

City of Warner Robins  
Draft Council Agenda  
April 20, 2026  
Council Chambers  
700 Watson Blvd. Warner Robins, GA 31093  
4:30 PM

Opening Prayer Led by – Minister Beth Herron; Sweet Spirit Sisters  
Pledge of Allegiance by – Lt. Chad Shelton-; WRFD

Mayor Calls Meeting to Order

Adoption of the Agenda:

Motion –  
Second –

Announcements:

Proclamations/Awards/Presentations:

- Presentation – Sukey Heart Chapter Daughters of the American Revolution
- Proclamation – Administrative Professionals Week
- Proclamation – StartUP Week 2026
- Proclamation – Safe Digging Month
- Awards – Employee Service Awards

1. Work Session Items

A. April 20, 2026 Agenda Discussion

2. Formal Public Comments Pertaining to Current Agenda Items

3. Consent Agenda – Lauritsen

A. April 6, 2026 Meeting Minutes

B. Resolution – Employee Promotions

C. Resolution – Amendment No 2 to USIC Locating Services, LLC

D. Resolution – GIRMA Property and Liability Insurance

E. Resolution – Reames Concrete Company & Concrete Enterprises LLC

F. Resolution – Fortiline Waterworks

G. Resolution – Montage Enterprises, Inc

H. Resolution – Hays Service, LLC

I. Purchasing Items

I. Clerk's Office – Middle Georgia Regional Commission (21<sup>st</sup> Century Partnership Dues);  
\$57,628.29

*The City of Warner Robins is endeavoring to be in total compliance with the Americans with Disabilities Act. If you require assistance or auxiliary aids in order to participate at the council meeting please contact the ADA Coordinator, Jessica Bird, at (478) 302-5505 or [jbird@wrqa.gov](mailto:jbird@wrqa.gov) as far in advance of the council meeting as possible. Persons with hearing disabilities can contact the City through the Georgia Relay Service, at (TDD) 1-800-255-0056 or (Voice) 1-800-255-0135.*

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- II. Building and Inspections – Atlanta Access Controls, Inc.; \$18,880.54
- III. Police Department – Dataworks Plus; \$27,600.00
- IV. Police Department – Gulf States Distribution; \$42,524.09
- V. General Administration – United Site Services of FL, LLC (Macon); \$14,697.88
- VI. General Administration – SHI (Office 365); \$79,474.00

- 4. Resolution – Veterans Issues Board Appointments – **Lashley**
- 5. Resolution – Engage Warner Robins Appointments – **Mack**
  - Oath of Office for New Appointments
- 6. Resolution – Purchase and Sales Agreement Amendment (133 S. Commercial Cr) – **Bibb**
- 7. Resolution – RCS Productions (Annual Events) – **Holmes**
- 8. Resolution – Health Insurance Policy Change – **Curtis**
- 9. Ordinance – Chapter 12 Amendment (Licensed Massage Therapist) – **Lauritsen**
- 10. Ordinance – Chapter 14 Amendment (Speed Zones) – **Lashley**
- 11. Motion – Issuance of LIHTC GICH Point – **Mack**
- 12. Motion – NextHome 180 – **Bibb**
- 13. Motion – Transfer of Contributed Funds (Haven Hope House; The Assembly) – **Holmes**
- 14. Motion – Sewer Availability Request (406 Nelson Dr) – **Curtis**

Citizen Comments  
Council Comments  
Mayor's Comments

Executive Session – Personnel

Adjourn

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**Formal Public Comment – Speaker Protocol**

The City of Warner Robins has identified this portion of the meeting to allow individuals an opportunity to formally address specific item(s) on the agenda for this meeting. The Mayor will recognize the speaker at the appropriate time and ask him/her to come forward to the podium. During this public comment section, persons shall be permitted to speak for three (3) minutes. When that time period has expired, the mayor shall direct the person speaking to cease. A second request from the mayor to cease speaking shall be cause for the removal of the speaker. Any person making personal, impertinent, profane, or slanderous remarks, or who becomes boisterous while addressing the city council or who otherwise violates any of the above-mentioned rules while attending a council meeting shall be removed from the room at the direction of the mayor, and the person shall be barred from further audience before the council during that meeting. If the mayor fails to act, any member of the council may move to require the mayor to act. If so directed by the mayor or an affirmative vote of the majority of the council, the offending person shall be removed.

**Informal Public Comment – City Council Agenda Protocol**

The City of Warner Robins believes that any member of the general public should be afforded the opportunity to address the City Council provided that designated rules are followed by the speaker. Any member of the public who wishes to address the City Council and offer public comment may do so during the Informal Public Comment period of the meeting. These rules will govern; if silent, most recent edition of Robert's Rules of Order shall apply. Elected officials shall preserve order and decorum. City officials or employees shall not respond to questions posed during a meeting. Citizens shall conduct themselves with propriety and decorum. Unauthorized remarks from the audience, stamping of the feet, whistles, yells, and similar demonstrations shall not be permitted. Placards, banners, signs, pamphlets, flyers, or political materials shall not be permitted in the council chambers or conference room, general comments will be received. Persons are urged to limit comments to topics relevant to the operations or business of the City. During the public comment sections of a council meeting, persons shall be permitted to speak for three (3) minutes. When that time period has expired, the mayor shall direct the person speaking to cease. A second request from the mayor to cease speaking shall be cause for the removal of the speaker. Any person making personal, impertinent, profane, or slanderous remarks, or who becomes boisterous while addressing the city council or who otherwise violates any of the above-mentioned rules while attending a council meeting shall be removed from the room at the direction of the mayor, and the person shall be barred from further audience before the council during that meeting. If the mayor fails to act, any member of the council may move to require the mayor to act. If so directed by the mayor or an affirmative vote of the majority of the council, the offending person shall be removed.

**Placement on the Agenda**

Warner Robins requires that any person who wishes to place a subject on the agenda shall advise the City Clerk's Office and the specified subject matter which he or she desires to place on the agenda no later than 12:00 p.m. on the Wednesday prior to the council meeting. Every member of the public will be given an opportunity to be placed on the agenda once every six (6) months. The request can be done in person, regular mail, fax or e-mail. The request should state the name of the individual(s) desiring to be heard and the subject matter to be presented to City Council. Requests may be referred at the discretion of the City Clerk, to appropriate staff for mediation prior to being placed on the public agenda. Please be advised the request to be placed on the agenda does not entitle the speaker to be added to the agenda.

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# City of Warner Robins City Council Meeting Minutes

Monday, April 6, 2026

4:30 PM

Council Chambers

**Presiding:** Mayor LaRhonda W. Patrick

**City Officials Present:**

Councilman Clifford Holmes  
Councilman Keith Lauritsen  
Councilman Larry Curtis

\*Councilman Kevin Lashley  
Councilman Derek Mack  
Councilman Charlie Bibb

**City Officials Absent:**

**Regular Meeting of Warner Robins City Council**

**Opening Prayer:** Pastor Peter Vermeulen; Christ United Methodist Church

**Pledge of Allegiance:** Michael Do & Nishi Prajapati; Houston County High School NTHS

**Call to Order:** 4:41 p.m.

**Adoption of the Agenda:** Councilman Holmes motioned to adopt the agenda. Councilman Mack seconded the motion. Councilmen Mack, Bibb, Lashley, Holmes and Curtis voted for adoption of the agenda.

**Announcements:**

**Proclamations/Awards/Presentations:**

- Proclamation – Month of the Military Child
- Proclamation – National Public Safety Telecommunicators Week
- Proclamation – Community Development Week

Action Item 1	Work Session Items
<b>Motion:</b>	N/A
<b>Second:</b>	N/A
<b>Outcome:</b>	N/A

<b>Action Item 1 (A)</b>	<b>Discussion of April 6, 2026 Agenda Items</b>
<p>All Items discussed in detail</p> <p>Mr. Drinkard also mentioned that the item that was tabled on the previous agenda (Resolution – Kings Q and More was withdrawn by request of the vendor).</p>	

<b>Action Item 1 (B)</b>	<b>Adopt a Box – Kate Hogan; Community and Economic Development Director</b>
<p>Kate Hogan presented the participants of phase 1 of the Adopt a Box program plaques and provided Mayor and Council an update on the completion of this phase and potential phase 2.</p>	

<b>Action Item 2</b>	<b>Formal Public Comments Pertaining to Current Agenda Items</b>
<ul style="list-style-type: none"> <li>• Heather Kinsley #5</li> <li>• Richard Chamberlain #4</li> <li>• Rob Fricks #5</li> <li>• Keith Newton #4</li> <li>• Kima Pool #4</li> <li>• Rob Fricks #5 – requested to withdraw item</li> </ul>	
<b>Motion:</b>	N/A
<b>Second:</b>	N/A
<b>Outcome:</b>	N/A

Councilman Lauritsen requested a motion to amend the agenda to withdraw agenda item #5 at the request of the representative for the petitioner. Councilman Bibb seconded. Councilmen Mack, Bibb, Lauritsen, Lashley, Holmes and Curtis approved.

<b>Action Item 3</b>	<b>Consent Agenda</b>
<ul style="list-style-type: none"> <li>A. March 2, 2026 Meeting Minutes</li> <li>B. Resolution – Employee Promotions</li> <li>C. Resolution – National Exterminating Co.</li> <li>D. Resolution – Credstar Revenue Solutions</li> <li>E. Resolution – Hays Service, LLC</li> <li>F. Resolution – Diversified Carriers, Inc.</li> </ul>	

<p>G. Purchasing Items</p> <ul style="list-style-type: none"> <li>I. General Administration – Associated Systems Incorporated (ASI); \$15,851.25</li> <li>II. Human Resources – Arthur J. Gallagher Risk Mgmt Services; \$15,997.00</li> <li>III. Human Resources – Arthur J. Gallagher Risk Mgmt Services; \$31,691.00</li> <li>IV. Police Department – Central Square-One Solutions; \$170,503.10</li> <li>V. Community and Economic Development - GIS Webtech; \$11,741.34</li> </ul>	
<b>Motion:</b>	Councilman Curtis moved for the approval of the consent agenda.
<b>Second:</b>	Councilman Holmes
<b>Outcome:</b>	Councilmen Mack, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for approval.

<b>Action Item 3 (A)</b>	<b>April 6, 2026 Meeting Minutes</b>
<p>The minutes of the Regular Meeting of March 2, 2026 were presented for approval.</p>	

<b>Action Item 3 (B)</b>	<b>Resolution – Cox Commercial Service Agreement</b>
<p>A resolution to authorize Mayor LaRhonda W. Patrick to execute the attached commercial services agreement (the “Agreement” between Cox Communications Georgia, LLC, Cox Georgia Telecom, LLC’ and CB Commercial Devices, LLC (“Cox”), and the City of Warner Robins, Georgia (“Customer”), whereby Cox will provide internet services.</p>	

<b>Action Item 3 (C)</b>	<b>Resolution – Excess Cyber Insurance Renewal</b>
<p>A resolution that City staff recommends the City renew its additional Excess Cyber Insurance coverage (\$1,000,000) through GIRMA with Tokio Marine – Houston Casualty Company for a period of one year in the amount of \$36,140; and the Mayor and Council deem such recommendation to be beneficial to increase the Cyber Insurance coverage from the standard \$250,000.00 coverage that is included in the Georgia Interlocal Risk Management Agency (GIRMA) Liability Policy that the Mayor and Council of the City of Warner Robins authorize Mayor LaRhonda W. Patrick and City Clerk Mandy Stella to execute all documents pertaining to Tokio Marine-Houston Casualty Company.</p>	

<b>Action Item 3 (D)</b>	<b>Resolution – Bumper to Bumper</b>
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A resolution to authorize Mayor LaRhonda W. Patrick to execute the attached annual contract between Bumper to Bumper (“Contractor”) and the City of Warner Robins, Georgia (“City”), for a term beginning April 1, 2026, and ending March 31, 2027, for scope of work identified in BID NO. 26-I-4756 for the purchase of filers as defined in Exhibit “A”.

<b>Action Item 3 (E)</b>	<b>Resolution – Ardurra Amendment 2 to Task Order 3</b>
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A resolution to authorize Mayor LaRhonda W. Patrick to execute contract amendment no 2 to task order no 3 with Ardurra, Inc., that was previously approved on August 15, 2022, with respect to the scope of basic services, professional and technical engineering services to relocate, install and maintain three flow monitors at selected locations, collect flow data, and perform inflow/infiltration analysis on the collected data over a 6-month period.

<b>Action Item 3 (F)</b>	<b>Resolution – Paulk Landscaping</b>
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A resolution to authorize Mayor LaRhonda W. Patrick to execute the attached contract between Paulk Landscaping and Nursery (“Contractor”), and the City of Warner Robins, Georgia (“City”), for a term beginning April 13, 2026, and ending April 12, 2027, whereby Paulk Landscaping and Nursery will provide all labor, equipment, materials and transportation necessary to provide weekly tree watering services in accordance with current ANSI A300 standards for city planted trees.

<b>Action Item 3 (G)</b>	<b>Resolution – Xylem Water Solutions USA</b>
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A resolution to authorize Mayor LaRhonda W. Patrick to execute the attached purchasing quote between Xylem Water Solutions USA, Inc., and the City of Warner Robins, Georgia, whereby Xylem Water Solutions USA, Inc. will provide a Flygt Model NP-3153 submersible pump.

Action Item 3 (H)	Purchasing Items
<p><b>Purchasing Items</b></p> <ul style="list-style-type: none"> <li>I. General Administration – Associated Systems Incorporated (ASI); \$15,851.25</li> <li>II. Human Resources – Arthur J. Gallagher Risk Mgmt Services; \$15,997.00</li> <li>III. Human Resources – Arthur J. Gallagher Risk Mgmt Services; \$31,691.00</li> <li>IV. Police Department – Central Square-One Solutions; \$170,503.10</li> <li>V. Community and Economic Development - GIS Webtech; \$11,741.34</li> </ul>	

Action Item 4	Motion – Rezoning Petition – Alexis Investments LLC – Moody Rd.
<p>A Motion to approve the rezoning request from Alexis Investments, LLC. of property, including all right-of-ways, totaling 309.4 acres, located along the east side of Moody Road, situated across Moody Road from the Country Estates Subdivision, also known as tax parcel [0W1330 089000] from R-2 [Single Family Residential District] to is R-3 [General Residential District].</p>	
<b>Motion:</b>	Councilman Lauritsen moved for the approval.
<b>Second:</b>	Councilman Bibb
<b>Outcome:</b>	Councilmen Mack, Bibb, Lauritsen, Lashley, and Curtis voted for approval. Councilman Holmes voted in opposition. Motion carries.

Action Item 5	<del>Motion – Rezoning Petition – Alamo Opportunity Fund LLC – adjacent to N. of Carlton Ridge</del>
<p>Removed by request of the representative of the petitioner.</p>	
<b>Motion:</b>	N/A
<b>Second:</b>	N/A
<b>Outcome:</b>	N/A

Action Item 6	Motion – Opioid Antagonist Training and Administration Policy Adoption
<p>Motion to approve the Opioid Antagonist Training and Administration Policy to comply with the requirements of the Official Code of Georgia Annotated, Section 31-2A-20. This policy ensures that all qualified government buildings and the courthouse maintain a supply of at least three-unit doses of opioid antagonists, and that such supply is readily available and accessible during regular business</p>	

hours as well as outside of regular business hours for all government entity events. A list of the City of Warner Robins' qualified government buildings and courthouse that maintain this supply will be kept on file and included with this policy.

<b>Motion:</b>	Councilman Mack moved for the approval.
<b>Second:</b>	Councilman Bibb
<b>Outcome:</b>	Councilmen Mack, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for approval.

**Action Item 7      Resolution – Lifeguard Retention Incentive Agreement**

A motion to approve resolution to authorize Mayor LaRhonda W. Patrick to execute a Warner Robins Lifeguard Retention Incentive Agreement together with those qualified employees who meet specific requirements as outlined in the attached Retention Incentive Agreement.

<b>Motion:</b>	Councilman Bibb moved for the approval.
<b>Second:</b>	Councilman Mack
<b>Outcome:</b>	Councilmen Mack, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for approval.

**Action Item 8      Resolution – Right of Way Abandonment**

IN RE:

All that certain tract or parcel of land located in Land Lot 225, 5th Land District, Houston County, Georgia, containing .16 acres, being a portion of C. Josette Way f/k/a Lorraine Street labeled (To Be Abandoned), according to a drawing by McLeod Surveying, Drawn by Marty A. McLeod, Georgia Registered Surveyor No. 2991, Job No. 0804-008, dated October 9, 2025.

The said portion of the above-referenced roadway has ceased to be used by the public to the extent that no substantial public purpose is served by it, and the City is authorized to abandon said roadway. And the Mayor and Council of the City of Warner Robins determine that described portion of this roadway has ceased to be used by the public to the extent that no substantial public purpose is served by it and authorizes LaRhonda W. Patrick, Mayor, and Mandy Stella, City Clerk, to execute a quit claim deed releasing the City's interest in and to that portion of the roadway to be abandoned.

<b>Motion:</b>	Councilman Holmes moved for the approval.
<b>Second:</b>	Councilman Lashley
<b>Outcome:</b>	Councilmen Mack, Bibb, Lauritsen, Lashley and Holmes voted for approval. Councilman Curtis abstained. The motion carries.

**Citizen Comments** – Mike Hatcher, Kelly Adkinson, George Caller, Phil Johnson, Johnny Johnson, Logan Hurless, Gwendolyn Jackson

**Council Comments**

**Adjournment:** 6:49 pm

**Next Regular Council Meeting:** Monday, April 20, 2026

\*Councilman Lauritsen was present starting at 4:47pm

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Mandy Stella  
City Clerk

DRAFT

# STAFF REPORT

DEPARTMENT: HUMAN RESOURCES  
 SUBMITTED BY: KEN FENNEL AND MELANIE BYER  
 MEETING DATE: APRIL 20, 2026

**AGENDA ITEM**

**Employee Promotion**

*One employee is recommended for promotion by his respective department director.*

**STAFF RECOMMENDATION**

Approve employee promotion submitted by department director.

**BUDGET AND PROCUREMENT**

Budgeted Item: Yes/No

Included In Current Operating Budget: Yes/No

Fiscal Impact: Yes/No

Total Project Cost: \$4,415.92

Included In Current Capital Budget: N/A

Appropriations: Yes/No

Account Title / Number	Dollar Amount
Victor T. Savage – 10-001-01512	\$3.2470 hourly increase

External Funding Sources:

Account Title / Number	Dollar Amount
If any funding will be provided by outside partners or agencies, list them with the corresponding amounts	N/A

**ITEM DESCRIPTION**

Vacancies are generated when employees retire, resign, or are separated in other ways. Department Directors request that the vacant position be advertised externally or internally only. This process requires posting the job, receiving applications from outside persons, job interest forms from current employees, interviews, and other steps. After completion of the process, if a current employee is

selected to fill the position rather than an outside applicant and the new job is a higher pay grade than the employee's current pay grade, then it is considered a promotion. The department director then requests a resolution for promotion be presented to the Mayor and Council for the employee to be promoted. This typically involves a 10% pay increase. Human Resources reviews the submitted hiring process paperwork to ensure the approved steps were followed and submits a resolution for approval of the requested promotion made by the department director.

#### **ALTERNATIVES**

Disapprove the requested promotion and operate below staff. This impacts task efficiency.

#### **ATTACHMENTS**

1. Promotion Resolution

**DRAFT**

CITY OF WARNER ROBINS  
STATE OF GEORGIA

RESOLUTION

WHEREAS, the following employee is recommended for promotion by his respective Department Director,

WHEREAS, the Mayor and City Council deem such recommendation beneficial,

NOW, THEREFORE, BE IT RESOLVED that this promotion be approved as follows:

-1-

Victor T. Savage, promoted from Staff Accountant, Job Class #148, Grade 18, Finance Department to Accountant, Job Class #104, Grade 19, Finance Department, to be effective April 27, 2026.

This \_\_\_\_\_ day of \_\_\_\_\_, 2026

By: \_\_\_\_\_

LaRhonda W. Patrick, Mayor

ATTEST:

\_\_\_\_\_  
Mandy Stella, City Clerk

# STAFF REPORT

DEPARTMENT: GENERAL ADMINISTRATION

SUBMITTED BY: CHRIS ROOKS

MEETING DATE: APRIL 20, 2026

## AGENDA ITEM

### USIC Underground Utility Location and Damage Prevention

This agenda item is a contract renewal and pricing for location services from May 29, 2026, through May 28, 2027.

## STAFF RECOMMENDATION

Approve the award of contract to USIC Locating Services, LLC. This will allow the City to protect fiber lines when locates are requested before contractors dig with set pricing.

## BUDGET AND PROCUREMENT

Budgeted Item: Yes

Included In Current Operating Budget: Yes

Fiscal Impact:

Total Project Cost: Contract pricing as needed.

Included In Current Capital Budget:

Appropriations:

Account Title / Number	Dollar Amount
Information Technology Professional Services 1535 52041	Pricing Attached in Contract

External Funding Sources:

Account Title / Number	Dollar Amount

## ITEM DESCRIPTION

When companies contact 811 (call before you dig), USIC will coordinate with Network Administrator Jason Bond and locate and mark the City Fiber Network before any digging. This contract partnership will help avoid any potential damage to underground fiber lines owned by the City of Warner Robins.

## ALTERNATIVES

This service can be bid to search for alternative vendors and pricing. This is a renewal and the company provides great pricing and service.

**ATTACHMENTS**

1. Contract

**DRAFT**

**STATE OF GEORGIA  
CITY OF WARNER ROBINS**

**RESOLUTION**

BE IT RESOLVED that the Mayor and Council of the City of Warner Robins authorize Mayor LaRhonda W. Patrick to execute amendment no 2 to the contract with USIC Locating Services LLC., previously approved on May 20, 2020, by replacing Exhibit A “Pricing” effective May 29, 2026 – May 28, 2027.

This 20<sup>th</sup> day of April, 2026.

**CITY OF WARNER ROBINS, GEORGIA**

By: \_\_\_\_\_  
LaRhonda W. Patrick, Mayor

Attest:

\_\_\_\_\_  
Mandy Stella, City Clerk

**AMENDMENT NO. 2  
to the  
CONTRACT Between USIC  
Locating Services LLC  
AND  
City of Warner Robins, Georgia  
For  
Facilities Locating and Marking Services Contract**

This Amendment is made and entered into this 6<sup>th</sup> day of April, by and between the City of Warner Robins, Georgia (hereinafter "City" "Customer") and USIC Locating Services LLC (hereinafter "USIC"). This is Amendment No. 1 to the Contract dated the 20<sup>th</sup> day of May 2020, between the City and USIC.

NOW THEREFORE, the City and USIC agree to amend the Contract as follow:

REPLACE EXHIBIT A - USIC Locating Services, LLC Pricing:

See attached Exhibit A Pricing - effective May 29, 2026 - May 28, 2027

Except as modified by this Amendment all other terms and conditions of the Agreement shall remain in full effect. If any inconsistency exists or arises between the terms of the Agreement and the terms of this Amendment, the terms of the Amendment shall prevail.

Both parties indicate their approval of this Amendment No. 1 by signature below.

Authorized Signatures:  
USIC Locating Services, LLC

Authorized Signature:  
City of Warner Robins, GA

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: Rob Taylor

LaRhonda W. Patrick  
Mayor

Title: EVP Commercial Executive

City of Warner Robins, GA

Contract #: 20000772

**Exhibit A**

USIC Locating Services, LLC shall provide Services:

In the State of Georgia.

Member Codes (state One-Call CDC or Customer Description Codes): **WAR93**

USIC Locating Services, LLC Pricing: Effective May 29, 2026 - May 28, 2027.

- \$40.45      **Per Ticket Received from the One Call**
- \$60.65      **Per Normal Business Hour Emergency Call Out Ticket**
- \$80.86      **Per After Hour Emergency Call Out Ticket**
- \$78.52      **Project Price**
- \$20.22      **Watch and Protect (optional (per ¼ hour))**
- \$370.64      **Damage Investigation Fee**

Mail Invoices To:      City of Warner Robins  
                                  P.O. Box 8629  
                                  Warner Robins, GA 31093  
                                  Email: [WRinvoices@wrga.gov](mailto:WRinvoices@wrga.gov)

USIC shall render invoices and statements to Customer on a monthly basis. Each statement shall be paid by Customer within fifteen (15) days of invoice date.

# STAFF REPORT

DEPARTMENT: HUMAN RESOURCES

SUBMITTED BY: NIKKI PEACHEY

MEETING DATE: APRIL 20, 2026

## AGENDA ITEM

**Enter Title of Item As It Should Appear On Meeting Agenda**

*Renewal of Property and Liability Insurance Coverage with the Georgia Interlocal Risk Management Agency (GIRMA) for a period of one year.*

## STAFF RECOMMENDATION

Approve the renewal of Property and Liability Insurance Coverage with GIRMA for the period of 05/01/2026 – 05/01/2027.

## BUDGET AND PROCUREMENT

Budgeted Item: Yes/No

Included In Current Operating Budget: Yes/No

Fiscal Impact: Yes/No

Total Project Cost: **\$1,392,289.00**

Included In Current Capital Budget: Yes or No

Appropriations: Yes/No

Account Title / Number	Dollar Amount
Account – 1555-52300	\$1,392,289.00

External Funding Sources:

Account Title / Number	Dollar Amount
If any funding will be provided by outside partners or agencies, list them with the corresponding amounts	N/A

## ITEM DESCRIPTION

The Georgia Interlocal Risk Management Agency (GIRMA) provides the City of Warner Robins with property and liability insurance coverage to protect its buildings, equipment, and operations. GIRMA has also maintained a longstanding relationship with the City.

The City's base premium increased from \$1,261,595 last year to \$1,456,404 this year due to multiple factors, including additional assets, expanded liability exposure, and other coverage adjustments. However, the City received a law enforcement credit of \$46,936 for maintaining state certification, as

well as a renewal credit of \$64,115. With these credits applied, the final premium is \$1,392,289, reflecting an increase of approximately 10% rather than 15%.

This item is presented for consideration of continued participation in the GIRMA program and authorization of payment for the associated premiums.

#### **ALTERNATIVES**

Disapprove the renewal of agreement for property and liability insurance coverage with GIRMA. We would need to seek another insurance provider for the needed coverage.

#### **ATTACHMENTS**

1. Resolution
2. Proposal Invoice
3. Proposal Breakdown
4. Quote Proposal
5. Coverage Change Memo

**DRAFT**

**CITY OF WARNER ROBINS  
STATE OF GEORGIA**

**RESOLUTION**

WHEREAS, City staff recommends the City retain its longstanding relationship and renew its agreement for property and liability insurance coverage with the Georgia Interlocal Risk Management Agency (GIRMA) for a period of one year; and

WHEREAS, the Mayor and Council deem such recommendation to be beneficial.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the City of Warner Robins authorize Mayor LaRhonda W. Patrick and City Clerk, Mandy Stella, to execute all necessary documents pertaining to the renewal of the property and liability policy through Georgia Interlocal Risk Management Agency (GIRMA).

This \_\_\_\_\_ day of April 2026.

CITY OF WARNER ROBINS

By: \_\_\_\_\_  
LaRhonda W. Patrick, Mayor

Attest:

\_\_\_\_\_  
Mandy Stella, City Clerk

# Georgia Interlocal Risk Management Agency

GMA Property & Liability Self-Insurance Program

## RENEWAL TERMS FOR 2026-2027

### CITY OF WARNER ROBINS

WA1

P.O. Box 8629

Warner Robins, GA 31095

**Coverage Period:**

May-01-2026 to May-01-2027

Presented by:



201 Pryor Street  
Atlanta, GA 30303

**Quote Date:**

4/1/2026

Administered by:

**Lockton Companies**

3280 Peachtree Road NE #1000  
Atlanta, GA 30305

# Georgia Interlocal Risk Management Agency

RENEWAL TERMS FOR 2026-2027

## CITY OF WARNER ROBINS

General Liability and Law Enforcement Liability	Limit of Liability
Each Occurrence	\$2,000,000
Personal & Advertising Injury	\$2,000,000
Products / Completed Operations	\$2,000,000
Failure to Supply Utilities	\$2,000,000
Fire Legal Liability	\$2,000,000
Law Enforcement Liability	\$2,000,000
General Aggregate	\$10,000,000
Medical Payments	Excluded
Form	Occurrence
General Liability Deductible	\$10,000
Law Enforcement Liability Deductible	\$10,000
Employee Benefits Liability	\$2,000,000
Employee Benefits Aggregate	\$10,000,000
Form	Occurrence
Deductible	\$10,000

Coverage Features:

- No Premium Audits
- Defense Costs Outside the Limit
- Special Events Liability
- Athletic Participants Liability
- Fireworks Display Liability
- Cemetery Professional Liability
- Limited Pollution Liability
- Non-Owned Aircraft & Watercraft
- Liquor Liability
- Limited Drone Coverage (\$50,000)
- Garage Liability
- Personal Injury Liability
- Authorized Moonlighting by Police Officers
- Jail Cell Operations
- Police Animal Liability
- Assault and Battery
- Inmate Medical Coverage
- Sexual Abuse Coverage
- Worldwide Territory

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# Georgia Interlocal Risk Management Agency

RENEWAL TERMS FOR 2026-2027

## CITY OF WARNER ROBINS

Public Officials / Errors & Omissions Liability	Limit of Liability
Each Wrongful Act or Occurrence	\$2,000,000
Aggregate Limit	\$10,000,000
Form	Occurrence
Deductible	\$10,000

Coverage Features:

- No Premium Audits
- Defense Costs Outside the Limits
- Pay on Behalf Basis
- Personal Injury – to include:
  - Mental Anguish
  - Shock
  - Humiliation
- Employment Practices Liability – including coverage for:
  - Libel
  - Slander
  - Defamation
  - Sexual Harassment
  - Sexual Abuse
- Americans with Disabilities Act (ADA)
- Zoning Claims Seeking Monetary Demands
- Civil Rights Violations
- Services Performed Under a Mutual Aid Agreement

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**Disclaimer:**

# Georgia Interlocal Risk Management Agency

RENEWAL TERMS FOR 2026-2027

## CITY OF WARNER ROBINS

<b>Automobile Liability</b>	<b>Limit of Liability</b>
Combined Single Occurrence Limit	\$1,000,000
Uninsured Motorists Liability	\$0
Hired & Non-Owned Liability	\$1,000,000
Medical Payments	Excluded
Deductible	\$5,000
Uninsured Motorist Deductible	\$0

<b>Automobile Physical Damage</b>	<b>Limit of Liability</b>
Limit	Actual Cash Value
Hired Physical Damage	Included
Vehicles Covered	Per Schedule
Comprehensive Deductible	\$5,000
Collision Deductible	\$5,000
Hired Physical Damage Deductible	\$5,000

Coverage Features:

- Automatic Coverage for Vehicles up to \$100,000 in value
- Automatic Liability Coverage for new vehicles
- Deductible Per Occurrence

<b>Crime / Fidelity</b>	<b>Limit of Liability</b>
Blanket Employee Dishonesty	\$500,000
Forgery or Alteration	\$500,000
Computer Crime	\$500,000
Money and Securities	\$500,000
Social Engineering Fraud	\$25,000
Deductible	\$10,000
Social Engineering Deductible Only	\$2,500

Coverage Features:

- Faithful Performance Included
- Includes all local and state required bonds

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# Georgia Interlocal Risk Management Agency

RENEWAL TERMS FOR 2026-2027

## CITY OF WARNER ROBINS

Property	Limit of Liability
Total Insured Values	\$252,526,546
Blanket Building & Contents	\$245,885,545
Mobile Equipment	\$6,641,001
Computers ("EDP")	Included
Flood Limit – Including Zones A and V	\$10,000,000
Earthquake Limit	\$10,000,000
Coinsurance Provision	None
Locations Covered	Per Schedule
Valuation – Building & Contents	Replacement Cost
Valuation – Mobile Equipment	Actual Cash Value
Deductible – Buildings & Contents All Perils <i>(Tier 1 Only-All Perils except Named Windstorm)</i>	\$10,000
Deductible – Mobile Equipment All Perils <i>(Tier 1 Only-All Perils except Named Windstorm)</i>	\$10,000
Deductible – Named Windstorm for Tier 1 Only* <i>* Applies separately to (1) Each separate building. (2) The value of personal property located in each separate building. (3) Each item of Mobile Equipment. (4) Actual value of Business Interruption and Extra Expense loss for the 12 months immediately following the date of the direct physical loss.</i>	1% per unit
<b>Automatic Coverage Extensions:</b>	
Business Interruption	\$500,000
Extra Expense	\$500,000
Computers ("EDP")	\$500,000
Builders Risk	\$500,000
Property in Transit	\$500,000
Valuable Papers	\$500,000
<b>Equipment Breakdown</b>	
Limit Per Occurrence	\$100,000,000
Ordinance or Law Limit	\$100,000,000
Hazardous Substance	\$250,000
Deductible	\$10,000
<b>Automatic Coverage Extensions</b>	
Ammonia Contamination	\$1,000,000
Expediting Expenses	\$10,000,000
Service Interruption	\$100,000,000
Spoilage / Consequential Damage	\$10,000,000
Water Damage	\$1,000,000

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# Georgia Interlocal Risk Management Agency

RENEWAL TERMS FOR 2026-2027

## CITY OF WARNER ROBINS

Cyber	Limit of Liability
Security & Privacy Liability	\$250,000
Regulatory Action Sublimit of Liability	\$250,000
Event Management	\$250,000
Cyber Extortion	\$250,000
Deductible	\$10,000

Police Animal Mortality Coverage	Limit of Liability
Scheduled Limit	\$69,170
Deductible	Nil

### Risk Management Services

<u>Type of Service</u>	<u>Annual Contribution</u>
Loss Control & Safety Training	
On Site Visitation	Included
Awareness Training	Included
Awareness Through Safety Bulletins	Included
Automobile Drivers Training	Included
Access to Safety Videos	Included
Safety Grant	
Based on a Contribution Volume and up to \$10,000	Included
*Subject to Approval & Requirements	
Employment Practices Help Line	
Legal Advice	Included
Property Appraisals	
Building Valuations	Included
Contents and Historical Valuations	Included
Crisis Management	
Provides \$50,000 for expenses incurred in response to a Crisis Event including Workplace Violence	Included

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# Georgia Interlocal Risk Management Agency

RENEWAL TERMS FOR 2026-2027

## CITY OF WARNER ROBINS

### Contribution Summary

<u>Line of Coverage</u>	<u>Annual Contribution</u>
General Liability	\$267,989
Law Enforcement Liability – Before Credit	\$234,682
<i>Law Enforcement Initiative Credit Amount</i>	<i>\$46,936</i>
Law Enforcement Liability – After Credit	\$187,746
Public Officials Liability	\$190,906
Automobile Liability	\$355,823
Automobile Physical Damage	\$93,109
Property – Buildings & Contents	\$310,274
Mobile Equipment	\$8,671
Police Animal Mortality	\$6,917
Crime / Fidelity	\$10,282
Boiler & Machinery	\$24,687
Uninsured Motorist	\$0
<b>Sub Total</b>	<b>\$1,456,404</b>
Less Renewal Credit	\$64,115
<b>Total</b>	<b>\$1,392,289</b>

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# Georgia Interlocal Risk Management Agency

GMA Property & Liability Self-Insurance Program

## CONTRIBUTION PAYMENT TERMS

**CITY OF WARNER ROBINS**

RLFC# WA1

INVOICE NUMBER	373895
EFFECTIVE DATE	05/01/2026
INVOICE AMOUNT	\$1,392,289
PROPOSAL NUMBER	RWA1-PR2026-1

**PAYMENT TERMS:**

- OPTION 1: Full Amount Due on Binding
- OPTION 2: 50% Down – Balance due in 30 days
- OPTION 3: 25% Down – Balance due in 4 monthly installments. The entire contribution must be paid within 6 months of the effective date.

Checks should be made payable to **GIRMA**. Please sign and return with your check to:

Georgia Interlocal Risk Management Agency  
 P.O. Box 105377  
 Atlanta, Georgia 30348

Please sign and date on the lines below that you have read and accept the limits and deductibles outlined in the renewal terms. Please return the signed invoice with your initial payment to the GIRMA address above.

\_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Date

# Georgia Interlocal Risk Management Agency

## Member Contribution Breakdown

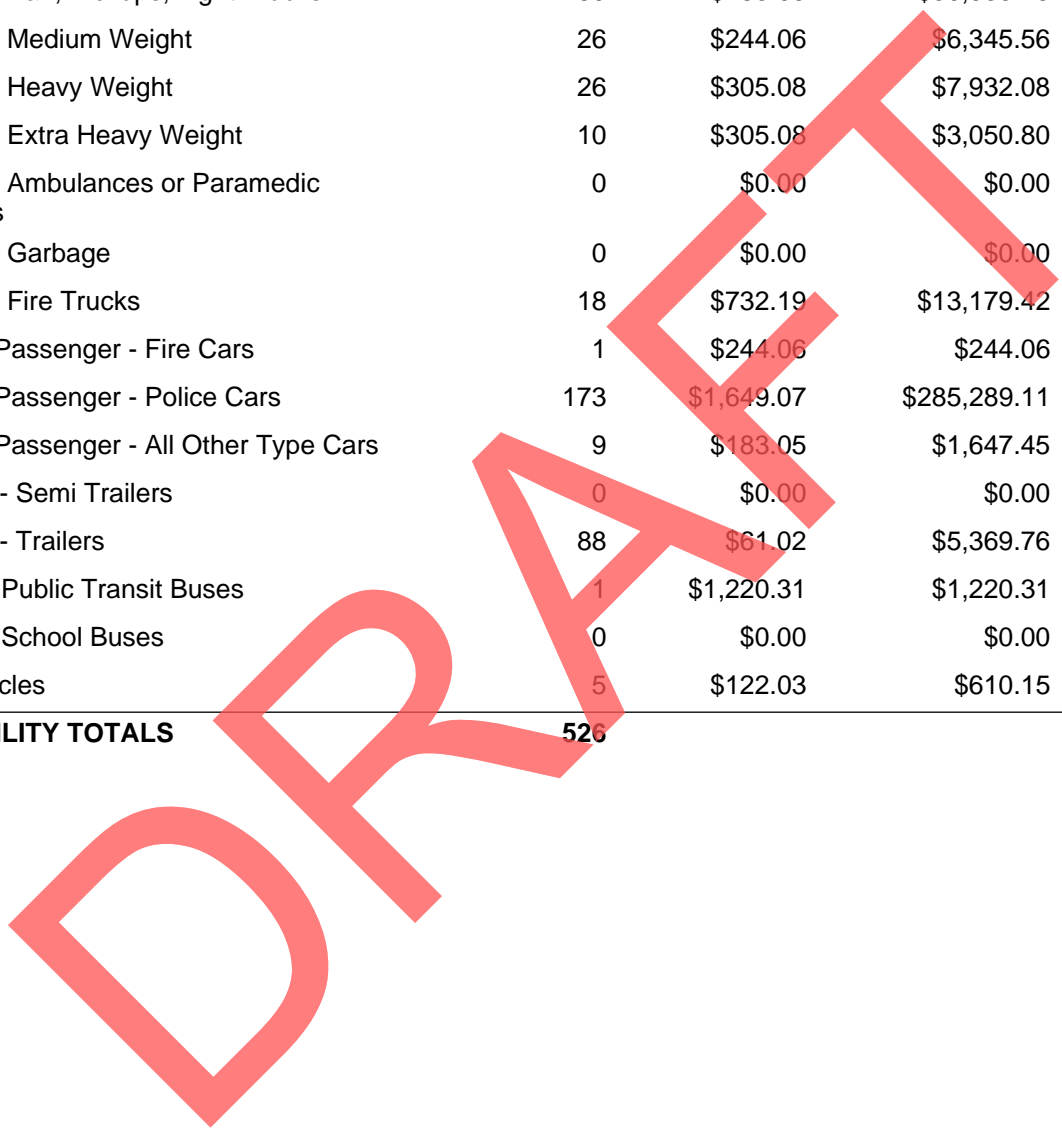
LINE OF COVERAGE	Contribution Breakdown	Contribution Total
<b>City of Warner Robins (WA1)</b>	Effective Date	<b>05/01/2026</b>
<b>GENERAL LIABILITY</b>		
Grants Administered	\$0	
GROSS OPERATING EXPENDITURES	\$207,678	
PARK ACREAGE	\$0	
HOUSING AUTHORITIES - UNITS	\$0	
PUBLIC UTILITIES - CABLE / TELECOM	\$0	
PUBLIC UTILITIES - ELECTRIC	\$0	
PUBLIC UTILITIES - GAS	\$5,862	
PUBLIC UTILITIES - SEWER	\$32,669	
PUBLIC UTILITIES - WATER	\$21,779	
REFUSE COLLECTION	\$0	
SCHOOLS - ALL OTHER STUDENTS	\$0	
SCHOOLS - TRADE OR VOCATIONAL STUDENTS	\$0	
WATER RELATED ACTIVITIES - # BEACHES, LAKES, POOLS	\$0	
<b>GENERAL LIABILITY TOTALS</b>		<b>\$267,989</b>

DRAFT

# Georgia Interlocal Risk Management Agency

## Member Contribution Breakdown

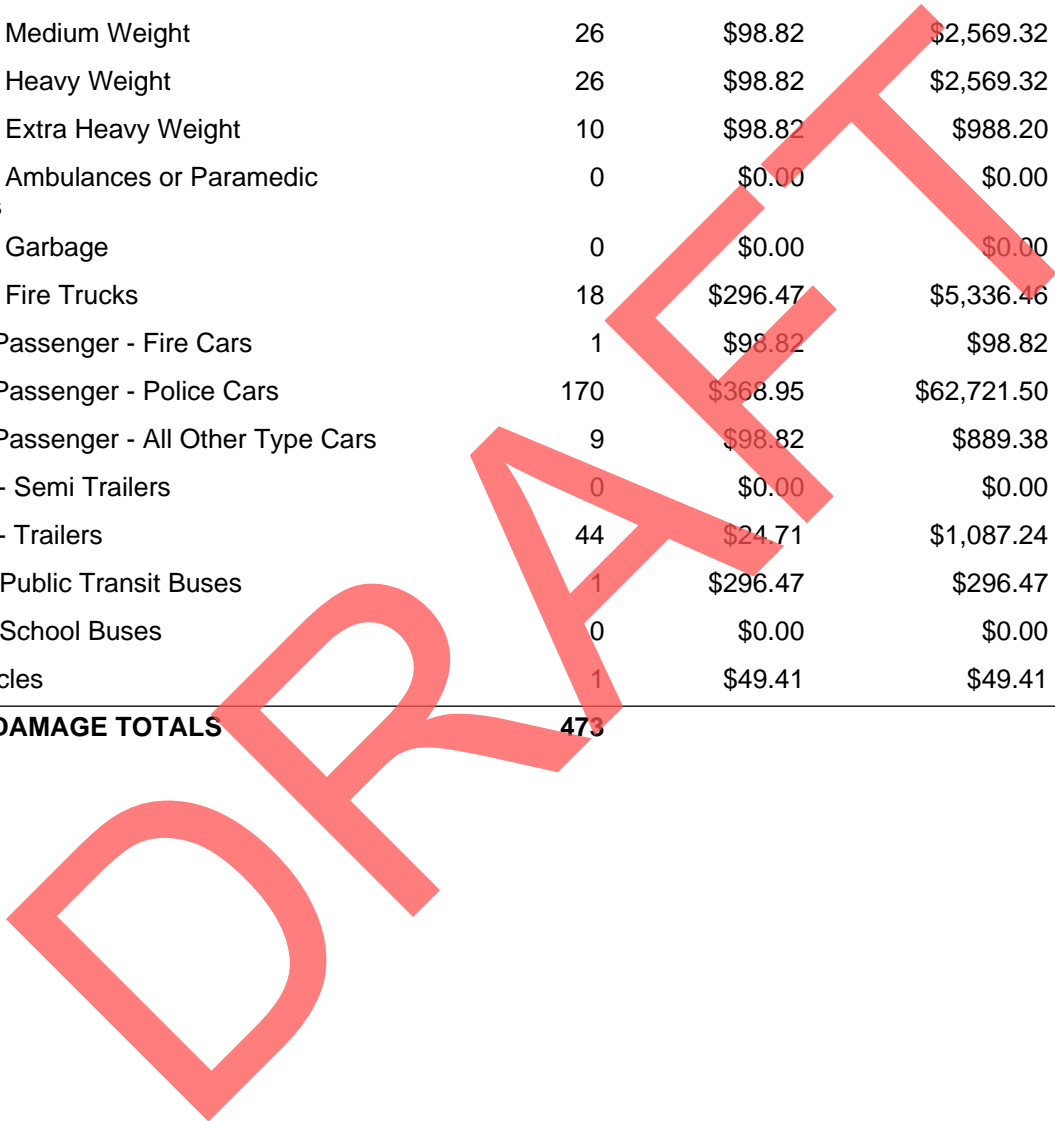
LINE OF COVERAGE			Contribution Breakdown	Contribution Total
<b>AUTOMOBILE LIABILITY</b>	Number of Vehicles	Contrib Per Vehicle	Total Contribution	
Trucks - Van, Pickups, Light Trucks	169	\$183.05	\$30,935.45	
Trucks - Medium Weight	26	\$244.06	\$6,345.56	
Trucks - Heavy Weight	26	\$305.08	\$7,932.08	
Trucks - Extra Heavy Weight	10	\$305.08	\$3,050.80	
Trucks - Ambulances or Paramedic Vehicles	0	\$0.00	\$0.00	
Trucks - Garbage	0	\$0.00	\$0.00	
Trucks - Fire Trucks	18	\$732.19	\$13,179.42	
Private Passenger - Fire Cars	1	\$244.06	\$244.06	
Private Passenger - Police Cars	173	\$1,649.07	\$285,289.11	
Private Passenger - All Other Type Cars	9	\$183.05	\$1,647.45	
Trailers - Semi Trailers	0	\$0.00	\$0.00	
Trailers - Trailers	88	\$61.02	\$5,369.76	
Buses - Public Transit Buses	1	\$1,220.31	\$1,220.31	
Buses - School Buses	0	\$0.00	\$0.00	
Motorcycles	5	\$122.03	\$610.15	
<b>AUTO LIABILITY TOTALS</b>	<b>526</b>			<b>\$355,824</b>



# Georgia Interlocal Risk Management Agency

## Member Contribution Breakdown

LINE OF COVERAGE			Contribution Breakdown	Contribution Total
<b>AUTOMOBILE PHYSICAL DAMAGE</b>	Number of Vehicles	Contrib Per Vehicle	Total Contribution	
Trucks - Van, Pickups, Light Trucks	167	\$98.82	\$16,502.94	
Trucks - Medium Weight	26	\$98.82	\$2,569.32	
Trucks - Heavy Weight	26	\$98.82	\$2,569.32	
Trucks - Extra Heavy Weight	10	\$98.82	\$988.20	
Trucks - Ambulances or Paramedic Vehicles	0	\$0.00	\$0.00	
Trucks - Garbage	0	\$0.00	\$0.00	
Trucks - Fire Trucks	18	\$296.47	\$5,336.46	
Private Passenger - Fire Cars	1	\$98.82	\$98.82	
Private Passenger - Police Cars	170	\$368.95	\$62,721.50	
Private Passenger - All Other Type Cars	9	\$98.82	\$889.38	
Trailers - Semi Trailers	0	\$0.00	\$0.00	
Trailers - Trailers	44	\$24.71	\$1,087.24	
Buses - Public Transit Buses	1	\$296.47	\$296.47	
Buses - School Buses	0	\$0.00	\$0.00	
Motorcycles	1	\$49.41	\$49.41	
<b>PHYSICAL DAMAGE TOTALS</b>	<b>473</b>			<b>\$93,109</b>

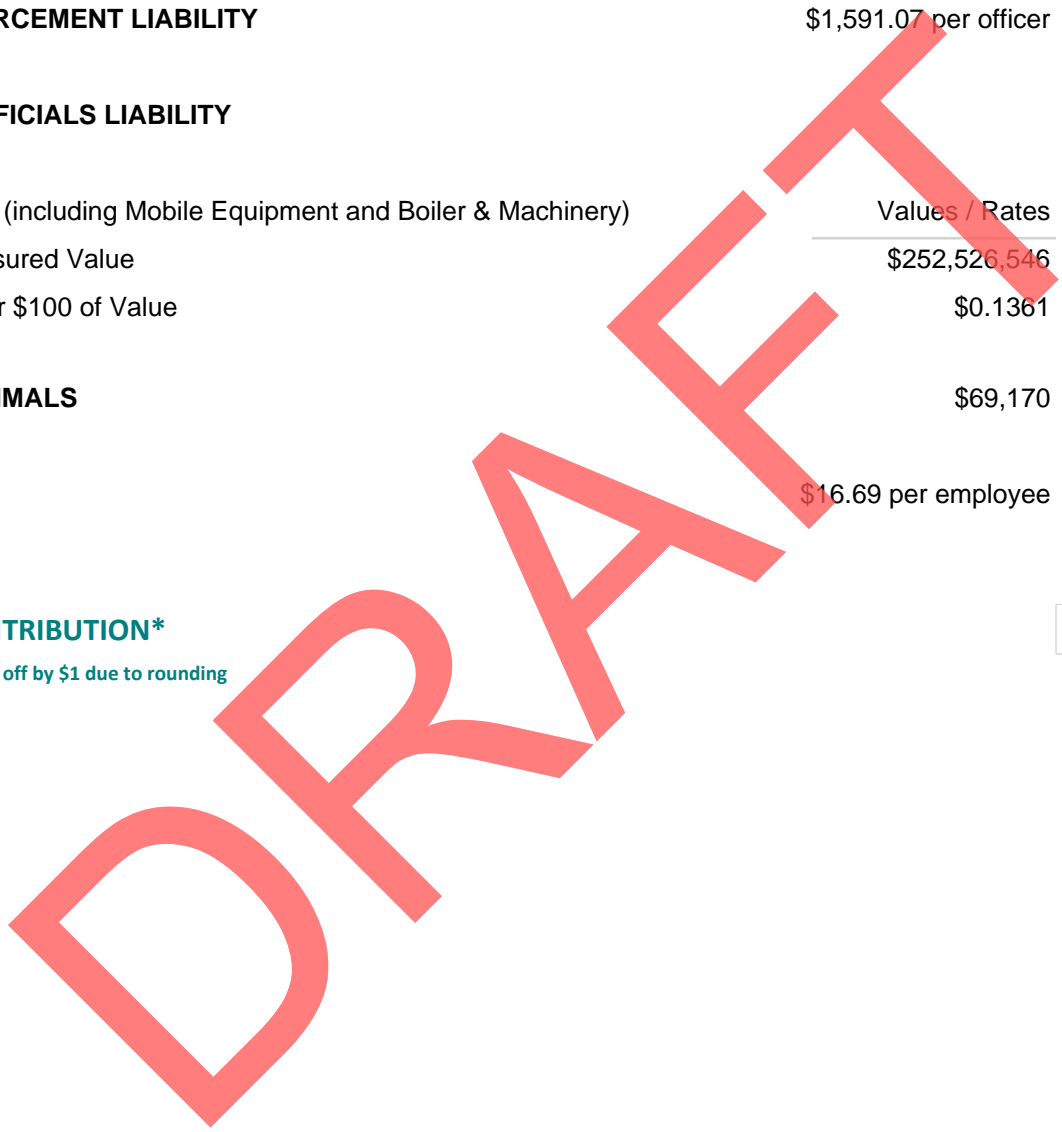


# Georgia Interlocal Risk Management Agency

## Member Contribution Breakdown

LINE OF COVERAGE	Contribution Breakdown	Contribution Total
<b>UNINSURED MOTORIST LIABILITY</b>		<b>\$0</b>
<b>LAW ENFORCEMENT LIABILITY</b>	\$1,591.07 per officer	<b>\$187,746</b>
<b>PUBLIC OFFICIALS LIABILITY</b>		<b>\$190,906</b>
<b>PROPERTY</b> (including Mobile Equipment and Boiler & Machinery)	Values / Rates	<b>\$343,632</b>
Total Insured Value	\$252,526,546	
Rate per \$100 of Value	\$0.1361	
<b>POLICE ANIMALS</b>	\$69,170	<b>\$6,917</b>
<b>CRIME</b>	\$16.69 per employee	<b>\$10,282</b>
<b>TOTAL CONTRIBUTION*</b>		<b>\$1,456,404</b>

