



Procurement Department

Andy Penick, CPSM, GCPM, GCPA, MBA
Procurement Director

LETTER OF INTENT TO PURCHASE VEHICLE FROM AKINS FORD DODGE

This letter of intent dated, **July 10, 2026**, is to inform you that the Central Services Department – Fleet Management Division has concluded that we intend to purchase: **one (1) 2026 vehicles** for the below listed Departments, utilizing:

Statewide Contract Number: 99999-001-SPD0000218-0005

The specific specifications and pricing information for this purchase is attached.

1. **Buyer:** Augusta, Georgia – Central Services Department: Fleet Management Division
2. **Seller:** Akins Ford Dodge (Attn: Savanna)
220 W. May Street, Widner, GA 30680
3. **Vehicles Total Purchase Price:** \$42,170.00

4. Source: Georgia Statewide Contract Number: **99999-001-**

SPD0000218-0005

Vehicles to be purchased and Departments to receive vehicles:

# of Vehicles	Vehicle	Department	Price
One (1)	2026 Ford Explorer	Emergency Management Agency	\$42,170.00

A purchase order will be provided upon the approval of the Augusta, Georgia Commission.

Sincerely,

Andy Penick, CPSM, GCPM, GCPA, MBA
Director of Procurement

Attachments: Vehicle Purchase Price /Specifications/Quotes



Central Services Department

Horace Green, Director
LaQuona Porter, Fleet Manager

Fleet Management
1568-C Broad Street
Augusta GA 30904
Phone: (706) 821-2892

MEMORANDUM

TO: Andy Penick, Director, Procurement Director 
FROM: Horace Green, Director, ~~Central Services~~ Director
DATE: June 29, 2026 
SUBJECT: Request to Utilize State Contract #SWC 99999-001-SPD0000218-0005
Administrative Vehicles

Central Services-Fleet Management request to utilize state contract #SWC 99999-001-SPD0000218-0005 (Administrative Vehicles) and a "Letter of Intent" (LOI) to purchase one vehicle for the Augusta Richmond County Emergency Management Agency.

The state contract holder, Akins Ford Dodge, informed Fleet Manager there is a small stock inventory for Ford Explorers. The vendor requested a LOI to hold one Ford Explorer in their inventory until the Augusta Commission approves the purchase. Once approved, Fleet Management will acquire the purchase order and submit it to the vendor for securing the asset purchase.

EMA is requesting the purchase of one 2026 Ford Explorer utilizing capital funds. The new vehicle will be assigned to the Director of EMA. Central Services-Fleet Management has consulted with the department to ensure the vehicle specifications meet their operational needs.

Please approve the use of the state contract and LOI in total amount of \$42,170 to Akins Ford Dodge. Thank you for your assistance. Please contact Fleet Management with any questions or concerns.

LP/kb



BUYER'S ORDER / INVOICE / BILL OF SALE

P.O. Box 280 • Winder, GA 30680 • 770-867-9136 • 800-282-7872 • www.akinsford.com • sales @ akinsford.net

CUSTOMER INFORMATION FOR TITLE PURPOSES										SALESPERSON		PROSPECT #		
NAME(S) FIRST, MIDDLE, LAST OR BUSINESS										STOCK NUMBER		DATE		
AUGUSTA GEORGIA										TYPE - R.F.W.T.L.		FLEET#		
STREET ADDRESS				CITY			COUNTY		STATE		ZIP CODE			
MAILING ADDRESS				CITY			COUNTY		STATE		ZIP CODE			
HOME PHONE			CELL OR PAGER #			OFFICE OR WORK PHONE			E-MAIL ADDRESS					
PRIMARY PURCHASER INFORMATION										BASE PRICE		\$41,982.00		
SOCIAL SECURITY		DRIVER'S LICENSE #			DATE OF BIRTH			NAD #		Hitch		\$68.00		
VEHICLE PURCHASED										Delivery		\$120.00		
TYPE		YEAR		MAKE		MODEL		BODY				\$0.00		
NEW		2026		FORD		EXPLORER								
CYLINDERS		TRANSMISSION		FUEL		COLOR		TRIM		VIN				
4		AUTO				BLACK		ACTIVE		1FMUK7DH1TGB53157				
KEY CODE		OTHER			ODOMETER					TOTAL PRICE INCLUDING DEALER OPTIONS		\$42,170.00		
TRADE-IN #1										ADJUSTED PRICE INCL DISCOUNT(S)		\$42,170.00		
YEAR		MAKE			VIN					GROSS TRADE-IN ALLOWANCE		\$0.00		
MODEL		STOCK NUMBER			ODOMETER			TRADE ALLOWANCE \$		TRADE DIFFERENCE		\$42,170.00		
PAYOFF AMOUNT		GOOD UNTIL			ACCOUNT NUMBER					SERVICE & DOCUMENTATION FEE		\$0.00		
PAYOFF OWED TO		PHONE NUMBER			QUOTED BY					TAXABLE AMOUNT		\$42,170.00		
ADDRESS		CITY			STATE			ZIP CODE		SALES TAX		0% \$0.00		
TRADE-IN #2										TAG & TITLE FEE		\$0.00		
YEAR		MAKE			VIN					GA WARRANTY RIGHTS FEE (NEW ONLY)		\$0.00		
MODEL		STOCK NUMBER			ODOMETER			TRADE ALLOWANCE \$		PRICE INCLUDING TAX & FEES		\$42,170.00		
PAYOFF AMOUNT		GOOD UNTIL			ACCOUNT NUMBER					BALANCE OWED ON TRADE(S)		\$0.00		
PAYOFF OWED TO		PHONE NUMBER			QUOTED BY					TOTAL PURCHASE PRICE W/TRADES		\$42,170.00		
ADDRESS		CITY			STATE			ZIP CODE		REBATE(S) ASSIGNED TO DEALER		\$0.00		
LIEN HOLDER										DEPOSIT RECEIPT #		\$0.00		
PURCHASED VEHICLE LIEN HOLDER					LIEN HOLDER CODE					CASH DOWN RECEIPT \$		\$0.00		
ADDRESS				CITY			STATE		ZIP CODE		SERVICE CONTRACT		\$0.00	
INSURANCE										GAP				
COMPANY					POLICY NUMBER					UNPAID BALANCE				
AGENT					PHONE					NET DUE UPON DEL CASH/CHECK CONTRACT		\$42,170.00		
ADDRESS				CITY			STATE		ZIP CODE					
Purchaser agrees that this Order, including all the terms on BOTH THE FACE AND REVERSE SIDE HEREOF, and any retail installment sales contract reflecting the above transaction cancel and supercede any prior agreement or contract and compromise the complete and exclusive statement of the terms. Purchaser agrees that THIS ORDER SHALL NOT BECOME BINDING UNTIL ACCEPTED BY DEALER OR HIS AUTHORIZED REPRESENTATIVE, AND FURTHERMORE IN THE EVENT OF A TIME SALE, THIS ORDER SHALL NOT BE BINDING UNTIL THE RETAIL INSTALLMENT SALES CONTRACT IS SIGNED BY PURCHASER AND HAS BEEN APPROVED BY A BANK OR FINANCE COMPANY WILLING TO PURCHASE SAID CONTRACT ON SUCH TERMS. This agreement cannot be modified except by express agreement of the parties. Purchaser by his executing of the Agreement acknowledges that he has read the terms and conditions and has received a true copy of the agreement.														
PURCHASER'S SIGNATURE				DATE			ACCEPTED BY:			DEALER OR HIS AUTHORIZED REPRESENTATIVE				
CO-PURCHASER'S SIGNATURE				DATE										