



Request for Proposals

RFP Item #25-301

Copier Lease Service

For Augusta, Georgia - Various Departments

RFP Due: Wednesday, November 12, 2025 @ 11:00 a.m.

Until further notice

All RFP openings, conferences, and evaluation meetings
will be conducted by electronic teleconferencing via ZOOM.

Instructions are enclosed.

Sec. 1-10-50. Sealed bids selection method:

Bid acceptance and bid evaluation. Provided that the bids are delivered to the Procurement Director at the time, place, and under the conditions contained in the Invitation for Bids, the bids shall be conditionally accepted without alteration or correction pending evaluation.

To Ensure Timely Deliveries, It Is The Responsibility Of The Vendor To Ensure Their Bid Submittal Is Received By The Time Specified Above. All Submittals MUST Be Received During Our Normal Office Hours From 8:30 A.M. To 5:00 P.M., Monday Through Friday.

One Original and One Copy Electronic Copy of RFP shall be submitted

Thanks for doing business with us . . .

Andy Penick, Procurement Director
535 Telfair Street, Room 605
Augusta, Georgia 30901



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Revised 9/6/24

Request for Proposals

Request for Proposals will be received at this office until **Wednesday, November 12, 2025 @ 11:00 a.m. via ZOOM Meeting ID: 815 5619 5442; Passcode: 952879** furnishing:

RFP Item #25-301 Copier Services for Augusta, GA – Procurement Development

RFPs will be received by: The Augusta Commission hereinafter referred to as the OWNER at the offices of:

Andy Penick, Procurement Director
Augusta Procurement Department
535 Telfair Street - Room 605
Augusta, Georgia 30901

Bid documents may be obtained on the Augusta, Georgia web site under the Procurement Department ARCBid (<http://appweb2.augustaga.gov/NewARCBid/ARCBid.html>), Euna OpenBids (<https://network.demandstar.com>) and Georgia Procurement Registry (<https://ssl.doas.state.ga.us/gpr/index>). Bid documents may also be obtained at the offices of Augusta, GA Procurement Department, 535 Telfair Street – Suite 605, Augusta, GA 30901 (706-821-2422). Addenda will also be posted on the above listed website.

All questions must be submitted in writing by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by Tuesday, November 4, 2025 @ 5:00 P.M. No RFP will be accepted by email; all must be received by mail or hand delivered. All submittals must be received during our normal office hours from 8:30 a.m. to 5:00 p.m., Monday through Friday.

No RFP may be withdrawn for a period of 90 days after bids have been opened, pending the execution of contract with the successful bidder(s).

Request for proposals (RFP) and specifications. An RFP shall be issued by the Procurement Office and shall include specifications prepared in accordance with Article 4 (Product Specifications), and all contractual terms and conditions, applicable to the procurement. **All specific requirements contained in the request for proposal including, but not limited to, the number of copies needed, the timing of the submission, the required financial data, and any other requirements designated by the Procurement Department are considered material conditions of the bid which are not waivable or modifiable by the Procurement Director.** All requests to waive or modify any such material condition shall be submitted through the Procurement Director to the appropriate committee of the Augusta, Georgia Commission for approval by the Augusta, Georgia Commission. Please mark RFP number on the outside of the envelope.

GEORGIA E-Verify and Public Contracts: The Georgia E-Verify law requires contractors and all sub-contractors on Georgia public contract (contracts with a government agency) for the physical performance of services over \$2,499 in value to enroll in E-Verify. They may be exempt from this requirement if they have no employees and do not plan to hire employees for the purpose of completing any part of the public contract. Certain professions are also exempt. All requests for proposals issued by a city must include the contractor affidavit as part of the requirement for their bid to be considered.

Bidders are cautioned that acquisition of RFP documents through any source other than the office of the Procurement Department is not advisable. Acquisition of RFP documents from unauthorized sources places the proponent at the risk of receiving incomplete or inaccurate information upon which to base their qualifications.

Correspondence submitted via mail or email as follows:

Augusta Procurement Department
Attn: Andy Penick, Procurement Director
535 Telfair Street, Room 605
Augusta, GA 30901
706-821-2811 or Email: procbidandcontract@augustaga.gov

Andy Penick, Procurement Director

Publish:

Augusta Chronicle October 23, 30, November 3, 2025
Metro Courier October 23, 2025

Revised:10/02/24

cc Tameka Allen Administrator

Revised: 10/02/24

PROCUREMENT DEPARTMENT

ELECTRONIC ZOOM INFORMATION

The Augusta, Georgia Procurement Department conducts Public RFP Pre-Proposal Conferences and Openings to award quality contracts for Augusta. Proposers may participate in our Public RFP Pre-Proposal Conferences and Openings via webcast or teleconference by following the instructions outlined below:

ELECTRONIC RFP INSTRUCTIONS

Join from a PC, Mac, iPad, iPhone, or Android device

***RFP Opening - RFP Item #25-301
Copier Lease Services***

Wednesday, November 12, 2025 @ 11:00 a.m.