\* Figures may be off by \$1 due to rounding



# Georgia Interlocal Risk Management Agency

GMA Property & Liability Self-Insurance Program

## RENEWAL TERMS FOR 2026-2027

### CITY OF WARNER ROBINS

WA1

P.O. Box 8629

Warner Robins, GA 31095

**Coverage Period:**

May-01-2026 to May-01-2027

Presented by:



201 Pryor Street  
Atlanta, GA 30303

**Quote Date:**

4/1/2026

Administered by:

**Lockton Companies**

3280 Peachtree Road NE #1000  
Atlanta, GA 30305

# Georgia Interlocal Risk Management Agency

RENEWAL TERMS FOR 2026-2027

## CITY OF WARNER ROBINS

General Liability and Law Enforcement Liability	Limit of Liability
Each Occurrence	\$2,000,000
Personal & Advertising Injury	\$2,000,000
Products / Completed Operations	\$2,000,000
Failure to Supply Utilities	\$2,000,000
Fire Legal Liability	\$2,000,000
Law Enforcement Liability	\$2,000,000
General Aggregate	\$10,000,000
Medical Payments Form	Excluded Occurrence
General Liability Deductible	\$10,000
Law Enforcement Liability Deductible	\$10,000
Employee Benefits Liability	\$2,000,000
Employee Benefits Aggregate Form	\$10,000,000 Occurrence
Deductible	\$10,000

Coverage Features:

- No Premium Audits
- Defense Costs Outside the Limit
- Special Events Liability
- Athletic Participants Liability
- Fireworks Display Liability
- Cemetery Professional Liability
- Limited Pollution Liability
- Non-Owned Aircraft & Watercraft
- Liquor Liability
- Limited Drone Coverage (\$50,000)
- Garage Liability
- Personal Injury Liability
- Authorized Moonlighting by Police Officers
- Jail Cell Operations
- Police Animal Liability
- Assault and Battery
- Inmate Medical Coverage
- Sexual Abuse Coverage
- Worldwide Territory

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# Georgia Interlocal Risk Management Agency

RENEWAL TERMS FOR 2026-2027

## CITY OF WARNER ROBINS

Public Officials / Errors & Omissions Liability	Limit of Liability
Each Wrongful Act or Occurrence	\$2,000,000
Aggregate Limit	\$10,000,000
Form	Occurrence
Deductible	\$10,000

Coverage Features:

- No Premium Audits
- Defense Costs Outside the Limits
- Pay on Behalf Basis
- Personal Injury – to include:
  - Mental Anguish
  - Shock
  - Humiliation
- Employment Practices Liability – including coverage for:
  - Libel
  - Slander
  - Defamation
  - Sexual Harassment
  - Sexual Abuse
- Americans with Disabilities Act (ADA)
- Zoning Claims Seeking Monetary Demands
- Civil Rights Violations
- Services Performed Under a Mutual Aid Agreement

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# Georgia Interlocal Risk Management Agency

RENEWAL TERMS FOR 2026-2027

## CITY OF WARNER ROBINS

<b>Automobile Liability</b>	<b>Limit of Liability</b>
Combined Single Occurrence Limit	\$1,000,000
Uninsured Motorists Liability	\$0
Hired & Non-Owned Liability	\$1,000,000
Medical Payments	Excluded
Deductible	\$5,000
Uninsured Motorist Deductible	\$0

<b>Automobile Physical Damage</b>	<b>Limit of Liability</b>
Limit	Actual Cash Value
Hired Physical Damage	Included
Vehicles Covered	Per Schedule
Comprehensive Deductible	\$5,000
Collision Deductible	\$5,000
Hired Physical Damage Deductible	\$5,000

Coverage Features:

- Automatic Coverage for Vehicles up to \$100,000 in value
- Automatic Liability Coverage for new vehicles
- Deductible Per Occurrence

<b>Crime / Fidelity</b>	<b>Limit of Liability</b>
Blanket Employee Dishonesty	\$500,000
Forgery or Alteration	\$500,000
Computer Crime	\$500,000
Money and Securities	\$500,000
Social Engineering Fraud	\$25,000
Deductible	\$10,000
Social Engineering Deductible Only	\$2,500

Coverage Features:

- Faithful Performance Included
- Includes all local and state required bonds

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# Georgia Interlocal Risk Management Agency

RENEWAL TERMS FOR 2026-2027

## CITY OF WARNER ROBINS

Property	Limit of Liability
Total Insured Values	\$252,526,546
Blanket Building & Contents	\$245,885,545
Mobile Equipment	\$6,641,001
Computers ("EDP")	Included
Flood Limit – Including Zones A and V	\$10,000,000
Earthquake Limit	\$10,000,000
Coinsurance Provision	None
Locations Covered	Per Schedule
Valuation – Building & Contents	Replacement Cost
Valuation – Mobile Equipment	Actual Cash Value
Deductible – Buildings & Contents All Perils <i>(Tier 1 Only-All Perils except Named Windstorm)</i>	\$10,000
Deductible – Mobile Equipment All Perils <i>(Tier 1 Only-All Perils except Named Windstorm)</i>	\$10,000
Deductible – Named Windstorm for Tier 1 Only* <i>* Applies separately to (1) Each separate building. (2) The value of personal property located in each separate building. (3) Each item of Mobile Equipment. (4) Actual value of Business Interruption and Extra Expense loss for the 12 months immediately following the date of the direct physical loss.</i>	1% per unit
<b>Automatic Coverage Extensions:</b>	
Business Interruption	\$500,000
Extra Expense	\$500,000
Computers ("EDP")	\$500,000
Builders Risk	\$500,000
Property in Transit	\$500,000
Valuable Papers	\$500,000
<b>Equipment Breakdown</b>	
Limit Per Occurrence	\$100,000,000
Ordinance or Law Limit	\$100,000,000
Hazardous Substance	\$250,000
Deductible	\$10,000
<b>Automatic Coverage Extensions</b>	
Ammonia Contamination	\$1,000,000
Expediting Expenses	\$10,000,000
Service Interruption	\$100,000,000
Spoilage / Consequential Damage	\$10,000,000
Water Damage	\$1,000,000

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# Georgia Interlocal Risk Management Agency

RENEWAL TERMS FOR 2026-2027

## CITY OF WARNER ROBINS

Cyber	Limit of Liability
Security & Privacy Liability	\$250,000
Regulatory Action Sublimit of Liability	\$250,000
Event Management	\$250,000
Cyber Extortion	\$250,000
Deductible	\$10,000
Police Animal Mortality Coverage	Limit of Liability
Scheduled Limit	\$69,170
Deductible	Nil
Risk Management Services	
<u>Type of Service</u>	<u>Annual Contribution</u>
Loss Control & Safety Training	
On Site Visitation	Included
Awareness Training	Included
Awareness Through Safety Bulletins	Included
Automobile Drivers Training	Included
Access to Safety Videos	Included
Safety Grant	
Based on a Contribution Volume and up to \$10,000	Included
*Subject to Approval & Requirements	
Employment Practices Help Line	
Legal Advice	Included
Property Appraisals	
Building Valuations	Included
Contents and Historical Valuations	Included
Crisis Management	
Provides \$50,000 for expenses incurred in response to a Crisis Event including Workplace Violence	Included

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# Georgia Interlocal Risk Management Agency

RENEWAL TERMS FOR 2026-2027

## CITY OF WARNER ROBINS

### Contribution Summary

<u>Line of Coverage</u>	<u>Annual Contribution</u>
General Liability	\$267,989
Law Enforcement Liability – Before Credit	\$234,682
<i>Law Enforcement Initiative Credit Amount</i>	<i>\$46,936</i>
Law Enforcement Liability – After Credit	\$187,746
Public Officials Liability	\$190,906
Automobile Liability	\$355,823
Automobile Physical Damage	\$93,109
Property – Buildings & Contents	\$310,274
Mobile Equipment	\$8,671
Police Animal Mortality	\$6,917
Crime / Fidelity	\$10,282
Boiler & Machinery	\$24,687
Uninsured Motorist	\$0
<b>Sub Total</b>	<b>\$1,456,404</b>
Less Renewal Credit	\$64,115
<b>Total</b>	<b>\$1,392,289</b>

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# STAFF REPORT

DEPARTMENT: PUBLIC WORKS  
 SUBMITTED BY: CRAIG CLIFTON  
 MEETING DATE: APRIL 20, 2026

## AGENDA ITEM

**Contract Award: GA-4649 Annual Contract Renewal for Concrete Mix with Reames Concrete Company, Concrete Enterprises LLC – Renewal Term 5.1.26 - 4.30.27**  
*Consideration of 12-month renewal of contract for Concrete Material for the Field Operations and Street Operations Divisions of Public Works*

## STAFF RECOMMENDATION

*Approve the twelve (12) month contract renewal to Reames Concrete Company and Concrete Enterprises LLC. and authorize the Director of Public Works to execute all necessary purchases.*

## BUDGET AND PROCUREMENT

Budgeted Item: **Yes** Included In Current Operating Budget: **Yes**  
 Fiscal Impact: **Yes** Total Estimated Yearly Cost: \$ 29,220.00  
 Included In Current Capital Budget: **No** Appropriations: **Yes**

External Funding Sources:

Account Title / Number	Dollar Amount
Annual Contract Renewal for Concrete / GA-4649	Estimated: \$ 29,220.00

## ITEM DESCRIPTION

### BACKGROUND:

*A necessary resource of Concrete Mix. With this, we will continue to have a local sources of concrete mix available and delivered for immediate use in repairs and construction of city infrastructures. These are local area owned and operated businesses, which has made the convenience of delivery feasible, with the added benefit of supporting the surrounding community.*

### PROCUREMENT PROCESS AND PROPOSAL REVIEW:

*Seeking to modernize operations, improve efficiency, and maintain city departmental service. Both the department director and field operations superintendent reviewed previous bid proposals. Previous proposals were evaluated based on four (4) criteria:*

- Availability
- Cost
- Reliability
- Delivery Time

## ALTERNATIVES

*The City has one primary option should the Mayor and City Council choose to follow a path other than that being recommended by Staff:*

- *Reject the contract approval request, and rebid the engagement.*

*Pursuing this option could mean needing to delay possible timely repairs or servicing so that an alternative contract could be completed and bid out through city processes.*

## ATTACHMENTS

1. *GA-4649 Annual Contract Renewal for Concrete Mix with Reames Concrete Company, and Concrete Enterprises LLC*

DRAFT

**Exhibit A – Bid Price List**  
**GA-4649 Annual Contract for Concrete Mix**  
**Contract Term: May 1, 2026 – April 30, 2027**  
**Vendor: Concrete Enterprises, LLC**  
**801 Turner Field Road**  
**Albany, GA 31705**

<b>Line #</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit of Measure</b>	<b>Unit Price</b>
1	Concrete, Ready Mix, 2500 PSI per truckload	1	CuYd	\$148.50
2	Concrete, Ready Mix, 2500 PSI less than truckload	1	CuYd	\$148.50
3	Concrete, Ready Mix, 3000 PSI per truckload	1	CuYd	\$151.00
4	Concrete, Ready Mix, 3000 PSI less than truckload	1	CuYd	\$151.00
5	Concrete, Calcium Mix 2% per truckload	1	CuYd	\$7.00
6	Concrete, Calcium Mix 2% less than truckload	1	CuYd	\$7.00
7	Concrete, 3000 PSI Mix w/ Fiber Mesh per truckload	1	CuYd	\$158.50
8	Concrete, 3000 PSI Mix w/ Fiber Mesh less than truckload	1	CuYd	\$158.50
9	Concrete, Class "A" w/ Air (State Specifications) per truckload	1	CuYd	\$151.00
10	Concrete, Class "A" w/ Air (State Specifications) less than truckload	1	CuYd	\$151.00

**STATE OF GEORGIA  
CITY OF WARNER ROBINS**

**RESOLUTION**

BE IT RESOLVED that the Mayor and Council of the City of Warner Robins authorize Mayor LaRhonda W. Patrick to execute the attached contracts between Reames Concrete Company and Concrete Enterprises, and the City of Warner Robins, Georgia, whereby Reames Concrete Company and Concrete Enterprises have been selected for the 12-month contract for concrete material for the Field Operations Division of Public Works beginning May 1, 2026 – April 30, 2027.

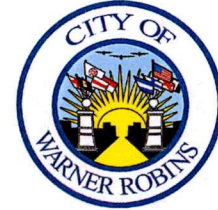
This 20<sup>th</sup> day of March, 2026.

**CITY OF WARNER ROBINS, GEORGIA**

By: \_\_\_\_\_  
LaRhonda W. Patrick, Mayor

Attest:

\_\_\_\_\_  
Mandy Stella, City Clerk



## ANNUAL CONTRACT FOR SERVICES—RENEWAL

**OWNER:** City of Warner Robins  
P.O. Box 8629  
Warner Robins, GA 31095

**CONTRACTOR:** Reames Concrete Company  
157 Office Park Drive  
Gray, GA 31032

**BID NO./TITLE:** GA-4649 Annual Contract for Concrete Mix

This Contract is made and entered into this 20<sup>th</sup> day of April 2026, by and between REAMES CONCRETE COMPANY, (hereinafter “Contractor”), and the CITY OF WARNER ROBINS, a Georgia municipal corporation in Houston and Peach Counties, (hereinafter “City”).

WHEREAS, in consideration of the mutual promises and covenants contained herein, the parties do hereby agree as follows:

1. Contract Documents: The following documents, including any addenda, attachments, and additions, collectively form the complete contract documents, all of which are incorporated herein by reference and shall do everything required by this contract:
  - a. Bid Form and Invitation to Bid;
  - b. General Instructions to Bidders, Terms and Conditions;
  - c. Exhibit A: Bid Price Form.
2. Contract Term: This Contract shall renew for a term commencing on **May 1, 2026 and expire on April 30, 2027**. Upon expiration of the current term, this Contract shall automatically renew for up to one (1) successive one (1) year renewal terms, unless either party provides written notice of its intent not to renew at least thirty (30) days prior to the expiration of the current term. In no event shall the total duration of the Contract, including the initial term and all renewal terms, exceed three (3) years. All terms and conditions of this Contract shall remain in full force and effect during any renewal term unless amended in writing and signed by both parties.
3. Scope of Services:
  - 3.1 The Contractor is responsible for performing the scope of services outlined herein (the “Work”) and generally described as follows:

Delivery of concrete mix to sites within the City limits of Warner Robins, Georgia.  
Deliveries must be made within forty-eight (48) hours from receipt of order.

3.2 All orders are to be delivered complete. Contractor must notify the City of partial deliveries to confirm acceptance.

4. Contract Price: The City shall pay Contractor in accordance with the rates set forth in the Contractor's proposal, attached hereto and incorporated herein as "Exhibit A", for Contractor's performance of Work, subject to authorized budget appropriations. Pricing shall remain firm for the full term of the contract and may only be modified through a written amendment approved by both parties.

5. Delivery: Goods shall be shipped F.O.B. Destination. The Contractor shall retain title for the risk of transportation, including the filing for losses or damages. The invoice covering the items is not payable until items are delivered and the contract of carriage has been completed the F.O.B. clause states otherwise, the Contractor assumes transportation and related charges either by payment or allowance.

6. Commencement of Services; Indefinite Quantity:

6.1 During the term of this Contract, the City will request the Contractor to supply equipment as specified on an as-needed basis upon issuing a Purchase Order.

6.2 The City shall have no obligation to any expenditure commitment or minimum purchase quantity under this Contract. Purchase Orders shall be issued for the completion of Work on an as-needed basis, at the discretion of the City.

7. Payment Procedures

7.1 The City will process payment requests following inspection and approval of services rendered.

7.2 Contractor must submit valid, itemized invoices after delivering goods or services. At a minimum, invoices must include: (i) invoice number; (ii) Contractor name and address; (iii) purchase order number; (iv) buyer name and address; (v) item description and line number; (vi) item quantity, unit price, and extended price; (vii) discount, if applicable; (viii) order date and shipping date; (ix) back order amount, if any, and shipping date.

7.3 All invoices must be submitted via email to the following address, wrinvoices@wrga.gov.

7.4 The City will pay all undisputed amounts via check within thirty (30) days of receipt and approval of a properly prepared invoice.

8. Termination

8.1 The City, by written notice, may terminate this Contract, in whole or in part, when in the City's interest. If this Contract is terminated, the City shall be liable only for goods or services delivered or accepted. The City Notice of Termination may provide the Contractor thirty (30) days prior notice before it becomes effective. However, at the City's sole option a termination of convenience may be effective immediately and may apply to delivery orders (if applicable) or to the contract in whole.

8.2 In compliance with the requirements of O.C.G.A. § 36-60-13 governing the terms and conditions of multiyear contracts, this Contract shall be effective for a term commencing on the Effective Date and terminating at midnight one year later ("initial term"), without further obligation on the part of either party other than outstanding obligations incurred prior to the expiration of such term. Thereafter, in accordance with O.C.G.A. § 36-60-13,

this Contract shall be automatically renewed for up to one (1) successive one (1) year renewal terms (each one year term occurring after the initial term shall be referred to as a “renewal term”) unless either party provides written notice of its intent not to renew at least thirty (30) days prior to the expiration of the then current term.

9. Licenses, Registrations, Certifications and Permits: The Contractor shall be responsible for obtaining and maintaining in a valid status, all licenses, registrations, certifications, and permits necessary to perform the Work as required by law. Contractor shall provide copies of any such licenses, certifications, or permits to the City upon request.

10. Insurance

10.1 Contractor shall obtain and continuously maintain during the term of the Contract insurance meeting or exceeding the minimum coverage amounts as follows:  
 Worker’s Compensation at Statutory Requirement  
 Commercial General Liability: \$1 Million/Occurrence, \$2 Million General Aggregate  
 Commercial Auto Liability: \$1 Million Combined Single Limit

10.2 Such insurance shall be endorsed to name the City of Warner Robins as an additional insured party.

11. Indemnification: The Contractor shall indemnify, defend and hold harmless the City of Warner Robins and, its departments, their officers, agents, and employees from any claims, demands, damages and actions of any kind or nature whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the Contractor/any services of any kind or nature provided by the Contractor.

12. Subcontractors

12.1 No subcontractor, sub-subcontractor or consultant shall be retained by the Contractor to perform services under this Contract without the prior written consent of the City.

12.2 Administration of any approved subcontractor shall be the Contractor’s responsibility and all subcontracts shall require each subcontractor to be bound by all pertinent portions of this Contract and to assume all applicable obligations and responsibilities which the Contractor by this Contract assumes toward the City.

12.3 The Contractor shall ensure that all subcontractors engaged in the performance of this Contract possess and maintain all required licenses, certifications, permits, and approvals required by applicable federal, state, and local laws and authorizing the performance of such services for which they were retained.

13. Employment Authorization Program

13.1 In accordance with the Georgia Security and Immigration Compliance Act, as amended, any Contractor that enters into a contract for the physical performance of services shall register and participate in the federal work authorization program, E-Verify. All subcontractors and sub-subcontractors, as such terms are defined in O.C.G.A. § 13-10-90, shall also be required to comply with these E-Verify requirements.

13.2 The Contractor and their subcontractors and sub-subcontractors will be required to execute an affidavit verifying their compliance with O.C.G.A. § 13-10-91.

13.3 The Contractor shall comply with any and all applicable requirements and provisions set forth in O.C.G.A. § 13-10-91.

13.4 Pursuant to O.C.G.A. § 13-10-91, in the event the Contractor contracts with a subcontractor in connection with this Contract, the Contractor shall secure from such subcontractor a notarized subcontractor affidavit, and maintain such record for inspection by the City.

14. Assignment: This Contract shall not be assignable by the Contractor in whole or in part without the written consent of the City.

15. Contract Modification: Any change to the Contract must be made by a written amendment, signed and dated by authorized representatives of both the City and the Contractor. The amendment must reference the original Contract, state the specific changes, and note any adjustments to price, schedule, or deliverables. No verbal agreements or informal communications shall constitute a valid amendment.

16. Compliance with Laws; Non-Discrimination: The Contractor, its sub-contractor(s), assignees and successors, in the performance of contracted work, shall comply with all applicable federal, state, and local laws, rules and regulations. Including, but not limited to, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, gender, religion, age, or disability in connection with any bid submitted to the City of Warner Robins or the performance of any contract resulting therefrom.

IN WITNESS WHEREOF, the parties hereto have each caused this Contract to be executed.

**CITY OF WARNER ROBINS**

**REAMES CONCRETE COMPANY**

Signature: \_\_\_\_\_  
**LaRHONDA W. PATRICK**  
**MAYOR**

Signature: \_\_\_\_\_


Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
**MANDY STELLA**  
**CITY CLERK**

ATTEST: \_\_\_\_\_

**REVIEWED AS TO FORM**  
  
\_\_\_\_\_  
**CITY ATTORNEY**  
**SUBJECT TO MAYOR AND COUNCIL APPROVAL**

**Exhibit A – Bid Price List**  
**GA-4649 Annual Contract for Concrete Mix**  
**Contract Term: May 1, 2026 – April 30, 2027**  
**Vendor: Reames Concrete Company**  
**157 Office Park Drive**  
**Gray, GA 31032**

Line #	Description	Quantity	Unit of Measure	Unit Price
1	Concrete, Ready Mix, 2500 PSI per truckload	1	CuYd	\$142.50
2	Concrete, Ready Mix, 2500 PSI less than truckload	1	CuYd	\$142.50
3	Concrete, Ready Mix, 3000 PSI per truckload	1	CuYd	\$145.00
4	Concrete, Ready Mix, 3000 PSI less than truckload	1	CuYd	\$145.00
5	Concrete, Calcium Mix 2% per truckload	1	CuYd	\$6.00
6	Concrete, Calcium Mix 2% less than truckload	1	CuYd	\$6.00
7	Concrete, 3000 PSI Mix w/ Fiber Mesh per truckload	1	CuYd	\$153.00
8	Concrete, 3000 PSI Mix w/ Fiber Mesh less than truckload	1	CuYd	\$153.00
9	Concrete, Class "A" w/ Air (State Specifications) per truckload	1	CuYd	\$155.00
10	Concrete, Class "A" w/ Air (State Specifications) less than truckload	1	CuYd	\$155.00



## ANNUAL CONTRACT FOR SERVICES—RENEWAL

**OWNER:** City of Warner Robins  
P.O. Box 8629  
Warner Robins, GA 31095

**CONTRACTOR:** Concrete Enterprises, LLC.  
801 Turner Field Road  
Albany, GA 31705

**BID NO./TITLE:** GA-4649 Annual Contract for Concrete Mix

This Contract is made and entered into this **20<sup>th</sup>** day of **April 2026**, by and between **CONCRETE ENTERPRISES, LLC.**, (hereinafter “Contractor”), and the **CITY OF WARNER ROBINS**, a Georgia municipal corporation in Houston and Peach Counties, (hereinafter “City”).

WHEREAS, in consideration of the mutual promises and covenants contained herein, the parties do hereby agree as follows:

1. Contract Documents: The following documents, including any addenda, attachments, and additions, collectively form the complete contract documents, all of which are incorporated herein by reference and shall do everything required by this contract:
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Deliveries must be made within forty-eight (48) hours from receipt of order.

- 3.2 All orders are to be delivered complete. Contractor must notify the City of partial deliveries to confirm acceptance.
4. Contract Price: The City shall pay Contractor in accordance with the rates set forth in the Contractor's proposal, attached hereto and incorporated herein as "Exhibit A", for Contractor's performance of Work, subject to authorized budget appropriations. Pricing shall remain firm for the full term of the contract and may only be modified through a written amendment approved by both parties.
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10.2 Such insurance shall be endorsed to name the City of Warner Robins as an additional insured party.

11. Indemnification: The Contractor shall indemnify, defend and hold harmless the City of Warner Robins and, its departments, their officers, agents, and employees from any claims, demands, damages and actions of any kind or nature whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the Contractor/any services of any kind or nature provided by the Contractor.

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IN WITNESS WHEREOF, the parties hereto have each caused this Contract to be executed.

**CITY OF WARNER ROBINS**


**CONCRETE ENTERPRISES, LLC.**

Signature: \_\_\_\_\_  
**LaRHONDA W. PATRICK**  
**MAYOR**

Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
**MANDY STELLA**  
**CITY CLERK**

ATTEST: \_\_\_\_\_

**REVIEWED AS TO FORM**  
  
 \_\_\_\_\_  
**CITY ATTORNEY**  
**SUBJECT TO MAYOR AND COUNCIL APPROVAL**

**Exhibit A – Bid Price List  
 GA-4649 Annual Contract for Concrete Mix  
 Contract Term: May 1, 2026 – April 30, 2027  
 Vendor: Concrete Enterprises, LLC  
 801 Turner Field Road  
 Albany, GA 31705**

<b>Line #</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit of Measure</b>	<b>Unit Price</b>
1	Concrete, Ready Mix, 2500 PSI per truckload	1	CuYd	\$148.50
2	Concrete, Ready Mix, 2500 PSI less than truckload	1	CuYd	\$148.50
3	Concrete, Ready Mix, 3000 PSI per truckload	1	CuYd	\$151.00
4	Concrete, Ready Mix, 3000 PSI less than truckload	1	CuYd	\$151.00
5	Concrete, Calcium Mix 2% per truckload	1	CuYd	\$7.00
6	Concrete, Calcium Mix 2% less than truckload	1	CuYd	\$7.00
7	Concrete, 3000 PSI Mix w/ Fiber Mesh per truckload	1	CuYd	\$158.50
8	Concrete, 3000 PSI Mix w/ Fiber Mesh less than truckload	1	CuYd	\$158.50
9	Concrete, Class "A" w/ Air (State Specifications) per truckload	1	CuYd	\$151.00
10	Concrete, Class "A" w/ Air (State Specifications) less than truckload	1	CuYd	\$151.00

# STAFF REPORT

DEPARTMENT: PUBLIC WORKS  
 SUBMITTED BY: CRAIG CLIFTON  
 MEETING DATE: APRIL 20, 2026

## AGENDA ITEM

**Contract Award: 26-I--4771 Contract for Curb and Gutter Inlet Frames and Covers with Fortiline Waterworks, Fortiline Inc. – Contract Term 5.1.26 – 4.30.27**

*Consideration of 12-month contract for Curbs and Gutter Inlets, Covers for the Field Operations and Street Operations Divisions of Public Works.*

## STAFF RECOMMENDATION

*Approve the twelve (12) month contract to Fortiline Waterworks, Fortiline Inc., and authorize the Director of Public Works to execute all necessary purchases.*

## BUDGET AND PROCUREMENT

Budgeted Item: **Yes**

Included In Current Operating Budget: **Yes**

Fiscal Impact: **Yes**

Total Estimated Yearly Cost: \$38,557.65

Included In Current Capital Budget: **No**

Appropriations: **Yes**

External Funding Sources:

Account Title / Number	Dollar Amount
Annual Contract for Curb and Gutter, Inlet Frames & Covers / 26-I-4771	Estimated: \$38,557.65

## ITEM DESCRIPTION

### BACKGROUND:

*A necessary resource of Curb and Gutter Inlet Frames, and Covers. With this, we will continue to have a local source of curb, and inlet repair products available for immediate use in repairs of roadways, walkways, and stormwater structures. This business is in close vicinity, which makes the convenience of pick-up and/ or delivery feasible, with the added benefit of supporting our surrounding communities.*

### PROCUREMENT PROCESS AND PROPOSAL REVIEW:

*Seeking to modernize operations, improve efficiency, and maintain city departmental standards of service.*

*Both the department director and field operations division superintendent reviewed previous bid proposals.*

*Previous proposals were evaluated based on four (4) criteria:*

- Availability

- Cost
- Reliability
- Variety of Stock

## ALTERNATIVES

*The City has one primary option should the Mayor and City Council choose to follow a path other than that being recommended by Staff:*

- *Reject the request, and rebid the engagement.*

*Pursuing this option could mean needing to delay possible timely repairs or servicing so that an alternative contract could be completed and bid out through city processes.*

## ATTACHMENTS

1. *26-I-4771 Annual Contract for Curb and Gutter Inlet Frame and Covers – Contract Term 5.1.26 – 4.30.27*

DRAFT

**STATE OF GEORGIA  
CITY OF WARNER ROBINS**

**RESOLUTION**

BE IT RESOLVED that the Mayor and Council of the City of Warner Robins hereby authorize Mayor LaRhonda W. Patrick to execute the attached annual contract between Fortiline Waterworks (“Contractor”) and the City of Warner Robins, Georgia (“City”), for a term beginning May 1, 2026, and ending April 30, 2027, for scope of work and prices identified in BID NO. 26-I-4771 for Curb & Gutter Inlet Frame and Covers.

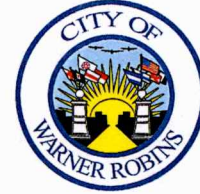
This 20<sup>th</sup> day of April, 2026.

**CITY OF WARNER ROBINS, GEORGIA**

By: \_\_\_\_\_  
LaRhonda W. Patrick, Mayor

Attest:

\_\_\_\_\_  
Mandy Stella, City Clerk



## ANNUAL CONTRACT FOR GOODS

**OWNER:** City of Warner Robins  
P.O. Box 8629  
Warner Robins, GA 31095

**CONTRACTOR:** Fortiline Waterworks  
240 NW Industrial Blvd.  
Macon, GA 31216

**BID NO./TITLE:** 26-I-4771 Annual Contract for Curb & Gutter Inlet Frame & Cover

This Contract is made and entered into this 20<sup>th</sup> day of April 2026, by and between **FORTILINE WATERWORKS**, (hereinafter "Contractor"), and the **CITY OF WARNER ROBINS**, a Georgia municipal corporation in Houston and Peach Counties, (hereinafter "City").

WHEREAS, in consideration of the mutual promises and covenants contained herein, the parties do hereby agree as follows:

1. Contract Documents: The following documents, including any addenda, attachments, and additions, collectively form the complete contract documents, all of which are incorporated herein by reference and shall do everything required by this contract:
  - a. Bid Form and Invitation to Bid;
  - b. General Instructions to Bidders, Terms and Conditions;
  - c. Exhibit A: Bid Price List
2. Contract Term: The initial term of this Contract shall commence on the Effective Date of **May 1, 2026 and expire on April 30, 2027**. Upon expiration of the initial term, and on each anniversary of the Effective Date thereafter, this Contract shall automatically renew for up to four (4) successive one (1) year renewal terms, unless either party provides written notice of its intent not to renew at least thirty (30) days prior to the expiration of the current term. In no event shall the total duration of the Contract, including the initial term and all renewal terms, exceed five (5) years. All terms and conditions of this Contract shall remain in full force and effect during any renewal term unless amended in writing and signed by both parties.
3. Scope of Services: The Contractor is responsible for performing the scope of services set forth in the Invitation to Bid, generally described as follows:

Contractor shall furnish, ship, and deliver all goods specified in Exhibit A: Bid Price List (the "Goods"), attached hereto as Exhibit A. The Goods shall be new, unused, and of current production and must conform to the specifications, quantities, and requirements set forth in this Contract.

4. Contract Price: The City shall pay Contractor in accordance with the prices set forth in the Contractor's proposal, attached hereto and incorporated herein as "Exhibit A", for Contractor's supply and delivery of Goods, subject to authorized budget appropriations. Pricing shall remain firm for the full term of the contract and may only be modified through a written amendment approved by both parties.
5. Commencement of Services; Indefinite Quantity
  - 5.1 During the term of this Contract, the City will request the Contractor to supply Goods as specified on an as-needed basis upon issuing a Purchase Order.
  - 5.2 The City shall have no obligation to any expenditure commitment or minimum purchase quantity under this Contract.
6. Delivery: Goods shall be shipped F.O.B. Destination. The Contractor shall retain title for the risk of transportation, including the filing for losses or damages. The invoice covering the items is not payable until items are delivered and the contract of carriage has been completed the F.O.B. clause states otherwise, the Contractor assumes transportation and related charges either by payment or allowance.
7. Payment Procedures
  - 7.1 The City will process payment requests following inspection and acceptance of the goods delivered.
  - 7.2 Contractor must submit valid, itemized invoices after delivering goods or services. At a minimum, invoices must include: (i) invoice number; (ii) Contractor name and address; (iii) purchase order number; (iv) buyer name and address; (v) item description and line number; (vi) item quantity, unit price, and extended price; (vii) discount, if applicable; (viii) order date and shipping date; (ix) back order amount, if any, and shipping date.
  - 7.3 All invoices must be submitted via email to the following address, wrinvoices@wrga.gov.
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8. Termination
  - 8.1 The City, by written notice, may terminate this Contract, in whole or in part, when in the City's interest. If this Contract is terminated, the City shall be liable only for goods or services delivered or accepted. The City Notice of Termination may provide the Contractor thirty (30) days prior notice before it becomes effective. However, at the City's sole option a termination of convenience may be effective immediately and may apply to delivery orders (if applicable) or to the contract in whole.
  - 8.2 In compliance with the requirements of O.C.G.A. § 36-60-13 governing the terms and conditions of multiyear contracts, this Contract shall be effective for a term commencing on the Effective Date and terminating at midnight one year later ("initial term"), without further obligation on the part of either party other than outstanding obligations incurred prior to the expiration of such term. Thereafter, in accordance with O.C.G.A. § 36-60-13, this Contract shall be automatically renewed for successive one-year terms as specified

(each one-year term occurring after the initial term shall be referred to as a “renewal term”) unless either party provides written notice of its intent not to renew at least thirty (30) days prior to the expiration of the then current term.

9. Licenses, Registrations, Certifications and Permits: The Contractor shall be responsible for obtaining and maintaining in a valid status, all licenses, registrations, certifications, and permits required by law to manufacture, supply, deliver, or sell the goods provided under this Contract. Contractor shall provide copies of any such licenses, certifications, or permits to the City upon request.
10. Indemnification: The Contractor shall indemnify, defend and hold harmless the City of Warner Robins and, its departments, their officers, agents, and employees from any claims, demands, damages and actions of any kind or nature whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the Contractor/any services of any kind or nature provided by the Contractor.
11. Subcontractors
  - 11.1 No subcontractor, sub-subcontractor or consultant shall be retained by the Contractor to supply or deliver goods under this Contract without the prior written consent of the City.
  - 11.2 Administration of any approved subcontractor shall be the Contractor’s responsibility and all subcontracts shall require each subcontractor to be bound by all pertinent portions of this Contract and to assume all applicable obligations and responsibilities which the Contractor by this Contract assumes toward the City.
  - 11.3 The Contractor shall ensure that all subcontractors engaged in the performance of this Contract possess and maintain all required licenses, certifications, permits, and approvals required by applicable federal, state, and local laws and authorizing the performance of such services for which they were retained.
12. Assignment: This Contract shall not be assignable by the Contractor in whole or in part without the written consent of the City.
13. Contract Modification: Any change to the Contract must be made by a written amendment, signed and dated by authorized representatives of both the City and the Contractor. The amendment must reference the original Contract, state the specific changes, and note any adjustments to price, schedule, or deliverables. No verbal agreements or informal communications shall constitute a valid amendment.
14. Compliance with Laws; Non-Discrimination: The Contractor, its sub-contractor(s), assignees and successors, in the performance of contracted work, shall comply with all applicable federal, state, and local laws, rules and regulations. Including, but not limited to, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, gender, religion, age, or disability in connection with any bid submitted to the City of Warner Robins or the performance of any contract resulting therefrom.

IN WITNESS WHEREOF, the parties hereto have each caused this Contract to be executed.

**CITY OF WARNER ROBINS**

**FORTILINE WATERWORKS**

Signature: \_\_\_\_\_  
**LaRHONDA W. PATRICK**  
**MAYOR**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
**MANDY STELLA**  
**CITY CLERK**

ATTEST: \_\_\_\_\_

**REVIEWED AS TO FORM**

\_\_\_\_\_  
**CITY ATTORNEY**  
**SUBJECT TO MAYOR AND COUNCIL APPROVAL**

**DRAFT**

**EXHIBIT A**  
**Bid Price List**  
**Annual Contract for Curb & Gutter Inlet Frame & Cover**  
**26-I-4771**

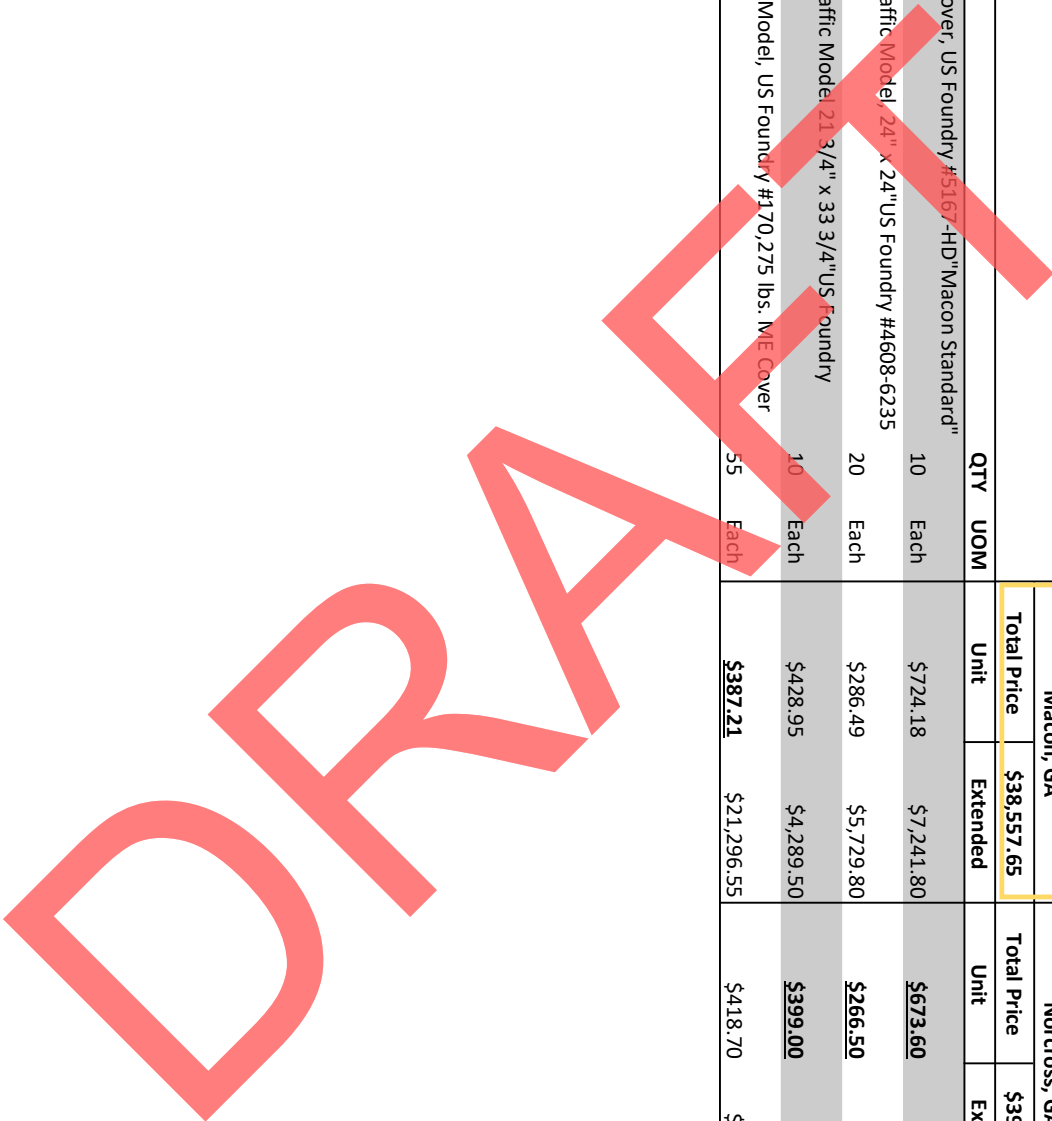
**Contract Term: May 1, 2026 to April 30, 2027**

Line #	Description	Quantity	Unit of Measure	Unit Price	Extended Price
1	Curb & Gutter Inlet Frame & Cover, US Foundry #5167-HD	10	Each	\$724.18	\$7,241.80
2	Catch Basin Grate & Frame, Traffic Model, 24" x 24", US Foundry #4608-6235	20	Each	\$286.49	\$5,729.80
3	Catch Basin Grate & Frame, Traffic Model 21 3/4" x 33 3/4", US Foundry #4612-6152	10	Each	\$428.95	\$4,289.50
4	Manhole Ring & Cover, Traffic Model, US Foundry #170,	55	Each	\$387.21	\$21,296.55

DRAFT

BID TABULATION  
 BID NO.: 26-1-4771 ANNUAL CONTRACT FOR CURB & GUTTER INLET FRAME & COVER

Line #	Description	QTY	UOM	Fortiline Waterworks		FERGUSON US HOLDINGS, INC		Consolidated Pipe & Supply, Co. Inc.	
				Unit	Extended	Unit	Extended	Unit	Extended
1	Curb & Gutter Inlet Frame & Cover, US Foundry #5167-HD"Macon Standard" w/Camlock or Equivalent	10	Each	\$724.18	\$7,241.80	\$673.60	\$6,736.00	\$742.75	\$7,427.50
2	Catch Basin Grate & Frame, Traffic Model 24" x 24"US Foundry #4608-6235 or Equivalent	20	Each	\$286.49	\$5,729.80	\$266.50	\$5,330.00	\$293.83	\$5,876.60
3	Catch Basin Grate & Frame, Traffic Model 21 3/4" x 33 3/4"US Foundry #4612-6152 or Equivalent	10	Each	\$428.95	\$4,289.50	\$399.00	\$3,990.00	\$439.95	\$4,399.50
4	Manhole Ring & Cover, Traffic Model, US Foundry #170,275 lbs. ME Cover with lettering or Equivalent	5	Each	\$387.21	\$21,296.55	\$418.70	\$23,028.50	\$397.14	\$21,842.70
				Macon, GA		Norcross, GA		Byron, GA	
				<b>Total Price</b>	<b>\$38,557.65</b>	<b>Total Price</b>	<b>\$39,084.50</b>	<b>Total Price</b>	<b>\$39,546.30</b>



# STAFF REPORT

DEPARTMENT: PUBLIC WORKS  
 SUBMITTED BY: CRAIG CLIFTON  
 MEETING DATE: APRIL 20, 2026

## AGENDA ITEM

**Contract Award: 26-PW-4772 Annual Contract for Flail Mower Parts, Montage Enterprises, Inc**  
*Consideration of 12-month contract for Flail Mower Repair and Maintenance Parts for the Grounds Maintenance Division of Public Works.*

## STAFF RECOMMENDATION

*Approve the twelve (12) month contract to Montage Enterprises, Inc. and authorize the Director of Public Works to execute all necessary purchases. Contract Term 5.1.26 – 4.30.27*

## BUDGET AND PROCUREMENT

Budgeted Item: **Yes** Included In Current Operating Budget: **Yes**  
 Fiscal Impact: **Yes** Total Estimated Yearly Cost: \$11,495.35  
 Included In Current Capital Budget: **No** Appropriations: **Yes**

External Funding Sources:

Account Title / Number	Dollar Amount
Annual Contract for Flail Mower Parts / 26-PW-4772	Estimated: \$11,495.35

## ITEM DESCRIPTION

### BACKGROUND:

*A necessary resource for Flail Mower parts. With this, we will have a source of mower parts and products available for immediate use in repairs and annual servicing of Flail Mowers and related Equipment. Seeking to modernize operations, improve efficiency, and maintain city departmental service, the City of*

*Both the department director and vehicle maintenance superintendent reviewed previous bid proposals. Previous proposals were evaluated based on four (4) criteria:*

- Availability
- Cost
- Reliability
- Variety of Stock

**ALTERNATIVES**

*The City has one primary option should the Mayor and City Council choose to follow a path other than that being recommended by Staff:*

- *Reject the renewal request, and rebid the engagement.*

*Pursuing this option could mean needing to delay possible timely repairs or servicing so that an alternative contract could be completed and bid out through city processes.*

**ATTACHMENTS**

1. *26-PW-4772 Annual Contract for Flail Mower Parts with Montage Enterprises, Inc. – Contract Term 5.1.26 – 4.30.27*

**DRAFT**

**STATE OF GEORGIA  
CITY OF WARNER ROBINS**

**RESOLUTION**

BE IT RESOLVED that the Mayor and Council of the City of Warner Robins hereby authorize Mayor LaRhonda W. Patrick to execute the attached annual contract between Montage Enterprises, Inc (“Contractor”) and the City of Warner Robins, Georgia (“City”), for a term beginning May 1, 2026, and ending April 30, 2027, for Flail Mower Repair and Maintenance Parts for the Grounds Maintenance Division of Public Works.

This 20<sup>th</sup> day of April, 2026.

**CITY OF WARNER ROBINS, GEORGIA**

By: \_\_\_\_\_  
LaRhonda W. Patrick, Mayor

Attest:

\_\_\_\_\_  
Mandy Stella, City Clerk



## ANNUAL CONTRACT FOR GOODS

**OWNER:** City of Warner Robins  
P.O. Box 8629  
Warner Robins, GA 31095

**CONTRACTOR:** Montage Enterprises, Inc.  
140 Route 94  
Blairstown, NJ 07825

**BID NO./TITLE:** 26-PW-4772 Annual Contract for Flail Mower Parts

This Contract is made and entered into this 20<sup>th</sup> day of April 2026, by and between **MONTAGE ENTERPRISES, INC.**, (hereinafter "Contractor"), and the **CITY OF WARNER ROBINS**, a Georgia municipal corporation in Houston and Peach Counties, (hereinafter "City").

WHEREAS, in consideration of the mutual promises and covenants contained herein, the parties do hereby agree as follows:

1. Contract Documents: The following documents, including any addenda, attachments, and additions, collectively form the complete contract documents, all of which are incorporated herein by reference and shall do everything required by this contract:
  - a. Bid Form and Invitation to Bid;
  - b. General Instructions to Bidders, Terms and Conditions;
  - c. Exhibit A: Bid Price List
2. Contract Term: The initial term of this Contract shall commence on the Effective Date of **May 1, 2026 and expire on April 30, 2027**. Upon expiration of the initial term, and on each anniversary of the Effective Date thereafter, this Contract shall automatically renew for up to four (4) successive one (1) year renewal terms, unless either party provides written notice of its intent not to renew at least thirty (30) days prior to the expiration of the current term. In no event shall the total duration of the Contract, including the initial term and all renewal terms, exceed five (5) years. All terms and conditions of this Contract shall remain in full force and effect during any renewal term unless amended in writing and signed by both parties.
3. Scope of Services: The Contractor is responsible for performing the scope of services set forth in the Invitation to Bid, generally described as follows:

Contractor shall furnish, ship, and deliver all goods specified in Exhibit A: Bid Price List (the "Goods"), attached hereto as Exhibit A. The Goods shall be new, unused, and of current production and must conform to the specifications, quantities, and requirements set forth in this Contract.

4. Contract Price: The City shall pay Contractor in accordance with the prices set forth in the Contractor's proposal, attached hereto and incorporated herein as "Exhibit A", for Contractor's supply and delivery of Goods, subject to authorized budget appropriations. Pricing shall remain firm for the full term of the contract and may only be modified through a written amendment approved by both parties.
5. Commencement of Services; Indefinite Quantity
  - 5.1 During the term of this Contract, the City will request the Contractor to supply Goods as specified on an as-needed basis upon issuing a Purchase Order.
  - 5.2 The City shall have no obligation to any expenditure commitment or minimum purchase quantity under this Contract.
6. Delivery: Goods shall be shipped F.O.B. Destination. The Contractor shall retain title for the risk of transportation, including the filing for losses or damages. The invoice covering the items is not payable until items are delivered and the contract of carriage has been completed the F.O.B. clause states otherwise, the Contractor assumes transportation and related charges either by payment or allowance.
7. Payment Procedures
  - 7.1 The City will process payment requests following inspection and acceptance of the goods delivered.
  - 7.2 Contractor must submit valid, itemized invoices after delivering goods or services. At a minimum, invoices must include: (i) invoice number; (ii) Contractor name and address; (iii) purchase order number; (iv) buyer name and address; (v) item description and line number; (vi) item quantity, unit price, and extended price; (vii) discount, if applicable; (viii) order date and shipping date; (ix) back order amount, if any, and shipping date.
  - 7.3 All invoices must be submitted via email to the following address, wrinvoices@wrga.gov.
  - 7.4 The City will pay all undisputed amounts via check within thirty (30) days of receipt and approval of a properly prepared invoice.
8. Termination
  - 8.1 The City, by written notice, may terminate this Contract, in whole or in part, when in the City's interest. If this Contract is terminated, the City shall be liable only for goods or services delivered or accepted. The City Notice of Termination may provide the Contractor thirty (30) days prior notice before it becomes effective. However, at the City's sole option a termination of convenience may be effective immediately and may apply to delivery orders (if applicable) or to the contract in whole.
  - 8.2 In compliance with the requirements of O.C.G.A. § 36-60-13 governing the terms and conditions of multiyear contracts, this Contract shall be effective for a term commencing on the Effective Date and terminating at midnight one year later ("initial term"), without further obligation on the part of either party other than outstanding obligations incurred prior to the expiration of such term. Thereafter, in accordance with O.C.G.A. § 36-60-13, this Contract shall be automatically renewed for successive one-year terms as specified

(each one-year term occurring after the initial term shall be referred to as a “renewal term”) unless either party provides written notice of its intent not to renew at least thirty (30) days prior to the expiration of the then current term.

9. Licenses, Registrations, Certifications and Permits: The Contractor shall be responsible for obtaining and maintaining in a valid status, all licenses, registrations, certifications, and permits required by law to manufacture, supply, deliver, or sell the goods provided under this Contract. Contractor shall provide copies of any such licenses, certifications, or permits to the City upon request.
10. Indemnification: The Contractor shall indemnify, defend and hold harmless the City of Warner Robins and, its departments, their officers, agents, and employees from any claims, demands, damages and actions of any kind or nature whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the Contractor/any services of any kind or nature provided by the Contractor.
11. Subcontractors
  - 11.1 No subcontractor, sub-subcontractor or consultant shall be retained by the Contractor to supply or deliver goods under this Contract without the prior written consent of the City.
  - 11.2 Administration of any approved subcontractor shall be the Contractor’s responsibility and all subcontracts shall require each subcontractor to be bound by all pertinent portions of this Contract and to assume all applicable obligations and responsibilities which the Contractor by this Contract assumes toward the City.
  - 11.3 The Contractor shall ensure that all subcontractors engaged in the performance of this Contract possess and maintain all required licenses, certifications, permits, and approvals required by applicable federal, state, and local laws and authorizing the performance of such services for which they were retained.
12. Assignment: This Contract shall not be assignable by the Contractor in whole or in part without the written consent of the City.
13. Contract Modification: Any change to the Contract must be made by a written amendment, signed and dated by authorized representatives of both the City and the Contractor. The amendment must reference the original Contract, state the specific changes, and note any adjustments to price, schedule, or deliverables. No verbal agreements or informal communications shall constitute a valid amendment.
14. Compliance with Laws; Non-Discrimination: The Contractor, its sub-contractor(s), assignees and successors, in the performance of contracted work, shall comply with all applicable federal, state, and local laws, rules and regulations. Including, but not limited to, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, gender, religion, age, or disability in connection with any bid submitted to the City of Warner Robins or the performance of any contract resulting therefrom.

IN WITNESS WHEREOF, the parties hereto have each caused this Contract to be executed.

