
REQUISITION/QUOTE NO. R379026

DATE 08/10/23	DEPARTMENT 016210	VENDOR PHONE # (803) 991-3018	
VENDOR # 25041	E-VERIFY # 1463221	EMAIL VELVET@HIXONSROOFING.COM	PURCHASE ORDER NUMBER ABOVE MUST APPEAR ON ALL INVOICES, SHIPPING PAPERS, AND PACKAGES.

VENDOR HIXON'S ROOFING & CONSTRUCTION 521 SILVER BLUFF ROAD AIKEN, SC 29831	ATTN: EMERGENCY BID NUMBER: CONTRACT #: BUYER: DOREEN
---	--

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	1			REPLACEMENT OF THE PROBATION OFFICE MEMBRANE ROOF SYSTEM TO INCLUDE: REMOVAL OF THE EXISTING ROOF SYSTEM INCLUDING EXISTING PLYWOOD DECK, INSTALLATION OF NEW 1/2" PLYWOOD DECK, MECHANICALLY ATTACH 2" RIGID INSULATION, MECHANICALLY ATTACH 60 MIL TPO, INSTALL NEW TERMINATION BAR IN EXISTING INTERNAL GUTTERS NEW PIPE BOOTS, NEW DRIP EDGE AT ALL RAKES & EAVES, CLEAN UP WORK AREA & PROPERLY DISPOSE OF GENERATED TRASH & DEBRIS 272-01-6210/54-13120	80,000.00	80,000.00

CONDITIONS - READ CAREFULLY

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

NET TOTAL.....	80,000.00
APPROVED FOR ISSUE <div style="text-align: center; margin-top: 10px;"> G.A. Sims PROCUREMENT DIRECTOR </div>	

VENDOR COPY