




Central Services Department

Ron Lampkin, Interim Director
Scarlet Green, Business Analyst

2760 Peach Orchard Road, Augusta, GA 30906
(706) 828-7174 Phone (706) 796-5077 Fax

MEMORANDUM

TO: Geri Sams, Director, Procurement Department

FROM:  Ron Lampkin, Interim Director, Central Services Department

DATE: December 1, 2023

SUBJECT: Emergency Memo – Fleet Shop #1 Metal Roofing Replacement

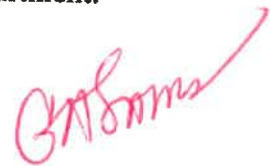
In accordance with §1-10-57 Emergency Procurements, I respectfully ask you to accept this communication as notification of an emergency at the Fleet Shop #1 regarding a roof replacement.

Fleet Shop #1 located on 1568 Broad Street was experiencing numerous leaks inside the building. These leaks were causing safety-related issues that placed personnel in danger, as well as causing damage to specialized vehicle equipment. It is imperative that the maintenance process continues to preserve the safety of personnel and integrity of the structure. Crosby Roofing was deemed qualified to make the replacement to the metal roofing for this facility.

Please process a purchase order for Crosby Roofing & Seamless Gutters in the amount of \$152,000.00 for the metal roofing replacement.

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

RL/mcrr

A handwritten signature in red ink, appearing to read "Geri Sams".

AUGUSTA-RICHMOND COUNTY GEORGIA
PURCHASING DEPARTMENT
REQUISITION

DEPARTMENT NAME: Central Services Department
DEPARTMENT NUMBER: SPLOST 8, see below
DEPARTMENT HEAD: 

REQUISITION:
REQUISITION DATE: 12/4/2023
PURCHASE ORDER NUMBER:
PURCHASE ORDER DATE:

VENDOR			NAME OF BIDDER		NAME OF BIDDER		NAME OF BIDDER	
PHONE NUMBER			Crosby Roofing					
QUOTED BY			(706) 823-4300					
			Allen Perry					
ITEM NO	DESCRIPTION	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	PBR PANEL METAL ROOFING SECTION REPLACEMENT FOR FLEET SHOP #1	1	\$152,000.00	\$152,000.00				
2								
3								
4	*Emergency							
5	Invoice 11371							
6								
7								
8	Funding is available in the following accounts:							
9	GL: 330-05-1120/53.19120							
10	JL: 223-05-1112/53.19120							
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
TOTAL BID			\$		152,000.00			
SHIPPING CHARGES								
DELIVERY TIME FROM RECEIPT OF PURCHASE ORDER								

Invoice



Bill To:
Eric Bell
1488 Eisenhower Drive
Augusta, GA 30904

Location Address:
1568 Broad Street
Augusta, GA 30904-3912

Invoice Date	Invoice
December 01, 2023	11371
Due Date	Sales Rep
Upon Receipt	Allen Perry

Contract

Description	Amount
PBR Panel Metal Roofing Section	\$152,000.00
To make a payment with a card, please click on the link below. https://crosbyroofing.securepayments.cardpointe.com/pay?total=157320.00	\$0.00
Total Contract: \$152,000.00	

Remit Payment to:

Crosby Roofing & Seamless Gutters-Augusta LLC
1955 International Court
Grovetown, GA 30813
706-823-4300

Invoiced Total:	\$152,000.00
Payments/Credits:	\$0.00
Balance Due:	\$152,000.00

Notes/Comments:

Thank you for choosing our company for your roofing needs. We appreciate your business! We hope you are completely satisfied with our work. If we have not met these standards, please call so we can correct it. Anthony will call you to set up a time to do a walk around. Please address any concerns at the time of the walk around. During the walk around, he will pick up any materials left on the job, run a magnet to pick up any stray nails and collect payment at end of the walk around.

I will be sending your Workmanship and Shingle Warranty in a separate e-mail along with a Letter of Completion. As a courtesy, I sent the Letter of Completion to your Insurance Company, but as an extra precaution we ask that you also forward the attached Letter of Completion to your Insurance Company as soon as possible to expedite the process. Please make sure the claim number only is in the subject line.

***If the job is through insurance: the first check is due on the day of completion along with any out-of-pocket expenses. Full payment is due within 15 days of completion. Interest of 1.5% per month will be applied to any balance remaining after 15 days from the original invoice.**

We now take payments online. If making payment with a credit or debit card, there will be a convenience fee of 3.5% added to your total amount. Please see the balance on the line item for your total if paying with a card.

To make a payment with a card, please click on the link below.

<https://crosbyroofing.securepayments.cardpointe.com/pay?total=157320.00>

****Warranties do not include damage caused by nature, storms, vandalism, or modifications performed by other contractors whether directly, incidentally, or coincidentally to the gutters. Leaks are not warrantied after the warranty expires. If a leak is found after the warranty is out, an estimate will be necessary to do additional work and a new warranty will follow. Please call if you have any questions or if we may be of service to you in the future.**