**CITY OF WARNER ROBINS**

**MONTAGE ENTERPRISES, INC.**

Signature: \_\_\_\_\_  
**LaRHONDA W. PATRICK**  
**MAYOR**

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
**MANDY STELLA**  
**CITY CLERK**

ATTEST: \_\_\_\_\_

**DRAFT**

**REVIEWED AS TO FORM**

\_\_\_\_\_  
**CITY ATTORNEY**  
**SUBJECT TO MAYOR AND COUNCIL APPROVAL**

**EXHIBIT A BID PRICE LIST  
26-PW-4772 ANNUAL CONTRACT FOR FLAIL MOWER PARTS  
MONTAGE ENTERPRISES, LLC.**

**Contract Period: May 1, 2026 - April 30, 2027**

<b>1</b>	<b>Wear Shoe Plate, Mott #103051 or Equivalent</b>					
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Price</b>	<b>Extended</b>	<b>Manufacturer #</b>
	Montage Enterprises, Inc	20	Each	\$27.50	\$550.00	103051
<b>2</b>	<b>Cuttershaft Bearing Housing with bearing and grease zert, Left Hand. Mott #703695 or Equivalent</b>					
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Price</b>	<b>Extended</b>	<b>Manufacturer #</b>
	Montage Enterprises, Inc	2	Each	\$202.11	\$404.22	703695
<b>3</b>	<b>Rough Cut Blade, Mott #100759 or Equivalent</b>					
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Price</b>	<b>Extended</b>	<b>Manufacturer #</b>
	Montage Enterprises, Inc	250	Each	\$1.95	\$487.50	100759
<b>4</b>	<b>Fine Cut Blade, Mott #102086 or Equivalent</b>					
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Price</b>	<b>Extended</b>	<b>Manufacturer #</b>
	Montage Enterprises, Inc	750	Each	\$1.85	\$1,387.50	102086
<b>5</b>	<b>Wear Shoe Plate, Bolt (plow bolt), 1/2" x 1 1/12" (000) 700 or Equivalent</b>					
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Price</b>	<b>Extended</b>	<b>Manufacturer #</b>
	Montage Enterprises, Inc	200	Each	\$1.56	\$312.00	000700
<b>6</b>	<b>Pin, Fine Cut Blade Hanger, Mott #101034 or Equivalent</b>					
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Price</b>	<b>Extended</b>	<b>Manufacturer #</b>
	Montage Enterprises, Inc	100	Each	\$0.70	\$70.00	101034
<b>7</b>	<b>Hanger, Rough Cut Blade Clevis, Mott #100761 or Equivalent</b>					
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Price</b>	<b>Extended</b>	<b>Manufacturer #</b>
	Montage Enterprises, Inc	150	Each	\$2.90	\$435.00	100761
<b>8</b>	<b>Pin, Clevis Hanger, Mott #102670 or Equivalent</b>					
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Price</b>	<b>Extended</b>	<b>Manufacturer #</b>
	Montage Enterprises, Inc	200	Each	\$1.64	\$328.00	102670
<b>9</b>	<b>Drive Belt, Mott #100706 or Equivalent</b>					
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Price</b>	<b>Extended</b>	<b>Manufacturer #</b>
	Montage Enterprises, Inc	10	Each	\$57.79	\$577.90	100706
<b>10</b>	<b>Idler Arm Spring, Mott #000539 or Equivalent</b>					
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Price</b>	<b>Extended</b>	<b>Manufacturer #</b>
	Montage Enterprises, Inc	5	Each	\$7.00	\$35.00	000539

<b>11</b>	<b>Cuttershaft Pulley, Mott #102652 or Equivalent</b>					
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Price</b>	<b>Extended</b>	<b>Manufacturer #</b>
	Montage Enterprises, Inc	2	Each	\$171.16	\$342.32	102652
<b>12</b>	<b>Output Shaft Bearing, Mott #000398 or Equivalent</b>					
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Price</b>	<b>Extended</b>	<b>Manufacturer #</b>
	Montage Enterprises, Inc	6	Each	\$62.46	\$374.76	000398
<b>13</b>	<b>Idler Pulley, Mott #000547 or Equivalent</b>					
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Price</b>	<b>Extended</b>	<b>Manufacturer #</b>
	Montage Enterprises, Inc	2	Each	\$63.25	\$126.50	000547
<b>14</b>	<b>Output Shaft Snap Ring, Mott #000402 or Equivalent</b>					
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Price</b>	<b>Extended</b>	<b>Manufacturer #</b>
	Montage Enterprises, Inc	10	Each	\$4.30	\$43.00	000402
<b>15</b>	<b>Idler Arm, Mott #100727 or Equivalent</b>					
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Price</b>	<b>Extended</b>	<b>Manufacturer #</b>
	Montage Enterprises, Inc	2	Each	\$83.72	\$167.44	100727
<b>16</b>	<b>Outboard Bearing Plate, Mott #701905 or Equivalent</b>					
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Price</b>	<b>Extended</b>	<b>Manufacturer #</b>
	Montage Enterprises, Inc	6	Each	\$85.55	\$513.30	701905
<b>17</b>	<b>Output Shaft Splined Coupling, Mott #700171 or Equivalent</b>					
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Price</b>	<b>Extended</b>	<b>Manufacturer #</b>
	Montage Enterprises, Inc	5	Each	\$68.09	\$340.45	700171
<b>18</b>	<b>Roller, Bearing &amp; Housing Assembly w/ grease zert, round bore Mott #703575 or Equivalent</b>					
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Price</b>	<b>Extended</b>	<b>Manufacturer #</b>
	Montage Enterprises, Inc	6	Each	\$225.29	\$1,351.74	703575
<b>19</b>	<b>Output Shaft Pulley, Mott #102501 or Equivalent</b>					
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Price</b>	<b>Extended</b>	<b>Manufacturer #</b>
	Montage Enterprises, Inc	1	Each	\$106.27	\$106.27	102501
<b>20</b>	<b>Cutter Shaft Bearing Spacer, Mott #002367 or Equivalent</b>					
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Price</b>	<b>Extended</b>	<b>Manufacturer #</b>
	Montage Enterprises, Inc	4	Each	\$25.80	\$103.20	002367
<b>21</b>	<b>Housing, Bearing, Output Shaft, Mott #700739 or Equivalent</b>					
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Price</b>	<b>Extended</b>	<b>Manufacturer #</b>
	Montage Enterprises, Inc	6	Each	\$69.39	\$416.34	700739

<b>22</b>	<b>Washer, Plain Heavy, Mott #101780 or Equivalent</b>					
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Price</b>	<b>Extended</b>	<b>Manufacturer #</b>
	Montage Enterprises, Inc	10	Each	\$4.78	\$47.80	101780
<b>23</b>	<b>Ring, Snap, Shaft, Mott #100057 or Equivalent</b>					
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Price</b>	<b>Extended</b>	<b>Manufacturer #</b>
	Montage Enterprises, Inc	10	Each	\$2.99	\$29.90	100057
<b>24</b>	<b>Pin Hitch Lower Mott #100743 or Equivalent</b>					
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Price</b>	<b>Extended</b>	<b>Manufacturer #</b>
	Montage Enterprises, Inc	10	Each	\$14.88	\$148.80	100743
<b>25</b>	<b>Pin Hitch Upper, Mott #101779 or Equivalent</b>					
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Price</b>	<b>Extended</b>	<b>Manufacturer #</b>
	Montage Enterprises, Inc	10	Each	\$5.82	\$58.20	101779
<b>26</b>	<b>Guard Front Foot, MT 256 Model 74 (N) R4, Mott #107256 or Equivalent</b>					
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Price</b>	<b>Extended</b>	<b>Manufacturer #</b>
	Montage Enterprises, Inc	3	Each	\$444.63	\$1,333.89	107256
<b>27</b>	<b>A-Frame, Mott #103715 or Equivalent</b>					
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Price</b>	<b>Extended</b>	<b>Manufacturer #</b>
	Montage Enterprises, Inc	4	Each	\$68.15	\$272.60	103715
<b>28</b>	<b>Seal Roller Bearing &amp; Housing, Mott #002037 or Equivalent</b>					
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Price</b>	<b>Extended</b>	<b>Manufacturer #</b>
	Montage Enterprises, Inc	12	Each	\$10.15	\$121.80	002037
<b>29</b>	<b>Overarm Mower Flail, Mott #102658 or Equivalent</b>					
	<b>Supplier</b>	<b>QTY</b>	<b>UOM</b>	<b>Price</b>	<b>Extended</b>	<b>Manufacturer #</b>
	Montage Enterprises, Inc	4	Each	\$252.48	\$1,009.92	102658

**BID TABULATION**  
**BID NO.: 26-PW-4772 ANNUAL CONTRACT FOR FLAIL MOWER PARTS**

Line #	Description	QTY	UOM	Montage Enterprises, Inc	
				Unit	Extended
1	Wear Shoe Plate, Mott #403051 or Equivalent	20	Each	<u>\$27.50</u>	\$550.00
2	Cuttershaft Bearing Housing with bearing and grease zert, Left Hand. Mott #703695 or Equivalent	2	Each	<u>\$202.11</u>	\$404.22
3	Rough Cut Blade, Mott #100759 or Equivalent	250	Each	<u>\$1.95</u>	\$487.50
4	Fine Cut Blade, Mott #102086 or Equivalent	750	Each	<u>\$1.85</u>	\$1,387.50
5	Wear Shoe Plate, Bolt (plow bolt), 1/2" x 1 1/12" (000) 700 or Equivalent	200	Each	<u>\$1.56</u>	\$312.00
6	Pin, Fine Cut Blade Hanger, Mott #101034 or Equivalent	100	Each	<u>\$0.70</u>	\$70.00
7	Hanger, Rough Cut Blade Clevis, Mott #100751 or Equivalent	150	Each	<u>\$2.90</u>	\$435.00
8	Pin, Clevis Hanger, Mott #102670 or Equivalent	200	Each	<u>\$1.64</u>	\$328.00
9	Drive Belt, Mott #100706 or Equivalent	10	Each	<u>\$57.79</u>	\$577.90
10	Idler Arm Spring, Mott #000539 or Equivalent	5	Each	<u>\$7.00</u>	\$35.00
11	Cuttershaft Pulley, Mott #102652or Equivalent	2	Each	<u>\$171.16</u>	\$342.32
12	Output Shaft Bearing, Mott #000398or Equivalent	6	Each	<u>\$62.46</u>	\$374.76
13	Idler Pulley, Mott #000547or Equivalent	2	Each	<u>\$63.25</u>	\$126.50
14	Output Shaft Snap Ring, Mott #000402or Equivalent	10	Each	<u>\$4.30</u>	\$43.00
15	Idler Arm, Mott #100727or Equivalent	2	Each	<u>\$83.72</u>	\$167.44
16	Outboard Bearing Plate, Mott #701905or Equivalent	6	Each	<u>\$85.55</u>	\$513.30
17	Output Shaft Splined Coupling, Mott #700171or Equivalent	5	Each	<u>\$68.09</u>	\$340.45
18	Roller, Bearing & Housing Assembly w/ grease zert, round bore Mott #703575or Equivalent	6	Each	<u>\$225.29</u>	\$1,351.74
19	Output Shaft Pulley, Mott #102501 or Equivalent	1	Each	<u>\$106.27</u>	\$106.27
20	Cutter Shaft Bearing Spacer, Mott #002367 or Equivalent	4	Each	<u>\$25.80</u>	\$103.20
21	Housing, Bearing, Output Shaft, Mott #700739or Equivalent	6	Each	<u>\$69.39</u>	\$416.34
22	Washer, Plain Heavy, Mott #101780or Equivalent	10	Each	<u>\$4.78</u>	\$47.80
23	Ring, Snap, Shaft, Mott #100057or Equivalent	10	Each	<u>\$2.99</u>	\$29.90
24	Pin Hitch Lower Mott #100743 or Equivalent	10	Each	<u>\$14.88</u>	\$148.80
25	Pin Hitch Upper, Mott #101779or Equivalent	10	Each	<u>\$5.82</u>	\$58.20
26	Guard Front Foot, MT 256 Model 74 (N) R4, Mott #107256or Equivalent	3	Each	<u>\$444.63</u>	\$1,333.89
27	A-Frame, Mott #103715 or Equivalent	4	Each	<u>\$68.15</u>	\$272.60
28	Seal Roller Bearing & Housing, Mott #002037or Equivalent	12	Each	<u>\$10.15</u>	\$121.80
29	Overarm Mower Flail, Mott #102658or Equivalent	4	Each	<u>\$252.48</u>	\$1,009.92

Montage Enterprises, Inc	
Blairstown, NJ	
<b>Total Price</b>	<b>\$11,495.35</b>

# STAFF REPORT

DEPARTMENT: POLICE DEPARTMENT  
 SUBMITTED BY: CHIEF WAYNE FISHER  
 MEETING DATE: APRIL 6, 2026

**AGENDA ITEM**

Contract Renewal-HVAC for Warner Robins Police Department Buildings

**STAFF RECOMMENDATION**

Approve the Staff Report so that the HVAC preventative maintenance agreement in place can be renewed for another 12 months

**BUDGET AND PROCUREMENT**

Budgeted Item: Yes

Included In Current Operating Budget: Yes

Fiscal Impact: No

Total Project Cost: \$17,449.20

Included In Current Capital Budget: Yes

Appropriations: Yes

Account Title / Number	Dollar Amount
3260.52140	17,449.20

External Funding Sources:

Account Title / Number	Dollar Amount
N/A	N/A

**ITEM DESCRIPTION**

RFP under RFP NO.: P-4652 was conducted the previous year for HVAC preventative maintenance of Police Department facilities. Vendor was selected and contract approved. Vendor is Hays Services. The original Contract allows for year-to-year renewals and it is desired to continue the contracted services to maintain the identified HVAC systems.

**ALTERNATIVES**

Not approve the request. This will result in the need for resubmissions of an RFP process and would impact the maintenance schedule of complex and expensive HVAC systems.

**ATTACHMENTS**

1. Annual Contract for Services.

DRAFT

**STATE OF GEORGIA  
CITY OF WARNER ROBINS**

**RESOLUTION**

BE IT RESOLVED that the Mayor and Council of the City of Warner Robins authorize Mayor LaRhonda W. Patrick to execute the attached contract between Hays Services, and the City of Warner Robins, Georgia, for a term beginning June 1, 2026, and ending May 31, 2027, whereby Hays Services will provide maintenance and on call services for the HVAC at the Warner Robins Police Department buildings.

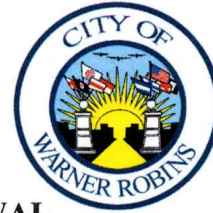
This 20<sup>th</sup> day of April, 2026.

**CITY OF WARNER ROBINS, GEORGIA**

By: \_\_\_\_\_  
LaRhonda W. Patrick, Mayor

Attest:

\_\_\_\_\_  
Mandy Stella, City Clerk



## ANNUAL CONTRACT FOR SERVICES—RENEWAL

**OWNER:** City of Warner Robins  
P.O. Box 8629  
Warner Robins, GA 31095

**CONTRACTOR:** Hays Service  
4312 Interstate Drive  
Macon, GA 31210

**BID NO./TITLE:** P-4652 Annual Contract for Heating, Ventilation and Air Conditioning (HVAC) & Boiler Maintenance and Repair Services

This Contract is made and entered into this 20<sup>th</sup> day of **APRIL 2026**, by and between **HAYS SERVICE, LLC**, (hereinafter “Contractor”), and the **CITY OF WARNER ROBINS**, a Georgia municipal corporation in Houston and Peach Counties, (hereinafter “City”).

WHEREAS, in consideration of the mutual promises and covenants contained herein, the parties do hereby agree as follows:

1. Contract Documents: The following documents, including any addenda, attachments, and additions, collectively form the complete contract documents, all of which are incorporated herein by reference and shall do everything required by this contract:
  - a. Contractor Proposal-Request for Proposal (RFP) Bid No. P-4652;
  - b. General Conditions for Goods and Services;
  - c. Exhibit A: Bid Price Form – Scheduled Preventative Maintenance & On-Call Services
2. Contract Term: Pursuant to Section 3 of the existing Contract, the City exercises its option to renew the Contract for one (1) additional one (1) year period. The parties hereby agree to renew the Contract for a renewal term commencing **June 1, 2026 and ending May 31, 2027** (the “Renewal Term”). Upon expiration of the Renewal Term, this Contract shall automatically renew for up to three (3) successive one (1) year renewal terms, unless either party provides written notice of its intent not to renew at least thirty (30) days prior to the expiration of the then-current term. The total duration of this Contract, including the Initial Contract Period and any renewal terms, shall not exceed five (5) years. All terms and conditions of the Contract as originally executed shall remain in full force and effect during this renewal term and any subsequent renewal terms unless amended in writing and executed by both parties.
3. Scope of Services: The Contractor is responsible for performing the scope of services set forth in the Bid Form (the “Work”), attached hereto as “Exhibit A” and generally described as follows:

Heating, Ventilation and Air Conditioning (HVAC) and Boiler Maintenance and Repair Services for the City of Warner Robins Police Department facilities, including all labor, materials, certified personnel, routine and as-needed service, and full compliance with all

applicable laws, codes, and regulations necessary to ensure the safe, reliable, and efficient operation of HVAC and boiler systems.

4. Contract Price: The City shall pay Contractor in accordance with the rates set forth in the Contractor's proposal, attached hereto and incorporated herein as "Exhibit A", for Contractor's performance of Work, subject to authorized budget appropriations. Pricing shall remain firm for the full term of the contract and may only be modified through a written amendment approved by both parties. The City reserves the right to add and remove buildings at any time during the life of the contract and any of the resulting extensions, with thirty (30) days' written notice. Additions and deletions shall be added and reduced at a negotiated rate that has the mutual agreement of the City and the Contractor.
5. Site Access and Worksite Responsibilities: A City Representative will provide general access to all devices which are to be serviced. The Contractor shall arrange with and shall be directed by the City when electrical power must be shut down to effect repairs or installation of new devices. The City will take responsibility where such access is denied.
  - 5.1 The City will provide reasonable means of access to all equipment covered by this Contract. The Contractor will be free to start and stop all primary equipment incidental to the operation of the mechanical system(s) as arranged with a City Representative
  - 5.2 Contractor will be responsible for carefully examining the proposed work sites and to judge for themselves the nature of the work to be done. Proper equipment and care shall be used to prevent unnecessary damage to areas around the work to be performed.
  - 5.3 The Contractor shall not allow waste material, or rubbish, caused by their employees to accumulate in or about the premises, but shall have it promptly removed, as requested by the City. Upon completion of any work, the work areas shall be cleaned of all refuse caused by work performed under this Contract.
6. Payment Procedures
  - 6.1 The City will process payment requests following inspection and approval of services rendered.
  - 6.2 Contractor must submit valid, itemized invoices after delivering goods or services. At a minimum, invoices must include: (i) invoice number; (ii) Contractor name and address; (iii) purchase order number; (iv) buyer name and address; (v) item description and line number; (vi) item quantity, unit price, and extended price; (vii) discount, if applicable; (viii) order date and shipping date; (ix) back order amount, if any, and shipping date.
  - 6.3 All invoices must be submitted via email to the following address, [wrinvoices@wrga.gov](mailto:wrinvoices@wrga.gov).
  - 6.4 The City will pay all undisputed amounts via check within thirty (30) days of receipt and approval of a properly prepared invoice.
7. Termination
  - 7.1 The City, by written notice, may terminate this Contract, in whole or in part, when in the City's interest. If this Contract is terminated, the City shall be liable only for goods or services delivered or accepted. The City Notice of Termination may provide the Contractor thirty (30) days prior notice before it becomes effective. However, at the City's sole option a termination of convenience may be effective immediately and may apply to delivery orders (if applicable) or to the contract in whole.

7.2 In compliance with the requirements of O.C.G.A. § 36-60-13 governing the terms and conditions of multiyear contracts, this Contract shall be effective for a term commencing on the Effective Date and terminating at midnight one year later (“initial term”), without further obligation on the part of either party other than outstanding obligations incurred prior to the expiration of such term. Thereafter, in accordance with O.C.G.A. § 36-60-13, this Contract shall be automatically renewed for up to four (4) successive one (1) year renewal terms (each one year term occurring after the initial term shall be referred to as a “renewal term”) unless either party provides written notice of its intent not to renew at least thirty (30) days prior to the expiration of the then current term.

8. Licenses, Registrations, Certifications and Permits: The Contractor shall be responsible for obtaining and maintaining in a valid status, all licenses, registrations, certifications, and permits necessary to perform the Work as required by law. Contractor shall provide copies of any such licenses, certifications, or permits to the City upon request.

9. Insurance

9.1 Contractor shall obtain and continuously maintain during the term of the Contract insurance meeting or exceeding the minimum coverage amounts as follows:

- a) Worker’s Compensation at Statutory Requirement
- b) Commercial General Liability: \$1 Million/Occurrence, \$2 Million General Aggregate
- c) Commercial Auto Liability: \$1 Million Combined Single Limit
- d) Umbrella Liability: \$1 Million

9.2 Such insurance shall be endorsed to name the City of Warner Robins as an additional insured party.

10. Indemnification: The Contractor shall indemnify, defend and hold harmless the City of Warner Robins and, its departments, their officers, agents, and employees from any claims, demands, damages and actions of any kind or nature whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the Contractor/any services of any kind or nature provided by the Contractor.

11. Subcontractors

11.1 No subcontractor, sub-subcontractor or consultant shall be retained by the Contractor to perform services under this Contract without the prior written consent of the City.

11.2 Administration of any approved subcontractor shall be the Contractor’s responsibility and all subcontracts shall require each subcontractor to be bound by all pertinent portions of this Contract and to assume all applicable obligations and responsibilities which the Contractor by this Contract assumes toward the City.

11.3 The Contractor shall ensure that all subcontractors engaged in the performance of this Contract possess and maintain all required licenses, certifications, permits, and approvals required by applicable federal, state, and local laws and authorizing the performance of such services for which they were retained.

12. Employment Authorization Program

12.1 In accordance with the Georgia Security and Immigration Compliance Act, as amended, any Contractor that enters into a contract for the physical performance of services shall register and participate in the federal work authorization program, E-Verify. All

subcontractors and sub-subcontractors, as such terms are defined in O.C.G.A. § 13-10-90, shall also be required to comply with these E-Verify requirements.

12.2 The Contractor and their subcontractors and sub-subcontractors will be required to execute an affidavit verifying their compliance with O.C.G.A. § 13-10-91.

12.3 The Contractor shall comply with any and all applicable requirements and provisions set forth in O.C.G.A. § 13-10-91.

12.4 Pursuant to O.C.G.A. § 13-10-91, in the event the Contractor contracts with a subcontractor in connection with this Contract, the Contractor shall secure from such subcontractor a notarized subcontractor affidavit, and maintain such record for inspection by the City.

13. Assignment: This Contract shall not be assignable by the Contractor in whole or in part without the written consent of the City.

14. Contract Modification: Any change to the Contract must be made by a written amendment, signed and dated by authorized representatives of both the City and the Contractor. The amendment must reference the original Contract, state the specific changes, and note any adjustments to price, schedule, or deliverables. No verbal agreements or informal communications shall constitute a valid amendment.

15. Compliance with Laws; Non-Discrimination: The Contractor, its sub-contractor(s), assignees and successors, in the performance of contracted work, shall comply with all applicable federal, state, and local laws, rules and regulations. Including, but not limited to, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, gender, religion, age, or disability in connection with any bid submitted to the City of Warner Robins or the performance of any contract resulting therefrom.

IN WITNESS WHEREOF, the parties hereto have each caused this Contract to be executed.

CITY OF WARNER ROBINS

HAYS SERVICE

Signature: \_\_\_\_\_  
LaRHONDA W. PATRICK  
MAYOR

Signature: \_\_\_\_\_

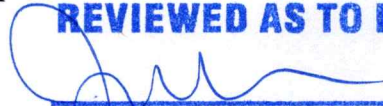
Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
MANDY STELLA  
CITY CLERK

ATTEST: \_\_\_\_\_

**REVIEWED AS TO FORM**  
  
\_\_\_\_\_  
CITY ATTORNEY  
SUBJECT TO MAYOR AND COUNCIL APPROVAL

**Exhibit A  
Bid Price Form**

**P-4652 Heating, Ventilation and Air Conditioning (HVAC) Maintenance & Repair Services  
Renewal Term 1: June 1, 2026 – May 31, 2027**

<b>Scheduled Preventative Maintenance (PM)</b>				
<b>Item #</b>	<b>Building Name &amp; Address</b>	<b>Description</b>	<b>Quarterly PM Maintenance Unit Price</b>	<b>Annual Unit Price</b>
1	Law Enforcement Center (LEC) & Shop - 100 Watson Blvd.	Main Building-3 Commercial Rooftop Units, 1 Commercial Data Room Unit, 2 Residential Units and boiler system. Storage building-1 Residential Unit.	\$2,762.25	\$11,049.00
2	Traffic Office - 1111 Green St.	1 Residential Unit	\$474.86	\$1,899.44
3	Training Center Offices - 212 Stalnaker Ave.	3 Residential Units	No Bid until tear down & rebuild	No Bid until tear down & rebuild
4	Waner Robins Animal Control - 208 Stalnaker Ave.	4 Residential Units	\$849.11	\$3,396.44
5	Lake Joy Precinct Offices/Warner Robins Fire Station 7 - 955 Lake Joy Rd.	1 Residential Unit	\$276.08	\$1,104.32
<b>Total Annual Cost for Preventative Maintenance Services</b>				<b>\$17,449.20</b>

<b>Additional "On-Call" Services</b>		
<b>Item #</b>	<b>Item Description</b>	<b>Unit Price (Per Hour)</b>
1	General HVAC Contractor (Normal Business Hours)	\$125.00
2	General HVAC Contractor – Overtime (After Hours, Holiday and Weekend Hours)	\$187.50
3	HVAC Supervisor/Foreman (Normal Business Hours)	125.00
4	HVAC Supervisor/Foreman – Overtime (After Hours, Holiday and Weekend Hours)	\$187.50
5	Percentage Mark-Up on Parts, Materials and Equipment (Not to Exceed 15%)	15%

# STAFF REPORT

DEPARTMENT: CITY CLERK’S OFFICE

SUBMITTED BY: MANDY STELLA

MEETING DATE: APRIL 20, 2026

## AGENDA ITEM

### FY2026 21<sup>st</sup> Century Partnership Dues

Cities and county in the middle Georgia region contribute funds to the 21<sup>st</sup> Century Partnership to work to support the long-term viability and sustainability of Robins Air Force Base and the middle Georgia Region.

## STAFF RECOMMENDATION

Approve as presented to show support of RAFB and their continued mission.

## BUDGET AND PROCUREMENT

Budgeted Item: Yes

Included In Current Operating Budget: Yes

Fiscal Impact: Yes

Total Project Cost: \$57,628.29

Included In Current Capital Budget: No

Appropriations: Yes

Account Title / Number	Dollar Amount
Dues and Memberships 1595-23351	\$ 57,628.29

External Funding Sources:

Account Title / Number	Dollar Amount
N/A	N/A

## ITEM DESCRIPTION

City of Warner Robins Contribution for July 1, 2026 -June 30, 2027 for the 21st Century Partnership on behalf of its efforts in support of Robins Air Force Base.

Houston County Residents who are RAFB Personnel as of September 30, 2025 – 11,759

Houston County Residents who are RAFB Retirees as of September 30, 2025 – 15,098

**ALTERNATIVES**

Not approve and consider identifying and evaluating other meaningful ways to demonstrate our support for the base.

**ATTACHMENTS**

1. Invoice

DRAFT



804 Park Drive | Warner Robins, GA 31088  
Mailing Address: PO Box 6968, Warner Robins, GA 31095  
(478)-225-9005

March 19, 2026

Mr. James Drinkard  
City Administrator, City of Warner Robins  
P.O. Box 1488  
Warner Robins GA 31088

Dear Mr. Drinkard,

Thank you for your continued support of the 21<sup>st</sup> Century Partnership. Your contribution enables us to continue our work supporting the long-term viability and sustainability of Robins Air Force Base (RAFB) and the middle Georgia region. With an annual economic impact of \$4.263 billion and 22,387 personnel, supporting Robins AFB is at the forefront of our efforts in ensuring the health and well-being of Middle Georgia's economy, now and into the future.

We had a successful year in 2025 and look forward to the same in 2026! Our success could never be realized without the support and assistance of the local cities and counties throughout the region.

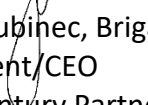
#### WE ARE WORKING FOR YOU:

- Focusing on strengthening the community for new missions and ensuring the workforce needs of the future. We are continually engaged with our State and Federal Legislators, local officials, and the Senior Leadership on Robins AFB on issues as they arise.
- Developing the future workforce through our middle Georgia STEM Alliance. We are supporting and providing training and education to our students and teachers through coding and robotic Bootcamps, building the STEM pipeline from K-12.

Please consider supporting us this year as we continue to build the future workforce, advance innovation, support STEM education, and engage with our elected leaders on behalf of RAFB.

Your assessment for 2026-2027, based on the number of personnel in your county that work or are retired from Robins AFB, is **\$57,628.29**. If you have any questions or would like to meet with myself or members of the Partnership team, please contact [admin@robins21.org](mailto:admin@robins21.org) or call 478-225-9005.

Sincerely,

  
John Kubinec, Brigadier General, USAF, Ret  
President/CEO  
21<sup>st</sup> Century Partnership

# INVOICE

MIDDLE GEORGIA REGIONAL COMMISSION  
3661 EISENHOWER PARKWAY, SUITE MB102  
MACON, GA 31206  
(478) 751-6160

TO: Mr. James Drinkard  
City Administrator  
City of Warner Robins  
P.O. Box 1488  
Warner Robins, GA  
31088

Date of Invoice: March 19, 2026

Invoice Number: 6221

## DESCRIPTION OF SERVICES

City of Warner Robins Contribution for FY 2026 – 2027 for the 21<sup>st</sup> Century Partnership on behalf of its efforts in support of Robins Air Force Base

Houston County residents who are RAFB Personnel as of 2025	11,759
Houston County residents who are RAFB Retirees as of 2024	15,098

**TOTAL AMOUNT REQUESTED:**

**\$57,628.29**

Please remit a copy of this invoice with check payable to the Middle Georgia Regional Commission and mail to:

Middle Georgia Regional Commission  
3661 Eisenhower Parkway, Suite MB102  
Macon, GA 31206

# STAFF REPORT

DEPARTMENT: BUILDING & INSPECTIONS/TRAFFIC SIGNALS

SUBMITTED BY: DAVID HALE

MEETING DATE: APRIL 20, 2026

## AGENDA ITEM

**Motorized Access Gate for Animal Control/Traffic Signal Complex**

## STAFF RECOMMENDATION

Approve the purchase of a motorized access gate for Animal Control/Traffic Signal complex. Although Atlanta Access Controls, Inc. is not the lowest bidder, it is recommended to use this bidder over the others due to their quality of work they have done in the past for the City of Warner Robins. The other bidders have not been used for any projects for the city in the past. I would also add that Atlanta Access Controls, Inc. is the only bidder to provide a scope of work and references in their bid.

## BUDGET AND PROCUREMENT

Budgeted Item: No

Included In Current Operating Budget: Yes

Fiscal Impact: No

Total Project Cost: \$18,880.54

Included In Current Capital Budget: No

Appropriations: No

Account Title / Number	Dollar Amount
4270-52144	\$18,880.54

External Funding Sources:

Account Title / Number	Dollar Amount

## ITEM DESCRIPTION

30' opening cantilever gate with an electronic standalone keypad.

## ALTERNATIVES

The alternative would be to not award the bid at all if Atlanta Access Controls, Inc. is not awarded the bid.

**ATTACHMENTS**

Atlanta Access Controls, Inc. Bid

Bid Tabulation by Supplier

DRAFT



**City of Warner Robins**

**26-BT-4755 Addendum 1**

**(Access Gate at Animal  
Control)**

**Atlanta Access Controls Proposal**

## PROJECT SCOPE

- Supply and installation of sliding cantilever gate
- Installation of gate posts, hinges, tracks, and support structures
- Integration of automation system (if applicable), including motors, sensors, and controls
- Electrical connections and safety features (e.g., access controls, keypads, remote entry)

### Materials

- 30 ft Gate constructed from steel
- Galvanized (Corrosion-resistant coatings or finishes for durability)
- High-quality hardware and automation components from reputable manufacturers
- AK11 Linear Lighted Outdoor Stand Alone Keypad (up to 500 codes)
- LiftMaster HDSL24UL Gate Operator

### Timeline

- Estimated project start: May 4, 2026
- Estimated completion: May 6, 2026
- Total duration: 2 Days

### Cost Summary

- Materials: \$11,200.54
- Labor: \$7,680.00
- Total Project Cost: \$18,880.54

(Optional: Include payment schedule if needed.)

### Warranty & Support

- 1-year warranty on materials and workmanship
- Additional 1- year warranty on parts
- Ongoing maintenance and repair services available upon request

## Our Background

Atlanta Access Controls, Inc. (AAC) was established in 1996 and strives to provide a level of service and quality of product that separates us from the competition. 90% of our business is repeat and referral with many customers still using us after nearly 30 years. All of our work is done in-house with our employees. This is important in today's world as many companies have switched to sub-contractors. We install and service a wide range of access control, video surveillance, intrusion alarm, visitor entry and automatic gate/parking systems. More information about us can be found below:

- We are based in Jackson, GA at 96 Ernest Biles Dr. Jackson, GA 30233
- AAC typically falls into the 4-6million category in annual sales. We carry very little debt and have the necessary relationships and accounts with the largest distributors/suppliers and manufacturers to ensure we can support any size project within our capabilities.
- Our public sector business accounts for approximately 25% of annual sales.
- We are a certified Women Owned Business Enterprise (WBENC)  
Certification # WBE2301303
- We have supported Public Sector customers in various capacity since our inception.
- Total number of customers is 400+ and range from residential single driveway gate installations to enterprise level, nation accounts with Fortune 500 companies.
- We currently have 17 full-time employees:
  - o CEO Heather Tumlin
  - o VP Operations Jason Bledsoe
  - o Security Install Lead Ryan Sowell
  - o Gate Installation Lead Jack Davis
  - o Security Service Lead Matt Williams

AAC still supports many legacy access control and on-premises systems but recognized the value of cloud-based access control. We began installing these systems in 2020 and have had that decision affirmed by many of our customers due to the ease of use, reliability and capabilities that cloud-based access control provides.

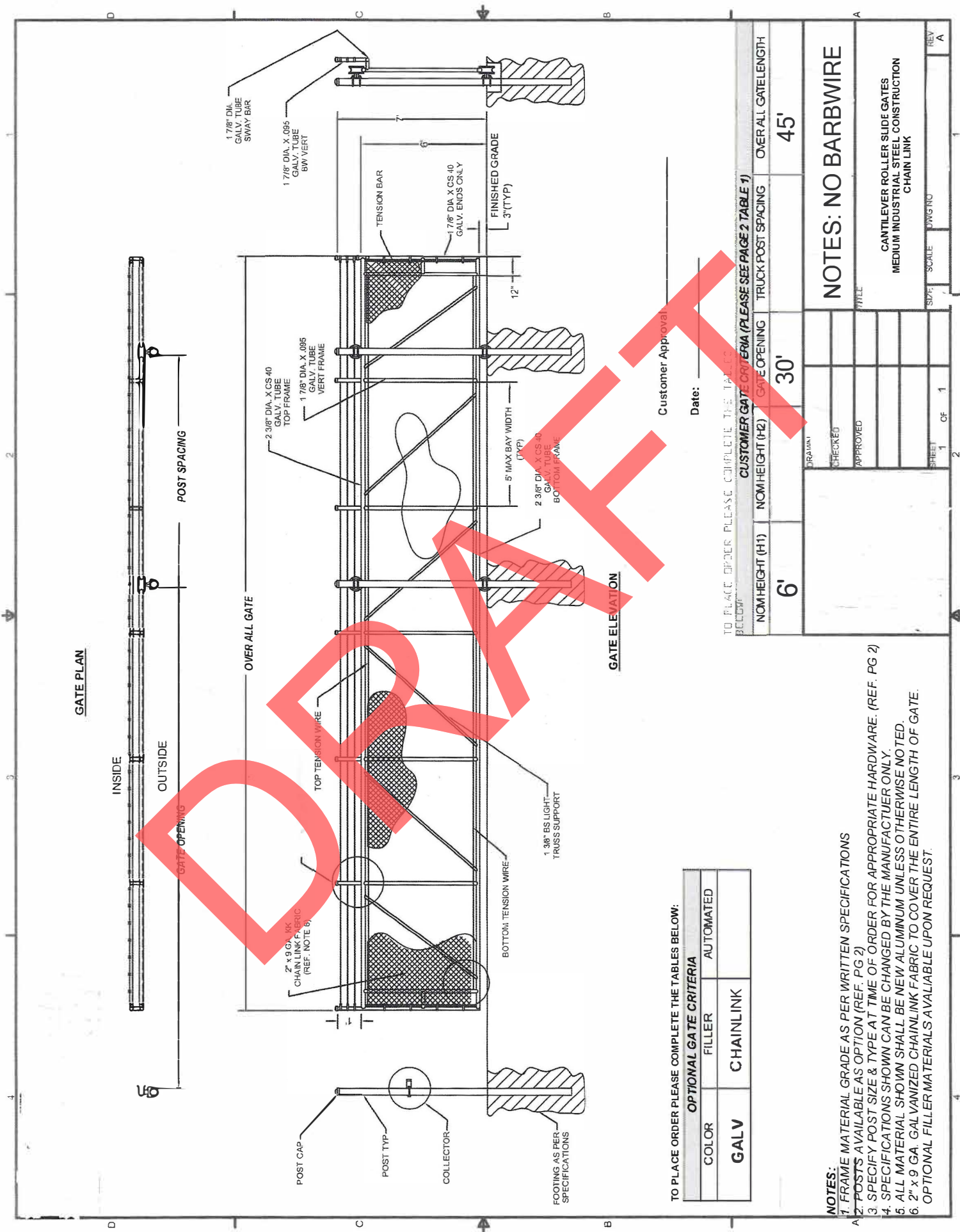
- SAM.GOV UEI: RMRQY3789HY9

### Client References

- MacroTek Services
  - o Rick Sheppard - OWNER [rick@macrotekservices.com](mailto:rick@macrotekservices.com)
  - o New gate installation, Maintenance
- CNC - Communication Network Corporation
  - o Don Cox – INSTALLATION SUPERVISOR [dcox@cnc.info](mailto:dcox@cnc.info)
  - o New gate installation, Maintenance
- McIntyre Fence
  - o Melissa McIntyre - OWNER [melissa@mcintyrefencing.com](mailto:melissa@mcintyrefencing.com)
  - o New gate installation, Maintenance
- Clayton County Water Authority
  - o Donyel Patton - ELECTRICAL SUPERVISOR [donyel.patton@ccwa.us](mailto:donyel.patton@ccwa.us)
  - o New gate installation, Maintenance

### Exclusions

- Permits, if required (unless otherwise specified)
- Material shortages or supply chain issues
- Major site modifications beyond standard preparation
- Weather-related delays
- Acts of God



TO PLACE ORDER PLEASE COMPLETE THE TABLES BELOW:

OPTIONAL GATE CRITERIA	
COLOR	FILLER
GALV	CHAINLINK

Customer Approval \_\_\_\_\_

Date: \_\_\_\_\_

TO PLACE ORDER PLEASE COMPLETE THE TABLES BELOW:

CUSTOMER GATE CRITERIA (PLEASE SEE PAGE 2 TABLE 1)				
NOM HEIGHT (H1)	NOM HEIGHT (H2)	GATE OPENING	TRUCK POST SPACING	OVER ALL GATE LENGTH
6'		30'		45'

DESIGNED	
CHECKED	
APPROVED	
TITLE	
SHEET	1 OF 1
SCALE	UNGSNO
REV	A

**NOTES:**

1. FRAME MATERIAL GRADE AS PER WRITTEN SPECIFICATIONS
2. POSTS AVAILABLE AS OPTION (REF. PG 2)
3. SPECIFY POST SIZE & TYPE AT TIME OF ORDER FOR APPROPRIATE HARDWARE. (REF. PG 2)
4. SPECIFICATIONS SHOWN CAN BE CHANGED BY THE MANUFACTURER ONLY.
5. ALL MATERIAL SHOWN SHALL BE NEW ALUMINUM UNLESS OTHERWISE NOTED.
6. 2" x 9 GA' GALVANIZED CHAINLINK FABRIC TO COVER THE ENTIRE LENGTH OF GATE. OPTIONAL FILLER MATERIALS AVAILABLE UPON REQUEST.

**NOTES: NO BARB WIRE**

CANTILEVER ROLLER SLIDE GATES  
MEDIUM INDUSTRIAL STEEL CONSTRUCTION  
CHAIN LINK

**BID TABULATION**  
**BID NO.: 26-BT-4755 ACCESS GATE AT ANIMAL CONTROL**

DRAFT

Line #	Description	QTY	UOM	ATL PRIME SERVICES S CORP Lawrenceville, GA		Atlanta Access Controls, Inc. Jackson, GA		SANDERS WELDING & FABRICATION Conyers, GA	
				Total Price	Extended	Total Price	Extended	Total Price	Extended
1	Electronic Access Control Gate	1	LS	\$16,900.00	\$16,900.00	\$18,880.54	\$18,880.54	\$24,876.00	\$24,876.00

# STAFF REPORT

DEPARTMENT: POLICE DEPARTMENT  
 SUBMITTED BY: CHIEF WAYNE FISHER  
 MEETING DATE: APRIL 20, 2026

**AGENDA ITEM**

LIVE SCAN

**STAFF RECOMMENDATION**

Approve the request. Current system in use is past end of life and outside of any available service agreements.

**BUDGET AND PROCUREMENT**

Budgeted Item: No  
 Fiscal Impact: Yes  
 Included In Current Capital Budget: No  
 Included In Current Operating Budget: No  
 Total Project Cost: \$27,600.00  
 Appropriations: Yes

Account Title / Number	Dollar Amount
3220.52144	\$27,600.00

External Funding Sources:

Account Title / Number	Dollar Amount
N/A	N/A

**ITEM DESCRIPTION**

Livescan /AFIS system requires equipment utilized in the arrest and booking process. It is also utilized for employee hiring for the Police Department. This system digitizes fingerprints and palm prints and electronically sends the prints by means of GCIC/NCIC to the FBI as is required by law.

Georgia Bureau of Investigations allows for only Georgia Certified Livescan Vendors to provide the equipment needed. Quote requests were sent out to 4 approved vendors on the list. Dataworks Plus is the selected vendor for this Staff Report. Dataworks quote was the most comprehensive system which included the necessary cabinetry for the equipment and the most robust customer service support. The software solution used by the requested vendor is also incorporated into existing systems used by the agency. This complements systems capabilities in use. With all systems that quotes were received from, there will be an annual maintenance agreement. The fee for this system is 14% or the purchase cost due each year after the initial agreement expires.

**ALTERNATIVES**

Not to approve the request. This will require all prints to be rolled with ink and mailed to the FBI. This will reduce the quality of the prints and time in which we receive ORI's and information back from the prints submitted. This request is a critical needs request as the current vendor of our system advised that the system is no longer supported.

**ATTACHMENTS**

1. Quote for service from Dataworks Plus.
2. Georgia Certified Livescan Vendors list.

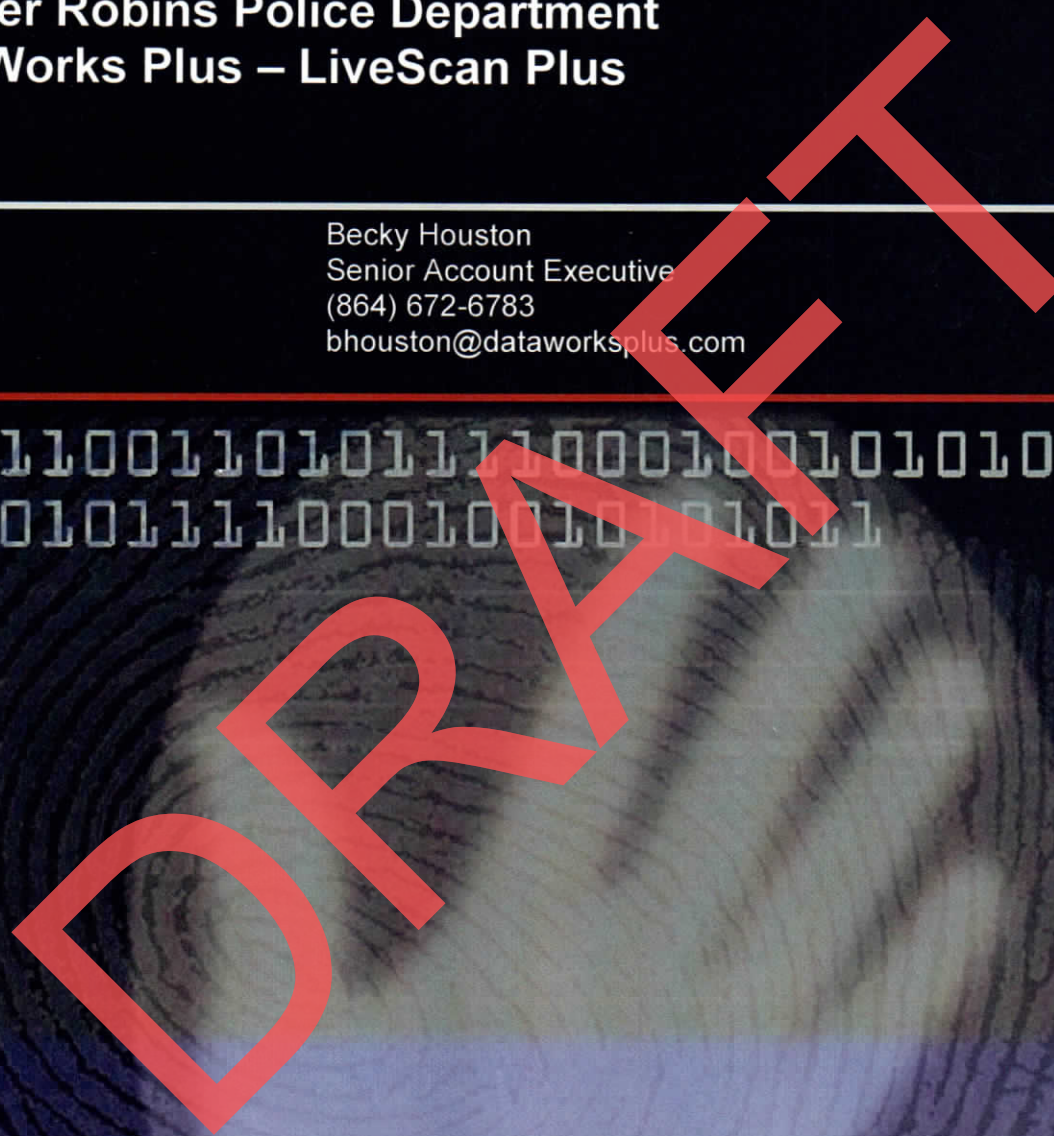
DRAFT

**Warner Robins Police Department  
DataWorks Plus – LiveScan Plus**

Becky Houston  
Senior Account Executive  
(864) 672-6783  
bhouston@dataworksplus.com

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10011010111100010010101011

011001100110101111000100101010110100  
10011010111100010010101011



January 12, 2026

Ciara Whitworth  
Forensic Lab Administrative Secretary  
Warner Robins Police Department  
100 Watson Blvd.  
Warner Robins, GA 31093  
478.302.5405  
[cwhitworth@wrga.gov](mailto:cwhitworth@wrga.gov)

RE: LiveScan Plus w/RAPID- ID

Dear Ms. Whitworth,

DataWorks Plus is pleased to submit this proposal in response to your request for a Livescan fingerprinting workstation at the Warner Robins Police Department.

***System implementation and on-going maintenance and support will be conducted from our headquarters located in Greenville, South Carolina.***

***SPECIAL OFFER:*** DataWorks Plus has a special promotion with the purchase of our livescan product. Our proposal includes the ability to search the GBI RAPID-ID system that is used for positive identification from the Livescan unit (pending GBI approval). This is included for FREE. DataWorks Plus is the ONLY vendor that can offer this functionality.

DataWorks Plus has been providing and supporting law enforcement and criminal justice system solutions since 2001.

The pricing for this response will remain valid for one hundred twenty (120) days. We look forward to providing you technology and local support for many years to come.

Thank you for the opportunity to submit this proposal and for your consideration of our LiveScan Plus products and professional services.

Sincerely,



Becky Houston

## 1 Executive Summary

DataWorks Plus' LiveScan Plus sets a new standard for the live scan industry. Our proposed live scan system has been certified by GBI to operate with their Automated Fingerprint Identification System (AFIS). Our proposed solution also offers local support for project implementation and on-going support. Our staff represents more than 200 man-years of experience in providing cutting edge products to the Criminal Justice and Law Enforcement markets, including extensive knowledge of the AFIS and live scan market.

### 1.1 DataWorks Plus History

DataWorks Plus is a privately held company headquartered in Greenville, SC. We currently have over 100 employees and are adding an average of one employee per quarter. Our customer base includes over 2,500 law enforcement and correction facility agencies, both large and small, in approximately 42 states.

DataWorks Plus is a privately-held company headquartered in Greenville, SC, with satellite sales offices located in California, Pennsylvania, and South Carolina, and service offices in Alabama, California, Colorado, Florida, Minnesota, New Jersey, New York, North Carolina, Pennsylvania, Tennessee, and Virginia.

DataWorks Plus consists of a group of the most experienced executives, engineers, service, and sales professionals in the business. DataWorks Plus has leveraged itself in the marketplace as an end-to-end system provider by winning several large customer systems across the country, as well as a country-wide system for New Zealand.

### 1.2 LiveScan Plus

LiveScan Plus is an integrated booking station that permits an operator to enter or download demographic data descriptors, electronically capture all primary biometrics, including fingerprints (rolled/flat), palm prints, and SMTs. LiveScan Plus can also be configured to generate color coded armbands, produce ID cards, capture electronic signatures, scan and store document images, and support magnetic stripe readers.

LiveScan Plus is flexible in design and configuration. Each live scan is custom configured to contain only the features required by each individual agency; as a result, our proposal offers several features as options for your consideration.

LiveScan Plus software was designed to support all major live scan hardware manufacturers that have obtained Appendix F certification from the FBI. This allows DataWorks Plus to take an independent, open and objective approach when recommending the best possible live scan to meet the specific needs of each customer.

Figure 1 - Livescan



### 1.3 The DataWorks Plus Difference:

**ONE:** DataWorks Plus has taken a different approach from other live scan vendors. Our live scan software has been developed to support multiple vendors' FBI Certified live scan hardware. *This approach allows DataWorks Plus to maintain an open and objective approach when recommending the live scan solution that best meets the needs of each customer.* DataWorks Plus has established business relationships with numerous hardware vendors to integrate various hardware devices into our software solution.



**TWO:** DataWorks Plus' LiveScan Plus is not like the traditional live scan. *Our live scan includes the ability to permanently store all information that is processed by the live scan.* Our base configuration includes our NIST Manager Express software that allows the live scan to electronically store up to 10,000 fingerprint cards. Only print a card when you need it, and no more manual filing of ten-print cards. If you need to retrieve a copy of the fingerprint card, simply retrieve on the live scan or any customer provided PC based computer (minimal specifications are required).

**THREE:** LiveScan Plus sets a new standard for ease of operation and graphical presentation. Our modern and color based user interface clearly instructs the operator where they are in the fingerprint capture process, what has been successfully completed, and what is next. It provides immediate feedback if the wrong finger is being rolled or if the quality is not at an acceptable

level. DataWorks Plus has received very high marks from our customer base regarding our live scan user interface. Due to the user friendly nature of our LiveScan Plus software, **minimal training is needed to learn our fingerprint capture software.**

**Live Image Preview**  
Displays the print as it is being captured.

**Capture Indicator**  
Blue box on hand image and message below indicate which print to capture

**Color-Coded**  
Captured prints are color-coded to indicate quality or annotations

**Workflow Status**  
Shows which prints have been captured and if there are any errors or quality warnings.

**FOUR:** Our applications are *highly configurable*. Our software allows your agency to build a customized database and a customized demographic screen design (GUI) without additional programming. Thus, DataWorks Plus can provide The City of Warner Robins with a system that adapts to your needs instead of you adapting to the product. This flexibility allows DataWorks Plus to quickly deploy customized applications. It also provides the customer with tools to easily and quickly make changes to the live scan software when they are mandated by new policy or new legislation.

**FIVE: Local Support for all aspects of product delivery and on-going support.**

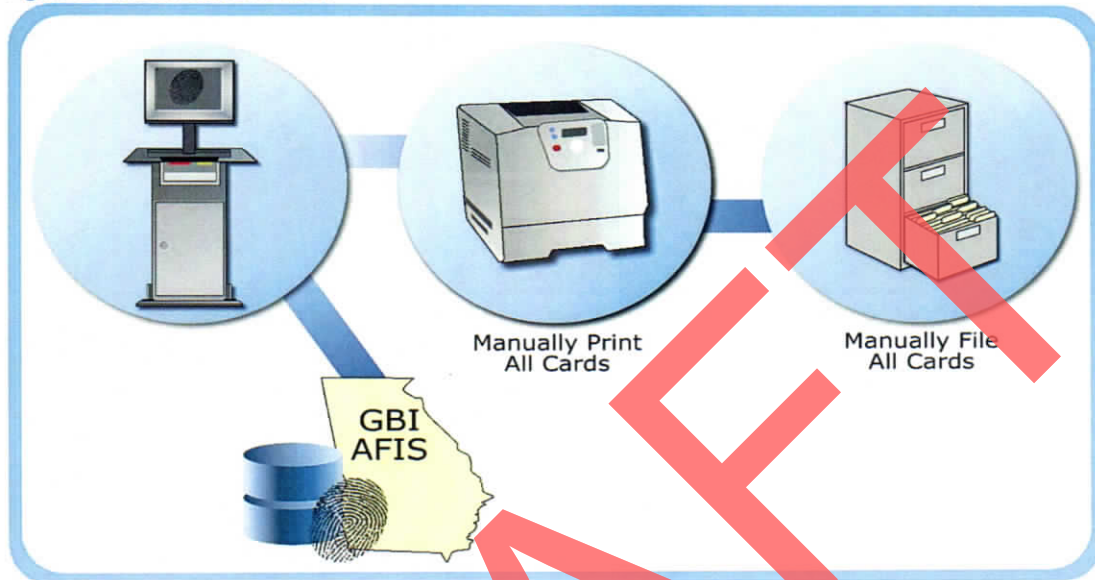
Project management, installation, training and on-going maintenance/support will be conducted from our corporate headquarters located in Greenville, SC. Since we are the ONLY South Carolina based company that provides live scan solutions, we can offer a level of on-going support that cannot be matched by any other vendor. Since our corporate headquarters is just over 200 miles from Warner Robins, we can offer local support when needed. DataWorks Plus can provide a higher level of on-going support. For instance, if a replacement part is required, one of our technicians could arrive on-site with the required part and replace it quickly. This avoids issues such as parts not arriving when needed



or walking someone unfamiliar with the system through the process of replacing the part over the telephone.

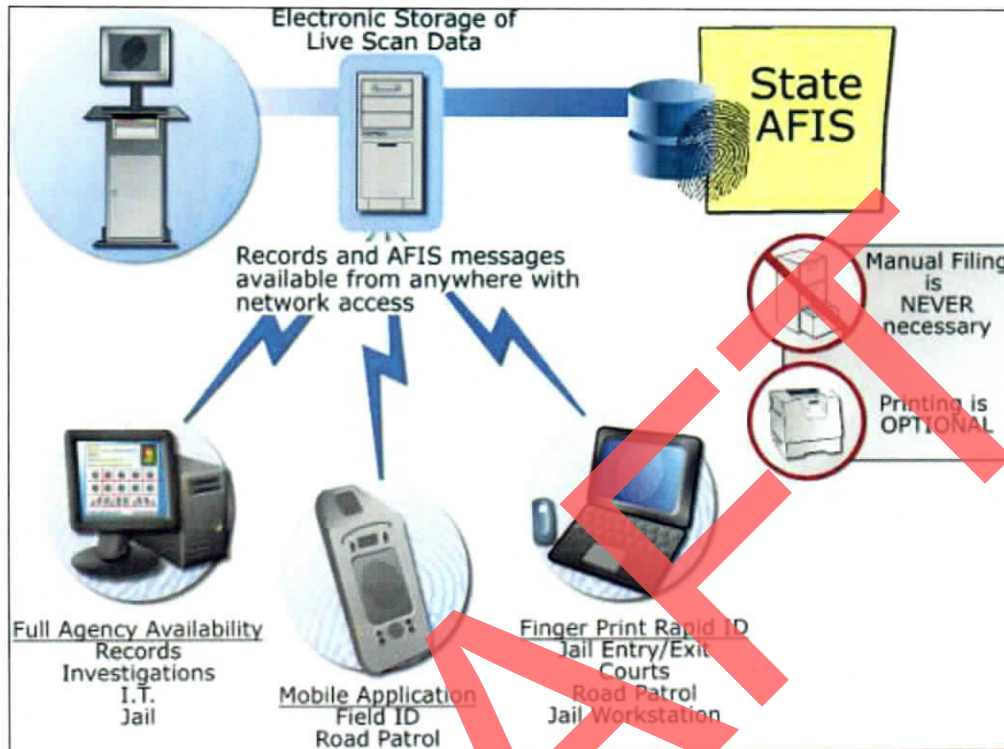
### 1.3.1 New Approach to Live Scans

Figure 2 - Traditional Live Scan



The traditional live scan configuration does a good job with the electronic capture of demographic data, fingerprints, palm prints and electronic submission to a state AFIS. However, only a limited number of bookings can be stored on the traditional live scan, which forces the user to print each ten-print card and then manually file each individual ten-print card. Access to the printed ten-print cards requires manual intervention and is often limited and time consuming. Ten-print cards that reside in a filing cabinet are of little value in implementing applications for fingerprint verification and identification.

Figure 3 - DataWorks Plus' Approach – More than Just a Live Scan



DataWorks Plus has introduced affordable technology that is integrated with our live scan products to further expand capabilities not found in a traditional live scan. We believe an agency that is using a live scan should not have to manually print and file local ten-print cards. We believe the live scan data and state AFIS transactions (hit/no hit, error messages, etc.) should be accessible by any user, on any workstation with the appropriate security rights. Data should be available on-demand on a 7 by 24 basis. And DataWorks Plus believes the live scan data should be available to build additional applications such as facial recognition and local rapid-ID fingerprint verification and fingerprint identification.

The DataWorks Plus approach greatly increases staff productivity and provides law enforcement with tools that help to solve crime.

DataWorks Plus offers a product call NIST Manager Express. The base live scan is configured with NIST Manger Express which can store up to 10,000 fingerprint records and can electronically retrieve the records at the live scan. The system can be expanded to store millions of tenprint cards.

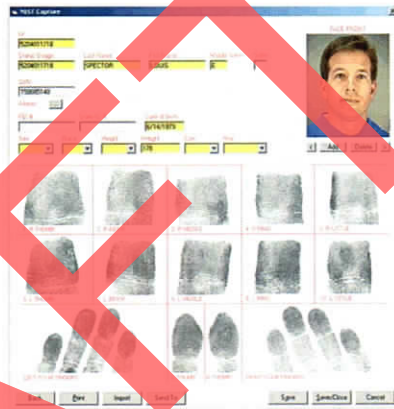
Ten-prints, palm prints, demographic data, photos, signatures, and document images can be permanently stored by the NIST Manager software. This software **eliminates the need to print and manually file** every ten-print card. It also offers **on-demand access** (twenty-four hours per day, seven days per week) to all authorized people that need to obtain a copy of a ten-print card. *The DataWorks Plus LiveScan Plus and NIST Manager products will greatly improve the productivity of your staff.*

State agencies have been electronically storing fingerprint cards for years. Until now, the price for this technology has been too expensive for most local agencies to purchase. DataWorks Plus is the first company to offer an affordable solution that is capable of providing long term storage for all data that is captured by a live scan.

In addition, the fingerprint data that is stored on the live scan can be used to build additional applications to provide positive ID using the fingerprint data. This includes 1:1 fingerprint verification and 1:N fingerprint identification. See below for more information.

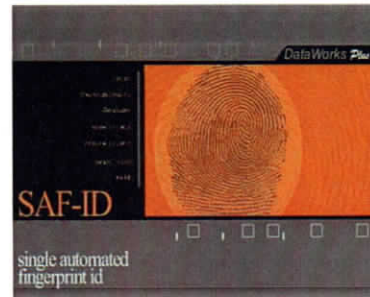
#### 1.3.1.1 Web-Enabled NIST MANAGER

- Electronically stores ALL booking information processed by the live scan.
- Electronic access to all live scan data using a standard web browser
- All departments within an agency can have electronic access to the data
- 24/7 Access by authorized individuals
- Local printing of the ten-print card is not required (optional)
- Manually filing of ten-print cards is not necessary
- Use ten-print data to build two finger searching applications for SAF-ID product



#### 1.3.1.2 Single Automated Fingerprint Identification (SAF-ID): OPTIONAL

- Use fingerprint data that resides on NIST Manager to build Rapid-ID fingerprint verification and identification applications
- Positive ID at booking and release (Jail Entry/Exit)
- Expand System for Mobile applications for positive ID in the field (optional)
- Expand System for Positive ID in court room, jail visitation, SOR registration, etc. (optional)
- Physical and logical access control (optional)
- Watch-list of high-priority suspects (optional)



### 1.4 Why Choose DataWorks Plus

DataWorks Plus can provide a superior product and services that offer the following:

- Close proximity to The Warner Robins PD for easier installation, software and hardware support, and training
- Experience implementing Georgia based installations for criminal submissions

- Extensive customer base with proven products
- The most advanced and modern live scan software available on the market
- Ability to easily customize software to meet the needs of Warner Robins
- A live scan system that provides features not found in a traditional live scan
- A company that is easy to work with and has a proven track record of excellent customer service

## 1.5 Conclusion

We highly encourage you to call as many DataWorks Plus customers as possible to validate that our customers are extremely pleased with our people, our products, and our support. You will hear over and over again that our driving force is centered on total customer satisfaction.

DataWorks Plus is confident that we have the experience, commitment, knowledge, resources, and products that are needed to successfully implement and support all aspects of the system.

## 2 Proposed Solution

### 2.1 LiveScan Plus™

LiveScan Plus is a fully integrated booking module that can allow capturing fingerprints, palm prints, mug shots, and data from one integrated booking station.



The LiveScan Plus fingerprint identification solution is the newest generation of high speed, high volume ten-print scanners. The innovative design significantly simplifies and shortens criminal bookings and background check procedures with the ability to digitally capture both slap and roll fingerprints as well as palm prints. LiveScan Plus is a precise system, which features the easiest to use and most affordable live scan system available today. It has superior image quality enhancement features specifically designed to minimize GBI and FBI fingerprint submission rejections resulting from difficult to fingerprint individuals, improperly captured images, and ink, dye, grease, or dirt stains on fingers.

LiveScan Plus may act as a stand-alone system, or integrated as a module to Digital PhotoManager, and a client to NIST Manager Express. It is certified for use in most of the United States and is also FBI Appendix F Certified. This easy to use system minimizes training requirements and will improve officer safety by speeding up the booking process. LiveScan Plus can print a double-sided fingerprint card using an FBI certified printer.

LiveScan Plus uses a two-tiered approach to processing image quality. Initially, LiveScan Plus checks for such problems as "over" or "under" inking, and flags whether a print is of good, fair, or poor quality. Each rolled fingerprint image is then processed through the DataWorks Plus fingerprint sequence and validation checks. The sequence check evaluates and rates the quality of each rolled print based on specific characteristics such as minutia, ridge patterns, etc. This quality rating provides feedback while the booking is still in progress. Poor quality or substandard images generate an immediate prompt for rescan. LiveScan Plus also includes a slap-to-roll comparison function. In addition, when the operator finishes the booking they are presented with a summary screen, which clearly shows any out of sequence or inadequate images.

Suited for booking centers and similar environments, enclosed in a rugged cabinet, the standup system helps speed up the identification process while reducing errors. LiveScan Plus is an automated booking management system designed primarily to capture a subject's fingerprints in an efficient and accurate manner. LiveScan Plus can capture palm prints, slap impressions and rolled fingerprint images, as well as provide a means of inputting demographic information. Coupled with DataWorks Plus' integration expertise, and drawing upon DataWorks Plus' experience in supplying hundreds of identification systems to law enforcement agencies around the world, LiveScan Plus offers some of the best remote live scan capabilities available to law enforcement today.

### 3 Pricing

Description: Criminal /Applicant System	Unit Price	Qty	Extended Price
LiveScan Plus with: <ul style="list-style-type: none"> <li>FBI Approved and GBI Approved DataWorks Plus Livescan Plus Hardware and Software (TH)</li> <li>Ten Print and Palms</li> <li>Dell PC, Flat Screen Monitor, Keyboard and Mouse*</li> <li>UPS</li> <li>Customized SQL Database</li> <li>Customized Demographic Data Screen</li> </ul>	\$15,500.00	1	\$15,500.00
Photo Capture Module to include: Face Find Controller and Quality Assurance Software License, Digital Camera, AC Power Adaptor, Panner Kit w/NIST Compliant Backdrop	\$2,500.00	1	\$2,500.00
FBI Certified Tenprint Card Printer (with 1 paper tray and duplex printing)	\$1,500.00	1	\$1,500.00
NIST Manager Express (Archive for Permanent Electronic Storage of 10,000 TenPrint Cards with advanced features) Internal Disk Drive for System Backups	Included	1	Included
<b>One-to-Many Fingerprint Identification-GBI-RAPID-ID</b>	<b>FREE</b>	<b>1</b>	<b>FREE</b>
Installation and On-Site Training	Included	1	Included
One Year Standard Warranty (Service from Greenville SC)	Included	1	Included
UPGRADE to 24/7 Warranty			
<b>Total for Live Scan/NIST Archive System</b>			<b>\$19,500.00</b>
<b>OPTIONS:</b>			
DataWorks Plus Secure Web submission Service (per year)	\$1,500.00		
Extra paper tray for FBI printer	\$250.00		
Ruggedized Cabinet for Livescan <ul style="list-style-type: none"> <li>Secure Mounting for Livescan Hardware</li> <li>Secure Monitor Mount</li> <li>Platen Height for 95th percentile</li> <li>Ergonomic Design/Small Footprint</li> </ul>	\$3,600.00		
Electronic height adjustable cabinet	\$5,600.00		
Rolling hard case for portable use	\$550.00		
Electronic Signature Capture	\$500.00		
Jail or Records Management Interface --Data in/image out to eliminate Duplicate Data Entry-DWP side of interface only (does not include charges incurred from RMS/JMS vendor)	\$2,500.00		
NIST Export to external AFIS system (does not include charges incurred from AFIS vendor)	\$1,500.00		
Iris Capture (Binocular style—USB corded)	\$2,000.00		
Iris Capture (LA Style- (Requires cabinet pole or wall for mounting)	\$3,500.00		

Standard (Mon-Fri/ 8-5) Maintenance available for 12% of purchase price.  
24/7 Maintenance available for 14% of purchase price.

Quoted pricing includes the following services:

- ☛ Shipping, Integration, and Installation.
- ☛ Hardware delivery approximately 30-90 days after receipt of order.
- ☛ Integration and Installation (Project Implementation) may occur over a longer time-frame depending on the complexity of the required work.
- ☛ Twelve-month Premium Plus warranty, commencing at delivery
- ☛ Administrative, Trainer, & User Training.

Additional engineering effort by DataWorks Plus beyond the scope of the standard product will be charged at our standard rate of \$250 per hour, plus any related travel or administrative expenses. CJIS, SOC II, or other audit reports needed by the customer will be billed additionally at the standard hourly rate.

Upon expiration of warranty for the above equipment, Standard Maintenance for the first year will be available at 12% of the system list price and is renewable annually thereafter at then current pricing. Standard maintenance support includes 8 x 5 Monday through Friday with next day onsite support and includes repair or replacement of failed parts and software maintenance. Premium Plus Maintenance will be offered for 14% of the system list price for upgraded 24 x 7 coverage.

DataWorks Plus believes in ensuring that your data is secure. As such, all DataWorks Plus employees must pass an FBI background check as part of our hiring process. DataWorks Plus understands that agencies have their own background processes and will comply with standard vendor background checks for employees either participating in the install or on-going maintenance. Standard vendor background checks include fingerprints, employment history, local, state and/or FBI checks. Extensive background processes beyond what is considered a standard check will be at the sole financial responsibility of the agency and should be coordinated with DataWorks Plus for scheduling and billing. CJIS, SOC II, or other audit reports needed by the customer will be billed additionally at the standard hourly rate. For a custom quote, contact your account manager.

DataWorks Plus appreciates the opportunity to present this proposal, which will be valid for 90 days, after which availability and prices are subject to change. To confirm your requisition, please submit your purchase order within this time frame. Prices are exclusive of any and all state, or local taxes, or other fees or levies. This quote is subject to the following conditions:

1. 50% payment due with Purchase Order
2. 50% payment due at installation.
3. Payment net thirty (30) days from receipt of invoice.
4. Warranty begins at delivery.

## GEORGIA CERTIFIED LIVESCAN VENDORS

### **Biometrics4ALL, Inc.**

Edward Chen  
220 Commerce, Ste. 150  
Irvine, CA 92602  
(714) 568-9888  
[sales@biometrics4all.com](mailto:sales@biometrics4all.com)

### **HID Global Corporation**

Tim Opfer  
611 Center Ridge Drive  
Austin, TX 78753  
(561) 523-6350  
[timothy.opfer@hidglobal.com](mailto:timothy.opfer@hidglobal.com)

### **DataWorks Plus, LLC**

Becky Houston  
728 North Pleasantburg Drive  
Greenville, SC 29607  
(864) 672-2780  
(864) 672-2787 (F)  
[bhouston@dataworksplus.com](mailto:bhouston@dataworksplus.com)  
[www.dataworksplus.com](http://www.dataworksplus.com)

### **Eagle Advantage Solutions, Inc.**

Keith Ham  
133 Parkwood Circle  
Carrollton, GA 30117  
(770) 834-5283 Ext. 121  
[Keith.Ham@eagleadvantage.com](mailto:Keith.Ham@eagleadvantage.com)  
[EAS.Sales@eagleadvantage.com](http://EAS.Sales@eagleadvantage.com)

### **Fulcrum Biometrics**

Anthony Gonzales  
16108 University Oak  
San Antonio, TX 78249  
(800) 430-4601  
[www.fulcrumbiometrics.com/livescan](http://www.fulcrumbiometrics.com/livescan)  
[sales@fulcrumbiometrics.com](mailto:sales@fulcrumbiometrics.com)

### **Identification International (i3)**

Rich Fenrich  
3120 Commerce Street  
Blacksburg, VA 24060  
(540) 953-1365 Ext. 100  
[fenrich@idintl.com](mailto:fenrich@idintl.com)

### **MOSA Technology Solutions, LLC**

**Software Inc.**  
Paul Frasca  
2000 PGA Blvd, STE 4440  
Palm Beach Gardens, FL 33408  
(703) 969-9535 (O)  
(800) 842-2058 Ext. 804  
[www.mosaglobal.com](http://www.mosaglobal.com)  
[pfrasca@mosaglobal.com](mailto:pfrasca@mosaglobal.com)

### **i3Verticals Synergistics**

**Software Inc.**  
Shane Deets  
251 Villa Rosa Road  
Temple, GA 30179  
(770) 845-2572 (O)  
(800) 203-7981  
[www.i3verticals.com](http://www.i3verticals.com)  
**\* Internet Protocol Available**

### **IDEMIA**

Identity & Security USA  
Kristin Hill  
11951 Freedom Dr. Suite 1800  
Reston, VA 20190  
703-775-7800 (O)  
978-427-7818 (C)  
[Kristin.hill@us.idemia.com](mailto:Kristin.hill@us.idemia.com)

# STAFF REPORT

DEPARTMENT: POLICE DEPARTMENT  
 SUBMITTED BY: CHIEF WAYNE FISHER  
 MEETING DATE: APRIL 6, 2026

**AGENDA ITEM**

Training and Duty Ammunition Purchase

**STAFF RECOMMENDATION**

Approve the request, failure to do so will result in shortages in duty and training ammunition. This is a critical need item.

**BUDGET AND PROCUREMENT**

Budgeted Item: Yes  
 Fiscal Impact: No  
 Included In Current Capital Budget: No  
 Included In Current Operating Budget: Yes  
 Total Project Cost: \$42,524.09  
 Appropriations: Yes

Account Title / Number	Dollar Amount
3240.53023	42,524.09

External Funding Sources:

Account Title / Number	Dollar Amount
N/A	N/A

**ITEM DESCRIPTION**

9mm and .308, 5.56x45 caliber training and duty ammunition for the training year. The ammunition will be purchased from a State Contracted Vendor SWC99999-001-SPD0000209-003.

**ALTERNATIVES**

Failure to provide the ammunition needed will jeopardize the ability of the agency to perform its required duties and to provide mandated training requirements.

**ATTACHMENTS**

1. Vendor State Contract Pricing Sheets. Ammunition to be ordered is highlighted in orange

DRAFT

# DUTY AMMUNITION

**SWC99999-SPD0000209-003**

## 9MM LUGER DUTY AMMO

MANUFACTURER	LOAD #	DESCRIPTION	CASE PRICE
Federal Cartridge Classic	9BP	9MM 115gr Hi-Shok HP	\$335.00/cs1000
Federal Cartridge Classic	9MS	9MM 147gr Hi-Shok HP	\$335.00/cs1000
Federal Cartridge HST	P9HST1	9MM 124gr HST HP	\$425.00/cs1000
Federal Cartridge HST	P9HST2	9MM 147gr HST HP	\$425.00/cs1000
Federal Cartridge HST	P9HST3	9MM 124gr +P HST HP	\$425.00/cs1000
Speed Gold Dot	53614	9MM 115gr Bonded HP	\$425.00/cs1000
Speer Gold Dot	53617	9MM 124gr +P Bonded HP	\$425.00/cs1000
Speer Gold Dot	53618	9MM 124gr Bonded HP	\$425.00/cs1000
Speer Gold Dot	53619	9MM 147gr Bonded HP	\$425.00/cs1000
Speer Gold Dot G2	54226	9MM 147gr Bonded G2	\$478.00/cs1000
Remington Golden Saber	29357	9MM 124gr BJHP GS9MMBB	\$285.50/cs500
Remington Golden Saber	29358	9MM 124gr +P BJHP GS9MMDB	\$285.50/cs500
Remington Golden Saber	29359	9MM 147gr BJHP GS9MMCB	\$285.50/cs500
Remington Golden Saber Bonded	29351	9MM 124gr +P Bonded BJHP GS9MMMD	\$385.00/cs500
Remington Golden Saber Bonded	29353	9MM 147gr Bonded BJHP GS9MMBC	\$370.00/cs500
Hornady Critical Duty	90215	9MM 124gr Flex-Lock	\$294.81/cs500
Hornady Critical Duty	90225	9MM 135gr +P Flex-Lock	\$294.81/cs500
Hornady Critical Duty	90235	9MM 135gr Flex-Lock	\$294.81/cs500
Hornady Critical Defense	90250	9MM 115gr FTX (backup gun)	\$216.31/cs250

## .40 S&W DUTY AMMO

MANUFACTURER	LOAD #	DESCRIPTION	CASE PRICE
Federal Cartridge Classic	40SWA	.40S&W 180gr Hi-Shok HP	\$425.00/cs1000
Federal Cartridge HST	P40HST3	.40S&W 165gr HST HP	\$485.00/cs1000
Federal Cartridge HST	P40HST1	.40S&W 180gr HST HP	\$485.00/cs1000
Speer Gold Dot	53970	.40S&W 165gr Bonded HP	\$475.00/cs1000
Speer Gold Dot	53962	.40S&W 180gr Bonded HP	\$475.00/cs1000
Speer Gold Dot G2	53999	.40S&W 180gr Bonded G2	\$525.00/cs1000
Remington Golden Saber	R29429	.40S&W 165gr BJHP GS40SWAB	\$305.00/cs500
Remington Golden Saber	R29430	.40S&W 180gr BJHP GS40SWBB	\$305.00/cs500
Remington Golden Saber Bonded	29366	.40S&W 165gr Bonded BJHP GSB40SWA	\$376.50/cs500
Remington Golden Saber Bonded	29436	.40S&W 180gr Bonded BJHP GSB40SWN	\$376.50/cs500
Hornady Critical Duty	91375	.40S&W 175gr Flex-Lock	\$312.81/cs500
Hornady Critical Defense	91340	.40S&W 165gr FTX (backup gun)	\$238.44/cs200



# DUTY AMMUNITION

**SWC99999-SPD0000209-003**

## .223 REM DUTY AMMO

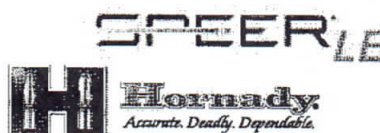
MANUFACTURER	LOAD #	DESCRIPTION	CASE PRICE
Federal Cartridge TRU	T223A	.223REM 55gr TRU SP	\$325.00/cs500
Federal Cartridge TRU	T223E	.223REM 55gr TRU BTHP	\$355.00/cs500
Federal Cartridge TRU	T223T	.223REM 55gr Ballistic Tip	\$435.00/cs500
Federal Cartridge TRU	T223L	.223REM 64gr SP	\$345.00/cs500
Federal Cartridge Tactical	LE223T1	.223REM 55gr Bonded SP	\$249.00/cs200
Federal Cartridge Tactical	LE223T3	.223REM 62gr Bonded SP	\$249.00/cs200
Federal Cartridge Gold Medal	GM223M-500	.223REM 69gr Sierra MatchKing BTHP Match	\$495.00/cs500
Federal Cartridge Gold Medal	GM223M3	.223REM 77gr Sierra MatchKing BTHP Match	\$220.00/cs200
Speer Gold Dot	24446	.223REM 55gr Bonded SP	\$325.00/cs500
Speer Gold Dot	24445SP	.223REM 62gr Bonded SP	\$325.00/cs500
Speer Gold Dot	24475	.223REM 75gr Bonded SP	\$335.00/cs500
Remington	29115	.308WIN 150gr CORE-LOCK Ultra Bonded PSP PRC308FBI	\$246.00/cs200
Hornady TAP	83276	.223REM 55gr TAP Urban	\$178.62/cs200
Hornady TAP	83285	.223REM 62gr TAP Barrier	\$178.62/cs200
Hornady TAP	80295	.223REM 53gr TAP Patrol	\$240.84/cs200
Hornady TAP	83286	.223REM 60gr TAP Urban	\$178.62/cs200
Hornady TAP	80265	.223REM 75gr BTHP TAP	\$178.62/cs200

## 5.56 NATO DUTY AMMO

MANUFACTURER	LOAD #	DESCRIPTION	CASE PRICE
Hornady TAP	81275	5.56NATO 53gr TAP Patrol	\$240.84/cs200
Hornady TAP	81305	5.56NATO 60gr TAP SBR	\$245.00/cs200
Hornady TAP	8125C	5.56NATO 62gr TAP Barrier (50)	\$377.71/cs500
Hornady TAP	81265	5.56NATO 70gr CX TAP Barrier	\$240.84/cs200
Hornady TAP	8126N	5.56NATO 75gr BTHP T2 TAP	\$178.62/cs200
Hornady TAP	81295	5.56NATO 75gr TAP SBR	\$192.06/cs200

**TEST A BOX ON US!**

Are you carrying our competitors' brand of duty ammunition? Give us a chance to change your mind! Simply (1) send a signed letterhead request to a test box of Federal Cartridge, Speer or Hornady duty ammunition, (2) mention what you are currently carrying and (3) let us know the number of sworn officers in your department. Send this via fax to 334.279.9267 or email sales@gsdles.com and we will send you a box for free!



# DUTY AMMUNITION

**SWC99999-SPD0000209-003**

## **.308 WIN/7.62x51 DUTY AMMO**

MANUFACTURER	LOAD #	DESCRIPTION	CASE PRICE
Federal Cartridge Gold Medal	GM308M-500	.308WIN 168gr Sierra MatchKing BTHP Match	\$649.00/cs500
Federal Cartridge Gold Medal	GM308M2	.308WIN 175gr Sierra MatchKing BTHP Match	\$275.00/cs200
Federal Cartridge Tactical	LE308TT2	.308WIN 168gr Tactical Bonded Tip	\$395.00/cs200
Federal Cartridge Tactical	T308T	.308WIN 168gr Tactical Ballistic Tip (bolt-action only)	\$608.00/cs500
Speer Gold Dot	24457	.308WIN 150gr Bonded SP	\$530.00/cs500
Speer Gold Dot	24458	.308WIN 168gr Bonded SP	\$530.00/cs500
Hornady TAP	80965	.308WIN 168gr A-MAX TAP Precision	\$281.65/cs200
Hornady TAP	80896	.308WIN 110gr TAP Urban	\$281.65/cs200
Hornady TAP	80905	.308WIN 155gr ELD Match TAP Precision	\$281.65/cs200
Hornady TAP	80985	.308WIN 165gr CX TAP Barrier	\$425.65/cs200
Hornady TAP	80725	.308WIN 168gr ELD Match TAP Precision	\$281.65/cs200
Hornady TAP	80715	.308WIN 168gr ELD Match TAP AR	\$281.65/cs200

## **6MM ARC/.300 BLACKOUT/.300WM/.30-06/.30 CARBINE/**

## **6.5 CREEDMOOR/.338 LAPUA/.50BMG DUTY AMMO/.300PRC/.450BM**

MANUFACTURER	LOAD #	DESCRIPTION	CASE PRICE
Hornady TAP	81605	6MM ARC (Advanced Rifle Cartridge) 106gr TAP	\$230.64/cs200
Hornady TAP	80865	.300BLACKOUT 111gr Monoflex TAP SBR	\$273.79/cs200
Hornady TAP	80895	.300BLACKOUT 190gr SUB-X TAP	\$238.61/cs200
Federal Cartridge Gold Medal	GM300WM	.300WM 190gr Sierra MatchKing BTHP Match	\$445.00/cs200
Hornady TAP	82045	.300WM 178gr ELD Match TAP Precision	\$324.91/cs200
Federal Cartridge Gold Medal	GM3006M	.30-06 168gr Sierra MatchKing BTHP Match	\$299.00/cs200
Federal Cartridge Classic	30CA	.30CARBINE 110gr SP	\$255.00/cs200
Hornady TAP	81505	6.5CREEDMOOR 147gr ELD Match TAP Precision	\$307.07/cs200
Hornady TAP	81485	6.5CREEDMOOR 140gr CX TAP Heavy Barrier	\$382.17/cs200
Federal Cartridge Gold Medal	GM338LM2	.338LAPUA 300gr Sierra MatchKing BTHP Match	\$895.00/cs200

### Ordering Tip:

*Be sure to let your sales rep know ahead of time if you have a deadline!*

# TARGET AMMUNITION

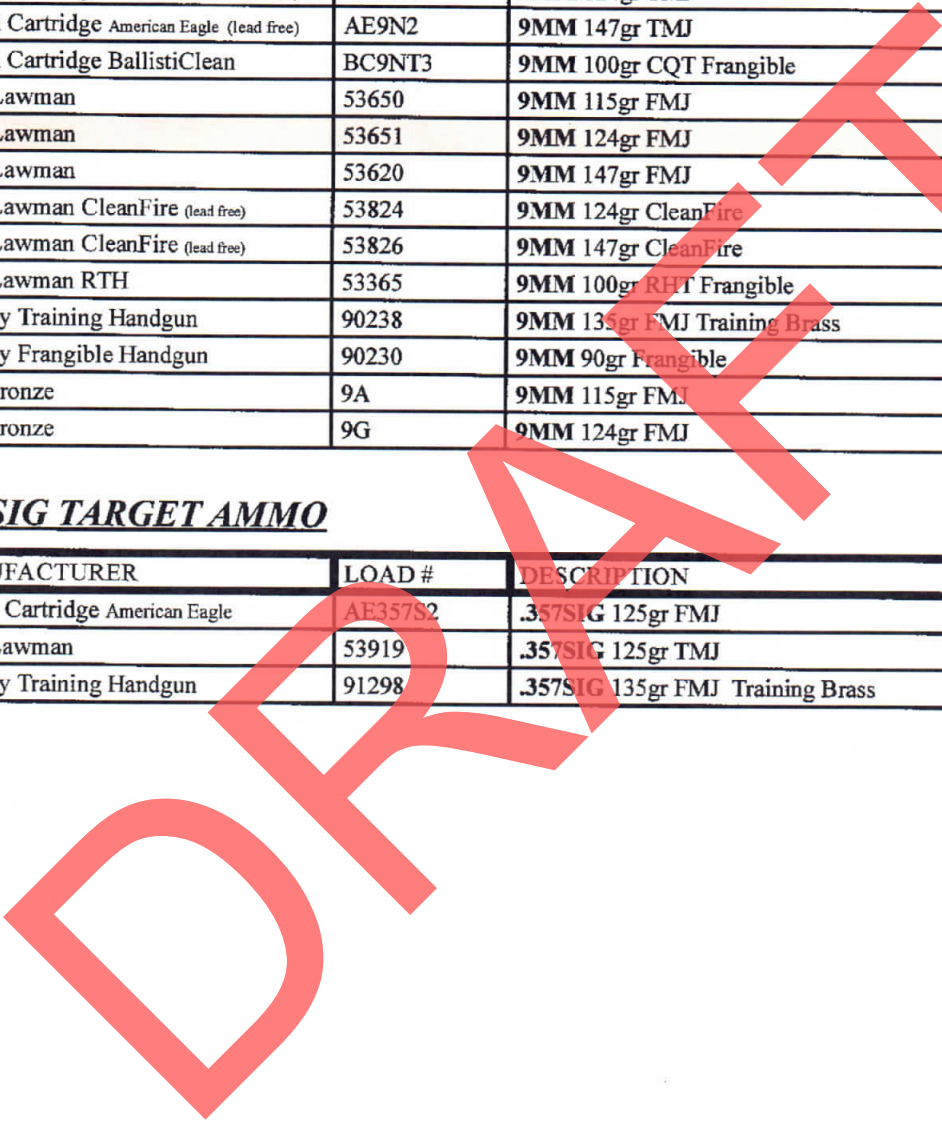
**SWC99999-SPD0000209-003**

## 9MM LUGER TARGET AMMO

MANUFACTURER	LOAD #	DESCRIPTION	CASE PRICE
Federal Cartridge American Eagle	AE9DP	9MM 115gr FMJ	\$240.00/cs1000
Federal Cartridge American Eagle	AE9AP	9MM 124gr FMJ	\$245.00/cs1000
Federal Cartridge American Eagle	AE9FP	9MM 147gr FMJ	\$250.00/cs1000
Federal Cartridge American Eagle (lead free)	AE9N1	9MM 124gr TMJ	\$269.00/cs1000
Federal Cartridge American Eagle (lead free)	AE9N2	9MM 147gr TMJ	\$280.00/cs1000
Federal Cartridge BallistiClean	BC9NT3	9MM 100gr CQT Frangible	\$499.00/cs1000
Speer Lawman	53650	9MM 115gr FMJ	\$240.00/cs1000
Speer Lawman	53651	9MM 124gr FMJ	\$245.00/cs1000
Speer Lawman	53620	9MM 147gr FMJ	\$250.00/cs1000
Speer Lawman CleanFire (lead free)	53824	9MM 124gr CleanFire	\$270.00/cs1000
Speer Lawman CleanFire (lead free)	53826	9MM 147gr CleanFire	\$270.00/cs1000
Speer Lawman RTH	53365	9MM 100gr RHT Frangible	\$490.00/cs1000
Hornady Training Handgun	90238	9MM 135gr FMJ Training Brass	\$220.71/cs500
Hornady Frangible Handgun	90230	9MM 90gr Frangible	\$289.00/cs500
PMC Bronze	9A	9MM 115gr FMJ	\$235.00/cs1000
PMC Bronze	9G	9MM 124gr FMJ	\$240.00/cs1000

## .357 SIG TARGET AMMO

MANUFACTURER	LOAD #	DESCRIPTION	CASE PRICE
Federal Cartridge American Eagle	AE357S2	.357SIG 125gr FMJ	\$470.00/cs1000
Speer Lawman	53919	.357SIG 125gr TMJ	\$385.00/cs1000
Hornady Training Handgun	91298	.357SIG 135gr FMJ Training Brass	\$303.50/cs500



# TARGET AMMUNITION

SWC99999-SPD0000209-003

## .223 REM TARGET AMMO

MANUFACTURER	LOAD #	DESCRIPTION	CASE PRICE
Federal Cartridge American Eagle	AE223	.223REM 55gr FMJ BT	\$230.00/cs500
Federal Cartridge American Eagle	AE223N	.223REM 62gr FMJ BT	\$245.00/cs500
Federal Cartridge American Eagle	AE223T75	.223REM 75gr FMJ	\$249.00/cs500
Federal Cartridge BallistiClean	BC223NT5A	.223REM 42gr CQT Frangible	\$389.00/cs500
Hornady TAP Training	80271	.223REM 55gr FMJ TAP	\$209.91/cs500
Hornady Training	80255	.223REM 55gr SP	\$351.50/cs500
Hornady Training	80275	.223REM 55gr FMJ	\$351.50/cs500
PMC Bronze	223A	.223REM 55gr FMJ	\$395.00/cs1000

## 5.56 NATO TARGET AMMO

MANUFACTURER	LOAD #	DESCRIPTION	CASE PRICE
Federal Cartridge American Eagle	AE193A (NEW!)	5.56NATO 55gr FMJ	\$225.00/cs500
Federal Cartridge BallistiClean	BC556NX1	5.56NATO 55gr CQT Frangible	\$389.00/cs500
Hornady Training	81292	5.56NATO 75gr SBR Training	\$321.51/cs500
Hornady TAP Training	81278	5.56NATO 55gr FMJ TAP Training	\$209.90/cs500
PMC X-TAC	556X	5.56NATO 55gr FMJ	\$405.00/cs1000
PMC X-TAC	556K	5.56NATO 62gr LAP	\$435.00/cs1000

## .308 WIN/.30 CARBINE/.30-06/338 LAPUA TARGET AMMO

MANUFACTURER	LOAD #	DESCRIPTION	CASE PRICE
Federal Cartridge American Eagle	AE308D	.308WIN 150gr FMJ BT	\$495.00/cs500
Federal Cartridge American Eagle	AE30CB	.30CARBINE 110gr RN "Power Shok"	\$325.00/cs500
Federal Cartridge American Eagle	AE3006N	.30-06 150gr FMJ BT	\$595.00/cs500
Federal Cartridge American Eagle	AE300BLK1	.300BO 150gr FMJ BT	\$475.00/cs500
Federal Cartridge American Eagle	AE300BLK SUP2	.300BO 220gr OTM Subsonic	\$475.00/cs500
Hornady Training	80864	.300BO 110gr NTX Training	\$523.56/cs500
Hornady Training	80870	.300BO 110gr Frangible Training	\$471.37/cs500

## .22LR TARGET AMMO

MANUFACTURER	LOAD #	DESCRIPTION	CASE PRICE
CCI	30	.22LR MiniMag 40gr CPRN	\$369.00/cs5000
CCI	35	.22LR Standard Velocity 40gr LRN	\$300.00/cs5000
CCI	31	.22LR MiniMag 36gr HP	\$369.00/cs5000
Federal Cartridge	510	.22LR 40gr LRN	\$305.00/cs5000
Federal Cartridge	745	.22LR HV 36gr Copper Plated HP	\$305.00/cs5250



# STAFF REPORT

DEPARTMENT: CONVENTION & VISITORS

BUREAU SUBMITTED BY: Mandy Stella

MEETING DATE: APRIL 15, 2026

## AGENDA ITEM

### 2026 Independence Day Celebration Fencing

The City of Warner Robins requires temporary fencing for the 2026 Independence Day Celebration to ensure proper crowd control and event security. One bid was received, and United Site Services of FL, LLC (out of Macon, GA) has been selected as the recommended vendor.

## STAFF RECOMMENDATION

Approve the award of a contract to United Site Services for the 2026 Independence Day Celebration fencing for an amount not to exceed \$14,697.88 and authorize Mayor Patrick to execute all necessary documents.

## BUDGET AND PROCUREMENT

Budgeted Item: Yes

Included In Current Operating Budget: Yes

Fiscal Impact: Yes

Total Project Cost: \$14,697.88

Included In Current Capital Budget: No

Appropriations: Yes

Account Title / Number	Dollar Amount
CITY PROMOTIONS/4TH OF JULY CO 18.7540 #52322	\$14,697.88

External Funding Sources:

Account Title / Number	Dollar Amount
N/A	

## ITEM DESCRIPTION

To ensure a safe and organized event, temporary fencing will be installed around designated areas of the 2026 Independence Day Celebration. The City solicited bids for fencing services, receiving the following proposals:

- **United Site Services of FL, LLC** – \$14,697.88

Although National Fence Services was not the lowest bidder, they are a local company based in Macon, GA, which provides a significant advantage in case of any installation issues or last-minute adjustments. Having a local vendor allows for quicker response times and on-site support if needed during the event. Given the importance of reliability and accessibility, National Fence Services is the recommended vendor.

#### **ALTERNATIVES**

1. Reject all bids and rebid the project, which could delay securing a vendor in time for the celebration.
2. Select the lower bid from National Construction Rentals.

#### **ATTACHMENTS**

1. Bid summary detailing the proposals from both vendors.
2. National Fence Services proposal.
3. National Construction Rentals proposal.

**DRAFT**

**BID TABULATION**

**BID NO.: 26-GA-4767 TEMPORARY FENCING FOR IDC**

<b>United Site Services of Florida, LLC</b>	
<b>Macon, GA</b>	
<b>Total Price</b>	<b>\$14,697.88</b>

<b>Line #</b>	<b>Description</b>	<b>QTY</b>	<b>UOM</b>	<b>Unit</b>	<b>Extended</b>
1	6 ft Temporary Fencing Panels, must include fencing clamps/couplers to secure and stabilize panels.	2020	Each	\$4.064	\$8,209.28
2	6 ft Windscreen (black)	850	Each	\$3.34	\$2,839.00
3	Barricades	850	Each	\$2.72	\$2,312.00
4	Sand Bags	160	Each	\$8.36	\$1,337.60

DRAFT

# STAFF REPORT

DEPARTMENT: GENERAL ADMINISTRATION

SUBMITTED BY: CHRIS ROOKS

MEETING DATE: APRIL 20, 2026

## AGENDA ITEM

### Office 368 (O365) Enterprise Agreement

This item is a renewal of the city O365 agreement. This renewal will be for years 4, 5, and 6. This renewal will accomplish three things:

1. Our account will be renewed for another 3 years.
2. Licensing will be increased to accommodate the city transitioning to Tyler Technologis, specific to Human Resources Time and Attendance/Payroll implementation.
3. Increase our G3 licensing because of user demand and job functionality.

## STAFF RECOMMENDATION

Staff recommendation is to approve this renewal for another three years. The purchase is though SHI under Georgia software contract 99999-SPD-SPD0000060-0003.

## BUDGET AND PROCUREMENT

Budgeted Item: Yes

Included In Current Operating Budget: Yes

Fiscal Impact:

Total Project Cost: \$238,422.00

Included In Current Capital Budget:

Appropriations:

Account Title / Number	Dollar Amount
1535 52041 IT Professional Services and Software	\$79,474.00 yearly \$238,422.00 3 years

External Funding Sources:

Account Title / Number	Dollar Amount
If any funding will be provided by outside partners or agencies, list them with the corresponding amounts	

## ITEM DESCRIPTION

A Microsoft Office 365 Enterprise Agreement is a volume licensing contract designed for organizations that want to standardize their Microsoft cloud services and software across a business. It provides discounted pricing, flexible user licensing, and enterprise-level support in exchange for a multi-year commitment. This type of agreement helps large organizations manage users, deploy updates, and scale services like Microsoft 365 apps, Teams, and security tools in a streamlined and cost-effective way.

#### **ALTERNATIVES**

There is always an alternative to formally bid. It is recommended not to do this because of timing. This Enterprise account is critical for operations. If this is a path Council would like to take, the recommendation would be to begin this process a year prior to renewal.

#### **ATTACHMENTS**

1. Pricing Quote
2. Enterprise Update Statement

**DRAFT**



Pricing Proposal  
 Quotation #: 27403379  
 Reference #: EA 70060966  
 Created On: 4/13/2026  
 Valid Until: 4/30/2026

**GA-City of Warner Robins**

**Chris Rooks**

700 Watson Blvd  
 Warner Robins, GA 31093  
 United States  
 Phone: 478-293-1060  
 Email: crooks@wrga.gov

**Microsoft Inside Account Manager - Public Sector**

**KayLee DeBoer**

290 Davidson Ave  
 Somerset, NJ 08873  
 Phone: .  
 Email: MSSoutheastGov@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Retail	Your Price	Total
1 O365 G1 GCC Sub Per User Microsoft - Part#: U4S-00002 Contract Name: Georgia Software Contract #: 99999-SPD-SPD0000060-0003 Coverage Term: 5/1/2026 - 4/30/2027 Note: MSRP/SHI Advertised List: \$132 Renewal of 70060966	500	\$132.00	\$108.87	\$54,435.00
2 O365 G3 GCC Sub Per User Microsoft - Part#: AAA-11894 Contract Name: Georgia Software Contract #: 99999-SPD-SPD0000060-0003 Coverage Term: 5/1/2026 - 4/30/2027 Note: MSRP/SHI Advertised List: \$303.6 Renewal of 70060966	100	\$303.60	\$250.39	\$25,039.00
3 Teams AC with Dial Out US/CA GCC Sub Add-on Microsoft - Part#: NYH-00001 Contract Name: Georgia Software Contract #: 99999-SPD-SPD0000060-0003 Coverage Term: 5/1/2026 - 4/30/2027 Note: MSRP/SHI Advertised List: \$0 Renewal of 70060966	600	\$0.00	\$0.00	\$0.00
			<b>Total</b>	<b>\$79,474.00</b>

**Additional Comments**

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084. SHI International Corp. is 100% Minority Owned, Woman

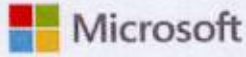
Payment Schedule for Renewal of 70060966.  
Year 1 May-01-2026 – Apr-30-2027: \$79,474.00  
Year 2 May-01-2027 – Apr-30-2028: \$79,474.00  
Year 3 May-01-2028 – Apr-30-2029: \$79,474.00  
Total: \$238,422.00

**Pricing is subject to change based on OEM and Distribution pricing changes**

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*The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.*

DRAFT



Volume Licensing

Enterprise Update Statement

**Enterprise Agreement Number** 8718335  
**Enrollment Number** 70060966  
**Company Name** City of Warner Robins

In accordance with the terms of entity's Enterprise Agreement and Enrollment, a true-up order must be submitted for each Enrollment's anniversary (including at Enrollment expiration and prior to any renewal) to account for License quantity increases for:

- a. Qualified Desktops/Devices or Qualified Users
- b. Online Services (where permitted)
- c. Previously ordered Additional Products
- d. Products included in the Server and Cloud Enrollment or Enrollment for Core Infrastructure
- e. Products included in the Enrollment for Application Platform. Products selected with the three year true-up option must place the true-up order only upon enrollment expiration and prior to renewal.

If entity has ordered any additional quantities since its last Enrollment anniversary, this annual true-up order is still required. Entity must submit an Enterprise Update Statement for each anniversary when there has been no increase in required License quantities as described above.

In checking this box, entity confirms that under the above referenced Enrollment, there has been no increase in the number of required Licenses not already ordered in a prior placed True Up Orders. Entity understands that it is the responsibility of the entity to ensure that all licenses installed are used according to the Enterprise Agreement and Enrollment referenced above.

Select applicable year for this Update statement: 3

Customer/Government Partner (as applicable)	
<b>Name of Entity*</b>	City of Warner Robins
<b>Signature*</b>	
<b>Printed Name*</b>	
<b>Printed Title*</b>	
<b>Signature Date*</b>	

\* indicates required fields

**REVIEWED AS TO FORM**  
  
**CITY ATTORNEY**  
**SUBJECT TO MAYOR AND COUNCIL APPROVAL**



- Glenwood Warrant – Effective Date of Re-Appointment: April 20, 2026; Term to Expire: May 1, 2028
- David Wilson – Effective Date of Re-Appointment: April 20, 2026; Term to Expire: May 1, 2027

The proposed resolution also includes the following new appointments:

- Michael Driggers – Effective Date of Appointment: April 20, 2026; Term to Expire: May 1, 2028
- Bradford Dalton – Effective Date of Appointment: April 20, 2026; Term to Expire: August 20, 2027

These appointments will fill designated seats and support the board’s mission of advocating for and addressing the needs of local veterans.

#### ALTERNATIVES

As an alternative to approving the resolution as presented, Council may choose to defer action and request additional review of the proposed appointments. This could include evaluating board composition, confirming continued interest and eligibility of re-appointed members, or soliciting additional applicants to ensure broader representation of the veteran community.

Council could also consider making partial appointments at this time, filling only immediate vacancies while postponing remaining positions for further consideration.

#### ATTACHMENTS

1. Resolution

**CITY OF WARNER ROBINS  
STATE OF GEORGIA**

**RESOLUTION**

BE IT RESOLVED that the Mayor and Council of the City of Warner Robins, acting pursuant to Chapter 2, Article VI, Division 12, Section 2-322 of the Code of the City of Warner Robins, Georgia, re-appoint the following four (4) individuals and appoint the following two (2) to the Warner Robins Veterans Issues Board:

<b>Name</b>	<b>Effective Date Of Re-Appointment</b>	<b>Term To Expire</b>
Bill Carey	April 20, 2026	March 6, 2028
Ernest Cooley	April 20, 2026	March 6, 2027
Glenwood Warrant	April 20, 2026	May 1, 2028
David Wilson	April 20, 2026	May 1, 2027

<b>Name</b>	<b>Effective Date Of Appointment</b>	<b>Term To Expire</b>
Michael Driggers	April 20, 2026	May 1, 2028
Bradford Dalton	April 20, 2026	August 20, 2027

This 20<sup>th</sup> day of April, 2026.

**CITY OF WARNER ROBINS, GEORGIA**

By: \_\_\_\_\_  
LaRhonda W. Patrick, Mayor

Attest:

\_\_\_\_\_  
Mandy Stella, City Clerk

# STAFF REPORT

DEPARTMENT: COMMUNITY AND ECONOMIC DEVELOPMENT

SUBMITTED BY: KATE HOGAN

MEETING DATE: APRIL 20, 2026

## AGENDA ITEM

### Appointment of Kevin Splain to Engage Warner Robins

*Kevin Splain, Chief Executive Officer, Emory Healthcare, appointed to serve 4 years on Engage Warner Robins, Development Authority.*

## STAFF RECOMMENDATION

It is the recommendation of staff to appoint Kevin Splain to the Engage Warner Robins Board. He has expressed interest in serving the City of Warner Robins and will be an asset to the board.

## BUDGET AND PROCUREMENT

N/a

## ITEM DESCRIPTION

This appointment is for Kevin Splain to serve 4 years (until April 19, 2030) on Engage Warner Robins.

## ALTERNATIVES

Do not appoint Kevin Splain to Engage Warner Robins.

## ATTACHMENTS

1. Resolution

**CITY OF WARNER ROBINS  
STATE OF GEORGIA**

**RESOLUTION**

BE IT RESOLVED that the Mayor and Council of the City of Warner Robins, acting pursuant to O.C.G.A. § 36-62-4, appoint the following individuals to the Board of Directors of Engage Warner Robins for the City of Warner Robins:

<b>Name</b>	<b>Effective Date of Appointment</b>	<b>Term to Expire</b>
Kevin Splain	April 20, 2026	April 19, 2030

This 20<sup>th</sup> day of April, 2026.

**CITY OF WARNER ROBINS, GEORGIA**

By: \_\_\_\_\_  
LaRhonda W. Patrick, Mayor

Attest:

\_\_\_\_\_  
Mandy Stella, City Clerk

# STAFF REPORT

DEPARTMENT: COMMUNITY AND ECONOMIC DEVELOPMENT

SUBMITTED BY: KATE HOGAN

MEETING DATE: APRIL 20, 2026

## AGENDA ITEM

### PSA Extension 133 S Commercial Circle

*Authorizing Mayor Patrick to extend a purchase and sales agreement due to scheduling conflicts for 133 S Commercial Circle.*

## STAFF RECOMMENDATION

Staff recommends approval of this extension to push closing on 133 S Commercial Circle to May 2026. The extension is just to better accommodate scheduling conflicts for closing.

## BUDGET AND PROCUREMENT

No Fiscal Impact.

## ITEM DESCRIPTION

The Knights of Columbus and City of Warner Robins entered into a Purchase and Sales Agreement for \$150,000 (SPLOST 2024) on December 1, 2025. This extension is just to better accommodate the schedules of all the signatories needed for closing.

## ALTERNATIVES

Choose a different method of closing.

## ATTACHMENTS

1. Original Purchase and Sales Agreement
2. PSA Extension

**STATE OF GEORGIA  
CITY OF WARNER ROBINS**

**RESOLUTION**

BE IT RESOLVED by the Mayor and Council of the City of Warner Robins that Mayor LaRhonda W. Patrick is authorized to execute an amendment to the purchase and sales agreement executed on December 1, 2025, with Columbians of Warner Robins for the property located at 133 S. Commercial Circle.

This 20<sup>th</sup> day of April 2026.

**CITY OF WARNER ROBINS, GEORGIA**

By: \_\_\_\_\_  
LaRhonda W. Patrick, Mayor

Attest:

\_\_\_\_\_  
Mandy Stella, City Clerk

**AMENDMENT TO PURCHASE AND SALE CONTRACT**

This Amendment to Purchase and Sale Contract (this “**Amendment**”) is entered into by and between **Columbians of Warner Robins, Inc.**, a Georgia nonprofit corporation (the “**Seller**”), and the **City of Warner Robins, Georgia**, a Georgia municipal corporation (“**Purchaser**”) effective as of April 20, 2026 (the “**Amendment Effective Date**”).

**WITNESSETH:**

**WHEREAS**, Seller and Purchaser entered into that certain Purchase and Sale Contract effective as of December 1, 2025 (the “**Contract**”) covering the sale and purchase of certain real property located at 133 S Commercial Circle, Warner Robins, Houston County, Georgia, as more particularly described in the Contract; and

**WHEREAS**, Sellers and Purchaser desire to amend the Contract as provided herein.

**AGREEMENT**

**NOW, THEREFORE**, in consideration of the mutual covenants herein contained and other good and valuable consideration, the mutual receipt and legal sufficiency of which are hereby acknowledged, Seller and Purchaser agree as follows:

1. **Defined Terms.** All capitalized terms used but not defined herein shall have the meaning(s) given to them in the Contract.

2. **Closing.** Section 4(a) of the Contract is hereby amended by deleting the definition of Closing Date in the first line and inserting in lieu thereof the following:

“The closing of this transaction (the “**Closing**”) shall be held at the office of the Closing Agent, or such other location as is mutually agreeable to Purchaser and Seller, on the date that is sixty (60) days following the expiration of the Inspection Period, unless such day falls on a weekend or holiday, in which case on the next succeeding business day, or such earlier date as Purchaser and Seller may agree (the “**Closing Date**”).”

3. **Entire Agreement.** This Amendment, together with the Contract, sets forth all covenants, agreements and understandings between Sellers and Purchaser with respect to the subject matter hereof and can only be changed by an instrument in writing signed by Sellers and Purchaser.

4. **Authority.** Each party warrants and represented unto the other that (i) it has full right and authority to execute, deliver and perform this Amendment; and (ii) the person executing this Amendment on behalf of it was authorized to do so.

5. **Conflict.** In case of any inconsistency between this Amendment and the Contract, the terms of this Amendment shall be controlling.

6. Multiple Counterparts; Electronic Signatures. This Amendment may be executed in any number of counterparts and, if executed in multiple counterparts, the same shall, when taken together, constitute one original. The use of electronically submitted signatures (facsimile or email/pdf) in place of original signatures on this Amendment is expressly allowed.

EXECUTED to be effective as of the Amendment Effective Date.

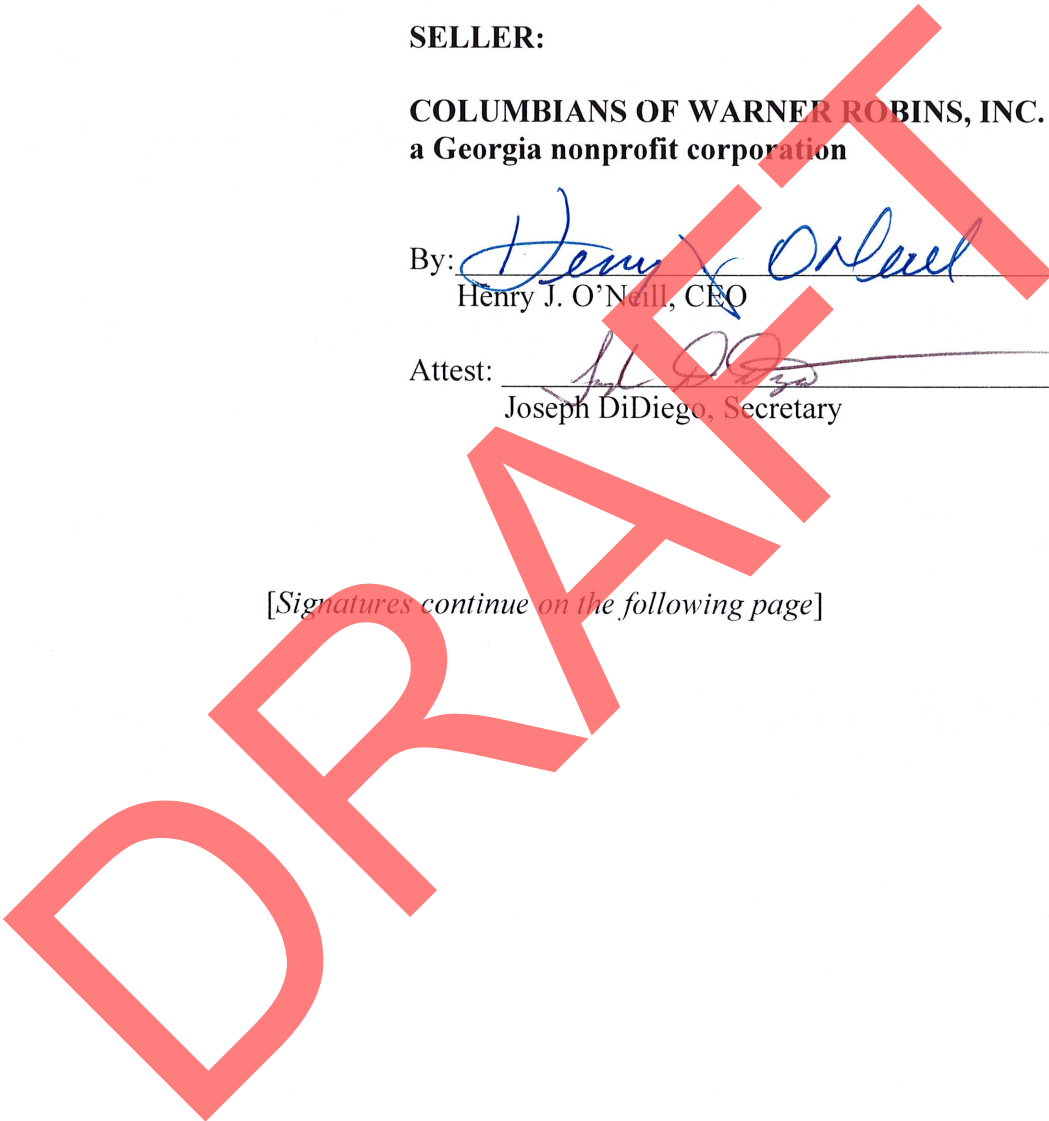
**SELLER:**

**COLUMBIANS OF WARNER ROBINS, INC.**  
**a Georgia nonprofit corporation**

By:   
Henry J. O'Neill, CEO

Attest:   
Joseph DiDiego, Secretary

*[Signatures continue on the following page]*



**PURCHASER:**

**City of Warner Robins,**  
a Georgia municipal corporation

By: \_\_\_\_\_  
LaRhonda W. Patrick, Mayor

[Seal]

Attest: \_\_\_\_\_  
Mandy Stella, City Clerk

DRAFT

# STAFF REPORT

DEPARTMENT: CONVENTION & VISITORS BUREAU

SUBMITTED BY: LERA MONCRIEF

MEETING DATE: APRIL 20, 2026

## AGENDA ITEM

### 2026 Event Production Services

Approval to award a contract for 2026 Event Production Services and authorize Mayor Patrick to execute all necessary documents. Four (4) responsive bids were received, and RCS Productions and Entertainment, Inc. has been selected as the recommended vendor.

## STAFF RECOMMENDATION

Approve the award of a contract to RCS Productions and Entertainment Inc. for 2026 Event Production Services utilizing an a la carte pricing model. The amount shall not exceed \$61,400.00.

## BUDGET AND PROCUREMENT

Budgeted Item: Yes

Included In Current Operating Budget: Yes

Fiscal Impact: Yes

Total Project Cost: \$61,400.00

Included In Current Capital Budget: No

Appropriations: Yes

Account Title / Number	Dollar Amount
CITY PROMOTIONS/SPECIAL EVENTS 18.7540 #2001.52321	\$61,400.00

External Funding Sources:

Account Title / Number	Dollar Amount
N/A	

## ITEM DESCRIPTION

The City of Warner Robins hosts multiple large-scale community events annually, including the International City Festival, Food Truck Roundups, and the Christmas Tree Lighting Ceremony. These events require professional production services including talent coordination, stage rental, sound, lighting, and overall event execution.

To address this, the City issued **RFP No. 26-GA-4754** seeking qualified firms to provide comprehensive event production services for the 2026 event season. These firms serve as the contracting entity for talent and production services, while expanding the City's ability to offer diverse, high-quality entertainment.

Four (4) responsive proposals were received:

- RCS Productions and Entertainment Inc.
- Mack Tyme Entertainment LLC
- AEM Services, LLC
- U-Rent Georgia Inc.

The City developed and distributed a standardized, itemized pricing workbook to all responding vendors. This workbook outlined specific production requirements for each event, including detailed scopes for stage, sound, lighting, production management, labor, equipment, and talent. Vendors were required to submit cost proposals using this format to ensure consistency, transparency, and an accurate comparison of services.

Proposals were evaluated based on the following criteria:

- Relevant Experience (30%)
- Project Management Plan (25%)
- Personnel Expertise (25%)
- Staffing & Capacity (20%)

RCS Productions and Entertainment Inc. was determined to be the most responsive and responsible proposer based on overall evaluation and demonstrated ability to meet the City's needs.

Key factors supporting this recommendation include:

- Strong experience in municipal and large-scale event production
- Comprehensive understanding of project scope and objectives
- Ability to provide full-service production, including talent booking and compliance management
- Demonstrated organizational capacity and professional staffing structure
- Flexibility to provide services using an a la carte pricing model
- Ability to serve as a single point of contact for entertainment, ensuring all performers meet City procurement requirements

Utilizing a qualified production vendor allows the City to reduce administrative burdens on staff and expanding the range and quality of entertainment available for City events.

Estimated Event Costs (Production & Entertainment):

- Food Truck Roundup – May 2026: \$7,200
- Food Truck Roundup – October 2026: \$7,200
- International City Festival – September 2026: \$38,750
  - (Includes stage, sound, lighting, entertainment, and full production)
- Christmas Tree Lighting – December 2026: \$8,250
  - (Includes stage, sound, lighting, and production)

## ALTERNATIVES

- Reject all proposals and reissue the solicitation, which may delay planning and execution of 2026 events.
- Select an alternate vendor.

- Continue contracting talent individually, which may create compliance challenges with procurement policies and increase administrative workload for staff.

#### ATTACHMENTS

- Bid Tabulation – RFP No. 26-GA-4754
- Production Services Contract (26-GA-4754)

DRAFT



## CONTRACT FOR SERVICES

**OWNER:** City of Warner Robins  
P.O. Box 8629  
Warner Robins, GA 31095

**CONTRACTOR:** RCS Productions & Entertainment, Inc.  
2312 Peachford Road, Suite A  
Dunwoody, GA 30338

**BID NO./TITLE:** 26-GA-4754 2026 Event Production Services

This Contract is made and entered into this 20<sup>th</sup> day of April 2026, by and between **RCS PRODUCTIONS & ENTERTAINMENT, INC.** (hereinafter “Contractor”), and the **CITY OF WARNER ROBINS**, a Georgia municipal corporation in Houston and Peach Counties, (hereinafter “City”).

WHEREAS, in consideration of the mutual promises and covenants contained herein, the parties do hereby agree as follows:

1. Contract Documents: The following documents, including any addenda, attachments, and additions, collectively form the complete contract documents, all of which are incorporated herein by reference and shall do everything required by this contract:
  - a. Request for Proposal No. 26-GA-4754;
  - b. General Instructions to Bidders, Terms and Conditions;
  - c. Exhibit A: Contractor Proposal
  - d. Exhibit B: Scope of Services
  - e. Exhibit C: 2026 Event Schedule and Contractor Costs
2. Contract Term: The term of this Contract shall commence on the Effective Date of April 20, 2026 and expire on December 31, 2026.
3. Scope of Services: The Contractor is responsible for performing the scope of services set forth in the Request for Proposal (the “Work”), attached hereto as “Exhibit B” and generally described as follows:
 

Event productions services for the City of Warner Robins 2026 Event Season to include, pre-production planning, technical production, financial management, artist coordination, post-event reporting, and related services.
4. Contract Price:
  - 4.1 The City shall pay Contractor in accordance with the rates set forth in the Contractor’s proposal, attached hereto and incorporated herein as “Exhibit C”, for Contractor’s performance of Work, subject to authorized budget appropriations.

- 4.2 Costs shall not exceed any specified budget limits without prior written approval from the City.
- 4.3 In addition to the agreed upon rates, the City may reimburse the Contractor for performer fees, production costs, and other event-specific expenses necessary for event management and operations. The contractor shall not incur any additional expenses without the written consent of the City. The City will process approved payment requests under this Contract to the Contractor. Payment to sub-contractors and suppliers is the responsibility of the Contractor.

## 5. Payment Procedures

- 5.1 The City will process payment requests following inspection and approval of services rendered.
- 5.2 Contractor must submit valid, itemized invoices after delivering goods or services. At a minimum, invoices must include: (i) invoice number; (ii) Contractor name and address; (iii) purchase order number; (iv) buyer name and address; (v) item description and line number; (vi) item quantity, unit price, and extended price; (vii) discount, if applicable; (viii) order date and shipping date; (ix) back order amount, if any, and shipping date.
- 5.3 All invoices must be submitted via email to the following address, wrinvoices@wrga.gov.
- 5.4 The City will pay all undisputed amounts via check within thirty (30) days of receipt and approval of a properly prepared invoice.

## 6. Termination

- 6.1 The City, by written notice, may terminate this Contract, in whole or in part, when in the City's interest. If this Contract is terminated, the City shall be liable only for goods or services delivered or accepted. The City Notice of Termination may provide the Contractor thirty (30) days prior notice before it becomes effective. However, at the City's sole option a termination of convenience may be effective immediately and may apply to delivery orders (if applicable) or to the contract in whole.
- 6.2 In compliance with the requirements of O.C.G.A. § 36-60-13 governing the terms and conditions of multiyear contracts, this Contract shall be effective for a term commencing on the Effective Date and terminating at midnight one year later ("initial term"), without further obligation on the part of either party other than outstanding obligations incurred prior to the expiration of such term.

7. Licenses, Registrations, Certifications and Permits: The Contractor shall be responsible for obtaining and maintaining in a valid status, all licenses, registrations, certifications, and permits necessary to perform the Work as required by law. Contractor shall provide copies of any such licenses, certifications, or permits to the City upon request.

## 8. Insurance

- 8.1 Contractor shall obtain and continuously maintain during the term of the Contract insurance meeting or exceeding the minimum coverage amounts as follows:  
Worker's Compensation at Statutory Requirement  
Commercial General Liability: \$1 Million/Occurrence, \$2 Million General Aggregate  
Commercial Auto Liability: \$1 Million Combined Single Limit

8.2 Such insurance shall be endorsed to name the City of Warner Robins as an additional insured party.

9. Indemnification: The Contractor shall indemnify, defend and hold harmless the City of Warner Robins and, its departments, their officers, agents, and employees from any claims, demands, damages and actions of any kind or nature whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the Contractor/any services of any kind or nature provided by the Contractor.

#### 10. Subcontractors

10.1 The Contractor shall have the right to retain subcontractors, sub-subcontractors, or consultants to perform services under this contract as outlined in Exhibit B; however, the engagement of Talent shall be subject to the City's prior approval. The Contractor shall provide the City with a list of primary event vendors (e.g., staging, sound, lighting) upon request, and the City's approval of such vendors shall not be unreasonably withheld, conditioned, or delayed.

10.2 Administration of any approved subcontractor shall be the Contractor's responsibility and all subcontracts shall be bound by all pertinent portions of this Contract and assume all applicable obligations and responsibilities which the Contractor by this Contract assumes toward the City.

10.3 The Contractor shall ensure that all subcontractors engaged in the performance of this Contract possess and maintain all required licenses, certifications, permits, and approvals required by applicable federal, state, and local laws and authorizing the performance of such services for which they were retained.

10.4 Consistent with the "Turnkey" nature of the services, the Contractor shall have full authority to manage, schedule, and direct all subcontractors on-site. The City acknowledges that the Contractor is the sole point of contact for all subcontractor performance and payment issues.

#### 11. Employment Authorization Program

11.1 In accordance with the Georgia Security and Immigration Compliance Act, as amended, any Contractor that enters into a contract for the physical performance of services shall register and participate in the federal work authorization program, E-Verify. All subcontractors and sub-subcontractors, as such terms are defined in O.C.G.A. § 13-10-90, shall also be required to comply with these E-Verify requirements.

11.2 The Contractor and their subcontractors and sub-subcontractors will be required to execute an affidavit verifying their compliance with O.C.G.A. § 13-10-91.

11.3 The Contractor shall comply with any and all applicable requirements and provisions set forth in O.C.G.A. § 13-10-91.

11.4 Pursuant to O.C.G.A. § 13-10-91, in the event the Contractor contracts with a subcontractor in connection with this Contract, the Contractor shall secure from such subcontractor a notarized subcontractor affidavit, and maintain such record for inspection by the City.

12. Assignment: This Contract shall not be assignable by the Contractor in whole or in part without the written consent of the City.

13. Contract Modification: Any change to the Contract must be made by a written amendment, signed and dated by authorized representatives of both the City and the Contractor. The amendment must reference the original Contract, state the specific changes, and note any adjustments to price, schedule, or deliverables. No verbal agreements or informal communications shall constitute a valid amendment.

14. Compliance with Laws; Non-Discrimination: The Contractor, its sub-contractor(s), assignees and successors, in the performance of contracted work, shall comply with all applicable federal, state, and local laws, rules and regulations. Including, but not limited to, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, gender, religion, age, or disability in connection with any bid submitted to the City of Warner Robins or the performance of any contract resulting therefrom.

IN WITNESS WHEREOF, the parties hereto have each caused this Contract to be executed.

**CITY OF WARNER ROBINS**

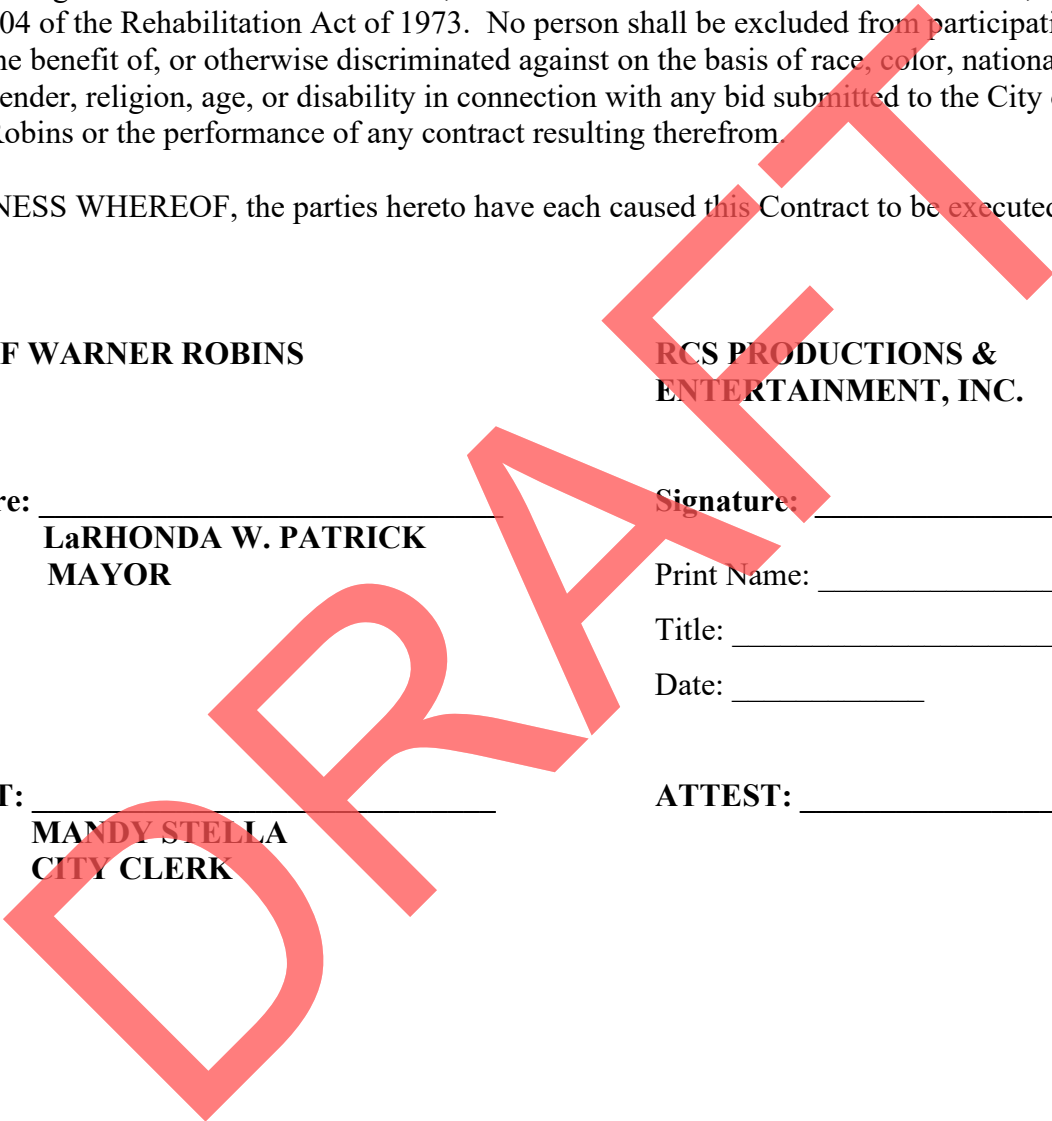
**RCS PRODUCTIONS &  
ENTERTAINMENT, INC.**

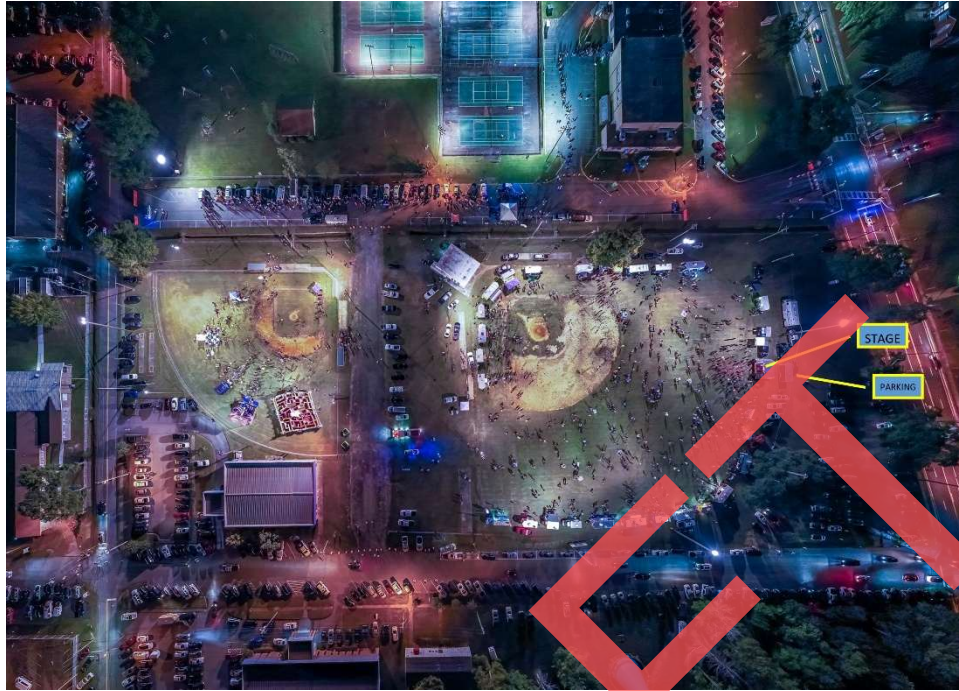
Signature: \_\_\_\_\_  
**LaRHONDA W. PATRICK**  
**MAYOR**

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
**MANDY STELLA**  
**CITY CLERK**

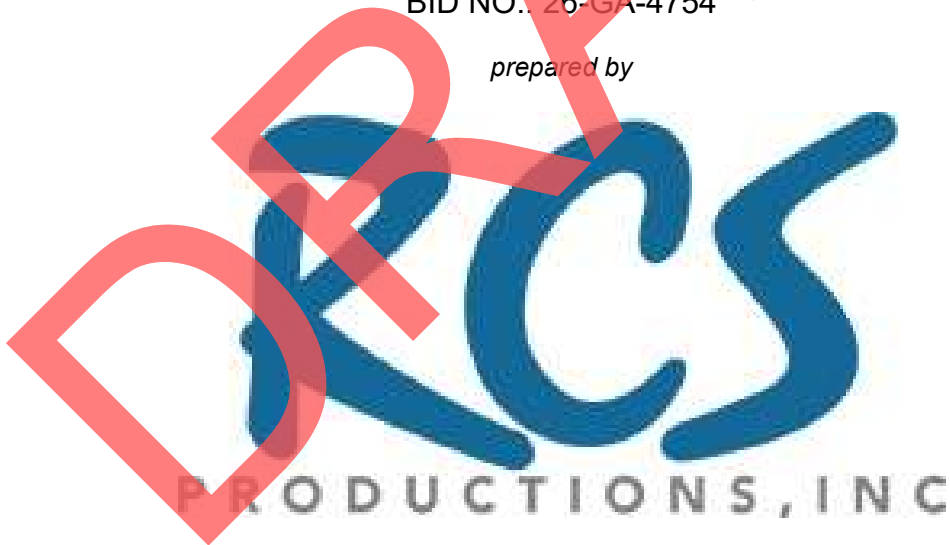
ATTEST: \_\_\_\_\_





**PROPOSAL RESPONSE**  
CITY OF WARNER ROBINS  
2026 EVENT PRODUCTION SERVICES  
BID NO.: 26-GA-4754

*prepared by*



RCS PRODUCTIONS & ENTERTAINMENT INC  
d/b/a RCS PRODUCTIONS  
2312 Peachford Rd Ste A  
Dunwoody GA 30338  
770-306-9155

## PROPOSAL DELIVERABLES

### A. Cover Letter

Founded in 1982, **RCS Productions (RCS)** annually produces over **200 community concerts and festivals** across the Southeast, drawing on deep, long-standing relationships with our clients, production partners, and artist’s agencies and managers.

Our extensive portfolio confirms our experience across various project types and scales:

- **Municipal Concert Series:** Long-standing programs such as Glover Park, Marietta (25 years), and the Woodstock Summer Series (22 years).
- **Signature Festivals:** Production management for events like the Yellow Daisy Festival at Stone Mountain Park (since 1982).
- **Venue Development:** Consultations on venue design and operations for cities including Goose Creek, SC; Douglasville, GA; and Stockbridge, GA.

### Full Turnkey or À La Carte Services

RCS offers flexible service models, providing **turnkey solutions** or specific à la carte expertise, including:

- **Venue & Site Management:** Venue design, comprehensive site planning, and detailed load-in/load-out management.
- **Talent Management:** Talent buying and full rider fulfillment for national, regional, and local acts.
- **Technical Production:** Full technical production (stage, audio, lighting, LED video/IMAG) utilizing **IATSE-certified crews**.
- **Financial & Administrative:** Budget management, deposit fulfillment, vendor payouts, account reporting, contract administration, and insurance compliance.

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### Contact Information

Role	Name	Email	Phone
General Manager (Proposal Contact)	Tod Elmore	tod@rcsproductions.com	404-822-3520
Office Location		2312 Peachford Rd, Ste A, Dunwoody, GA 30338	

### B. Statement of Qualifications and Experience

**RCS is a full-service event management and production firm** specializing in the successful launch, management, and execution of municipal concert and festival series. Our core expertise encompasses comprehensive **Venue Consulting and Design**, full **Talent Buying and Contract Administration**, and expert **On-Site Production and Logistics**. This holistic approach ensures every project meets the highest industry standards from initial concept to final execution.

## Professional Credentials and Expertise

RCS actively maintains professional credentials and industry engagement to **ensure best practices and superior safety standards.**

- **Industry Recognition:** We are proud three-time recipients of the **Georgia Festival & Events Association “Vendor of the Year”** award.
- **Professional Affiliations:** We maintain active membership in leading organizations:
  - International Festivals & Events Association (**IFEA**)
  - International Entertainment Buyers Association (**IEBA**)
  - Southeast Festivals and Events Association (**SFEA**)
- **Safety & Compliance:** We are active members of the **Event Safety Alliance (ESA)** and regularly attend its annual Safety Summit, underscoring our commitment to **risk mitigation.**
- **Client Engagement:** We are consistent exhibitors at the **Georgia Municipal Association (GMA)** annual conference, confirming our engagement with municipal clients across the state.

## Key Personnel Expertise

**Tod Elmore, Company General Manager (Direct Report)** Mr. Elmore brings over **20 years of executive experience** in the concert, event, and festival industry. His expertise includes:

- **Venture Creation and Growth:** Co-founding the experiential concert-cruise company, Sixthman (purchased by Norwegian Cruise Line).
- **High-End Event Curation:** Co-founding and ongoing engagement with The Earl Klugh-hosted Weekend of Jazz at The Broadmoor (now in its 21st year).
- **Industry Education:** Served as an adjunct professor at SAE Institute, teaching event production and touring.

**Stephen Moore, Company President** Mr. Moore joined RCS in 1997 and has been in the industry since 1990, playing a key role in the firm's growth for the past 25 years. Each year, Mr. Moore teaches **“Working with Entertainment”** and **“Event Safety”** for the Southeast Tourism Society, directly qualifying RCS to advise clients on all aspects of logistics and public safety.

## Summary of Relevant Projects and Scale

RCS has a proven track record of successfully managing the transition and expansion of multiple city-run concert series, guiding them from small community gatherings to **large-scale, amphitheater-hosted programs.** This experience demonstrates our ability to manage the necessary increase in budget, logistics complexity, and public safety requirements that accompany project growth.

For instance, both the City of Woodstock and the City of Douglasville projects transitioned from hosting events in smaller parks and gazebos to operating in permanent, covered amphitheaters. Our consultation on the design and construction of these venues confirms our ability to manage projects of significant **capital investment and scale,** providing full-service production for venues capable of hosting thousands of attendees. The services provided consistently include advising on talent selection, negotiating, contracting, and administering artist performance agreements and riders, along with full-scale production services including staging (where necessary), sound/PA, lights, video/IMAG, and other production infrastructure pieces.

Client & Contact	Services Provided	Relevance & Scale	Contact Information
<b>City of Woodstock, GA</b> - Jeff Moon, City Manager	Full-service booking, production, contracting, rider administration, and consultation on permanent amphitheater design/construction.	<b>20+ years of series management</b> with a transition to a permanent amphitheater venue and management of 5 large-format shows annually.	jmoon@woodstockga.gov 770-592-6000
<b>City of Douglasville, GA</b> - Samantha Rosado, Ass't Director	Talent buying, production, full logistics management, and ticketing consultation for a new amphitheater and ongoing series.	<b>10+ years of series management</b> with a transition to a new venue (opened 2023) and manages 6 large-format shows annually.	rosados@douglasvilleca.gov 678-449-3096
<b>City of Goose Creek, SC</b> - Lyza Bowers, Program Director	Launch of a new concert series at the Daning Amphitheater; includes talent buying, production, ground transportation, lodging, and backline coordination.	Established a <b>successful new series (2024 launch)</b> , demonstrating best practices in launch and execution.	lbowers@goosecreeksc.gov 843-569-4242

**Direct Experience with the City of Warner Robins**

RCS Productions (including our legacy work as Hubbub Productions) has successfully produced the past **11 Independence Day Celebrations** for the City of Warner Robins.

- **Site Expertise:** While we are intimately familiar with McConnell-Talbert Stadium, we also possess the specialized gear and logistical planning required for **Perkins Field**. We understand how to optimize the "International City" events within the Perkins Field footprint to ensure proper crowd flow and professional sound coverage in that specific environment.
- **City Integration:** We have established, long-term working relationships with City departments, including Parks & Rec and Public Safety, ensuring a "no-surprises" execution on event day.

**C. Management Plan**

RCS Productions utilizes a proven, three-phase "Master Producer" methodology—**Planning, Advance Logistics, and Execution**—to ensure every City event at Perkins Field is delivered with professional consistency and technical excellence. Our strategy centers on being the City's single point of contact, managing the complex interface between artist requirements and municipal operational constraints.

## 1. Production Procurement & Strategy

Our procurement strategy is built on over 40 years of vetting and managing specialized production partners.

- **Vetted Partners:** We do not simply "rent gear"; we procure and integrate specialist production partners who provide current, high-quality equipment and IATSE-certified technical crews.
- **Fiscal Oversight:** Our Event Manager maintains strict control over all subcontractor contracts, budgets, and payment schedules, ensuring resources are delivered within the City's established financial parameters.

## 2. Day-of-Show Logistics & Execution

We provide a "curtain-to-curtain" management presence on-site for every event.

- **Single Point of Command:** An RCS Event Lead serves as the central command for all day-of-show activities, coordinating directly with City staff, Public Safety, and Public Works.
- **Logistics Mapping:** We consult on the site layout design for Perkins Field, optimizing the venue footprint for professional sound coverage, vendor placement, and safe crowd flow.
- **Safety Integration:** As active members of the Event Safety Alliance (ESA), we manage real-time contingencies, including inclement weather protocols and emergency access coordination.

## 3. Management of Technical Personnel

RCS provides professional oversight of all technical staff to ensure the City never has to manage production troubleshooting.

- **Stage Management:** Our dedicated Stage Manager works directly with performers and technical crews to maintain a strict "Run of Show," ensuring transitions are seamless and performances stay precisely on schedule.
- **Technical Lead (A1):** We manage the Lead Audio Engineer and lighting technicians to ensure "concert-grade" intelligibility and visual impact for every community event.

## 4. Demonstrated Expertise

Our expertise is backed by an 11-year successful track record with the City of Warner Robins and over 200 event days produced annually across the Southeast. This longevity demonstrates our unique ability to scale production for a variety of audiences while maintaining the high standards required for municipal public-facing celebrations.

## D. Staffing and Capacity

RCS Productions provides a dedicated core team with deep institutional knowledge of the City of Warner Robins' operational requirements. Our staffing model ensures that the same leads who plan the events are the ones executing them on-site, providing the City with a seamless and accountable management structure.

Name	Title	Roles and Responsibilities
Tod Elmore	Project Lead / City Liaison	Primary point of contact for City leadership; manages overall event calendar and budget; leads vendor procurement and municipal coordination.

Name	Title	Roles and Responsibilities
<b>Buddy Lovell</b>	Production Manager	Oversees technical integrity; reviews artist riders; manages equipment load-ins/outs and site-specific audio optimization at Perkins Field.
<b>Matt Tatman</b>	Stage Manager	Manages on-site run-of-show and performance transitions; serves as primary artist liaison; oversees stage-area safety and logistics.

**Capacity to Perform**

RCS maintains the full administrative and technical capacity to manage the City's 2026 calendar.

- **Scalable Staffing:** Beyond the core leads, RCS maintains a roster of professional technicians and production assistants deployed as needed based on event scale.
- **Administrative Support:** Our Dunwoody-based office provides full-time support for insurance compliance, E-Verify management, and artist contracting.

**E. Required Documents**

Provided under separate cover.

**F. Cost of Services**

Because the specific technical requirements and artist genres for the 2026 season are variable, RCS Productions has provided three distinct pricing scenarios. This allows the City to scale its production investment based on the specific needs of each event—from smaller community gatherings to large-scale festivals at Perkins Field.

**Important Note on Talent Costs:** The figures below represent the cost for **Production and Management Services only**. These costs do not include the actual artist fees (talent buying). Per the "Master Producer" model, RCS will source, vet, and contract all talent at the City's direction, and those fees will be invoiced as transparent, separate line items.

Furthermore, individual artists may occasionally have specific technical riders or performance needs that exceed these baseline production tiers. In such cases, any additional costs will be clearly addressed and submitted for City approval in advance.

Production Tier	Description	Cost of Services
<b>Scenario 1</b>	<b>Management &amp; Talent Oversight:</b> Event utilizes the City's existing stage/covering. Artist provides their own sound and lighting systems. RCS provides talent vetting and procurement, on-site management, technical coordination, and stage management.	<b>\$8,250</b>

Production Tier	Description	Cost of Services
Scenario 2	<b>Mobile Staging &amp; Management:</b> RCS provides a professional mobile stage and roof system. Artist provides their own sound and lighting. RCS provides talent vetting and procurement, on-site management, technical coordination, and stage management.	<b>\$27,750</b>
Scenario 3	<b>Full Turnkey Production:</b> RCS provides a professional mobile stage, concert-grade sound reinforcement, and a professional lighting package. Includes all technical personnel (A1/Engineers) and management. RCS provides talent vetting and procurement, on-site management, technical coordination, and stage management.	<b>\$41,250</b>

Each of the scenarios above includes the following core management services:


- **Talent Procurement:** Vetting and contracting regional/international artists.
- **Site Logistics:** Site mapping at Perkins Field and coordination with City Public Works/Safety.
- **Financial Management:** Direct payment of all production subcontractors and technical personnel.
- **On-Site Execution:** Dedicated RCS Event Lead and Stage Manager present from load-in to load-out.

### G. Closing Statement

RCS Productions sincerely appreciates the opportunity to submit this proposal for the City of Warner Robins' 2026 Event Production Services. Our firm offers the ideal combination of proven expertise, robust safety compliance (ESA), deep municipal project experience (GMA), and a decade-long history of successful execution within the Warner Robins community.

We are confident that our "Master Producer" approach, backed by our highly qualified personnel and intimate knowledge of the Perkins Field venue, will ensure the seamless, safe, and successful delivery of an outstanding event season for the "International City." Our scalable production scenarios are designed to provide the City with maximum flexibility while maintaining a world-class standard for all local and regional talent.

RCS is ready to begin work immediately upon contract award. We look forward to the opportunity to continue our partnership with the City of Warner Robins and welcome any questions you may have regarding our qualifications, staffing, or technical approach.

<b>Respectfully Submitted,</b>	
	
<b>Tod Elmore RCS Productions</b>	<b>February 13, 2026</b>

ADDENDUM NO. 1: ACKNOWLEDGMENT & COST REVISION

To: City of Warner Robins Purchasing Department

Project: Event Production Services (RFP #26-GA-4754)

Date: February 17, 2026

RCS Productions hereby submits this Addendum to our proposal for Event Production Services. We formally acknowledge the City's recent update regarding talent budget allocations for the 2026 season (\$2,500–\$3,500 for Food Truck Roundups and \$25,000–\$30,000 for the International City Festival).

While our initial submission provided a robust framework for production management, we have updated our **Section F: Cost of Services** to directly integrate these specific talent figures. This ensures our proposed production tiers are perfectly synchronized with the scale of entertainment now defined by the City.

The total costs presented here utilize the highest anticipated talent budget figures provided by the City (\$3,500 and \$30,000, respectively); however, RCS Productions will leverage our extensive industry relationships and negotiation expertise to make every effort to secure high-caliber talent below these ceilings whenever possible.

Production Tier	Description	Cost of Services
Scenario 1	<b>Management &amp; Talent Oversight:</b> Event utilizes the City's existing stage/covering. Artist provides their own sound and lighting systems. RCS provides talent vetting and procurement, on-site management, technical coordination, and stage management, and pays all vendors including talent.	<b>\$54,785</b>
Scenario 2	<b>Mobile Staging &amp; Management:</b> RCS provides a professional mobile stage and roof system. Artist provides their own sound and lighting. RCS provides talent vetting and procurement, on-site management, technical coordination, and stage management, and pays all vendors including talent.	<b>\$74,250</b>
Scenario 3	<b>Full Turnkey Production:</b> RCS provides a professional mobile stage, concert-grade sound reinforcement, and a professional lighting package. Includes all technical personnel (A1/Engineers) and management. RCS provides talent vetting and procurement, on-site management, technical coordination, and stage management, and pays all vendors including talent.	<b>\$89,550</b>

Authorized Signature

The undersigned confirms that the pricing and strategies contained herein replace all previous cost iterations and remain valid through the duration of the 2026 event season.

Signature: \_\_\_\_\_

Tod Elmore, General Manager, RCS Productions

## Exhibit B

### SCOPE OF SERVICES

The vendor shall provide all labor, equipment, coordination, and services necessary to deliver a complete event production for the specified event, excluding City-provided components where noted. All services must be suitable for an outdoor event environment and include delivery, setup, operation, and breakdown.

Vendor is responsible for coordinating all production elements, including integration with any City-provided equipment or infrastructure, and ensuring all components meet City standards. All talent must be approved by the City of Warner Robins prior to booking.

The City of Warner Robins will designate a primary point of contact for each event. The vendor shall coordinate all production-related communication through the designated City representative and shall not make independent decisions regarding event operations without prior approval.

#### **A. Pre-Production**

- Develop and present an overall event production plan and timeline.
- Coordinate with City staff, vendors, sponsors, performers, and stakeholders as necessary.
- Attend planning meetings with City staff as necessary.
- Assist with site layout design and logistics mapping.
- Obtain and maintain all required permits, insurance, and safety documentation.
- Develop a detailed artist schedule and performance timeline in collaboration with City staff.

#### **B. Artist Engagement and Coordination**

- Secure, contract, and pay all performers/entertainers (bands, DJs, etc.).
- Serve as the primary point of contact between the City and all artists or their representatives.
- Coordinate with artists, managers, and/or booking agents to confirm performance details, technical riders, hospitality needs, and schedules.
- Oversee artist check-in, stage calls, and performance transitions.
- Ensure all contractual requirements related to performance production and technical support are fulfilled.
- The Contractor shall be responsible for obtaining and maintaining in a valid status, all artist or supplier licenses, registrations, certifications, and permits as required by law and shall provide copies of any such licenses, certifications, or permits to the City upon request.

#### **C. Financial Management**

- Contractor will invoice the City for agreed services. Contractor is responsible for paying all subcontractors, performers, and suppliers related to talent, stage, and event production.
- Ensure compliance with all applicable financial regulations.

#### **D. Production Services**

- Rent and provide appropriate staging, lighting, and sound equipment for the International City Festival and Christmas Tree Lighting.

- Provide qualified technicians to run sound, lighting, and stage management.
- Supply and manage all electrical needs to include generators, cabling and distribution while ensuring all safety protocols are followed.

**E. Event Management**

- Oversee setup, operation, and breakdown of stage and production equipment.
- Ensure adherence to all applicable safety standards.
- Coordinate directly with City staff to confirm schedules, performers, and logistics.

**F. Post-Event**

- Coordinate site breakdown to include staging, lighting, electrical, audio and all additional production equipment and/or supplies.
- Conduct a post-event debrief with City staff as requested.

DRAFT

Exhibit C

2026 EVENT SCHEDULE & PRODUCTION COSTS

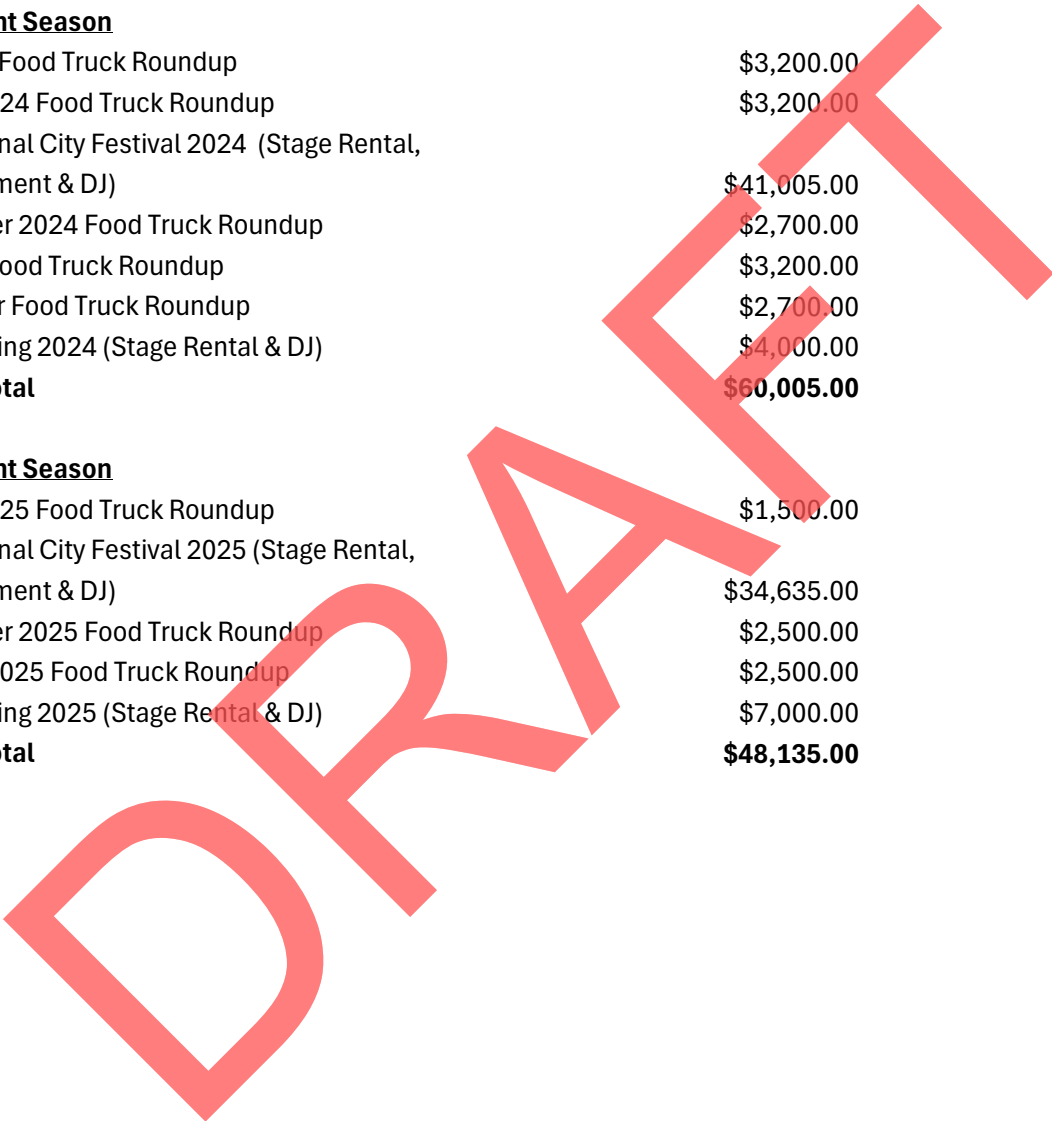
<i>MAY FOOD TRUCK ROUNDUP - MAY 14, 2026</i>			
Category	Description	Included (Y/N)	Vendor Cost
<b>Stage</b>	City-provided stage will be utilized for this event. Vendor is not required to provide staging but is responsible for coordinating sound and lighting integration with the existing stage.	No	\$0.00
<b>Sound</b>	Full-service audio system including speakers, monitors, mixing board, microphones, stands, cabling, and a qualified sound technician. System must be sufficient for live music, announcements, and full audience coverage for an outdoor event environment, accounting for open space and ambient noise.  In some cases, talent may provide their own sound equipment; however, all audio setups must meet the City's production standards for outdoor events and are subject to City approval. The vendor remains responsible for ensuring overall sound quality, coverage, and technical support.  Supplemental equipment or support must be provided by the vendor if talent-provided sound is insufficient.	Yes	\$2,200.00
<b>Lighting</b>	Event and/or stage lighting including fixtures, stands/trussing (if needed), power distribution, cabling, and a qualified lighting technician. Lighting must be sufficient for outdoor event conditions, ensuring proper visibility for performers, stage areas, and audience engagement as applicable.  In some cases, talent may provide their own lighting; however, all lighting setups must meet the City's production standards for outdoor events and are subject to City approval. The vendor remains responsible for ensuring adequate lighting levels, coverage, and technical support.  Supplemental equipment or support must be provided by the vendor if talent-provided lighting is insufficient.	Yes	(Included in Sound)
<b>Talent</b>	Vendor to procure and contract talent. All selections must be approved by the City. Budget not to exceed \$3,500.	Yes	\$3,500.00
<b>Production Management</b>	Overall coordination and management of all production elements, including pre-event planning, scheduling, vendor coordination, talent logistics, and development of a run-of-show. Responsibilities include advancing technical requirements with performers, coordinating load-in and load-out, and providing on-site supervision to ensure seamless execution of the event.  Vendor shall serve as the primary point of contact for all production-related activities and ensure all components operate cohesively in an outdoor event environment.	Yes	\$1,500.00
<b>Labor</b>	All labor required for delivery, setup, operation, and breakdown of production elements, including stagehands, technicians, and support staff. Must include load-in and load-out.	Yes	Included in Prod Mgmt
<b>Equipment</b>	Any additional equipment required to support event production, including but not limited to generators, power distribution, cabling, and related infrastructure. Power is available on-site at Perkins Field; however, the vendor is responsible for verifying power requirements and ensuring compatibility with all production elements.  The vendor shall provide supplemental power or backup solutions as needed to ensure uninterrupted event operations.	Yes	(Included in Sound)
<b>Other</b>	Any additional services or equipment not listed above. Vendor must clearly specify and itemize all costs included in this category.	Yes	(N/A)
<b>Total</b>	Total cost for all included services for this event.		\$7,200.00

<b>INTERNATIONAL CITY FESTIVAL - SEPTEMBER 12, 2026</b>			
<b>Category</b>	<b>Description</b>	<b>Included (Y/N)</b>	<b>Vendor Cost</b>
<b>Stage</b>	<p>Provision (if required), delivery, setup, and breakdown of a professional stage appropriate for the event size and outdoor environment. Includes staging deck, skirting, stairs, anchoring, and ADA accessibility (if applicable). All staging must meet safety standards and be properly secured for outdoor conditions, including wind and weather considerations.</p> <p>The vendor is responsible for ensuring the stage is suitable for scheduled performances and production needs.</p>	Yes	\$4,000.00
<b>Sound</b>	<p>Full-service audio system including speakers, monitors, mixing board, microphones, stands, cabling, and a qualified sound technician. System must be sufficient for live music, announcements, and full audience coverage for an outdoor event environment, accounting for open space and ambient noise.</p> <p>In some cases, performers may provide their own sound equipment; however, all audio setups must meet the City's production standards for outdoor events and are subject to City approval. The vendor remains responsible for ensuring overall sound quality, coverage, and technical support.</p> <p>Supplemental equipment or support must be provided by the vendor if performer-provided sound is insufficient.</p>	Yes	\$2,750.00
<b>Lighting</b>	<p>Event and/or stage lighting including fixtures, stands/trussing (if needed), power distribution, cabling, and a qualified lighting technician. Lighting must be sufficient for outdoor event conditions, ensuring proper visibility for performers, stage areas, and audience engagement as applicable.</p> <p>In some cases, performers may provide their own lighting; however, all lighting setups must meet the City's production standards for outdoor events and are subject to City approval. The vendor remains responsible for ensuring adequate lighting levels, coverage, and technical support.</p> <p>Supplemental equipment or support must be provided by the vendor if performer-provided lighting is insufficient.</p>	Yes	(included in Sound)
<b>Talent</b>	Vendor to procure and contract all performers. All selections must be approved by the City. Budget not to exceed \$30,000.	Yes	\$30,000.00
<b>Production Management</b>	<p>Overall coordination and management of all production elements, including pre-event planning, scheduling, vendor coordination, talent logistics, and development of a run-of-show. Responsibilities include advancing technical requirements with performers, coordinating load-in and load-out, and providing on-site supervision to ensure seamless execution of the event.</p> <p>Vendor shall serve as the primary point of contact for all production-related activities and ensure all components operate cohesively in an outdoor event environment.</p>	Yes	\$2,000.00
<b>Labor</b>	All labor required for delivery, setup, operation, and breakdown of production elements, including stagehands, technicians, and support staff. Must include load-in and load-out.	Yes	Included in Prod Mgmt)
<b>Equipment</b>	<p>Any additional equipment required to support event production, including but not limited to generators, power distribution, cabling, and related infrastructure. Power is available on-site at Perkins Field; however, the vendor is responsible for verifying power requirements and ensuring compatibility with all production elements.</p> <p>The vendor shall provide supplemental power or backup solutions as needed to ensure uninterrupted event operations.</p>	Yes	(Included in Sound)
<b>Other</b>	Any additional services or equipment not listed above. Vendor must clearly specify and itemize all costs included in this category.	Yes	n/a
<b>Total</b>	Total cost for all included services for this event.		\$38,750.00

<b>OCTOBER FOOD TRUCK ROUNDUP - OCTOBER 22, 2026</b>			
<b>Category</b>	<b>Description</b>		<b>Vendor Cost</b>
<b>Stage</b>	City-provided stage will be utilized for this event. Vendor is not required to provide staging but is responsible for coordinating sound and lighting integration with the existing stage.	No	\$0.00
<b>Sound</b>	Full-service audio system including speakers, monitors, mixing board, microphones, stands, cabling, and a qualified sound technician. System must be sufficient for live music, announcements, and full audience coverage for an outdoor event environment, accounting for open space and ambient noise.  In some cases, talent may provide their own sound equipment; however, all audio setups must meet the City's production standards for outdoor events and are subject to City approval. The vendor remains responsible for ensuring overall sound quality, coverage, and technical support.  Supplemental equipment or support must be provided by the vendor if talent-provided sound is insufficient.	Yes	\$2,200.00
<b>Lighting</b>	Event and/or stage lighting including fixtures, stands/trussing (if needed), power distribution, cabling, and a qualified lighting technician. Lighting must be sufficient for outdoor event conditions, ensuring proper visibility for performers, stage areas, and audience engagement as applicable.  In some cases, talent may provide their own lighting; however, all lighting setups must meet the City's production standards for outdoor events and are subject to City approval. The vendor remains responsible for ensuring adequate lighting levels, coverage, and technical support.  Supplemental equipment or support must be provided by the vendor if talent-provided lighting is insufficient.	Yes	(Included in Sound)
<b>Talent</b>	Vendor to procure and contract talent. All selections must be approved by the City. Budget not to exceed \$3,500.	Yes	\$3,500.00
<b>Production Management</b>	Overall coordination and management of all production elements, including pre-event planning, scheduling, vendor coordination, talent logistics, and development of a run-of-show. Responsibilities include advancing technical requirements with performers, coordinating load-in and load-out, and providing on-site supervision to ensure seamless execution of the event.  Vendor shall serve as the primary point of contact for all production-related activities and ensure all components operate cohesively in an outdoor event environment.	Yes	\$1,500.00
<b>Labor</b>	All labor required for delivery, setup, operation, and breakdown of production elements, including stagehands, technicians, and support staff. Must include load-in and load-out.	Yes	Included in Prod Mgmt
<b>Equipment</b>	Any additional equipment required to support event production, including but not limited to generators, power distribution, cabling, and related infrastructure. Power is available on-site at Perkins Field; however, the vendor is responsible for verifying power requirements and ensuring compatibility with all production elements.  The vendor shall provide supplemental power or backup solutions as needed to ensure uninterrupted event operations.	Yes	(Included in Sound)
<b>Other</b>	Any additional services or equipment not listed above. Vendor must clearly specify and itemize all costs included in this category.	Yes	N/A
<b>Total</b>	Total cost for all included services for this event.		\$7,200.00

<b>CHRISTMAS TREE LIGHTING - DECEMBER 1, 2026 (BACKUP DATE: DECEMBER 3, 2026)</b>			
<b>Category</b>	<b>Description</b>	<b>Included (Y/N)</b>	<b>Vendor Cost</b>
<b>Stage</b>	<p>Provision (if required), delivery, setup, and breakdown of a professional stage appropriate for the event size and outdoor environment. Includes staging deck, skirting, stairs, anchoring, and ADA accessibility (if applicable). All staging must meet safety standards and be properly secured for outdoor conditions, including wind and weather considerations.</p> <p>The vendor is responsible for ensuring the stage is suitable for scheduled performances and production needs.</p>	Yes	\$4,000.00
<b>Sound</b>	<p>Full-service audio system including speakers, monitors, mixing board, microphones, stands, cabling, and a qualified sound technician. System must be sufficient for live music, announcements, and full audience coverage for an outdoor event environment, accounting for open space and ambient noise.</p> <p>In some cases, performers may provide their own sound equipment; however, all audio setups must meet the City's production standards for outdoor events and are subject to City approval. The vendor remains responsible for ensuring overall sound quality, coverage, and technical support.</p> <p>Supplemental equipment or support must be provided by the vendor if performer-provided sound is insufficient.</p>	Yes	\$2,750.00
<b>Lighting</b>	<p>Event and/or stage lighting including fixtures, stands/trussing (if needed), power distribution, cabling, and a qualified lighting technician. Lighting must be sufficient for outdoor event conditions, ensuring proper visibility for performers, stage areas, and audience engagement as applicable.</p> <p>In some cases, performers may provide their own lighting; however, all lighting setups must meet the City's production standards for outdoor events and are subject to City approval. The vendor remains responsible for ensuring adequate lighting levels, coverage, and technical support.</p> <p>Supplemental equipment or support must be provided by the vendor if performer-provided lighting is insufficient.</p>	Yes	(Included in Sound)
<b>Talent</b>	All talent will be selected and booked by the City of Warner Robins. The vendor shall coordinate directly with the selected talent to advance technical requirements and ensure seamless event execution. No talent cost.	Yes	\$0.00
<b>Production Management</b>	<p>Overall coordination and management of all production elements, including pre-event planning, scheduling, vendor coordination, talent logistics, and development of a run-of-show. Responsibilities include advancing technical requirements with performers, coordinating load-in and load-out, and providing on-site supervision to ensure seamless execution of the event.</p> <p>Vendor shall serve as the primary point of contact for all production-related activities and ensure all components operate cohesively in an outdoor event environment.</p>	Yes	\$1,500.00
<b>Labor</b>	All labor required for delivery, setup, operation, and breakdown of production elements, including stagehands, technicians, and support staff. Must include load-in and load-out.	Yes	(Included in Prod Mgmt)
<b>Equipment</b>	<p>Any additional equipment required to support event production, including but not limited to generators, power distribution, cabling, and related infrastructure. Power is available on-site at Perkins Field; however, the vendor is responsible for verifying power requirements and ensuring compatibility with all production elements.</p> <p>The vendor shall provide supplemental power or backup solutions as needed to ensure uninterrupted event operations.</p>	Yes	(Included in Sound)
<b>Other</b>	Any additional services or equipment not listed above. Vendor must clearly specify and itemize all costs included in this category.	Yes	N/A
<b>Total</b>	Total cost for all included services for this event.		\$8,250.00

<u>Event</u>	<u>Cost for Entertainment</u>
<b><u>2023 Event Season</u></b>	
August 2023 Food Truck Roundup	\$700.00
September 2023 Food Truck Roundup	\$1,000.00
October 2023 Food Truck Roundup	\$1,000.00
Tree Lighting 2023	\$2,000.00
<b>Annual Total</b>	<b>\$4,700.00</b>
<b><u>2024 Event Season</u></b>	
July 2024 Food Truck Roundup	\$3,200.00
August 2024 Food Truck Roundup	\$3,200.00
International City Festival 2024 (Stage Rental, Entertainment & DJ)	\$41,005.00
September 2024 Food Truck Roundup	\$2,700.00
October Food Truck Roundup	\$3,200.00
November Food Truck Roundup	\$2,700.00
Tree Lighting 2024 (Stage Rental & DJ)	\$4,000.00
<b>Annual Total</b>	<b>\$60,005.00</b>
<b><u>2025 Event Season</u></b>	
August 2025 Food Truck Roundup	\$1,500.00
International City Festival 2025 (Stage Rental, Entertainment & DJ)	\$34,635.00
September 2025 Food Truck Roundup	\$2,500.00
October 2025 Food Truck Roundup	\$2,500.00
Tree Lighting 2025 (Stage Rental & DJ)	\$7,000.00
<b>Annual Total</b>	<b>\$48,135.00</b>



# STAFF REPORT

DEPARTMENT: HUMAN RESOURCES

SUBMITTED BY: JAMES DRINKARD

MEETING DATE: APRIL 20, 2026

## AGENDA ITEM

### Modification Of Termination Date For Certain Health Insurance Coverage

*Consideration of a change to internal policy regarding the termination date of health insurance coverage upon the death of a covered City employee or retiree.*

## STAFF RECOMMENDATION

Approve a change to the internal policy regarding the termination date of health insurance policies upon the death of a covered employee or retiree so as to provide for continuation of coverage for the individual's covered dependents for a period of one (1) month or 30 calendar days, whichever shall be greater, following the date of death of the employee or retiree and authorize the Mayor to execute all necessary documents.

## BUDGET AND PROCUREMENT

Budgeted Item: No

Included In Current Operating Budget: No

Fiscal Impact: No

Total Project Cost: N/A

Included In Current Capital Budget: No

Appropriations: N/A

## ITEM DESCRIPTION

Upon the death of a City of Warner Robins employee or retiree who has elected coverage under the City's health insurance benefit, the longstanding policy and practice has been for the policy to terminate at 11:59 PM on the date of the individual's death. For the surviving dependents of the deceased who had been covered under the individual's health insurance, this practice effectively leaves a gap in their health insurance coverage with almost no opportunity for them to secure coverage before the policy is terminated.

Since 2024, the covered dependents of four City employees or retirees have been negatively impacted in this manner.

Staff recommends, and the Insurance Committee supports, modifying the existing policy/practice so as to continue the health insurance coverage of dependent family members for a period of one (1) month or thirty (30) calendar days, whichever shall be greater, following the date of death of an employee or

retiree whose dependent family members were covered by the individual's City health insurance benefit.

#### ALTERNATIVES

Should the Mayor and City Council not be supportive of the requested actions, two alternatives are available:

1. Choose to provide for an extension of coverage but for a period other than that recommended, or
2. Make no change.

#### ATTACHMENTS

1. N/A

DRAFT

**STATE OF GEORGIA  
CITY OF WARNER ROBINS**

**RESOLUTION**

BE IT RESOLVED that the Mayor and Council of the City of Warner Robins authorize Mayor LaRhonda W. Patrick to execute internal policy change on termination of health insurance coverage after the death of a covered employee or retiree to provide continuation of coverage for a period of one (1) month or thirty (30) calendar days, whichever is greater.

This 20<sup>th</sup> day of April, 2026.

**CITY OF WARNER ROBINS, GEORGIA**

By: \_\_\_\_\_  
LaRhonda W. Patrick, Mayor

Attest:

\_\_\_\_\_  
Mandy Stella, City Clerk

# STAFF REPORT

DEPARTMENT: CLERK’S OFFICE  
 SUBMITTED BY: MANDY STELLA  
 MEETING DATE: APRIL 20, 2026

**AGENDA ITEM**

**Ordinance – Chapter 12 Amendment**  
 Consideration of an ordinance to amend Chapter 12 of the City Code to update terminology by replacing the term “massagist” with “Licensed Massage Therapist (LMT)” to reflect current professional standards and licensing practices.

**STAFF RECOMMENDATION**

Staff recommends approval of the ordinance amending Chapter 12 of the City Code to replace the term “massagist” with “Licensed Massage Therapist (LMT)” to ensure consistency with current industry standards and state licensing terminology.

**BUDGET AND PROCUREMENT**

Budgeted Item: NA Included In Current Operating Budget: NA  
 Fiscal Impact: NA Total Project Cost: NA  
 Included In Current Capital Budget: NA Appropriations: NA

Account Title / Number	Dollar Amount
NA	

External Funding Sources:

Account Title / Number	Dollar Amount
NA	

**ITEM DESCRIPTION**

An ordinance to amend Chapter 12 of the City Code to update outdated terminology by replacing the term “massagist” with “Licensed Massage Therapist (LMT)” throughout the chapter, ensuring alignment with current professional standards and state-recognized licensing.

**ALTERNATIVES**

Deny approval and keep the code language the same.

**ATTACHMENTS**

1. Ordinance

**DRAFT**

No.  
CITY OF WARNER ROBINS  
STATE OF GEORGIA

ORDINANCE

**AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF WARNER ROBINS, GEORGIA, AMENDING DIVISION 3, CHAPTER 12 OF THE CITY CODE TO UPDATE TERMINOLOGY BY REPLACING THE TERM “MASSAGINIST” WITH “LICENSED MASSAGE THERAPIST”; TO PROVIDE FOR SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; AND FOR OTHER PURPOSES.**

**WHEREAS**, the City of Warner Robins, Georgia (hereinafter sometimes referred to as the "City") is a municipality duly formed and existing pursuant to Georgia Law; and

**WHEREAS**, the Mayor and City Council of the City of Warner Robins seeks to ensure that its Code of Ordinances reflects current professional standards and terminology; and

**WHEREAS**, the Mayor and City Council find that amendment to Division 3, Chapter 12, regarding Licensed Massage Therapist is necessary and proper to promote or protect the safety, health, peace, security, and general welfare of the City of Warner Robins and its residents, businesses, and visitors;

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and City Council of the City of Warner Robins, Georgia, that Division 3, Chapter 12, of the Code of the City of Warner Robins, Georgia, is hereby amended by repealing and replacing the term “Massaginatist” with “Licensed Massage Therapist.”

**Section 1. Amendment – Division 3, Chapter 12, is hereby amended by the following:**

In all places in which it currently occurs, the term “Massaginatist” shall be replaced with the term “Licensed Massage Therapist.”

**Section 2. Severability**

It is hereby declared to be the intention of the Mayor and City Council that the sections, paragraphs, sentences, clauses and phrases of this Ordinance are severable, and if any phrase, clause, sentence, paragraph, or section hereof shall be declared invalid or unconstitutional or, if the provisions of any part of this Ordinance as applied to any particular situation or set of circumstances shall be declared invalid or unconstitutional, such invalidity shall not be construed to affect the portions of this Ordinance not so held to be invalid, or the application of this Ordinance to other circumstances not so held to be invalid. It is hereby declared as the intent of the Mayor and Council that this Ordinance would have been adopted in its current form without the invalid or unconstitutional provision contained therein.

**Section 3. Effective Date**

This Ordinance shall be effective immediately upon adoption.

**Section 4. Repealer**

All ordinances or parts of ordinances found to be in conflict herewith are hereby repealed.

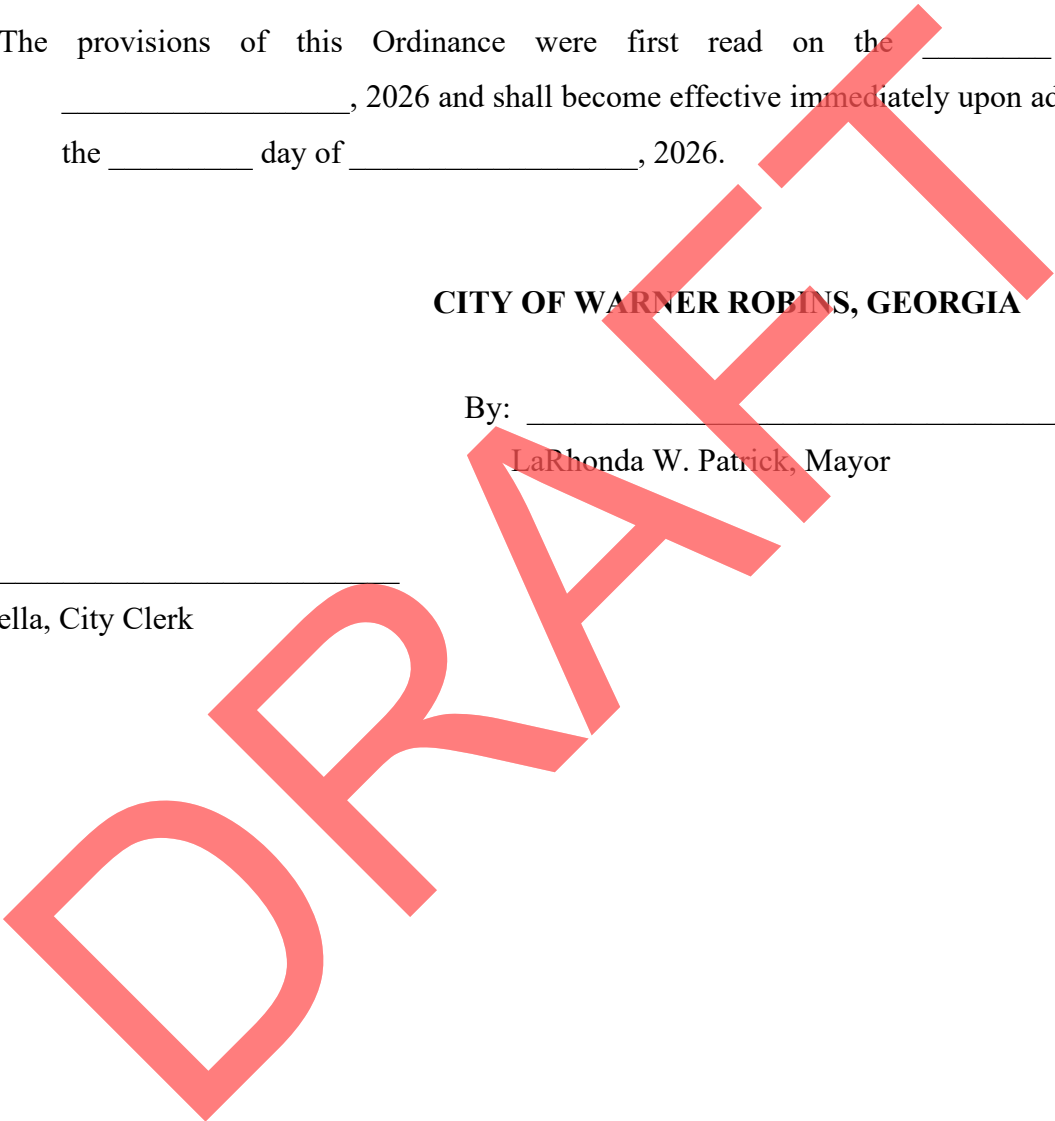
The provisions of this Ordinance were first read on the \_\_\_\_\_ day of \_\_\_\_\_, 2026 and shall become effective immediately upon adoption on the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

**CITY OF WARNER ROBINS, GEORGIA**

By: \_\_\_\_\_  
LaRhonda W. Patrick, Mayor

Attest:

\_\_\_\_\_  
Mandy Stella, City Clerk



No.  
**CITY OF WARNER ROBINS**  
**STATE OF GEORGIA**

**ORDINANCE**

IT IS HEREBY ORDAINED BY THE GOVERNING AUTHORITY OF THE CITY OF WARNER ROBINS, GEORGIA, AMENDING CHAPTER 14 OF THE CITY CODE REGARDING MOTOR VEHICLES AND TRAFFIC, AND FOR OTHER PURPOSES.

BE IT ORDAINED that the Mayor and Council of the City of Warner Robins hereby amend chapter 14 of the city code as follows:

- 1 -

Sec. 14-152 - **Speed Zones**, shall be deleted in its entirety and the attached schedule inserted in lieu thereof.

- 2 -

If any ordinance, or part thereof, of the City of Warner Robins is in conflict herewith, this ordinance shall have preference. If any provisions of this ordinance are held invalid, such invalidity shall not affect any of the other provisions which can be given effect without the invalid provision, and, to this end, the provisions of this ordinance are declared to be severable.

Prosecutions for any violation of law occurring prior to the effective date of this ordinance shall not be affected by the repeals or amendments made herein or abated by reason thereof.

The provisions of this ordinance were first read on April 20, 2026 and shall become effective upon adoption this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

**CITY OF WARNER ROBINS, GEORGIA**

By: \_\_\_\_\_  
LaRhonda W. Patrick, Mayor

Attest:

\_\_\_\_\_  
Mandy Stella, City Clerk

The **City of Warner Robins** is hereby requesting that the following roadways be approved for the use of speed detection devices:

**LIST OF ROADWAYS**  
for  
**City of Warner Robins**  
**ON-SYSTEM ROADWAYS**

**ALL ON-SYSTEM ROUTES HAVE BEEN VERIFIED BY GEORGIA DEPARTMENT OF TRANSPORTATION**

STATE ROUTE	WITHIN THE CITY / TOWN LIMITS OF <i>and/or</i> School Name	FROM	MILE POINT	TO	MILE POINT	LENGTH IN MILES	SPEED LIMIT
SR 247 CO	<b>WARNER ROBINS</b> (This section of roadway is in Peach County)	Centerville Road (The West City Limits of Warner Robins)	3.45	Houston County Line	4.58	1.13	55
SR 247 CO	<b>WARNER ROBINS</b>	Houston County Line	0.00	50 feet east of State Route 11	0.48	0.48	55
SR 247 CO	<b>WARNER ROBINS</b>	50 feet east of State Route 11	0.48	500' west of Margie Drive	1.7	1.22	45
SR 247 CO	<b>WARNER ROBINS</b>	500' west of Margie Drive	1.7	100' east of Corder Road	4.33	2.63	40
SR 247 CO	<b>WARNER ROBINS</b>	100' east of Corder Road	4.38	State Route 247	7.04	2.66	35

**\*\*\*SCHOOL ZONES ARE EFFECTIVE\*\*\***

**A.M.** From 60 minutes prior to commencement time to 0 minutes after commencement time

—  
**SCHOOL DAYS ONLY.**

**P.M.** From 45 minutes prior to dismissal time to 15 minutes after dismissal time —

**SCHOOL DAYS ONLY.**

**\*\*\*\*ATESD HOURS ARE EFFECTIVE\*\*\*\***

60 minutes before instructional classes begin until 60 minutes after such instructional classes have concluded for the dismissal of school.

**SCHOOL DAYS ONLY.**

**OFF-SYSTEM ROADWAYS**

**ALL OFF-SYSTEM ROUTES WILL NOT BE VERIFIED BY GEORGIA DEPARTMENT OF TRANSPORTATION**

ROAD NAME	WITHIN THE CITY / TOWN LIMITS OF <i>and/or</i> School Name	FROM	TO	LENGTH IN MILES	SPEED LIMIT
Alabama Avenue	<b>WARNER ROBINS</b>	Northside Drive	American Boulevard	0.50	25
American Boulevard	<b>WARNER ROBINS</b>	Green Street	Oregon Trail	1.30	25
<b>American Boulevard SCHOOL ZONE</b>	<b>WARNER ROBINS NORTHSIDE HIGH SCHOOL 7:00 am – 9:00 am 2:00 pm – 4:00 pm SCHOOL DAYS ONLY</b>	Green Street	Alabama Avenue	0.20	25
Armed Forces Boulevard	<b>WARNER ROBINS</b>	Duke Avenue	Wellborn Road	2.21	25
Arrowhead Trail	<b>WARNER ROBINS</b>	Kimberly Road	Corder Road	1.42	25
Arrie Drive	<b>WARNER ROBINS</b>	State Route 11/ Highway 41	Burr Drive	0.60	25
Avalon Drive	<b>WARNER ROBINS</b>	Avalon Circle	Gawin Drive	0.50	25
Bay Laurel Circle	<b>WARNER ROBINS</b>	Feagin Mill Road	Bay Laurel Circle	1.20	25
Bear Country Boulevard	<b>WARNER ROBINS</b>	Cohen Walker Boulevard	State Route 96	0.70	35
<b>Bear Country Boulevard SCHOOL ZONE</b>	<b>WARNER ROBINS HOUSTON COUNTY HIGH SCHOOL 7:00 am 9:00 am 2:00 pm - 4:00 pm SCHOOL DAYS ONLY</b>	Cohen Walker Boulevard	State Route 96	0.70	25
Bellemeade Circle	<b>WARNER ROBINS</b>	Lake Joy Road	Feagin Mill Road	0.54	25
Belmont Drive	<b>WARNER ROBINS</b>	Russell Parkway	Chestnut Road	0.30	35
Bernard Drive	<b>WARNER ROBINS</b>	Houston Road	Pleasant Hill Road	1.10	30
<b>Bernard Drive SCHOOL ZONE</b>	<b>WARNER ROBINS WESTSIDE ELEMENTARY SCHOOL 7:30 am - 9:00 am 2:30 pm - 4:00 pm SCHOOL DAYS ONLY</b>	Pleasant Hill Road	Martha Street	0.38	25
Booth Road	<b>WARNER ROBINS</b>	Russell Parkway	State Route 247	1.80	35
Bowens Mill Road	<b>WARNER ROBINS</b>	Feagin Mill Road	Cottonwood Lane	0.30	25
Briarcliff Road	<b>WARNER ROBINS</b>	Lakeshore Drive	Watson Boulevard	1.00	30

**LIST NUMBER 0426-153W**

ROAD NAME	WITHIN THE CITY / TOWN LIMITS OF and/or School Name	FROM	TO	LENGTH IN MILES	SPEED LIMIT
Bruce Street	<b>WARNER ROBINS</b>	Green Street	Elberta Road	0.40	30
Burns Drive	<b>WARNER ROBINS</b>	Russell Parkway	Bayside Drive	0.40	25
Bristleleaf Path	<b>WARNER ROBINS</b>	Foxberry Nook	Emberwood Way	0.44	25
Camellia Circle	<b>WARNER ROBINS</b>	Carroll Drive	North Avenue	1.10	25
Carl Vinson Parkway	<b>WARNER ROBINS</b>	Russell Parkway	Leverett Road	0.60	40
Carl Vinson Parkway	<b>WARNER ROBINS</b>	Leverett Road	State Route 247 CO	1.22	45
Carl Vinson Parkway	<b>WARNER ROBINS</b>	Elberta Road	Dunbar Road	1.10	40
Carolina Avenue	<b>WARNER ROBINS</b>	Northside Drive	American Boulevard	0.60	30
Clairmont Drive	<b>WARNER ROBINS</b>	Colonial Road	Belair Drive	0.50	30
Cohen Walker Blvd	<b>WARNER ROBINS</b>	Bear Country Blvd	Houston Lake Road	1.00	35
Corder Road	<b>WARNER ROBINS</b>	Houston Lake Road	State Route 247 Connector	3.00	35
Cohen Walker Blvd	<b>WARNER ROBINS</b>	Bear Country Blvd	Houston Lake Road	1.00	35
Corder Road	<b>WARNER ROBINS</b>	Houston Lake Road	State Route 247 CO	3.00	35
Cornelia Avenue	<b>WARNER ROBINS</b>	Crestwood Terrace	Peachtree Circle	0.40	30
Countrywood Drive	<b>WARNER ROBINS</b>	Sandy Run Road	Plantation Drive	0.40	30
Covington Cove	<b>WARNER ROBINS</b>	Arrie Drive	Dead End	0.50	25
Davis Drive	<b>WARNER ROBINS</b>	State Route 247 CO	Cranford Street	1.50	35
Davis Drive	<b>WARNER ROBINS</b>	Cranford Street	State Route 247	0.60	35
Davis Drive	<b>WARNER ROBINS</b>	State Route 247 CO	Crestwood Terrace	0.80	35
Davis Drive	<b>WARNER ROBINS</b>	Crestwood Terrace	Russell Parkway	0.90	40
<b>Davis Drive SCHOOL ZONE</b> <b>****ATESD****</b>	<b>WARNER ROBINS</b> <b>WARNER ROBINS HIGH SCHOOL</b> <b>7:00 am – 9:00 am</b> <b>2:00 pm – 4:00 pm</b> <b>SCHOOL DAYS ONLY</b>	Commercial Circle	200 feet south of Scott Boulevard	1.13	30
Diggs Boulevard	<b>WARNER ROBINS</b>	State Route 247 Connector	Miller Drive	0.43	25
Draper Street	<b>WARNER ROBINS</b>	State Route 247 CO	Terrell Street	0.80	30
Dunmurray Place	<b>WARNER ROBINS</b>	Hawaii Avenue	Dunmurray Place	0.60	25
Echo Lane	<b>WARNER ROBINS</b>	Creekside Drive	Sandy Run Road	0.60	25
Elberta Road	<b>WARNER ROBINS</b>	West City Limits of Warner Robins	500 Feet West of Foxfire Drive	0.50	40
Elberta Road	<b>WARNER ROBINS</b>	500 Feet West of Foxfire Drive	Stevens Street	0.80	35
Elberta Road	<b>WARNER ROBINS</b>	Stevens Street	East City Limits of Warner Robins	1.60	40
Emory Drive	<b>WARNER ROBINS</b>	Elberta Road	Meadowridge Drive	0.60	25
Erin Way	<b>WARNER ROBINS</b>	State Route 11/ US Highway 41	Rew Court	0.60	25
Estates Way	<b>WARNER ROBINS</b>	Lake Joy Road	Buckhead Forest Drive	0.56	25
Evergreen Street	<b>WARNER ROBINS</b>	Green Street	Camelia Circle	0.80	30

**LIST NUMBER 0426-153W**

ROAD NAME	WITHIN THE CITY / TOWN LIMITS OF and/or School Name	FROM	TO	LENGTH IN MILES	SPEED LIMIT
Falkirk Drive	<b>WARNER ROBINS</b>	Perth Court	Jerusalem Church Road	0.84	25
Feagin Mill Road	<b>WARNER ROBINS</b>	Moody Road	Houston Lake Road	2.29	35
Feagin Mill Road	<b>WARNER ROBINS</b>	453' west of Houston Lake Road	Windover Way	0.92	35
<b>Feagin Mill Road SCHOOL ZONE</b>	<b>WARNER ROBINS FEAGIN MILL ELEMENTARY SCHOOL 7:30 am – 9:00 am 2:30 pm – 4:00 pm SCHOOL DAYS ONLY</b>	Meadow View Drive	Windover Way	0.86	25
Feagin Mill Road	<b>WARNER ROBINS</b>	Lake Joy Road	Jerusalem Church Road	0.53	35
Feagin Mill Road	<b>WARNER ROBINS</b>	453' west of Angelina Grace Drive	SR 11 / US 41	0.59	35
Fieldstone Road	<b>WARNER ROBINS</b>	Carl Vinson Parkway	Scarborough Road	0.90	25
Forest Hill Drive	<b>WARNER ROBINS</b>	Edgewood Drive	Brett Avenue	0.60	30
Francis Street	<b>WARNER ROBINS</b>	Tabor Drive	Johns Road	0.60	30
Gawin Drive	<b>WARNER ROBINS</b>	Carl Vinson Parkway	Houston Road	1.20	30
Glen Drive	<b>WARNER ROBINS</b>	Bay Street	Terrell Street	0.50	30
Green Street	<b>WARNER ROBINS</b>	West City Limits of Warner Robins	100 feet east of Ridgeland Drive	0.38	25
Green Street	<b>WARNER ROBINS</b>	100 feet east of Ridgeland Drive	Davis Drive	1.92	35
Green Street	<b>WARNER ROBINS</b>	Davis Drive	State Route 247	0.60	40
<b>Green Street SCHOOL ZONE ****ATESD****</b>	<b>WARNER ROBINS NORTHSIDE HIGH SCHOOL 7:00 am – 9:00 am 2:00 pm – 4:00 pm SCHOOL DAYS ONLY</b>	200 feet west of Holly Street	200 feet east of Pleasant Hill Road	0.70	25
Greenbriar Road	<b>WARNER ROBINS</b>	Elberta Road	Houston Road	0.60	30
Gunn Road	<b>WARNER ROBINS</b>	State Route 11	Houston/Peach Line	0.70	45
Havelock Circle	<b>WARNER ROBINS</b>	Estates Way	Estates Way	0.41	25
Holly Street	<b>WARNER ROBINS</b>	State Route 247 CO	Green Street	0.60	35
Houston Lake Road	<b>WARNER ROBINS</b>	South City Limits of Warner Robins	Russell Pkwy	3.25	40
Houston Lake Road	<b>WARNER ROBINS</b>	Russell Parkway	State Route 247 CO	1.90	45
Houston Road	<b>WARNER ROBINS</b>	Freeman Drive	State Route 247 CO	0.50	30
Houston Road	<b>WARNER ROBINS</b>	State Route 247 CO	Elberta Road	0.90	35
Houston Road	<b>WARNER ROBINS</b>	Elberta Road	Dunbar Road	1.40	45

LIST NUMBER 0426-153W

ROAD NAME	WITHIN THE CITY / TOWN LIMITS OF and/or School Name	FROM	TO	LENGTH IN MILES	SPEED LIMIT
N. Houston Road SCHOOL ZONE	WARNER ROBINS NORTHSIDE MIDDLE SCHOOL 7:00 – 8:30 am 2:00 – 3:30 pm SCHOOL DAYS ONLY	Elberta Road	Greenbriar Road	0.72	35
Ignico Drive	WARNER ROBINS	Davis Drive	State Route 247	0.50	35
Jerry Baker Drive	WARNER ROBINS	Bear County Boulevard	Sutherlin Drive	0.50	35
Jerry Baker Drive SCHOOL ZONE	WARNER ROBINS PURDUE ELEMENTARY 7:30 am-9:00 am 2:30 pm-4:00 pm SCHOOL DAYS ONLY	Bear County Boulevard	Sutherlin Drive	0.50	25
Jerusalem Church Road	WARNER ROBINS	Lakeview Road	Wembley Drive	0.30	25
Johns Road	WARNER ROBINS	Sewell Circle	Madrid Street	0.40	30
Johnson Road	WARNER ROBINS	Elberta Road	Gawin Drive	0.80	30
Johnson Road SCHOOL ZONE	WARNER ROBINS NORTHSIDE MIDDLE SCHOOL 7:00 –8:30 am 2:00 – 3:30 pm SCHOOL DAYS ONLY	700 feet north of school property	700 feet south of school property	0.45	25
Kimberly Road	WARNER ROBINS	Russell Parkway	Lakeshore Drive	0.90	30
King Drive	WARNER ROBINS	Elberta Road	Davis Drive	0.80	30
Kirkwood Circle	WARNER ROBINS	Redwood Drive	Deerwood Circle	0.45	25
Lake Joy Road	WARNER ROBINS	State Route 96	Hatcher Road	2.40	40
Lake Joy Road SCHOOL ZONE ****ATESD****	WARNER ROBINS LAKE JOY PRIMARY/ ELEMENTARY SCHOOL 7:30 am to 9:00 am 2:30 pm to 4:00 pm SCHOOL DAYS ONLY	Russell Parkway	Feagin Mill Road	0.74	30
Lakeshore Drive	WARNER ROBINS	Kimberly Road	Briarcliff Road	0.40	25
Lakeview Road	WARNER ROBINS	Lake Joy Road	State Route 11	1.40	35
Lakeview Road SCHOOL ZONE ****ATESD****	WARNER ROBINS LAKE JOY PRIMARY/ ELEMENTARY SCHOOL 7:30 am to 9:00 am 2:30 pm to 4:00 pm SCHOOL DAYS ONLY	Tharpe Road	Lake Joy Road	0.35	25
Leisure Lake Drive	WARNER ROBINS	Moody Road	Tallulah Trail	0.50	30

**LIST NUMBER 0426-153W**

ROAD NAME	WITHIN THE CITY / TOWN LIMITS OF and/or School Name	FROM	TO	LENGTH IN MILES	SPEED LIMIT
Leverett Road	<b>WARNER ROBINS</b>	Corder Road	Houston Lake Road	0.70	35
Loudon Hill Drive	<b>WARNER ROBINS</b>	Carlton Place	Carlton Place	1.10	25
Madrid Street	<b>WARNER ROBINS</b>	Davis Drive	Johns Road	0.50	30
Margie Drive	<b>WARNER ROBINS</b>	State Route 247 Connector	Smithville Church Road	0.50	30
Markwood Drive	<b>WARNER ROBINS</b>	Northlake Drive	Hollydale Drive	0.30	25
Marshall Avenue	<b>WARNER ROBINS</b>	Myrtle Street	Second Street	0.30	30
McArthur Boulevard	<b>WARNER ROBINS</b>	First Avenue South	First Avenue North	1.53	25
Meadowridge Drive	<b>WARNER ROBINS</b>	Elberta Road	Gawin Drive	0.70	30
Melvina Drive	<b>WARNER ROBINS</b>	Dorothy Court	South Charity Lane	0.30	25
Moody Road	<b>WARNER ROBINS</b>	South Davis Drive	Richard B. Russell Parkway	0.55	35
Moody Road	<b>WARNER ROBINS</b>	Richard B. Russell Parkway	500 feet south of Feagin Mill Road	1.05	40
Moody Road	<b>WARNER ROBINS</b>	500 feet south of Feagin Mill Road	Willingham Drive	2.20	50
Mossy Ridge	<b>WARNER ROBINS</b>	Houston Lake Road	Dead End	0.20	25
Myrtle Street	<b>WARNER ROBINS</b>	State Route 247 CO	Duke Avenue	0.40	30
Nix Way	<b>WARNER ROBINS</b>	Houston Road	Northeast Drive	0.50	25
Northlake Drive	<b>WARNER ROBINS</b>	Houston Road	Northeast Drive	0.50	25
Northside Drive	<b>WARNER ROBINS</b>	Green Street	Elberta Road	0.90	35
<b>Northside Drive SCHOOL ZONE</b> <b>****ATESD****</b>	<b>WARNER ROBINS NORTHSIDE HIGH SCHOOL</b> 7:00 am – 9:00 am 2:00 pm – 4:00 pm <b>SCHOOL DAYS ONLY</b>	Green Street	Nix Way	0.20	25
Oak Street	<b>WARNER ROBINS</b>	Corder Road	Woodland Drive	0.30	25
Osgian Blvd	<b>WARNER ROBINS</b>	Houston Lake Road	State Route 11/ US Highway 41	1.80	35
Parkwood Drive	<b>WARNER ROBINS</b>	State Route 247 CO	Green Street	0.60	30
Peachtree Circle	<b>WARNER ROBINS</b>	Shirley Drive	Dead End	0.60	30
Pineview Drive	<b>WARNER ROBINS</b>	Corder Road	South Houston Road	0.29	25
Pleasant Hill Road	<b>WARNER ROBINS</b>	Green Street	Moody Road	2.10	35
<b>Pleasant Hill Road SCHOOL ZONE</b>	<b>WARNER ROBINS WESTSIDE ELEMENTARY SCHOOL</b> 7:30 am – 9:00 am 2:30 pm – 4:00 pm <b>SCHOOL DAYS ONLY</b>	Bernard Drive	Mimosa Drive	0.20	25
<b>Pleasant Hill Road (South) SCHOOL ZONE</b>	<b>WARNER ROBINS CHRIST SCHOOL</b> 7:30 am – 9:00 am; 11:30 pm-12:30 pm 2:30 pm – 4:00 pm <b>SCHOOL DAYS ONLY</b>	100' North of Forrester Dr	Ida Ave	0.30	25

**LIST NUMBER 0426-153W**

ROAD NAME	WITHIN THE CITY / TOWN LIMITS OF and/or School Name	FROM	TO	LENGTH IN MILES	SPEED LIMIT
Randy Circle	<b>WARNER ROBINS</b>	Cheryl Boulevard	Sterling Drive	0.50	25
Ravenwood Way	<b>WARNER ROBINS</b>	Cheryl Boulevard	Sterling Drive	0.50	25
Richmond Hill Parkway	<b>WARNER ROBINS</b>	Gunn Road	Waverly Lane	0.44	25
Robins West Parkway	<b>WARNER ROBINS</b>	Robins West Drive	Robins West Drive	0.90	25
Rose Hill Drive	<b>WARNER ROBINS</b>	Lakeview Road	Roseline Drive	0.60	25
Russell Parkway	<b>WARNER ROBINS</b>	State Route 247	Moody Road	1.90	45
Russell Parkway	<b>WARNER ROBINS</b>	Moody Road	Corder Road	1.70	35
Russell Parkway	<b>WARNER ROBINS</b>	Corder Road	Tharpe Road	2.95	45
Russell Parkway	<b>WARNER ROBINS</b>	Tharpe Road	I-75/GA 401	2.82	55
Rusty Road	<b>WARNER ROBINS</b>	Russell Parkway	Burns Drive	0.50	25
Sandy Run Road	<b>WARNER ROBINS</b>	Moody Road	East City Limits of Warner Robins	0.50	35
Scott Boulevard	<b>WARNER ROBINS</b>	Pleasant Hill Road	Davis Drive	0.50	30
Second Street	<b>WARNER ROBINS</b>	Martin Luther King Blvd	State Route 247 CO	0.50	30
Sedgebrooke Drive	<b>WARNER ROBINS</b>	Tharpe Road	Lake Joy Road	0.30	25
Self Street	<b>WARNER ROBINS</b>	Russell Parkway	Arrowhead Trail	0.40	30
Shirley Drive	<b>WARNER ROBINS</b>	Pleasant Hill Road	Peachtree Circle	0.50	30
Sixth Street	<b>WARNER ROBINS</b>	Robins Drive	Duke Avenue	0.70	30
Skyway Drive	<b>WARNER ROBINS</b>	Kimberly Road	Corder Road	1.10	25
Smithville Church Road	<b>WARNER ROBINS</b>	Houston Lake Road	Georgetown Boulevard	1.18	30
<b>Smithville Church Road SCHOOL ZONE</b>	<b>WARNER ROBINS QUAIL RUN ELEMENTARY</b> 7:30 am-9:00 am 2:30 pm-4:00 pm <b>SCHOOL DAYS ONLY</b>	Leverette Road	500 Feet West of Pheasant Ridge Drive	0.50	25
Sonja Drive	<b>WARNER ROBINS</b>	Belmont Drive	Donna Drive	0.40	30
Southland Station Drive	<b>WARNER ROBINS</b>	Russell Parkway	Tallulah Trail	0.60	30
Springwood Drive	<b>WARNER ROBINS</b>	Prado Court	Sunnybrook Lane	0.42	25
Southern Woods Trail	<b>WARNER ROBINS</b>	364.4 feet East of Larkwood Bend	Dead End	0.36	25
Springwood Drive	<b>WARNER ROBINS</b>	Prado Court	Russell Parkway	0.63	35
Sterling Bridge Drive	<b>WARNER ROBINS</b>	Lakeview Road	Areliia Drive	0.40	25
Sunset Drive	<b>WARNER ROBINS</b>	Pleasant Hill Road	Briarcliff Road	0.60	30
Sutherland Drive	<b>WARNER ROBINS</b>	Cohen Walker Blvd	State Route 96	0.40	35

**LIST NUMBER 0426-153W**

ROAD NAME	WITHIN THE CITY / TOWN LIMITS OF and/or School Name	FROM	TO	LENGTH IN MILES	SPEED LIMIT
<b>Sutherlin Street SCHOOL ZONE</b>	<b>WARNER ROBINS PERDUE ELEMENTARY SCHOOL</b> 7:30 am to 9:00 am 2:30 pm to 4:00 pm <b>SCHOOL DAYS ONLY</b>	Cohen Walker Blvd	State Route 96	0.40	25
Suzanne Drive	<b>WARNER ROBINS</b>	Green Street	Parkway Drive	0.50	30
Tallulah Trail	<b>WARNER ROBINS</b>	Russell Parkway	Leisure Lake Drive	0.60	35
Terrell Street	<b>WARNER ROBINS</b>	Sunset Drive	Edgewood Avenue	0.90	30
Third Street	<b>WARNER ROBINS</b>	Martin Luther King Blvd	Marshall Avenue	0.50	30
Tiffany Lane	<b>WARNER ROBINS</b>	Carl Vinson Parkway	Sun Valley Drive	0.60	30
Tucker Place	<b>WARNER ROBINS</b>	Mossy Ridge	Houston Lake Road	0.40	25
Turtle Creek Drive	<b>WARNER ROBINS</b>	Feagin Mill Road	Blue Ridge Lane	0.40	25
Tyson Glenn Drive	<b>WARNER ROBINS</b>	Feagin Mill Road	Dorothy Court	0.50	25
Vickie Drive	<b>WARNER ROBINS</b>	Davis Drive	Chris Drive	0.40	30
Vietnam Veterans Parkway	<b>WARNER ROBINS</b>	State Route 247 Connector	Russell Parkway	2.01	35
Wall Street	<b>WARNER ROBINS</b>	Davis Drive	Welborn Road	0.60	30
Walnut Street	<b>WARNER ROBINS</b>	Ignico Drive	Georgia Avenue	0.70	35
Waverly Lane	<b>WARNER ROBINS</b>	Richmond Hill Pkwy	Arlington Bend	0.53	25
Wellborn Road	<b>WARNER ROBINS</b>	Russell Parkway	Linwood Drive	1.00	35
<b>Wellborn Road SCHOOL ZONE</b> <b>****ATESD****</b>	<b>WARNER ROBINS HUNTINGTON MIDDLE SCHOOL</b> 7:00 am to 8:30 am 2:00 pm to 3:30 pm <b>SCHOOL DAYS ONLY</b>	Wynn Place	Martin Luther King Blvd.	0.51	25
Willie Lee Parkway	<b>WARNER ROBINS</b>	Osigian Boulevard	Gunn Road	0.72	30
Willis Creek Road	<b>WARNER ROBINS</b>	Tucker Place	Dead End	0.50	25
Wisconsin Avenue	<b>WARNER ROBINS</b>	Northside Drive	Alaska Way	0.60	30
Woods Edge Way	<b>WARNER ROBINS</b>	Tucker Place	Tranquill Point	0.50	25
Woodlands Blvd	<b>WARNER ROBINS</b>	522' East of Hollow Wood Way	Foxtail Chase	0.72	25
Wrasing Way	<b>WARNER ROBINS</b>	Warren Drive	Houston Lake Road	0.50	30
Wynn Place	<b>WARNER ROBINS</b>	Wellborn Rd	Wynn Place Apartments	0.27	25

**\*SCHOOL ZONES ARE EFFECTIVE\***

**A.M.** From 60 minutes prior to commencement time to 0 minutes after commencement time

**SCHOOL DAYS ONLY.**

**P.M.** From 45 minutes prior to dismissal time to 15 minutes after dismissal time –

**SCHOOL DAYS ONLY.**

**\*\*\*\*ATESD (Automated Traffic Enforcement Speed Devices) HOURS ARE EFFECTIVE\*\*\*\***

60 minutes before instructional classes begin until 60 minutes after such instructional classes have concluded for the dismissal of school.

**SCHOOL DAYS ONLY.**

ALL LISTS AND PARTS OF LISTS IN CONFLICT WITH THIS LIST ARE HEREBY REPEALED.

Signature of Governing Authority:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Council Member

Sworn and Subscribed before me  
This \_\_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Council Member

# STAFF REPORT

DEPARTMENT: COMMUNITY AND ECONOMIC DEVELOPMENT

SUBMITTED BY: KATE HOGAN

MEETING DATE: APRIL 20, 2026

## AGENDA ITEM

### GICH Points - LIHTC

*Award the 2 GICH points for a LIHTC developer to leverage on their application to DCA for the construction of affordable multifamily units.*

## STAFF RECOMMENDATION

Staff Recommends approval the submission of the Georgia Initiative for Community Housing (GICH) committee's recommendation to support the Low-Income Housing Tax Credit (LIHTC) application proposed by Zimmerman Properties "Chadwick Flats".

## ITEM DESCRIPTION

The Georgia Initiative for Community Housing (GICH) committee is recommending City support for a Low-Income Housing Tax Credit (LIHTC) application submitted for consideration in the 2026 funding cycle. LIHTC is a federal program administered through the Georgia Department of Community Affairs (DCA) that incentivizes private developers to build or rehabilitate affordable rental housing by offering tax credits.

The City recently invited interested developers to submit proposals for LIHTC-supported developments within city limits. This was done to ensure alignment with community housing goals and the GICH committee's mission to promote affordable housing solutions. Three proposals were received and reviewed by the GICH committee, composed of City staff, housing professionals, and community stakeholders. Each proposal was evaluated based on criteria such as location, development concept, population served, developer experience, community benefit, and alignment with the City's housing priorities.

Following a thorough review process, the GICH committee selected the proposal they believe Chadwick Flats best meets the community's needs and offers the strongest opportunity for a successful LIHTC award. Their application demonstrated wrap around services for their residents and a conscious effort to add to the overall connectivity of the neighborhood.

City support is a critical factor in the success of a LIHTC application and can significantly strengthen the project's competitiveness in the state's scoring process. Taking this action reflects the City's continued commitment to expanding affordable housing options and addressing local housing challenges.

## ALTERNATIVES

Proceed with another LIHTC Developer

## ATTACHMENTS

1. Chapman Flats Scoring Form Summary
2. Cornerstone Heights Scoring Form Summary
3. Ridgecrest Scoring Form Summary
4. Zimmerman M/C Letter
5. GICH Award Letter to Zimmerman



# CITY OF WARNER ROBINS

## THE INTERNATIONAL CITY

**MAYOR**

LaRhonda W. Patrick

**MEMBERS OF THE COUNCIL**

**Post 1**

Derek Mack

**Post 2**

Charlie Bibb

**Post 3**

Keith Lauritsen

**Post 4**

Kevin Lashley

**Post 5**

Clifford Holmes, Jr.

**Post 6**

Larry Curtis, Jr.

**CITY ADMINISTRATOR**

James T. Drinkard

**CITY CLERK**

Mandy Stella

**CITY ATTORNEY**

Julia Bowen Mize

Timothy Bullard  
Zimmerman Properties SE, LLC  
1329 East Lark St.  
Springfield, Missouri 65804

RE: Chapman Flats

Mr. Bullard,

April 21, 2026

The City of Warner Robins as a Certified Alumni of the Georgia Initiative for Community Housing program voted on at our April 20, 2026 Council Meeting to award our GICH point to Zimmerman Properties' "Chapman Flats" Development. This project is located within the municipal boundaries of the City of Warner Robins on Tom Chapman Blvd at Osigian Blvd. The Chapman Flats development is planned as a neighborhood infield urban development and will provide convenient and affordable housing for families in Warner Robins. The development is consistent with the goals of the Warner Robins GICH Housing Team and meets the objectives of new development, housing affordability and sustainability, and community growth as set forth in our GICH Plan.

This decision to award application points to Zimmerman Properties' "Chapman Flats" was made in conjunction with the recommendation from the Warner Robins GICH Team. If you should have any questions, please don't hesitate to contact the Mayor's office at 478-302-5515.

Sincerely,

\_\_\_\_\_  
LaRhonda W. Patrick, Mayor

\_\_\_\_\_  
Derek Mack, Post 1

\_\_\_\_\_  
Charlie Bibb, Post 2

\_\_\_\_\_  
Keith Lauritsen, Post 3

\_\_\_\_\_  
Kevin Lashley, Post 4

\_\_\_\_\_  
Clifford Holmes, Jr., Post 5

\_\_\_\_\_  
Larry Curtis, Jr., Post 6



The Warner Robins Housing Team utilizes the following rating system in making the decision to who and why we award our single GICH Point.

Project Name: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

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**Developer Experience** \_\_\_\_\_ of 6 points

- Does the developer have experience in Warner Robins or nearby jurisdictions? (1 point)
- Does the developer provide examples of completed LIHTC projects? (2 points)
- Does the developer provide references for previous projects? (1 point)
- Has the developer ever received a GICH point, and if so, where? Is contact information provided for that community? (2 points)

Reviewer Comments:

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**Project Approach** \_\_\_\_\_ of 6 points

- Does the development proposal have a feasible timeline included? (1 point)
- Does the does the development proposal clearly explain the project? (1 point)
- Does the proposed project consider the goals of the LIHTC program? (1 point)
- Are the project renderings clear, easy to read, and detailed? (1 point)
- Are there any potential zoning or other land use issues related to the proposed development? (2 points)

Reviewer Comments:

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**Streetscape**

\_\_\_\_ of 5 points

- Do the proposed streetscape elements effectively fit into the existing network?
- Is the project's block and street pattern conforming with the surrounding neighborhood? (2 points)
- Are sidewalks present and continuous in all public frontages in urban areas? Do the sidewalks connect with existing streets and pathways? (1 point)
- Is on-street and private parking addressed effectively in a manner than maximizes pedestrianism? (1 point)
- Is the continuity of built-out frontages appropriate given the surroundings? (1 point)

Reviewer Comments:

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**Architectural Aesthetics**

\_\_\_\_ of 4 points

- Is the proposed development architecturally pleasing?
- Does the architecture of the project match the surrounding community? (1 point)
- Are the building elements and proportions appropriate for the area, including height? (1 point)
- Is the proposed density appropriate for the surrounding area, including potential increased traffic effects? (1 point)
- Does the developer use high-quality, durable building materials? (1 point)

Reviewer Comments:

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**Connectivity**

\_\_\_\_ of 5 points

- Does the proposed project support increased connectivity to the community as a whole?
- Does the project fit within the existing street network without significant new construction necessary? (1 point)
- Does the project increase connectivity options for pedestrians and bicyclists, including sidewalks? (1 point)
- Is the project located within 1/4 mile of existing transit options? (1 point)
- Does the development appear inclusive to the larger community instead of exclusive? (2 points)

Reviewer Comments:

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**Location (select one)**

\_\_\_\_ of 4 points

- Neighborhood infill/urban development – does the development use existing streets, water, sewer, and other utilities? (4 points)
- Urban greenfield development – is the proposed location on previously vacant property within an urban area? (3 points)
- Suburban greenfield development – is the proposed location on previously vacant property in a suburban area? (2 points)
- Development in floodplain, wetlands, wildlife habitat, or other vulnerable location (1 point)

Reviewer Comments:

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**Civic, Green, and Recreational Space**

\_\_\_\_ of 4 points

- Does the project incorporate effective use of nearby civic, green, or recreational space within ¼ mile (walking distance)?
- Consider parks (passive, active, or pocket), plazas or squares, sports complexes, trails or greenways, and gardens. (up to 4 points depending on prevalence)

Reviewer Comments:

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**Mixed Use (Non-Residential)**

\_\_\_\_ of 4 points

- Does the project contribute to mixed land uses within ¼ mile (walking distance)?
- Consider retail and services (grocery, convenience, personal care, pharmacy, banks, etc.), restaurants, entertainment, churches, education, government services (City Hall, library, museums, etc.), medical facilities. (up to 4 points depending on prevalence)

Reviewer Comments:

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**Housing Choice and Inclusiveness**

\_\_\_\_ of 4 points

- Is the proposed development located ¼ mile (walking distance) of other diverse housing establishments which would promote a more inter-connected community and increase the variety of housing options?
- Consider nearby single family detached, single family attached, duplexes, other multi-family properties, and accessory dwelling units. (1 point each, up to 4 points)

Reviewer Comments:

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**Economic and Sociological Impact (select 1)**

\_\_\_\_ of 4 points

- Overwhelmingly positive effect on the community at large with little or no potential negative impact resulting from the development. (4 points)
- Positive effect on community at large with a mild chance of negative impacts resulting from the development. (3 points)
- Positive effect on the community with a greater chance of negative impacts resulting from the development. (2 points)
- The likelihood of positive effects of the development only slightly outweighs potential negative impacts. (1 point)
- Negative impacts outweigh positive impacts. (0 points)

Reviewer Comments:

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**Innovation**

\_\_\_ of 4 points

- Must provide justification (up to 4 points)

Reviewer Comments:

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\_\_\_ TOTAL POINTS

*50 possible points*

**DRAFT**



The Warner Robins Housing Team utilizes the following rating system in making the decision to who and why we award our single GICH Point.

Project Name: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

**Developer Experience** \_\_\_\_\_ of 6 points

- Does the developer have experience in Warner Robins or nearby jurisdictions? (1 point)
- Does the developer provide examples of completed LIHTC projects? (2 points)
- Does the developer provide references for previous projects? (1 point)
- Has the developer ever received a GICH point, and if so, where? Is contact information provided for that community? (2 points)

Reviewer Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Project Approach** \_\_\_\_\_ of 6 points

- Does the development proposal have a feasible timeline included? (1 point)
- Does the does the development proposal clearly explain the project? (1 point)
- Does the proposed project consider the goals of the LIHTC program? (1 point)
- Are the project renderings clear, easy to read, and detailed? (1 point)
- Are there any potential zoning or other land use issues related to the proposed development? (2 points)

Reviewer Comments:

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**Streetscape**

\_\_\_\_ of 5 points

- Do the proposed streetscape elements effectively fit into the existing network?
- Is the project's block and street pattern conforming with the surrounding neighborhood? (2 points)
- Are sidewalks present and continuous in all public frontages in urban areas? Do the sidewalks connect with existing streets and pathways? (1 point)
- Is on-street and private parking addressed effectively in a manner than maximizes pedestrianism? (1 point)
- Is the continuity of built-out frontages appropriate given the surroundings? (1 point)

Reviewer Comments:

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**Architectural Aesthetics**

\_\_\_\_ of 4 points

- Is the proposed development architecturally pleasing?
- Does the architecture of the project match the surrounding community? (1 point)
- Are the building elements and proportions appropriate for the area, including height? (1 point)
- Is the proposed density appropriate for the surrounding area, including potential increased traffic effects? (1 point)
- Does the developer use high-quality, durable building materials? (1 point)

Reviewer Comments:

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**Connectivity**

\_\_\_\_ of 5 points

- Does the proposed project support increased connectivity to the community as a whole?
- Does the project fit within the existing street network without significant new construction necessary? (1 point)
- Does the project increase connectivity options for pedestrians and bicyclists, including sidewalks? (1 point)
- Is the project located within 1/4 mile of existing transit options? (1 point)
- Does the development appear inclusive to the larger community instead of exclusive? (2 points)

Reviewer Comments:

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**Location (select one)**

\_\_\_\_ of 4 points

- Neighborhood infill/urban development – does the development use existing streets, water, sewer, and other utilities? (4 points)
- Urban greenfield development – is the proposed location on previously vacant property within an urban area? (3 points)
- Suburban greenfield development – is the proposed location on previously vacant property in a suburban area? (2 points)
- Development in floodplain, wetlands, wildlife habitat, or other vulnerable location (1 point)

Reviewer Comments:

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**Civic, Green, and Recreational Space**

\_\_\_\_ of 4 points

- Does the project incorporate effective use of nearby civic, green, or recreational space within ¼ mile (walking distance)?
- Consider parks (passive, active, or pocket), plazas or squares, sports complexes, trails or greenways, and gardens. (up to 4 points depending on prevalence)

Reviewer Comments:

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**Mixed Use (Non-Residential)**

\_\_\_\_ of 4 points

- Does the project contribute to mixed land uses within 1/4 mile (walking distance)?
- Consider retail and services (grocery, convenience, personal care, pharmacy, banks, etc.), restaurants, entertainment, churches, education, government services (City Hall, library, museums, etc.), medical facilities. (up to 4 points depending on prevalence)

Reviewer Comments:

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**Housing Choice and Inclusiveness**

\_\_\_\_ of 4 points

- Is the proposed development located 1/4 mile (walking distance) of other diverse housing establishments which would promote a more inter-connected community and increase the variety of housing options?
- Consider nearby single family detached, single family attached, duplexes, other multi-family properties, and accessory dwelling units. (1 point each, up to 4 points)

Reviewer Comments:

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**Economic and Sociological Impact (select 1)**

\_\_\_\_ of 4 points

- Overwhelmingly positive effect on the community at large with little or no potential negative impact resulting from the development. (4 points)
- Positive effect on community at large with a mild chance of negative impacts resulting from the development. (3 points)
- Positive effect on the community with a greater chance of negative impacts resulting from the development. (2 points)
- The likelihood of positive effects of the development only slightly outweighs potential negative impacts. (1 point)
- Negative impacts outweigh positive impacts. (0 points)

Reviewer Comments:

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**Innovation**

\_\_\_ of 4 points

- Must provide justification (up to 4 points)

Reviewer Comments:

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\_\_\_ TOTAL POINTS

*50 possible points*

**DRAFT**



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Reviewer Comments:

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Reviewer Comments:

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Reviewer Comments:

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**Innovation**

\_\_\_ of 4 points

- Must provide justification (up to 4 points)

Reviewer Comments:

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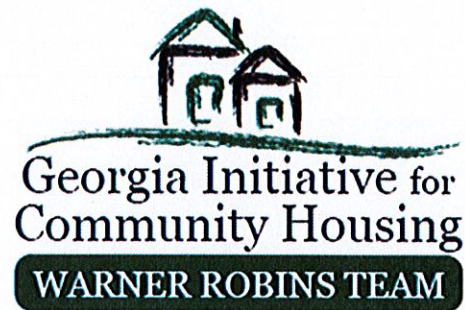
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\_\_\_ TOTAL POINTS

*50 possible points*

**DRAFT**



Timothy Bullard  
Zimmerman Properties SE, LLC  
1329 East Lark St.  
Springfield, Missouri 65804

RE: Chapman Flats

April 7, 2026

Mr. Bullard,

As the Georgia Initiative for Community Housing (GICH) Team Leaders for the City of Warner Robins, we would like to formerly award the 2026 low-income housing tax credit letter of support to Zimmerman Properties SE, LLC for the "Chapman Flats" development.

"Chapman Flats" development proposes 66 units of affordable multi-family housing located on existing parcel #0W78D0 034000 on the corner of Osigian Blvd and Tom Chapman Rd. This proposed development is consistent with the goals of the Warner Robins GICH Community and meets the objectives of new development, housing affordability and sustainability, and community growth as outlined in our GICH Plan.

In addition to GICH support, this project is also in compliance with our local Comprehensive Plan and our U.S. Department of Housing and Urban Development Consolidated Plan under the CDBG Program that addresses the need for affordable housing.

We appreciate your consideration.

Sincerely,

Kate Hogan  
Director

Kim Mazo  
Assistant Director

# STAFF REPORT

DEPARTMENT: COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT

SUBMITTED BY: KATE HOGAN

MEETING DATE: APRIL 20, 2026

## AGENDA ITEM

### Realtor Airman Blvd Townhomes

Engage Warner Robins entering into a Listing Agreement with NextHome 180 for sale of the 8 Townhomes Constructed through the City's CHIP Grant.

## STAFF RECOMMENDATION

Staff recommends approval of this purchasing item.

## BUDGET AND PROCUREMENT

Budgeted Item: Yes

Included In Current Operating Budget: N/a

Fiscal Impact: No

Total Project Cost: Grant Funded

Included In Current Capital Budget: n/a

Appropriations: n/a

Account Title / Number	Dollar Amount
Sale Proceeds	5% of Sales Price

## ITEM DESCRIPTION

Engage Warner Robins opened a Request for Proposals for Residential Real Estate Services through the City's Purchasing Division. We received 16 total responses in various degrees of completeness. After scoring 15/16 the top three scoring Real Estate Firms were presented to the Engage Warner Robins Board meeting on March 25<sup>th</sup>. The Engage Board chose to go with the 2<sup>nd</sup> highest scoring firm as they demonstrated a stronger network to promote, show, and sell the properties. NextHome 180 has experience with first time homebuyers and DCA/HUD Programs. We felt their communication standards, marketing strategy, and proposed commission rate were competitive. They have 2 Warner Robins based agents who are going to be representing the project. The commission for the agent will be taken out of the proceeds of the sale (or program income) with no additional cost for the City or Engage Warner Robins.

## ALTERNATIVES

Propose another listing agent to Engage Warner Robins for their consideration.

## ATTACHMENTS

1. Listing Agreement
2. Top 3 scoring proposals presented to Engage Warner Robins.

**NextHome 180 Realty**  
**Statement of Qualifications (SOQ)**

To: Engage Warner Robins

The owner and agents of Warner Robins Property Management, LLC, d/b/a NextHome 180 Realty are pleased to submit our bid to participate in the CHIP program alongside the City of Warner Robins. We are a woman-owned and disability-owned company, with three disabled veterans on our team (Army, Airforce, and Marine), and our brokerage includes minority and bilingual agents, reflecting the diversity of the communities we serve. We are excited for the opportunity and are truly grateful for your consideration.

**NextHome** is the fastest-growing real estate brokerage in the country and has consistently been awarded top brokerage in multiple categories (Real Estate Franchise Review; Top Franchises for Veterans, Culture, and Woman; Best-in-Category Real Estate; Entrepreneur Top 500 Franchises; Inc 5000 Top 500 Franchises; Most Profitable Franchises and others). Warner Robins Property Management, LLC has been in business since 2013, purchasing our NextHome franchise in 2018, and opening offices in Warner Robins (NextHome 180) and virtual offices in Savannah and Brunswick, Georgia (NextHome Golden Isles).

Shortly after the real estate crash (2014), Sylvia secured an exclusive contract with **D.R. Horton** to market and sell five subdivisions in Byron, Perry, Kathleen, and Warner Robins. Many of the homes had been on the market for over 400 days, and the builder was seeking a brokerage that could identify the challenges and implement a strong marketing strategy. She developed a SWOT analysis and a comprehensive marketing plan. The owner flew in from Texas with his Georgia team, and she presented the plan, which was very well received. Her company was selected to lead marketing and sales for all DR Horton homes in those subdivisions, and all listings were successfully sold before the contract deadline, creating pre-sales and continued business for the builder.

Our local office is proud to have 10 team members, including two licensed brokers. Four team members bring over 30 years of experience, two have more than 10 years, two have over five years, and two are unlicensed (or seeking a license) but bring years of real estate and other sales experience. Their extensive backgrounds, particularly in new construction, provide a strong foundation that allows us to offer effective representation. As a team, we have partnered with numerous builders over the years, consistently delivering results and maintaining strong professional relationships. Please see Exhibit "A" for a list of the new construction builders we have had the privilege to work with.

Our company works very closely with the Georgia Department of Community Affairs (DCA), participating and managing over 113 doors in Houston County and 25 in Peach County under the Housing Choice and Voucher Program. While many property management companies choose not to take on income-based housing, we have always been willing to serve this need. In fact, agents and brokers often refer these clients to us because their firms do not accept DCA properties. We are proud to currently manage all of our DCA-approved homes.

We are a high-tech company and utilize 360° virtual tours, aerial photography, and professional photography. Every agent owns a 360° camera, and we maintain our own photography and aerial equipment. We also have a mascot named Luke, a French bulldog who has become a fun and memorable part of our brand. Every buyer receives a Luke plush at closing, and we even have a live mascot we bring to events.

We use professional marketing tools such as top of the line agent websites, property website, Studio, Matterport, Box Brownie, Cubi-Casa, text riders, flyers, exclusive bed/bath riders and other fun riders that allow prospects to reach us directly by text and allow us to immediately communicate with all prospects. We believe signage that clearly displays property details such as the number of bedrooms and bathrooms and square footage for each listing is important to the buyer and leads to a faster sale.

Our broker/owner, **Sylvia Moore Myers**, has been a licensed real estate broker since 2000 when she opened her first real estate brokerage in Warner Robins, and she has been a REALTOR® since 1997, and earned a Bachelor's Degree in Business Management and IT from Middle Georgia State University, graduating President's Scholar (Valedictorian) in 2014. She previously worked in real estate law as a paralegal, researcher, and title abstractor, giving her over 40 years of experience in contract law and real estate.

As someone who remembers struggling as a single mom to make ends meet and keep a roof over her children's heads, Sylvia has a special place in her heart for individuals facing difficult circumstances. Crisis can be due to natural disasters, or violence, but crisis caused by lack of affordable housing is also a crisis. Thus, Sylvia feels called to give back to the community and help wherever she can. After the violent murder of her son in 2003, and subsequent copy-cat attack on her life in 2004, she has dedicated her efforts to helping others in crisis in the greater Warner Robins area. This deep compassion for individuals experiencing trauma and crisis led her to earn a Master of Arts in Human Services Counseling: Crisis Response & Trauma with High Distinction from Liberty University in 2025; and she is currently completing final graduate studies at Liberty University this Summer pursuing a Doctor of Education (EdD) in Community Care and Counseling: Traumatology. In addition to her academic studies, she holds multiple designations (See Exhibit "B" for detailed information).

Thank you again for the opportunity to submit our bid to participate in the CHIP program alongside the City of Warner Robins.

Sylvia Moore Myers, Broker Owner  
Warner Robins Property Management, LLC  
NextHome 180 Realty  
114 Constitution Dr. Suite 1200  
Warner Robins, GA 31088  
478-923-SOLD / 478-283-4483

**NOTE:** All required information listed in the attached "Proposal Deliverables Checklist" provided by Engage Warner Robins, have been provided in this "NextHome Statement of Qualifications (SOQ)" or the "Engage Warner Robins NextHome Plan" and all documents have been downloaded to the Ionwave procurement system.

# **Engage Warner Robins NextHome 180 Realty**

## **Proposed Agreement and Marketing Plan**



Prepared: March 19, 2026

Sylvia Moore Myers, Broker/Owner  
Warner Robins Property Management, LLC  
DBA NextHome 180 Realty

**Mission Statement:**

Warner Robins Property Management, LLC, d/b/a NextHome 180 Realty, hereinafter referred to as “NextHome” and Engage Warner Robins, hereinafter referred to as “EWR”, desire to build a long term and mutually beneficial partnership built on trust and performance, by expanding access to affordable homeownership opportunities for income-qualified households.

**Suggested Agreement \***

- EWR will enter into an “Exclusive Right To Sell” agreement with NextHome 180 Realty, for a period of no less than one year, beginning in April 6, 2026. Said agreement will renew on an annual basis by agreement of parties.
- Agreement provides that NextHome will have an exclusive right to sell new homes built by or for Engage Warner Robins, or any of their subsidiaries and affiliates including but not limited to the City of Warner Robins. The area to be covered by agreement will be Houston County GA, and more particularly the subdivision described as Airman Boulevard Townhomes developed with funding from the Community Home Investment Program (CHIP).
- NextHome will be available 7 days a week at hours deemed appropriate by NextHome to communicate with potential buyers, answer agent questions, and negotiate offers.
- In addition to the ability to staff any model home, NextHome may choose to also staff completed homes as needed, for Sunday open houses, agent opens or other marketing events.
- NextHome will be paid a 5% commission for all homes that sell. If a buyer is represented by another Brokerage, and that broker submits a written offer that is acceptable, NextHome’s commission will be reduced to no less than 2.5% commission allowing negotiation with selling broker no more than 2.5%. Nothing herein shall be construed to restrict EWR from paying more than 5%, as all commissions by law are negotiable. If EWR agrees, other agents will be notified of the 2.5% commission prior to showing the homes.
- All buyers not represented as client or customer nor brought to the property by another broker shall be deemed customers of NextHome as all buyers deserve fair treatment as customers under the code of ethics.
- All offers from outside brokerages will be submitted to the Broker of NextHome to negotiate with EWR and the buyer/agent. The offers from all buyers not represented by outside brokerages will be drafted by NextHome.
- EWR and NextHome agree that they may share certain advertising expenses with prior written approval from both parties (i.e., joint signage), if applicable. Otherwise, NextHome will provide all signage and advertising at NextHome’s expense.
- EWR agrees to provide training to NextHome agents on unique features of their properties and provide necessary resources for agents to properly market their homes (i.e., floor plans, seller disclosures, home specs, upgrade selections, appliances and warranties).
- EWR agrees to pay for agent bonuses and/or incentives (when and if deemed appropriate by EWR) and Buyer incentives with prior approval from both parties. Any selling bonuses or incentives will be agreed upon in writing prior to advertising in the MLS or elsewhere to ensure compliance with new real estate guidelines that became effective in August of 2024.
- The parties agree to use GAR approved contracts unless EWR provides a suitable substitute approved by NextHome.

\* This agreement can and will be modified by the parties and serves as a guideline only at this time.

**Scope of Services \*\***

- NextHome will list all EWR Homes in the following Multiple Listing Services (providing state-wide coverage) within 24 hours of accepting a new listing: Central GA MLS, GA MLS, and the National Listing Distribution Service through NextHome. Other MLS systems are available.
- NextHome will take the maximum number of photographs for each listing (as permitted by MLS(s), in a professional manner, as well as create a 360 virtual tour, video, flyers, aerial photography, social media post, and webpage coverage for each new listing. (See links and examples in Marketing Plan below).
- NextHome will have a yard sign installed at each active listing from the start of construction through the end of closing with text riders and/or QR code for lead capture, exclusive NextHome bed/bath riders, a Luke mascot in every yard, and any other additional information deemed necessary. (See examples in Marketing Plan below).
- A Central GA and GMLS compatible lockbox will be installed at each new listing. (MLS rules require a lockbox on all completed residential properties).
- NextHome will advertise listings on all available websites including, but not limited to: Zillow, Trulia, REALTOR.COM, homes.com and NextHome exclusive websites. NextHome syndicates our listings to well over 200 websites.
- NextHome can arrange and host special events, such as agent opens, open houses, promotions and neighborhood block parties.
- NextHome will have the authority to choose listing agents from within our company with whom to assign listings (list subject to preapproval from EWR). NextHome will set a standard for agents to achieve prior to listing any EWR properties. All contracts will be reviewed and approved by NextHome's Broker.
- In the event EWR desires to offer agent bonuses or buyer incentives, there will be prior approval from both parties to ensure compliance with regulatory requirements.
- NextHome agrees to provide weekly showing feedback and marketing updates. NextHome will also provide monthly a market analysis, MLS data and marketing report.
- NextHome will have agents and staff available for showings and inquiries.
- NextHome may utilize press releases and local media on a regular basis, promoting the townhomes, with EWR approval.
- NextHome will utilize a contact management system to follow up with all EWR inquiries and leads.

\*\* This is a suggested list that can and will be updated after familiarity with the property and product in order to sell homes in the least amount of time.



**Marketing Plan \*\*\***

NextHome will work with EWR to create a Marketing Plan which includes Combining EWR's and NextHome's Marketing power by:

- Focusing on the sale and promotion of Airman Boulevard Townhomes
  - Start Date: April 6, 2026
  - Plan for 100% sales or pending by June, 2026
- Understanding the unique considerations of selling program-assisted housing subject to CHIP program requirements, including:
  - Buyer income eligibility
  - Resale and occupancy restrictions
  - Program income compliance
- Providing Brokerage responsibilities:
  - Managing both the marketing and transactional aspects of the sales process in coordination with City staff.
  - Coordinate marketing for the units including listing on MLS(s)
  - Manage offers and contract negotiations
  - Assist buyers through the necessary program requirements of CHIP
- Marketing
  - Utilizing Marketing Expertise of NextHome
    - Virtual 360 Tours for Buyers <https://my.matterport.com/show/?m=PjbEadvWn54>
    - Buyers digital books (See examples):  
<https://cloudcma.com/pdf/d9d5a8da1ecc1c7a4c115a8979d69034>  
<https://sylviamyers.nexthome180.com/present/presentation/5zReyxrnpcYy>
  - NextHome Home Ownership App "NextConnect" is free to all buyers and allows buyers to chat directly with their NextHome agent throughout the process
  - Exposing homes in MLS & National Exposure
    - Central GA MLS – Houston County (Middle Georgia)
    - Georgia MLS – the entire state
    - NextHome's International Presence
    - National Listing Distribution Center through NextHome
    - Affiliation with Middle Georgia Board of Realtors
    - Affiliation with Savannah Board of Realtors
    - Affiliation with Golden Isles BOR and MLS
    - Premier Agent with Zillow
- Building customer, client and affiliate relationships
- Promoting with NextHome Professional Signage (See picture below)
  - A Luke Mascot in every yard
  - Bed/Bath Riders
  - Text Riders
  - Name/Face Riders
  - Flyers (Sample attached)
- Utilizing the skills and energy of our Brokers and Agents
- Maximizing Company and Agent Websites:
  - Fully integrated IDX
  - Lead Capture Systems
  - Drip Campaigns
  - Contact management Systems
  - Blogs and Social Media

- Providing Outstanding and memorable Agent Experiences:
  - Building relationships with Local Realtors
  - Regular Agent Opens with Great Food and Prizes
- Offering Home Buyer seminars – Benefits of Buying a New Home
- Advertising Suggested Buyer Incentives:
  - Stress Free Closings
- Selling Features rather than things (to be determined):
  - “Offer peace of mind with better Home Warranty than competitors”
  - “Quick move in”
  - “Energy Efficiency”
  - “Quality Construction”
  - “Upgraded appliances”
  - “Easy to Qualify”
- Closing gifts
  - Buyers will receive a Luke Plush at closing and other gifts purchased by the agent or NextHome.
  - Buyer Agents may receive NextHome branded gifts at closing.
  - A closing package will buyer’s closing documents will be provided to the buyer.
  - NextHome Concierge service will assist Buyers with setting up utilities, cable, security, internet and insurance with ease; provided free by NextHome.

\*\*\* This is a suggested list that can and will be updated after familiarity with the property and product.






**JUST LISTED**

Explore the possibilities
\$179,900

**307 Airman Blvd  
Warner Robins, GA 31088**

SQ. FT. <b>1,939</b>	BEDROOMS <b>3</b>
LOT SIZE <b>0.136</b>	BATHROOMS <b>2</b>





**Sylvia Myers**  
BROKER / OWNER, BROKER


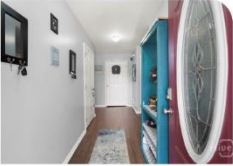





Photo Coming Soon

Located in this 3-bedroom, 2-bath home offers a bright, open layout that makes the main living space feel connected and comfortable. The kitchen provides plenty of counter space for cooking and gathering, making it an easy place to spend time with family and friends. Out back, you'll find a spacious yard with a brand-new privacy fence - giving you room to relax, entertain, or let pets play freely. With quick access to , and I-96, this location keeps you close to work, shopping, and dining while still enjoying a quiet neighborhood...






Photo Coming Soon

**Inquire today**

**SYLVIA MYERS**  
Broker / Owner, Broker  
478.263.4483  
LIC:  
NextHome180@gmail.com  
<https://sylviamyers.nexthome180.com>



**NEXTHOME 180® REALTY**  
Broker: LPI Realty LLC |  
478.923.0223 | 114 Constitution Drive, Suite 1200, Warner Robins, GA 31088

 Each office is independently owned and operated.

Sign and Mascot:



**Exhibit “A”**

**Builders, Subdivisions, and Exclusive Builder Representation**

Sylvia Moore Myers, Dawn Melden, Frances Brooks, Danielle Givens

1. Ross Homes – Walkers Grove, East Pointe Plantation & Crestview Plantation
2. McCullum Builders – Crestview Plantation & East Pointe Plantation
3. Jerry Stoker - Kensington Green & Pilgrims Rest
4. Gary Weaver - Pilgrims Rest, Wedgewood Homes & Country Meadows
5. Bud Beakes - Neighborhood Homes & Country Meadows
6. Vance Woods - Country Meadows
7. Oscar Dean - Spring Chase
8. Bill Outh - Waterford South & Spring Chase
9. Jerry Cossette - Wexford Plantation
10. AWT Construction
11. DR Horton - Meadows Walk, Lake Forest, Cumberland Shores, O’Brien Farms, and Woodland
12. David McCrory – Eagle Springs
13. Debra Mason – Walkers Grove
14. TAB Construction
15. Silver Eagle Builders – Morgan Ranch
16. Jason Tomlinson
17. Dennis Collins
18. Spectrum Home & Design
19. Amazing Hospitality, LLC
20. Steve Little Construction, LLC – Houston County
21. Larry Warren Builder – Autumn Woods

## Exhibit “B” Broker Designations, Degrees, Awards, Achievements

### Sylvia Moore Myers

- Managing Broker
- ABR: Accredited Buyers Representative
- NAR Certified Trainer in ABR, SRS
- C2EX: Commitment to Excellence Designation
- MRP: Military Relocation Professional
- SRS: Seller Representative Specialist
- GRI: Graduate, Realtor Institute
- RSPS: Resort and Second-Home Property Specialist
- Certified Autism Specialist (IBCCES) #CAS24935113
- BS: Business Management & Information Technology 2014
- MA: Human Services Counseling: Crisis Response & Trauma 2025
- Graduate Candidate: EdD: Community Care & Counseling: Traumatology
- CRTC: Complex Trauma and Disaster Response
- HF3R: Hope-Focused 3 “R” Suicide Prevention Trained

### Dawn Melden:

- Associate Broker
- Top 3% Sales Agents in Georgia 2024
- Top National Agent 2024 NextHome
- ABT: Accredited Buyers Representation
- ATWD: At Home With Diversity
- CRS: Certified Residential Specialist
- GRI: Graduate, Realtor Institute
- SRS: Seller Representative Specialist

### View Recommendations on Websites:

<https://sylviamyers.nexthome180.com/testimonials.php>

<https://dawnmelden.nexthome180.com/testimonials.php>

<https://daniellegivens.nexthome180.com/testimonials.php>

<https://francesbrooks.nexthome180.com/testimonials.php>

<https://www.zillow.com/profile/Sylvia%20Moore%20Myers>

<https://reach150.com/m/review/86159/nexthome-180-realty-sylvia-myers-warner-robins-ga>

**PROPOSAL DELIVERABLES CHECKLIST**  
**(SEE ALSO: “ENGAGE WARNER ROBINS PLAN”**  
**AND “NEXTHOME STATEMENT OF QUALIFICATIONS” (SOQ)**

The following represents brief answers to Section V. **PROPOSAL DELIVERABLES**, from 26-CED-4766 Residential Realtor Service, Page 4 (See Also “Engage Warner Robins Plan (Engage WR Plan) and NextHome Statement of Qualifications (SOQ) for more detailed information):

**A. Firm Qualifications**

• ***Firm name, address, and primary contact information***

Warner Robins Property Management, LLC, DBA NextHome 180 Realty  
 Sylvia Moore Myers, Owner, Broker  
 114 Constitution Dr., Suite 1200, Warner Robins, GA 31088

• ***Georgia real estate license information***

H-67192 issued 2013

• ***Years of experience and areas of specialization (See also SOQ and Exhibit B)***

Broker Sylvia Moore Myers:

- 30 Years Real Estate (since 1996)
- 26 Years Real Estate Broker (since 2000)
- BS Business Management and IT (2014)
- 16 Years Real Estate Law (Paralegal since 1980)
- 30 Years New Construction, Single Family, Multi-family Sales and Management
- MA in Human Services: Crisis and Trauma (2025)
- Doctorate Candidate - EdD: Community Care & Counseling: Traumatology (2027)

• ***Description of experience selling new construction and/or affordable or income-restricted housing***

- 30 years of experience in affordable housing (DCA) management and placement.
- See Exhibit “A”: Builders, Subdivisions, and Exclusive Builder Representation

• ***Identification of the proposed listing agent(s)***

- Sylvia Moore Myers, Broker (40 years of real estate experience)
- Dawn Melden, Broker Associate (over 30 years of real estate Experience)
- Frances Brooks, Licensed Agent (over 30 years of real estate experience)
- Dani Given, Licensed Agent (over 5 years of real estate experience)
- Matt Jackson, Licensed Agent (over 5 years of real estate experience)

**B. Relevant Experience**

• ***Examples of comparable residential sales projects***

- See “NextHome Statement of Qualifications (SOQ) for additional information.
- In 2014, as the Marketing and Sales Manager of Exit Realty, I secured an exclusive contract with D.R. Horton to market and sell four subdivisions in Byron, Perry, Kathleen, and Warner Robins. Many of the homes had been on the market for over 400 days, and this national builder was eager to find a brokerage that could discover why the homes were not selling and provide a strong marketing strategy. I prepared a SWOT analysis and a comprehensive three-year marketing plan that included completed, partially completed, and vacant lots. The owner flew in from Texas with his entire Georgia team, and I presented a comprehensive marketing plan that was very well

## PROPOSAL DELIVERABLES: CHECK LIST

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received. They selected me to lead the marketing and sales for all four subdivisions. All listings were sold. This created pre-sold contracts and continued business for this builder, who had initially intended to leave the area after the homes were sold but decided to continue construction in Middle Georgia following the plan's success.

- See **Exhibit "A": Builders, Subdivisions, and Exclusive Builder Representation**
- ***Experience working with public-sector clients, nonprofit developers, or housing Programs***
  - 30 years of experience in affordable housing (DCA) management and placement.
  - This includes approximately 113 homes that are currently approved for Section 8 in Houston County.
  - See **Exhibit "A": Builders, Subdivisions, and Exclusive Builder Representation**
- ***Familiarity with HUD, DCA, or local housing affordability programs (preferred)***
  - 30 years of experience in affordable housing (DCA) management and placement
  - See NextHome SOQ for additional information.

### C. Marketing Strategy (See SOQ and Engage WR Plan)

- ***Proposed marketing and outreach plan for CHIP townhomes***
  - NextHome's marketing includes local, state, and (uniquely) national and international MLS exposure.
  - Our NextHome Team members are Premier Zillow Agents with a 5-Star National Rating.
- ***Approach to fair housing-compliant advertising and buyer outreach***
  - This is second nature to our team who have worked with and advertised DCA-approved properties. We use fair housing logos on all advertising.
  - See marketing strategies below
- ***Strategies for reaching income-qualified buyers***
  - See SOQ and Engage WR Plan for more information
  - Advertising locally and nationally (MLS, Websites, Zillow Premier etc)
  - Have weekly open houses (Saturdays and/or Sundays)
  - Keep a daily schedule with agents on site who are ready to assist buyers and agents
  - Special buyer broker/agent open house events for local realtors (Lunch & Look)
  - NextHome's powerful signs are like none others: bed/bath riders, text riders, and our National Mascot, Luke, a happy French Bulldog that proudly sits in every yard, drawing love and attention to the listing. (See Luke on Page 6 "Engage Warner Robins NextHome Plan")
  - Text Riders identify potential buyers and provide additional information to the buyers
  - Our local office has our own "Luke" - a comfort pet (French Bulldog) who accompanies us to special events and sits for photo ops.
  - We still believe in flyers on signs. Buyers pull flyers. Professional full-color flyers with relevant and appropriate information including fair housing and equal opportunity logos that answers many questions for potential buyers and provides websites and contact information.

### D. Compensation Proposal

- ***Proposed commission structure (expressed as a percentage of sale price)***
  - 5% paid at closing for buyer and seller sides (2.5% list side and 2.5% buyer side) This information can be provided to the buyer's agents prior to showings.

## PROPOSAL DELIVERABLES: CHECK LIST

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- If bonuses are offered by the seller (Engage Warner Robins), we will discuss the proper and legal way to advertise and offer bonuses in light of the NAR regulations that affect most agents since August 2024.
- **Confirmation of any additional fees (if applicable)**
  - None expected.
  - Open houses, agent opens, buyer events, flyers, signage, MLS, Zillow, etc., are all the responsibility of NextHome.

**E. References (See attached)**

- **At least three (3) professional references, including at least one public-sector or non-profit client if available**
  - See attached

26-CED-4766 Residential Realtor Services Page 5 of 8

**Required Documents (See attached)**

Proposals should include all documents required by the procurement policies of the State of Georgia and the City of Warner Robins. Documents must be current, valid, and fully executed by an authorized representative of the responding company, and notarized (where required).

**Such documents include the following:**

- vi. General Terms and Conditions
- vii. Business License
- viii. Certificate of Insurance
- ix. E-Verify Affidavit
- x. Sub-Contractor E-Verify Affidavit (if applicable)
- xi. Sole Proprietor Affidavit (if applicable)
- xii. Absence of Conflict-of-Interest Certification
- xiii. Non-Collusion Affidavit
- xiv. Professional Licensure



*Houston County Association for Exceptional Citizens, Inc.*  
202 North Davis Drive, Warner Robins, GA 31093

March 17, 2026

To Whom it May Concern,

This letter is in reference to Sylvia Myers of NextHome 180 Realty, and her relationship with myself and the local non-profit, Happy Hour Service Center, where I serve as the Community Relations Coordinator. Sylvia is an amazing community partner to our organization, where we provide services to those that have special needs in providing resources and opportunities to help them thrive in life.

Sylvia not only supports our efforts financially but volunteers her time and energy and having a presence on our campus. She is an essential advocate for Happy Hour and those with developmental disabilities and continues to provide her expertise in supporting our mission, which is simply, we believe every individual, regardless of their ability or disability, should have the opportunity to THRIVE in life.

I am aware of her involvement with other local organizations, but I am most grateful and appreciative of her partnership with Happy Hour Service Center. I fully recommend her at any level for her association with the growth and progress in the middle Georgia area.

Regards,

A handwritten signature in blue ink that reads 'Bruce Hullett'. The signature is written in a cursive style and is positioned above the typed name.

Bruce Hullett  
Community Relations  
Happy Hour Service Center  
478-449-8804

March 18, 2026

To: The City of Warner Robins

My name is Diogo Guimarães with Spectrum Home & Design, and I want to share my experience working with NextHome 180 Realty.

I have worked with several real estate firms in the Atlanta area, but this team is different. From the beginning, I noticed how well they work together. It's not just individual agents, these agents show up as a team.

Their open houses are a great example. They go all out with music, food, and a good atmosphere that actually brings people in. They know how to create interest and get buyers through the door.

I've never worked with another real estate company that operates like this, and that's why I enjoy working with them. I know they will get the properties sold because of their work ethic and how they use the "all hands on deck" mentality.

I would definitely recommend NextHome 180 Realty. They are one of the best teams I've worked with.

Regards,  
Diogo Guimarães

*Diogo Guimarães*

DRAFT

## Letter of Recommendation

To Whom It May Concern,

My name is Cristiano Cotrim, and I am the owner of Amazing Hospitality LLC. I am happy to recommend NextHome 180° Realty based on the work we have done together.

I use Danielle Givens as my agent, and we have worked on a total of eight properties. She has been a very important part of our growth. She has supported us not only with buying and selling, but also with helping us think through our business model. One of our main goals is to create modern, affordable housing in Fort Valley, and Danielle has provided valuable input as we develop that vision.

She has also been involved as we begin planning a new subdivision focused on first-time homebuyers and lower-income residents. This is something that requires patience and understanding of the community, and Danielle brings both. She is very passionate about helping people become homeowners, and you can see that in the way she works with clients.

She takes time to guide buyers through the process and makes sure they understand each step, which is especially important for first-time buyers. She connects well with people and builds trust quickly.

From a sales perspective, she has done an excellent job marketing our properties. The homes we listed with her sold faster than the average time in the area. She pays close attention to details like staging and photography, which really helps present the homes in the best way. The open houses she organized also had strong attendance and created good interest from buyers.

In addition, our experience with NextHome 180° Realty has been very positive. The team is professional, responsive, and easy to work with.

Based on our experience, I believe NextHome 180° Realty would be a strong choice for a project like this. I would confidently recommend them.

Sincerely,

Cristiano Cotrim

*Cristiano Cotrim*

Owner

Amazing Hospitality LLC

# EXCLUSIVE SELLER BROKERAGE ENGAGEMENT AGREEMENT



2026 Printing

State law prohibits Broker from representing Seller as a client without first entering into a written agreement with Seller under O.C.G.A. § 10-6A-1 et. seq.

**A. KEY TERMS AND CONDITIONS**

**1. Exclusive Seller Brokerage Engagement Agreement.** For and in consideration of the mutual promises contained herein and other good and valuable consideration, the undersigned seller(s) ("Seller") and the undersigned broker (hereinafter "Broker" or "Seller's Broker") do hereby enter into this Exclusive Seller Brokerage Engagement Agreement ("Agreement") for Broker to exclusively represent Seller in listing and selling the property described below ("Property") for sale on the terms and conditions set forth herein.

**a. Property Identification:** Address: (See Stip #1) Airman Blvd Lots 1 - 8  
 City Warner Robins, County Houston, Georgia, Zip Code 31088  
 Tax Parcel I.D. Number: See Stipulation #1

**b. Legal Description:** The legal description of the Property is [select one of the following below].  
 (1) attached as an exhibit hereto;  
 (2) the same as described in Deed Book 9576, Page 18-25, et. seq., of the land records of the above county; **OR**  
 (3) Land Lot(s) 244 of the 5th District, - Section/  
 GMD, Lot stip 1, Block \_\_\_\_\_, Unit \_\_\_\_\_, Phase/Section \_\_\_\_\_  
 of Airman Blvd Subdivision/Development, according to  
 the plat recorded in Plat Book 85, Page 154, et. seq., of the land records of the above county;  
**OR**

(4) described below if Property is a condominium unit and a full unit legal description is to be used  
**[NOT TO BE USED IF PROPERTY IS A FEE SIMPLE TOWNHOME]:**  
 Unit \_\_\_\_\_ of \_\_\_\_\_ Condominium  
 ("Condominium"), located in Land Lot \_\_\_\_\_ of the \_\_\_\_\_ District of \_\_\_\_\_ County, Georgia,  
 together with its percentage of undivided interest in the common elements of the Condominium, and its interest in the limited  
 common elements assigned to the unit ("Unit"). The Condominium was created pursuant to the Declaration of Condominium  
 for any Condominium ("Declaration"), recorded in Deed Book \_\_\_\_\_, Page \_\_\_\_\_, et  
 seq., \_\_\_\_\_ County, Georgia records ("Declaration"), and shown and delineated on the plat of  
 survey filed in Condominium Plat Book \_\_\_\_\_, Page \_\_\_\_\_, \_\_\_\_\_ County,  
 Georgia records, and on the floor plans filed in Condominium Floor Plan Book \_\_\_\_\_, Page \_\_\_\_\_,  
 \_\_\_\_\_ County, Georgia records.

**2. List Price and Listing Period.**  
**a.** The price at which the Property shall be listed for sale is \$ \_\_\_\_\_ ("List Price").  
**b. Commencement Date of Agreement:** 04/20/2026. This Agreement shall commence and be  
 effective upon it being signed by Seller and Broker and a signed copy delivered to both parties.  
**c. Ending Date of Agreement:** 10/31/2026. This shall be the last full date of the Agreement  
 after which it shall terminate and no longer be in effect unless the parties agree in writing to extend it.  
**d. Listing Period.** The term of this Agreement shall also be known as the listing period or listing term.

**3. Marketing.**  
**a. Selection of Multiple Listing Service(s).** Broker agrees to file the listing with the following Multiple Listing Service(s) ("MLS(s)":  
GAMLS, CGMLS, National Listing Distribution  
**b. DELIVERY OF AGREEMENT TO AND LISTING WITH MLS.** THIS AGREEMENT SHALL BE TIMELY DELIVERED TO AND  
 LISTED WITH THE ABOVE-REFERENCED MULTIPLE LISTING SERVICE(S) IN ACCORDANCE WITH THE RULES OF SUCH  
 MULTIPLE LISTING SERVICE(S), WHICH MAY LIMIT THE AVAILABILITY AND TIME DURATION OF THE MARKETING  
 OPTIONS BELOW. THIS OBLIGATION AND THESE LIMITATIONS SHALL CONTROL OVER ANY CONFLICTING OR  
 INCONSISTENT LANGUAGE CONTAINED HEREIN.  
**c. Marketing Commencement Date:** 04/20/2026 This shall be the date when the Property is first marketed to the  
 public. Seller shall have the right, upon notice to Broker, to move this date up or back by not more than 1 days.

- i. **Coming Soon.** If offered by the MLS, Seller  directs or  does not direct Broker to file the Property listing in the MLS(s) listed above in "Coming Soon" status for \_\_\_\_\_ days prior to the Marketing Commencement Date, during which time the Property will be visible to MLS participants as Coming Soon, but the Property may not be shown to the public or purchased during this period. At the end of this period, the Property will be changed to "Active" status and marketed to the public as set forth in Section A.3.(c) above. The maximum Coming Soon status period is set by the MLS. If the Coming Soon status period herein exceeds the maximum days permitted by the MLS, then the MLS maximum shall control.
- d. **MLS Marketing Options:** Within one (1) business day of the Marketing Commencement Date, the listing must be filed with the MLS(s) listed above. Seller directs Broker to market the Property for sale using the Multiple Listing Service option selected below: *[Select the option below which applies. The options not selected shall not become part of this Agreement.]*
  - (1) Immediate Public Marketing Option.** The listing will be immediately visible to MLS participants and may be electronically distributed through Internet Data Exchange ("IDX") so that MLS participants can display it on their websites. The Property may also be distributed through syndication to make it available to be viewed on various third-party websites such as REALTOR.COM, Zillow, or Homes.com. Such listings are considered to be active listings and the Property may be shown to potential buyers.
  - (2) Delayed Marketing Exempt Option.** The listing will be immediately visible to MLS participants and may appear on the websites of Broker and Broker's licensees. However, marketing of the Property by other brokers through the IDX and syndication to third-party websites will be delayed for a period of \_\_\_\_\_ days. During the Delayed Marketing Exempt Period, the listing will not appear on other brokers' websites or on websites like REALTOR.COM, Zillow and Homes.com. Such listings are considered active listings and the Property may be shown to potential buyers.
  - (3) Office Exclusive Marketing Option.** The Property will initially be marketed through an office exclusive period of \_\_\_\_\_ days during which time the Property listing will only be available to licensees affiliated with Broker. During the Office Exclusive Marketing period, the Property listing will be submitted to the MLS(s) listed above; however, the listing will neither be marketed publicly nor disseminated through the MLS and will not be visible to other MLS participants. Such listings are considered to be active listings and the Property may be shown to potential buyers.
- e. **Disclaimer:** BY SIGNING THIS AGREEMENT, SELLER UNDERSTANDS AND ACKNOWLEDGES THAT IF SELLER IS DELAYING THE PUBLIC MARKETING OF THE PROPERTY, BY SELECTING AN OFFICE EXCLUSIVE MARKETING OPTION OR THE DELAYED MARKETING EXEMPT OPTION, SELLER MAY NOT MAXIMIZE EITHER THE NUMBER OF OFFERS SELLER RECEIVES OR THE PRICE OFFERED TO BUY THE PROPERTY. SELLER NEVERTHELESS KNOWINGLY WAIVES THE POTENTIAL BENEFITS OF IMMEDIATE PUBLIC MARKETING.

**4. Compensation to Broker(s) for Professional Services ("Compensation").**

- a. **Generally:** Compensation to Broker(s) is negotiable and is not set by law.
  - b. **Compensation to Seller's Broker:** Seller agrees to pay Seller's Broker the following Compensation at the closing of any Contract to Sell (as that term is hereinafter defined) of the Property as follows:
    - five percent ( 5 %) of the purchase price;
    - \$ \_\_\_\_\_;
    - (other) See Stipulation #3 \_\_\_\_\_.
  - c. **Whether Compensation is Offered to Buyer's Broker:** Seller hereby approves the following: *[Select all which are applicable]*
    - (1) not initially offering Compensation to Buyer's Broker but marketing that Seller is open to receiving offers in which Seller pays Compensation to Buyer's Broker;
    - (2) Compensation being offered to Buyer's Broker by either;  Seller (in addition to the Compensation being paid to Seller's Broker);  Seller's Broker (out of the Compensation being paid to Seller's Broker); or  Seller and Seller's Broker as set forth in "other" section below:
      - \_\_\_\_\_ percent ( \_\_\_\_\_ %) of the purchase price;
      - \$ \_\_\_\_\_;
      - (other) \_\_\_\_\_
    - If Seller's offer of Compensation to the Buyer's Broker is conditional, specify the conditions here: \_\_\_\_\_;
- OR**
- (3) No Compensation being offered or marketed to Buyer's Brokers.

For all purposes herein, the term "Buyer's Broker" shall mean the Broker, including the Broker representing the Seller, if they are also working with or representing the buyer as a customer or client. If buyer or Buyer's Broker does not request or accept the full amount of Compensation being offered by Seller's Broker, the remainder shall be additional compensation to Seller's Broker.

- d. **Separate Compensation on Lease.** If Seller leases the Property or enters into a lease/purchase agreement or a lease with an option to purchase agreement during this Agreement, Seller shall also pay Broker a separate leasing Compensation in the amount of \$ 0.00 and as follows: n/a

Notwithstanding any provision to the contrary contained herein, the payment of a leasing Compensation (including in lease/purchase transactions or lease with an option to purchase transactions) shall not relieve Seller from paying the Compensation at the closing of a Contract to Sell, as provided elsewhere in this Agreement.

**5. Protected Period.** The length of Protected Period during which time Broker shall be entitled to Compensation under certain circumstances where this Agreement has been unilaterally terminated by Seller or has expired, shall be 90 days.

**6. Agency and Brokerage.**

a. The following are types of agency relationship(s) **NOT** offered by Broker:

seller agency  buyer agency  designated agency  dual agency  sub-agency  tenant agency  landlord agency

b. If Broker offers dual agency as one of its agency relationships above, Seller  does or  does not consent to Broker acting in a dual agency capacity, as that agency relationship is explained in Section B.6(b) below and in the CB01 ABCs of Agency. Seller expressly consents to Broker acting in any other agency relationship offered by Broker.

**7. Lead-Based Paint Disclosure.** Federal law requires disclosure of lead-based paint in homes/residential properties, or a portion thereof, constructed prior to 1978. *[select one below]*

a.  A dwelling on the Property, or portion thereof, was constructed prior to 1978, Seller agrees to complete and provide Broker with a signed Lead-Based Paint Disclosure Exhibit (F316) at the same time as the signing of this Agreement and is attached as Exhibit "\_\_\_".

**OR**

b.  No dwelling on the Property, or portion thereof, was constructed prior to 1978.

**8. Seller Has the Following Special Circumstances That Will Require Third-Party Approval Before Seller Can Do the Following:**

a. **List the Property for Sale:**

(1) **Bankruptcy:** Seller has filed for bankruptcy protection and this Agreement is made contingent upon the bankruptcy court authorizing the listing of the Property for sale.

(2) **Divorce:** Seller has filed for divorce and this Agreement is made contingent upon the court having jurisdiction over the divorce action authorizing the listing of the Property for sale.

(3) **Other (Please describe):** \_\_\_\_\_

b. **Contract to Sell the Property:**

(1) **Bankruptcy:** Seller has filed for bankruptcy protection. Any purchase and sale agreement for the sale of the Property will need to be conditioned upon the approval of the bankruptcy court.

(2) **Divorce:** Seller has filed for divorce. Any purchase and sale agreement for the sale of the Property will need to be conditioned upon the approval of the court having jurisdiction over the divorce.

(3) **Short Sale:** The sale of the Property will not generate sufficient proceeds to pay off the Broker's Compensation and all mortgages or liens on the Property. Therefore, the purchase and sale agreement for the sale of the Property will need to be made contingent upon the mortgage lender(s) and other lien holders agreeing to take less than the face amount of what they are owed.

(4) **Seller Not on Title:** Seller does not yet have title to the Property and the purchase and sale agreement for the Property  will or  will not need to be subject to Seller acquiring title to the Property.

(5) **Other (Please describe):** \_\_\_\_\_

**9. Negotiation.** Seller  does **OR**  does not authorize the Broker to assist, to the extent requested by Seller, in negotiating the terms of and filling out a pre-printed form contracts for Seller's review and approval.

**B. FURTHER EXPLANATIONS TO CORRESPONDING PARAGRAPHS IN SECTION A.**

**1. Exclusive Seller Brokerage Engagement Agreement.** Seller has the full authority to enter into this Agreement for the listing of Seller's Property for sale. This Agreement may not be amended except by the written agreement of Seller and Broker. The failure of the parties to adhere strictly to the terms and conditions of this Agreement shall not constitute a waiver of the right of the parties later to insist on such strict adherence. Seller is not a party to any other exclusive Seller brokerage engagement agreement and all such previous agreements, if any, have expired and not been renewed. Seller acknowledges that Seller may have to pay a previous broker Compensation if Seller is subject to a current Seller brokerage engagement agreement or has unilaterally terminated a previous Seller brokerage engagement agreement without the consent of the previous broker.

**2. List Price and Listing Period.**

a. **List Price:** Seller agrees to list the Property for sale at the list price specified in this Agreement. The failure of the Property to be shown or sell at the list price may be an indication that the list price for the Property is too high.

b. **Initial Listing Period When Property Is Under Contract to Sell:** If the Property is under a Contract to Sell, as that term is defined below, during the Listing Period, but the Listing Period expires prior to the closing, then the Listing Period shall be automatically extended through the closing of the Contract to Sell.

c. **Extension:** If during the term of this Agreement, Seller and a prospective buyer enter into: 1) a real property purchase and sale agreement for the Property; 2) a contract to exchange property, including the Property; 3) an option contract for the sale of the Property; or 4) a contract to sell the shares or partnership or membership interests in the legal entity constituting Seller (hereinafter, collectively referred to in this Agreement as a "Contract to Sell") which is not consummated or closed for any reason whatsoever, then the Listing Period may be extended unilaterally by Broker for the number of days that Property was under the Contract to Sell (hereinafter, "Extension Period") by Broker providing written notice of the same to Seller within five (5) days of the Contract to Sell not being consummated but in no event later than prior to the expiration of this Agreement (hereinafter, "Notification Period"). If such written notice is not given before the end of the Notification Period, then the Extension Period for that transaction shall be deemed to have been waived by Broker.

### 3. Marketing.

- a. **Generally:** Broker is exclusively authorized to market and advertise the Property for sale to the public through any means of Broker's choosing. This may include, without limitation, flyers, brochures, videos, yard and window signs, including "For Sale" signs, open houses and mailings. Marketing information about the Property may be posted on websites, placed in electronic and print media and multiple listing services and sent by email, text and all other means. Seller agrees not to market the Property during the term of this Agreement.
- b. **Ownership of Marketing Materials:** Any photography and marketing materials paid for or created by Broker shall be the property of Broker. Such materials shall not be used without the prior written permission of Broker. Any photography and marketing materials paid for by Seller shall be the property of Seller.
- c. **Liability for Misinformation:** Seller warrants that any information Seller provides to Broker, which Broker then uses to market and advertise the Property, shall be accurate and complete. Seller hereby agrees to indemnify and hold Broker harmless from any and all claims, causes of action, suits and damages arising out of or resulting from Seller providing misinformation to Broker.
- d. **Images:** Seller agrees to remove any personal property prior to listing the Property of which Seller does not want images to be so captured. Broker shall not be liable to Seller if other brokers or buyers take photographs, videos or use other technology to capture and manipulate images of the Property without the permission of the Seller and Broker.
- e. **Multiple Listing Service(s):** Broker agrees to file this Agreement with the above referenced Multiple Listing Service(s) within one (1) business day of the Marketing Commencement Date, which shall be the date the Property is made available to the public. Seller acknowledges that the MLS(s) is/are not a party to this Agreement and is/are not responsible for errors or omissions on the part of Seller or Broker. Seller agrees to indemnify Service(s) from and against any and all claims, liabilities, damages or losses arising out of or related to the listing and sale of Property. Seller acknowledges that by virtue of listing the Property in MLS(s), all MLS(s) members and their affiliated licensees, will have access to Seller's listing information for the purpose of assisting Seller in the sale of the Property.
- f. **Consent of Seller to be Called:** If Seller is on a "Do Not Call List," Seller expressly consents to Broker calling Seller for any purpose related to the sale of the Property. This paragraph shall survive the termination of this Agreement.
- g. **Lockboxes:** A lockbox may be used in connection with the marketing of Property. There have been isolated instances of reported burglaries of homes on which lockboxes have been placed and for which the lockbox has been alleged to have been used to access the home. In order to minimize the risk of misuse of the lockbox, Broker recommends against the use of lockboxes on door handles that can be unscrewed from the outside or on other parts of the home from which the lockbox can be easily removed. Since prospective buyers and others will have access to Property, Seller agrees to either remove all valuables, prescription drugs and/or keys, or put them in a secure place.

### 4. Compensation for Professional Services of Seller's Broker ("Compensation").

- a. **Obligation to Pay Compensation to Seller's Broker:** In the event that Seller enters into a Contract to Sell or lease, lease/purchase, or lease with an option to purchase the Property or any portion thereof during the term of this Agreement with any buyer, Seller agrees to pay Seller's Broker's Compensation at the closing (regardless of whether the closing is during or after the term of this Agreement), and if applicable, Seller's Broker's Leasing Compensation prior to the commencement of a lease, lease/purchase, or lease with an option to purchase.
- b. **Optional Compensation to Buyer's Broker:** Seller shall have no obligation to pay the Compensation of the Buyer's Broker. However, some Sellers approve such Compensation being offered and paid for by either the Seller or the Seller's Broker. If Seller has agreed to offer Compensation to the Buyer's Broker on any Contract to Sell, it shall be paid in full at the closing. If Seller does not approve offering Compensation to the Buyer's Broker, then the buyer shall be solely responsible for paying the Buyer's Broker's Compensation.
- c. **Separate Compensation on Lease:** Notwithstanding the above, if Seller leases real property or enters into a lease/purchase or lease with an option to purchase contract during this Agreement, Seller shall also pay Broker a separate leasing Compensation in the amount as indicated elsewhere in this Agreement. Notwithstanding any provision to the contrary contained herein, the payment of leasing Compensation (including in lease purchase and lease with an option to purchase transactions) shall not relieve Seller from paying the Compensation at the closing of a Contract to Sell, as provided elsewhere in this Agreement.

5. **Protected Period.** The Protected Period shall be the period of time set forth in this Agreement commencing upon the expiration or the unilateral termination of this Agreement by Seller during which Broker shall be protected for its Compensation (or leasing Compensation, as applicable). If this Agreement is unilaterally terminated by Seller without the consent of the Broker, the Protected Period shall be: a) the number of days remaining on what would have been the original listing period had it not been terminated, plus b) the number of days set forth as the Protected Period in Section A.5 of this Agreement. There shall be no Protected Period if Broker and Seller mutually agree to terminate this Agreement. In the event that during the Protected Period, Seller enters into a Contract to Sell or lease, lease/purchase, or lease with an option to purchase of all or any portion of the Property which during the term of this Agreement was shown to any buyer (either in person or virtually), or such buyer was provided information about the Property, either directly or through a broker working with the buyer, then Seller shall pay Broker at closing (or the commencement of the lease, lease/purchase, or lease with an option to purchase, as applicable), the Compensation or leasing Compensation set forth above. For all purposes herein, showing property to buyers virtually shall include showing the buyers the property by video or sending a video tour of the property to the buyers.

Notwithstanding the above, if this Agreement expires (and is not unilaterally terminated by Seller) the following exception to the above Compensation obligations shall apply. Specifically, no Compensation or leasing Compensation, as applicable, shall be owing to Broker if Seller signs an exclusive seller brokerage engagement agreement with another broker and the Property is then sold or leased during the term of the Agreement with that broker.

### 6. Agency and Brokerage.

- a. **Broker's Policy on Agency:** Unless Broker has indicated elsewhere herein that Broker is not offering a specific agency relationship, the types of agency relationships offered by Broker are: seller agency, buyer agency, designated agency, dual agency, sub-agency, landlord agency, and tenant agency.

- b. Dual Agency Disclosure:** *[Applicable only if Broker's agency policy is to practice dual agency and Seller has consented to Broker acting in a dual agency capacity.]* If Seller and a prospective buyer are both being represented by the same Broker and the Broker is not acting in a designated agency capacity, Seller is aware that Broker is acting as a dual agent in this transaction and hereby consents to the same. Seller has been advised that:
- (1) In serving as a dual agent, Broker is representing two parties, Seller and the buyer, as clients whose interests are or at times could be different or even adverse;
  - (2) Broker will disclose all adverse, material facts relevant to the transaction and actually known to the dual agent to all parties in the transaction except for information made confidential by request or instructions from either party which is not otherwise required to be disclosed by law;
  - (3) Seller does not have to consent to dual agency. The consent of the Seller to dual agency has been given voluntarily in Section A and the Seller has read and understands this Agreement.
  - (4) Notwithstanding any provision to the contrary contained herein, Seller hereby directs Broker, while acting as a dual agent, to keep confidential and not reveal to the other party any information which could materially and adversely affect their negotiating position except as required by law.
  - (5) Broker or Broker's affiliated licensees will timely disclose to each party the nature of any material relationship with other party other than that incidental to the transaction. A material relationship shall mean any actually known personal, familial, or business relationship between Broker and a party which would impair the ability of Broker to exercise fair and independent judgment relative to another client. The other party whom Broker may represent in the event of dual agency may not be identified at the time Seller enters into this Agreement. If any party is identified after the Agreement and has a material relationship with Broker, then Broker shall timely provide to Seller a disclosure of the nature of such relationship.
  - (6) Upon signing this brokerage engagement with the dual agency disclosures contained herein, Seller's consent to dual agency is conclusively deemed to have been given and informed in accordance with state law, provided that Seller has consented to Broker acting in a dual agency capacity in Section A(6) above.
- c. Designated Agency Disclosure:** *[Applicable only if Broker's agency policy is to practice designated agency.]* Seller does hereby consent to Broker acting in a designated agency capacity in transactions in which Broker is representing Seller and a prospective buyer, but where Broker assigns one or more of its affiliated licensees exclusively to represent the Seller and one or more of its other affiliated licensees exclusively to represent the prospective buyer.
- d. No Other Adverse Agency Relationships:** Unless specified herein, Broker has no other known agency relationships with other parties which would conflict with any interests of Seller (except that Broker may represent other buyers, sellers, landlords, and tenants in buying, selling or leasing property).
- 7. Lead-Based Paint Disclosure.** As required by federal law (Residential Lead-Based Paint Hazard Reduction Act of 1992, Title X), if any portion of a residential dwelling was built prior to 1978, the Lead-Based Paint Disclosure Exhibit (F316) is hereby attached as an exhibit to this Agreement. The term "residential dwelling" includes any painted fixture or material used therein that was built or manufactured prior to 1978. Seller understands that Seller must (1) disclose to the buyer the presence of known lead-based paint and/or lead-based paint hazards; (2) provide the buyer with all available records and reports pertaining to lead-based paint and lead-based paint hazards in the residential housing; (3) provide the buyer with a lead-based paint hazard information pamphlet, in a form approved by the Environmental Protection Agency; and (4) permit the buyer to have a 10 day period to conduct a risk assessment or inspection for the presence of lead-based paint hazards.
- 8. Special Circumstances.**
- a. The sale of Property is contingent upon a third party's approval as indicated above. It shall be Seller's responsibility to seek to fulfill any contingency or condition selected herein, if any, and ensure that the purchase and sale agreement is made subject to any such contingency or condition.
  - b. Broker agrees to keep confidential all information which Seller asks to be kept confidential by express request or instruction unless Seller permits such disclosure by subsequent word or conduct or such disclosure is required by law. Seller acknowledges, however, that buyer and buyer's broker may possibly not treat any offer made by Seller (including its existence, terms and conditions) as confidential unless those parties have entered into a Confidentiality Agreement with Seller.
  - c. Broker may not knowingly give customers false information.
  - d. In the event of a conflict between Broker's duty not to give customers false information and the duty to keep the confidences of Seller, the duty not to give customers false information shall prevail.
- 9. Negotiation.** While Broker may assist Seller in negotiating the terms of a Contract to Sell, if Seller has elected to have Broker assist in this role, all decisions regarding price, terms and other conditions in a Contract to Sell shall still be made by Seller.

### C. OTHER TERMS AND CONDITIONS

- 1. Seller's Property Disclosure Statement.** Georgia law (O.C.G.A. §51-6-2) requires that a Seller disclose known latent defects in the Property which could not be observed by Buyer upon a reasonable inspection of the Property. This is the case even if the Property is sold in "as-is" condition. Within three (3) days of the date of this Agreement, Seller agrees to provide Broker with a current, fully executed Seller's Property Disclosure Statement (F301, F304 or F307) or Disclosure of Latent Defects & Fixtures Checklist (F302). Broker is hereby authorized to distribute the Seller's Property Disclosure Statement to buyers interested in Property. Seller agrees to promptly update any of the above-referenced disclosure documents through the Closing should any changes occur.

- 2. HAZARDOUS CONDITIONS ON PROPERTY.** SELLER ACKNOWLEDGES THAT BROKER HAS NO DUTY TO INSPECT THE PROPERTY FOR DEFECTS, HAZARDOUS CONDITIONS, REPAIRS OR ANY OTHER MATTER. SELLER OWES A DUTY OF REASONABLE CARE TO KEEP THE PROPERTY SAFE FOR PROSPECTIVE BUYERS AND THEIR AGENTS, INVITEES AND CONTRACTORS WHO VIEW AND/OR INSPECT THE PROPERTY. THIS DUTY INCLUDES A DUTY TO WARN ALL SUCH PERSONS OF DANGEROUS CONDITIONS THAT WOULD NOT BE OBVIOUS TO SUCH PERSONS. TO MINIMIZE SELLER'S POTENTIAL LIABILITY, SELLER IS ENCOURAGED TO CORRECT ALL HAZARDOUS CONDITIONS ON THE PROPERTY. SELLER AGREES TO INDEMNIFY AND HOLD BROKER HARMLESS FROM AND AGAINST ANY AND ALL CLAIMS, CAUSES OF ACTION, SUITS AND DAMAGES ARISING OUT OF OR RELATING TO A PERSON OR PERSONS BEING INJURED OR HARMED WHILE ON THE PROPERTY.
- 3. Limits on Broker's Authority and Responsibility.** Seller acknowledges and agrees that Broker:
- a. may show other properties to prospective buyers who are interested in Property;
  - b. shall have no duty to inspect the Property or advise buyer or Seller on any matter relating to the Property which could have been revealed through a survey, appraisal, title search, Official Georgia Wood Infestation Report, utility bill review, septic system inspection, well water test, tests for radon, asbestos, mold, and lead-based paint; inspection of the Property by a licensed home inspector, construction expert, structural engineer, or environmental engineer; review of this Agreement and transaction by an attorney, financial planner, mortgage consultant, or tax consultant; and consulting appropriate governmental officials to determine, among other things and without limitation, the zoning of the Property, the propensity of the Property to flood, flood zone certifications, whether any condemnation action is pending or has been filed or other nearby governmental improvements are planned. Seller acknowledges that Broker does not perform or have expertise in any of the above tests, inspections, and reviews or in any of the matters handled by the professionals referenced above. Seller should seek independent expert advice regarding any matter of concern to Seller relative to the Property and this Agreement. Seller acknowledges that Broker shall not be responsible to monitor or supervise or inspect any portion of any construction or repairs to Property and that such tasks fall outside the scope of real estate brokerages services;
  - c. shall owe no duties to Seller nor have any authority on behalf of Seller other than what is set forth in this Agreement;
  - d. shall make all disclosures required by law;
  - e. shall not be responsible for ensuring that Seller complies with the duties and deadlines contained in any Contract to Sell entered into by Seller and that Seller shall be solely responsible for the same; and
  - f. **SHALL BE INDEMNIFIED AND HELD HARMLESS BY SELLER DURING AND AFTER THE TERMINATION OF THIS AGREEMENT FROM ANY AND ALL CLAIMS, CAUSES OF ACTION, OR DAMAGES ARISING OUT OF OR RELATING TO:**
    - (1) **INACCURATE AND/OR INCOMPLETE INFORMATION PROVIDED BY SELLER TO BROKER;**
    - (2) **EARNEST MONEY HANDLED BY ANYONE OTHER THAN BROKER;**
    - (3) **SELLER'S NEGLIGENCE OR INTENTIONAL WRONGDOING;**
    - (4) **ANY LOSS OR THEFT OF VALUABLES, PRESCRIPTION DRUGS, KEYS, OR OTHER PERSONAL PROPERTY, RELATING TO THE USE OF A LOCKBOX OR AN OPEN HOUSE RESULTING FROM SELLER'S FAILURE TO REMOVE OR SECURE THE SAME;**
    - (5) **THE EXISTENCE OF UNDISCLOSED MATERIAL FACTS ABOUT THE PROPERTY OR THE TRANSACTION; AND**
    - (6) **ANY DAMAGES OR INJURIES OCCURRING ON THE PROPERTY AS A RESULT OF DANGEROUS OR DEFECTIVE CONDITIONS ON THE PROPERTY OR THE FAILURE TO SECURE OR RESTRAIN PETS.**
  - g. shall have no authority to bind Seller to any Contract to Sell or give notices on behalf of Seller other than to forward, if requested by Seller, a notice signed by Seller pertaining to a real estate transaction. Under the standard GAR Purchase and Sale Agreement Forms, notice received by the Broker is deemed to be notice received by the Seller.
- 4. LIMIT ON BROKER'S LIABILITY. SELLER ACKNOWLEDGES THAT BROKER:**
- a. **SHALL, UNDER NO CIRCUMSTANCES, HAVE ANY LIABILITY GREATER THAN THE AMOUNT OF COMPENSATION PAID HEREUNDER TO BROKER (EXCLUDING ANY COMPENSATION AMOUNT PAID TO A COOPERATING REAL ESTATE BROKER, IF ANY) OR, IF NO COMPENSATION IS PAID TO BROKER, THAN THE SUM OF \$100;**
  - b. **BROKER SHALL HAVE NO LIABILITY FOR PROVIDING INFORMATION THAT LATER TURNS OUT TO BE INCORRECT OR FALSE; PROVIDED THAT, BROKER DID NOT HAVE ACTUAL KNOWLEDGE THAT THE INFORMATION WAS FALSE AND DISCLOSES TO SELLER THE SOURCE OF THE INFORMATION; AND**
  - c. **NOTWITHSTANDING THE ABOVE, SHALL HAVE NO LIABILITY IN EXCESS OF \$100 FOR ANY LOSS OF FUNDS AS THE RESULT OF WIRE OR CYBER FRAUD.**
  - d. **THIS LIMITATION OF LIABILITY SHALL SURVIVE THE TERMINATION OF THIS AGREEMENT.**
- 5. Disclosure of Potentially Fraudulent Activities as required by the Georgia Residential Mortgage Fraud Act (O.C.G.A. § 16-8-100 et seq.)**
- a. To help prevent fraud in real estate transactions, Seller does hereby give Broker permission to report any suspicious, unusual and/or potentially illegal or fraudulent activity (including but not limited to mortgage fraud) to:
    - (1) Governmental officials, agencies and/or authorities and/or
    - (2) Any mortgage lender, mortgage insurer, mortgage investor and/or title insurance company which could potentially be harmed if the activity was in fact fraudulent or illegal.
  - b. Seller acknowledges that Broker does not have special expertise with respect to detecting fraud in real estate transactions. Therefore, Seller acknowledges that:
    - (1) Activities which are fraudulent or illegal may be undetected by Broker; and
    - (2) Activities which are lawful and/or routine may be reported by Broker as being suspicious, unusual or potentially illegal or fraudulent.

**6. Miscellaneous.**

- a. Arbitration:** All claims arising out of or relating to this Agreement and the alleged acts or omissions of any or all the parties hereunder shall be resolved by arbitration in accordance with the Federal Arbitration Act 9 U.S.C. § 1 et. seq. and the rules and procedures of the arbitration company selected to administer the arbitration. Upon making or receiving a demand for arbitration, the parties shall work together in good faith to select a mutually acceptable arbitration company with offices in Georgia to administer and conduct the arbitration. If the parties cannot mutually agree on an arbitration company, the company shall be selected as follows. Each party shall simultaneously exchange with the other party a list of three arbitration companies with offices in Georgia acceptable to that party to administer and conduct the arbitration. If there is only one (1) arbitration company that is common to both lists, that company shall administer and conduct the arbitration. If there is more than one arbitration company that is common to both lists, the parties shall either mutually agree on which arbitration company shall be selected or flip a coin to select the arbitration company. If there is not initially a common arbitration company on the lists, the parties shall repeat the process by expanding their lists by two each time until there is a common name on the lists selected by the parties. The decision of the arbitrator shall be final and the arbitrator shall have authority to award attorneys' fees and allocate the costs of arbitration as part of any final award. All claims shall be brought by a party in his or her individual capacity and not as a plaintiff or class member in any purported class or representative proceeding. The arbitrator may not consolidate more than one person's claims, and may not otherwise preside over any form of a representative or class proceeding. Notwithstanding anything to the contrary contained herein, this agreement to arbitrate shall not apply to: (1) any claim regarding the handling and disbursement of earnest money; and (2) any claim of Broker regarding the entitlement to or the non-payment of Compensation hereunder.
- b. Assignability:** As part of a sale of all or substantially all of the assets of Broker to another brokerage firm, Seller consents to this Agreement being assigned by Broker to the other brokerage firm. In such event, the assignee, upon consenting to the assignment, shall: (1) thereafter be responsible for performing all of the duties and responsibilities of the assignor under this Agreement; and (2) have all of the rights of assignor including the right to receive the Compensation referenced in this Agreement.
- c. Attorney's Fees:** In the event this Agreement, or any provision therein, is enforced through or is the subject of a dispute resulting in litigation or arbitration, the prevailing party shall be entitled to recover its actual attorney's fees, reasonably incurred.
- d. Broker:** In this Agreement, the term "Broker" shall mean the licensed Georgia real estate broker(s) or brokerage firm(s) and their affiliated licensees in this transaction except as may be specifically provided otherwise herein.
- e. Definition of Seller and Buyer:** For the purposes of this section, the term "Seller" shall include Seller, all members of the Seller's immediate family, any legal entity in which Seller or any member of Seller's immediate family owns or controls, directly or indirectly, more than ten percent (10%) of the shares or interests therein, and any third party who is acting under the direction or control of any of the above parties. For the purposes of this Agreement, the term "buyer" shall include buyer, all members of the buyer's immediate family, any legal entity in which buyer or any member of buyer's immediate family owns or controls, directly or indirectly, more than ten percent (10%) of the shares or interests therein, and any third party who is acting under the direction or control of any of the above parties.
- f. Disclaimer Regarding the Sale of Certain Property:** Seller acknowledges that O.C.G.A. § 2-1-7 prohibits certain nonresident aliens, foreign persons, foreign companies and U.S. companies owned by any of the above from buying or possessing agricultural land and certain land within a ten (10) mile radius of any military base, military installation, or military airport. Seller agrees to carefully read the entirety of the above referenced Code section before contracting to sell such land. Seller should consult with legal counsel to fully understand the law. If Seller has not submitted written questions to Broker regarding the law to Broker prior to contracting to sell prohibited property, Seller acknowledges that Seller fully understands the limitations and requirements of the law, and Broker shall have no responsibility for further doing the same. In such event, Seller shall indemnify and hold Broker harmless from any and all claims, causes of action, suits and damages arising out of or relating to Seller's failure to comply with the law. Violating the law can subject Seller to civil and criminal penalties. The law also requires certain Sellers and others to divest themselves of such property within certain time periods if they are now no longer legally able to purchase such property.
- g. Entire Agreement:** This Agreement represents the entire agreement of the parties with respect to listing of the Property for sale and is intended to supersede all prior written and verbal agreements of the parties hereto. No representation, statement, promise, or inducement not contained herein shall be binding on either party hereto. This Agreement shall be binding on the heirs of the Seller.
- h. Fair Housing Disclosure:** Seller acknowledges that Broker is committed to providing equal housing opportunities to all persons and that Seller and Broker are obligated to comply with state and federal fair housing laws in selling the Property. Seller and Broker agree not to discriminate in the sale of the Property on the basis of race, color, religion, national origin, sex, familial status, disability, sexual orientation or gender identity.
- i. FIRPTA Affidavit:** Unless Seller is a "foreign person", as that term is defined in Section 1445(f)(3) of the Internal Revenue Code, Seller shall deliver to the closing attorney at closing a FIRPTA (Foreign Investment in Real Property Tax Act) Affidavit indicating that Seller is not a "foreign person". If Seller is a "foreign person", additional taxes may need to be withheld at closing.
- j. GAR Forms:** The Georgia Association of REALTORS®, Inc. ("GAR") issues certain standard real estate forms. These GAR forms are frequently provided to the parties in real estate transactions. No party is required to use any GAR form. These forms are generic and written with the interests of multiple parties in mind. The parties agree to carefully review the GAR Forms to be used in this transaction and modify the same to meet their specific needs. If any party has any questions about their rights and obligations under any GAR form, they should consult an attorney. Provisions in the GAR Forms may be subject to differing interpretations by our courts other than what the parties may have intended. Our courts may at times strike down or not enforce provisions in our GAR Forms, as written. No representation is made that the GAR Forms will protect the interests of any particular party or will be fit for any specific purpose. The parties hereto agree that the GAR forms may only be used in accordance with the licensing agreement of GAR. While GAR forms may be modified by the parties, no GAR form may be reproduced with sections removed, altered or modified unless the changes are visible on the form itself or in a stipulation, addendum, exhibit or amendment thereto.

- k. Governing Law and Interpretation:** This Agreement may be signed in multiple counterparts each of which shall be deemed to be an original and shall be interpreted in accordance with the laws of Georgia. No provision herein, by virtue of the party who drafted it, shall be interpreted less favorably against one party than another. All references to time shall mean the time in Georgia. If any provision herein is held to be unenforceable, it shall be severed from this Agreement while the remainder of the Agreement shall, to the fullest extent permitted by law, continue to have full force and effect as a binding contract.
- l. Independent Contractor Relationship:** This Agreement shall create an independent contractor relationship between Broker and Seller. Broker shall at no time be considered an employee of Seller. Unless otherwise stipulated, all affiliated licensees of Broker are independent contractors of Broker.
- m. No Imputed Knowledge:** Seller acknowledges and agrees that with regard to any property which Seller intends to sell, there shall be no knowledge imputed between Broker and Broker's licensees or between the different licensees of Broker. Broker and each of Broker's licensees shall be deemed to have only actual knowledge of such properties.
- n. Notices Between Seller and Broker:**
- (1) Communications Regarding Real Estate Transactions: Seller acknowledges that many communications and notices in real estate transactions are of a time sensitive nature and that the failure to be available to receive such notices and communications can have adverse legal, business and financial consequences. During the term of this Agreement, Seller agrees to remain reasonably available to receive communications from Broker.
  - (2) Notices between Broker and Seller Regarding this Agreement: Seller and Broker agree that communications and notices between them regarding the terms of this Agreement shall be in writing, signed by the party giving the notice, and may be delivered in person or to any address, email address and/or facsimile number to the person to whom the communication or notice is being given specifically set forth in this Agreement. It is the intent of the parties that those means of transmitting notices for which a party has not provided an address or number shall not be used for receiving notices and communications. For example, if a party has not provided an email address in this Agreement, it shall mean that the party is not accepting notices or communications sent by this means.
- o. Referrals:** Seller hereby authorizes Broker to refer Seller to another real estate licensee or broker for brokerage or relocation services, or to a builder for services, not related to the sale of the Property. Seller acknowledges and agrees that Broker may receive a valuable consideration for the referral.
- p. STATUTE OF LIMITATION: ALL CLAIMS OF ANY NATURE WHATSOEVER AGAINST BROKER AND/OR THEIR AFFILIATED LICENSEES, WHETHER ASSERTED IN LITIGATION OR ARBITRATION AND SOUNDING IN BREACH OF CONTRACT AND/OR TORT, MUST BE BROUGHT WITHIN ONE (1) YEAR FROM THE DATE ANY CLAIM OR CAUSE OF ACTION ARISES. SUCH ACTIONS SHALL THEREAFTER BE TIME-BARRED.**
- q. Survival:** The rights and obligations of Broker to Compensation subsequent to the termination or expiration of this Agreement as set forth herein, the limitation of liability, the obligation to arbitrate and indemnify Broker and other similar provisions that by their terms are meant to protect Broker shall survive the termination of this Agreement.
- r. Third Party Vendors:** Broker may provide Seller with the names of vendors to perform services on behalf of Seller relative to real estate transactions involving Seller. Broker does not warrant or endorse the performance of any such vendor and the names of vendors are provided solely as a courtesy and starting point for Seller to identify possible vendors to perform services on behalf of Seller. Seller agrees to do his or her own due diligence regarding the skills, expertise and reputation of all such vendors performing services for Seller and the terms of all contracts with vendors (including whether there is a limitation of liability in such contracts). All decisions regarding which vendor to hire shall be solely that of Seller.
- s. Time of Essence:** Time is of the essence of this Agreement.
- t. Use of Initials "N/A":** The use of the initials "N/A" or "N.A." in filling out a blank in this Agreement shall mean "not applicable".

## 7. Broker's and Seller's Duties.

- a. Broker's Duties to Seller.** Broker shall promote the interests of the Seller by:
1. seeking a sale price at the price and terms stated in this Agreement or at a price and terms acceptable to Seller; provided, however, Broker shall not be obligated to seek additional offers to purchase the Property while the Property is subject to a Contract to Sell, unless brokerage engagement so provides;
  2. timely presenting all offers to and from the Seller, even when Property is subject to a Contract to Sell;
  3. disclosing to the Seller material facts which the Broker has actual knowledge concerning the transaction;
  4. advising Seller to obtain expert advice as to material matters which are beyond the expertise of Broker; and
  5. timely accounting for all money and property received in which the Seller has or may have an interest.
- b. Broker shall keep confidential all information received by Broker during the course of the engagement which is made confidential by an express request or instruction from Seller unless Seller permits such disclosure by subsequent word or conduct, or such disclosure is required by law; provided, however, that disclosures between Broker and any of Broker's affiliated licensees assisting Broker in representing Seller shall not be deemed to breach the duty of confidentiality described above.**
- c. Seller's Duties.** Seller will do the following:
1. cooperate with Broker to sell the Property to prospective buyers and will refer all inquiries concerning the sale of Property to the Broker during the term of this Agreement;
  2. make the Property available for showing at reasonable times as requested by Broker;
  3. provide Broker with accurate information regarding the Property (including information concerning all adverse material facts pertaining to the physical condition of Property);
  4. comply with all local, state and federal laws applicable to the sale of the Property; and
  5. carefully read all Contracts to Sell before signing them and comply with all duties and all time deadlines contained therein.

**8. Seller Default.****a. Events Constituting a Seller Default.** Seller shall be in breach of this Agreement if Seller:

1. Terminates this Agreement prior to the end of the Agreement without the prior written agreement of Broker. Broker removing the listing from multiple listing service(s), taking down Broker's sign, ceasing to market the Property after this Agreement is unilaterally terminated by Seller and other similar activities shall not be evidence of the Broker's agreement to mutually terminate this Agreement, but shall instead merely be an acquiescence by Broker of the unilateral termination by Seller;
2. Defaults under any Contract to Sell the Property resulting in such contract not closing;
3. Agrees with a buyer of the Property to terminate a Contract to Sell without the consent of Broker; or
4. Refuses to accept a lawful, bona fide, written offer to purchase the Property meeting the following terms and conditions at a time when the Property is not otherwise under contract:
  - i. The purchase price in the offer, after deducting all fees, costs and contributions to be paid by the Seller (other than the real estate brokerage Compensation to be paid by Seller and the Seller's payment of ad valorem real property taxes through the date of closing) is for at least the full listing price set forth herein and is to be paid in cash or cash equivalent at the closing;
  - ii. The offer is not subject to contingencies, conditions precedent, due diligence periods, or required terms other than those set forth herein;
  - iii. The offer is not subject to Seller warranties or representations other than: (i) those warranties the Seller agrees to provide in any Seller's Property Disclosure Statement the Seller has filled out and made available to prospective buyers for inclusion in any offer, and (ii) the Seller warranting to convey good and marketable title (which for all purposes herein shall have the same meaning as set forth in the GAR Purchase and Sale Agreements) to the Property at closing by limited warranty deed; and
  - iv. The date of closing in the offer is not less than thirty (30) days nor more than forty-five (45) days from the offer date.

Notwithstanding the above, in the event there are multiple offers to purchase the Property meeting the above criteria, Seller shall not be in breach of this Agreement if the Seller first gives the prospective buyers a reasonable opportunity (not exceeding ten (10) days from the date of the first offer) to make their best offer to purchase the Property and Seller accepts one of the offers.

**b. Broker Remedies for Seller Default.** Seller shall immediately pay Broker the Compensation referenced herein for any of the Seller defaults above, except for Seller unilaterally terminating this Agreement prior to the end of the Listing Period (as the same may have been extended as provided for herein). With respect to this event of default, Seller's obligation to pay Broker its Compensation shall be controlled by the Protected Period sections of this Agreement.

**c. Seller Default.** In the event Seller defaults under this Agreement, Seller shall, in addition to its other obligations set forth elsewhere herein, immediately reimburse Broker for the out-of-pocket costs and expenses incurred by Broker and Broker's affiliated licensees in seeking to market and sell the Property. Such costs and expenses shall include, without limitation, printing, and copying charges, mileage at the highest rate allowed by the IRS as a business deduction and expenses to advertise the Property in various media. Seller shall also pay all costs, fees and charges for removing the listing from any multiple listing service. The payment of these costs, fees, charges and expenses by Seller shall not waive or limit Broker's right to assert any other claim, cause of action or suit (hereinafter collectively, "Claims") against Seller for Broker's Compensation and/or other damages and shall not release Seller from such Claims. Notwithstanding the above, the amount of such fees, charges, costs and expenses paid by Seller to Broker hereunder shall be an offset against any Claim of Broker for Compensation.

**9. WARNING TO BUYERS AND SELLERS: BEWARE OF CYBER-FRAUD.** Fraudulent emails attempting to get the buyer and/or Seller to wire money to criminal computer hackers are increasingly common in real estate transactions. Specifically, criminals are impersonating the online identity of the actual mortgage lender, closing attorney, real estate broker or other person or companies involved in the real estate transaction. In that role, the criminals send fake wiring instructions attempting to trick buyers and/or sellers into wiring them money related to the real estate transaction, including, for example, the buyer's earnest money, the cash needed for the buyer to close, and/or the Seller's proceeds from the closing. These instructions, if followed, will result in the money being wired to the criminals. In many cases, the fraudulent email is believable because it is sent from what appears to be the email address/domain of the legitimate company or person responsible for sending the buyer or Seller wiring instructions. The buyer and/or Seller should verify wiring instructions sent by email by independently looking up and calling the telephone number of the company or person purporting to have sent them. Buyers and Sellers should never call the telephone number provided with wiring instructions sent by email since they may end up receiving a fake verification from the criminals. Buyer and Sellers should be on special alert for: 1) emails directing the buyer and/or Seller to wire money to a bank or bank account in a state other than Georgia; and 2) emails from a person or company involved in the real estate transaction that are slightly different (often by one letter, number, or character) from the actual email address of the person or company.

**10. Brochures.** Brochures referenced herein are prepared courtesy of GAR. The recommendations contained therein are general in nature and may not be applicable to the transaction reflected in this Agreement, and are not intended to either be exhaustive or specific advice that Seller should rely on without Seller first consulting with independent experts and professionals of Seller's own choosing to ensure that Seller is protected.

**The following Brochures have been received by the Seller(s):** (Check all that apply. Any box not checked means the Seller(s) has not received that brochure or other consumer information)

- GAR CB01 – The ABC's of Agency
- GAR CB04 – Lead-Based Paint Pamphlet
- GAR CB07 – Mold Pamphlet
- GAR CB08 – EPA Home Buyer's and Seller's Guide to Radon Pamphlet
- GAR CB10 – Protect Yourself When Selling Real Property
- GAR CB28 – What Buyers and Sellers Should Know About Short Sales and Distressed Properties
- GAR CB29 – What to Know about Buying Agricultural Land and Land Near Military Bases, Installations and Airports
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

**11. Exhibits and Addenda.** All exhibits and/or addenda attached hereto, listed below, or referenced herein are made a part of this Agreement. If any such exhibit or addenda conflicts with any preceding paragraph (including any changes thereto made by the parties), said exhibit or addendum shall control:

- Legal Description Exhibit (F807 or other) " \_\_\_\_\_ "
- Lead-Based Paint Exhibit (F316) " \_\_\_\_\_ "
- Retainer Fee Exhibit (F149) " \_\_\_\_\_ "
- Other: Exh "A": Affidavit Book 9576, Page 18
- Other: Exh "B": Plat Book 85, Page 154

**SPECIAL STIPULATIONS:** The following Special Stipulations, if conflicting with any exhibit, addendum, or preceding paragraph, shall control:

1. Originally, Parcel 0W005A 015000, now Parcels: 0W005A 016000, 017000, 108000, 109000, 020000, 021000, 022000, 023000 and also described as Lots 1 through 8, and addresses as stated in the Tax Assessors office are 319, 317, 315, 313, 311, 309, 307, 305 Airman Blvd, and more particularly described in the attached Plat Book 85, Page 154, Houston County, Georgia Records. The parties will determine pricing for each unit and amend as needed and agreed.
2. The commission can be reduced to no less than 2.5% of the purchase price to accommodate negotiations with another broker who brings the buyer.
3. The marketing plan (Exhibit "C") is attached and may be changed by the parties as needed to benefit and expedite the sale of the constructed units.
4. Both parties acknowledge that the intended buyers must meet income thresholds in line with the program objectives, as these homes were constructed using CHIP 2024 funds.

Additional Special Stipulations (F246) are attached.

BY SIGNING THIS AGREEMENT, SELLER ACKNOWLEDGES THAT: (1) SELLER HAS READ ALL PROVISIONS AND DISCLOSURES MADE HEREIN; (2) SELLER UNDERSTANDS ALL SUCH PROVISIONS AND DISCLOSURES AND HAS ENTERED INTO THIS AGREEMENT VOLUNTARILY; AND (3) SELLER IS NOT SUBJECT TO A CURRENT SELLER BROKERAGE ENGAGEMENT AGREEMENT WITH ANY OTHER BROKER. IF A LICENSEE IS SIGNING THIS AGREEMENT ON BEHALF OF BROKER, LICENSEE WARRANTS THAT LICENSEE HAS FULL AUTHORITY TO SIGN THIS AGREEMENT AND BIND BROKER HERETO.

### SELLER'S ACCEPTANCE AND CONTACT INFORMATION

If Seller is a legal entity, this Agreement must be signed by one or more authorized persons, as required in the entity's legal documents. The person's signature must include the capacity in which the person is signing, such as "Trustee", "General Partner", "Manager", "President", etc.

Engage Warner Robins

Engage Warner Robins

#### 1 Seller's Signature

by Chairman, Phillip Potter  
Print or Type Name \_\_\_\_\_ Date \_\_\_\_\_

700 Watson Blvd  
Seller's Address for Receiving Notice \_\_\_\_\_

Warner Robins GA 31093

(478) 293-1012  
Seller's Phone Number:  Cell  Home  Work

khogan@wrga.gov  
Seller's Email Address \_\_\_\_\_

Additional Signature Page (F146) is attached.

#### 2 Seller's Signature

by its duly appointed Secretary  
Print or Type Name \_\_\_\_\_ Date \_\_\_\_\_

700 Watson Blvd  
Seller's Address for Receiving Notice \_\_\_\_\_

Warner Robins GA 31093

(478) 293-1012  
Seller's Phone Number:  Cell  Home  Work

khogan@wrga.gov  
Seller's Email Address \_\_\_\_\_

### BROKER / BROKER'S AFFILIATED LICENSEE CONTACT INFORMATION

NextHome 180° Realty  
Brokerage Firm \_\_\_\_\_

NH180 H-67192  
MLS Office Code Brokerage Firm License Number

#### Broker/Affiliated Licensee Signature

Sylvia Moore Myers  
Print or Type Name \_\_\_\_\_ Date \_\_\_\_\_

(478) 923-7653  
Broker's Phone Number Fax Number

(478) 283-4483  
Licensee's Phone Number Fax Number

114 Constitution Dr 1200 Warner Robins GA 31088-2564  
Broker's Address

180378  
GA Real Estate License Number

NextHome180@gmail.com  
Licensee's Email Address

MGAR, GIAR  
REALTOR® Membership

RECEIPT OF A COPY OF THIS AGREEMENT IS HEREBY ACKNOWLEDGED BY SELLER.

The above Agreement is hereby accepted \_\_\_\_\_ o'clock \_\_\_\_\_ .m. on the date of \_\_\_\_\_.

Bidder	<b>Covington Signature Realty LLC</b>	<b>NextHome 180 Realty (Warner Robins Property Management LLC)</b>	<b>C3K Properties LLC</b>
Review Score	78/100	73/100	68/100
Qualifications (First Time Homebuyer Certification Preferred)	1 <sup>st</sup> time home buyers experience, WR market experience	1 <sup>st</sup> time homebuyer implied through experience	Specialization includes Community-oriented housing initiatives, affordable housing and transactions with public-sector stakeholders.
Relevant Experience (CHIP Program Experience Preferred)	23% of clients with Georgia Dream and other affordable housing programs	DCA and HUD experience (30 years management & placement)	"general awareness" of DCA/HUD Experience with gov/county
Marketing Strategy	Provided customer breakdown for affordability, targeted outreach for CHIP program	Impressive standards for communication, robust marketing strategy, multi-channel approach	Comparative Market Analysis provided, robust marketing proposal, 1 <sup>st</sup> time homebuyer focus and targeted outreach, proposal outlines all criteria requested
Commission Rate	4% of the final sales price for each property sold (variable rate commission of 3% for directly procuring the Buyer)	5% of sale price paid at closing (2.5% buyer and 2.5% seller)	6% (3% buyer, 3% listing)
Warner Robins Based Business	WR-based	WR-based	Atlanta-based, 2 local agents
Reviews/References	Reviewer consisted of First time homebuyer and affordable housing.	Team coordination highlighted in review	Government references & all resumes
Other comments	Relatively new to real estate, 5 years	"If bonuses are offered by the seller (Engage Warner Robins), we will discuss the proper and legal way to advertise and offer bonuses"	Sales referenced in proposal (approximately 42% selling rate)

*\*\* All recommendations are based on the proposals submitted by the bidder.*

# STAFF REPORT

DEPARTMENT: CITY ADMINISTRATOR  
 SUBMITTED BY: JAMES DRINKARD  
 MEETING DATE: APRIL 20, 2026

**AGENDA ITEM**

**Consideration To Transfer Donated Funds: Haven Hope House**  
*Consideration of transferring certain funds donated for the operation of Haven Hope House to The Assembly Warner Robins for use in such operation.*

**STAFF RECOMMENDATION**

Approve the transfer of funds totaling \$60,862.18 previously donated to the City of Warner Robins for the purpose of supporting the operation of Haven Hope House to the Assembly At Warner Robins, as the contracted operator of the facility, and authorize the Mayor to execute a letter of agreement detailing the transfer and use of said funds.

**BUDGET AND PROCUREMENT**

Budgeted Item: Yes  
 Fiscal Impact: Yes  
 Included In Current Capital Budget: No  
 Included In Current Operating Budget: Yes  
 Total Project Cost: \$60,862.18  
 Appropriations: Yes

Account Title / Number	Dollar Amount
030.000.0000.57200.000.000	\$ 60,862.18

External Funding Sources:

Account Title / Number	Dollar Amount
N/A	N/A

**ITEM DESCRIPTION**

Since the creation of Haven Hope House was announced, the City has received and managed certain funds that have been donated by private individuals, businesses, and other government agencies for the purpose of supporting the operation of Haven Hope House.

Earlier this year, The Assembly at Warner Robins officially became the operator of Haven Hope House, and all necessary agreements have been executed to finalize that relationship. Consequently, it is now appropriate for the aforementioned donated funds, currently totaling \$60,862.18 to be transferred to

The Assembly at Warner Robins consistent with the purpose and intent for which the funds were originally donated.

To this end, the attached agreement for transfer of charitable funds has been created to document the transfer, how the transfer will be made, the eligible use of the funds, and to define reporting and recordkeeping requirements.

#### **ALTERNATIVES**

The Mayor and City Council could choose to not transfer the donated funds as outlined in the agreement and instead direct that the subject funds be allocated in other ways that support the operation of Haven Hope House.

#### **ATTACHMENTS**

1. Agreement for Transfer of Charitable Funds

**DRAFT**



# CITY OF WARNER ROBINS

## THE INTERNATIONAL CITY

**MAYOR**

LaRhonda W. Patrick

**MEMBERS OF THE COUNCIL**

**Post 1**

Derek Mack

**Post 2**

Charlie Bibb

**Post 3**

Keith Lauritsen

**Post 4**

Kevin Lashley

**Post 5**

Clifford Holmes, Jr.

**Post 6**

Larry Curtis, Jr.

**CITY ADMINISTRATOR**

James T. Drinkard

**CITY CLERK**

Mandy Stella

**CITY ATTORNEY**

Julia Bowen Mize

**AGREEMENT FOR TRANSFER OF CHARITABLE FUNDS**

The transfer of funds to The Assembly At Warner Robins (“Assembly”), a charitable 501(c)(3) organization, from the City of Warner Robins (“City”) is made for the explicit purposes described and subject to the Assembly’s acceptance of the terms described herein.

**WHEREAS**, the City is a local government entity incorporated and operating under the laws of the State of Georgia, and

**WHEREAS**, Assembly is a nonprofit corporation organized and operated for charitable purposes within the meaning of section 501(c)(3) of the Internal Revenue Code (“Code”); and

**WHEREAS**, the City and the Assembly have entered into a relationship under which the Assembly provides services for the operation of the Haven Hope House, a facility for the provision of temporary shelter and support services to unhoused individuals residing in Houston County, Georgia; and

**WHEREAS**, the City has received and managed certain funds that have been donated by private individuals, businesses, and other government agencies for the purpose of supporting the operation of Haven Hope House;

**NOW, THEREFORE**, in consideration of the mutual covenant and promises of the parties, the parties agree as follows:

**Section 1 Purpose Of Funds**

The City of Warner Robins is transferring the subject funds to the Assembly for the express and exclusive purpose of providing the appropriate level of staffing necessary to operate the Project, developing and implementing programming addressing the needs of the unhoused, coordinating and collaborating with other agencies or organizations providing support services to the unhoused population, and providing space within the Property as needed for partner organizations to provide support services. The funds provided with this purpose shall not be used for any property operating expenses, which are to be separately provided by the City, as outlined in the Intergovernmental Master Lease between the Warner Robins Development Authority d/b/a Engage Warner Robins (“Engage”) and the City and the Lease and Project Agreement between Engage and the Assembly.

**Section 2 Amount Of Funds Transferred**

The City is transferring to the Assembly funds in the total amount of \$60,862.18, representing the total funds received in donations by the City for the purpose of supporting the operation of Haven Hope House.

**Section 3 Transfer Of Funds**

The subject funds will be transferred to the Assembly by the City in a single payment issued within fifteen (15) calendar days of this agreement being executed by the parties.

**Section 4 Reports And Record Keeping**

The Assembly will track all expenditures of the transferred funds and shall provide to the City such reports and receipts necessary for the City to affirm that the subject funds have been allocated and expended only for the purposes defined in Section 1 of this agreement. Such reports and receipts shall be delivered to the City within fifteen (15) calendar days of the last day of the month in which the funds were expended.

If this Agreement sets forth the Assembly's understanding of the terms of this transfer of funds, please indicate agreement to such terms by having this document countersigned by an appropriate officer of the organization and returned to the City. It is also understood that by countersigning this Agreement the Assembly confirms that there has been no change in its qualification as an organization exempt from income tax pursuant to Section 501(c)(3) of the Code. If any change in classification occurs, the Assembly must immediately notify the City.

FOR THE ASSEMBLY AT WARNER ROBINS

FOR THE CITY OF WARNER ROBINS

\_\_\_\_\_  
(Signature Of Authorized Representative)

\_\_\_\_\_  
(Signature Of Authorized Representative)

\_\_\_\_\_  
(Name And Title)

\_\_\_\_\_  
(Name And Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

# STAFF REPORT

DEPARTMENT: BUILDING &amp; INSPECTIONS

SUBMITTED BY: MANDY STELLA

MEETING DATE: 4/17/26

## AGENDA ITEM

### Sewer availability for 406 Nelson Dr

Request for sewer availability at 406 Nelson Dr.

## STAFF RECOMMENDATION

Staff recommends approval. Utilities Engineering provided the homeowner with an availability letter. Sanitary Sewer mains are located along the east side of the property in the right of way. Also, sewer mains are located on Lakeview Dr. The owner is responsible for any and all associated fees with connection.

## BUDGET AND PROCUREMENT

N/A

## ITEM DESCRIPTION

The subject property owned by Mr. Noonan is not directly contiguous to the City's jurisdictional boundary, as it is separated by one intervening parcel. Based on this proximity and surrounding development patterns, there is a reasonable expectation that the conditions of his covenant may be satisfied at a future date.

## ALTERNATIVES

Deny sewer availability

## ATTACHMENTS

1. Availability letter provided to the property representative.



# CITY OF WARNER ROBINS

## THE INTERNATIONAL CITY

April 10, 2026

Thomas Noonan  
116 Belfaire Estates  
Bonaire, GA 31005

**RE: 406 Nelson DR  
Sanitary Sewer Availability**

The City of Warner Robins Utility Department has reviewed your request for availability to the above referenced parcels. As of the date of this letter, sanitary sewage can be made available to the property.

**Note: Sanitary sewer mains are located along the east side of the property in the right-of-way. Also, sewer mains located along Lakeview DR.**

Please note that the property is currently located in the county and cannot be annexed into the city at this time. Approval for a sewer connection must be granted by a vote of the Mayor and Council. Let us know if you would like it added to an upcoming agenda. We also encourage you to attend the meeting in person.

If your request is approved, the property owner must file a covenant with the city attorney's office regarding future annexation. You may then make application for sewer service at our customer service department in City Hall. Upon remittance of the sewer tap fee, please bring a copy of this letter, along with your covenant paper work for confirmation of services.

If you have any questions or need other information, please do not hesitate to contact our office at (478) 302-5449.

**Note, this letter is valid for 6 months from date of issue.**

Sincerely,

*City of Warner Robins*

William Abarca, P.E.  
Utilities Engineer

**MAYOR**  
LaRhonda W. Patrick

**MEMBERS OF THE COUNCIL**

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Derek Mack

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