ZOOM RFP Opening:

1. Go to <https://zoom.us/join> and enter meeting ID: 815 5619 5442; Passcode: 95287925273
2. Passcode: 952879
3. Teleconference: Telephone number: 646 876 9923

OFFICIAL RFP RESULTS will Post within 5 Days

For Assistance: Please Contact the Bid and Contract Team at (706) 821-2422

INSTRUCTIONS TO SUBMIT

INSTRUCTIONS TO SUBMIT

1.1 **Purpose:** The purpose of this document is to provide general and specific information for use by vendors in submitting a proposal to supply Augusta, Georgia with equipment, supplies, and or services as listed above. All proposals are governed by the Augusta, Georgia Code.

1.2 **Viewing the Augusta Code:** All proposals are governed and awarded in accordance with the applicable federal and state regulations and the Augusta, Georgia Code. To view the Code visit Augusta's website at www.augustaga.gov or <http://www.augustaga.gov/index.aspx?NID=68> **5 Guidelines & Procedures.**

1.3 **Compliance with laws:** The Proponent shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by federal, state or Augusta, Georgia statute, ordinances and rules during the performance of any contract between the Proponent and Augusta, Georgia. Any such requirement specifically set forth in any contract document between the Proponent and Augusta, Georgia shall be supplementary to this section and not in substitution thereof.

1.4 **Proposal's For All Or Part:** Unless otherwise specified by Augusta, Georgia or by the proponent, **AUGUSTA, GEORGIA RESERVES THE RIGHT TO MAKE AWARD ON ALL ITEMS, OR ON ANY OF THE ITEMS ACCORDING TO THE BEST INTEREST OF AUGUSTA, GEORGIA.** Proponent may restrict his proposal to consideration in the aggregate by so stating but must name a unit price on each item submitted upon.

1.5 **All protest shall be made in writing to:**
Attn: Andy Penick
Director of Procurement
535 Telfair Street, Room 605
Augusta, GA 30901,
Email: procbidandcontract@augustaga.gov

1.6 **Minority/Women Business Enterprise (MWBE) Policy:** *Court Order Enjoining Race-Based Portion of DBE Program Augusta, Georgia does not have a race or gender conscious Disadvantaged Business Enterprises (DBE) program for projects having Augusta, Georgia as the source of funding. Augusta does enforce mandatory DBE requirements of federal and state agencies on contracts funded by such agencies and has a DBE Program to comply with U.S. Department of Transportation (DOT), Federal Transit Administration (FTA), Federal Aviation Administration (FAA) and other federal and state mandated DBE requirements for certain DOT, FTA, FAA, and other federal and state assisted contracts as required by 49 C.F.R. Part 26, et. seq. and/or 49 C.F.R. Part 23, et. seq. This DBE program is only for DOT, FTA and FAA assisted contracts and other federal or state funded contracts having mandatory DBE requirements. (See Article 13 of the Augusta, GA. Code.)*

Augusta, Georgia prohibits any language in any solicitation, bid or contract that is inconsistent with the July 21, 2011, Court Order in the case, Thompson Wrecking, Inc. v. Augusta Georgia, civil action No. 1:07-CV-019. Any such language appearing in any Augusta, Georgia solicitation, bid or contract is void and unenforceable.

A copy of this Order can be reviewed at www.augustaga.gov home page.

1.7 **Augusta, Georgia License Requirement:** For further information contact the License and Inspection Department @ 706 312-5050.

General Contractors License Number: If applicable, in accordance with O.C.G.A. §43-41, or be subjected to penalties as may be required by law.

Utility Contractor License Number: If applicable, in accordance with O.C.G.A. §43-14, or be subjected to penalties as may be required by law.

1.8 **Terms of Contract:** (Check where applicable)
[] (A) Annual Contract
[] (B) One time Purchase.
[X] (C) Other

Revised 8/11/2025



NOTICE TO ALL VENDORS

ADHERE TO THE BELOW INSTRUCTIONS AND DO NOT SUBSTITUTE FORMS

PLEASE READ CAREFULLY:

Attachment B is a consolidated document consisting of:

1. Business License Number Requirement (must be provided)
2. Acknowledgement of Addenda (must be acknowledged, if any)
3. Statement of Non-Discrimination
4. Non-Collusion Affidavit of Prime Proponent/Offeror
5. Conflict of Interest
6. Contractor Affidavit and Agreement (E-Verify User ID Number must be provided)

Attachment B Must be Notarized & Two (2) Pages Must be returned with your submittal - No Exceptions.

Business License Requirement: Proponent must be licensed in the Governmental entity for where they do the majority of their business. Your **company's business license number must** be provided on Page 1 of Attachment B. If your Governmental entity (State or Local) does not require a business license, your company will be required to obtain a Richmond County business license if awarded a contract. For further information contact the License and Inspection Department @ 706 312-5050.

Acknowledgement of Addenda: You Must acknowledge all Addenda. See Page 1 of Attachment B.

E-Verify * User Identification Number (Company I.D.) The recommended awarded vendor will be required to provide a copy of Homeland Security's Memorandum Of Understanding (MOU). **Contractors, Bids, RFPs, RFPs - Any** contractors performing the physical performance of services" for your city, including those that respond to bids or requests for proposals, must submit an E-Verify affidavit. Your city cannot consider any contractors, even as part of a bidding or RFP process, unless they have given you the appropriate E-Verify contractor affidavits.

Contractors are defined as those who provide any "physical performance of services," which means any performance of labor or services for a public employer using a bidding process or by contract that costs over \$2,499.99 in value between December 1 and November 30 of any given year. Typically, eligible contracts may include: New construction or the demolition of structures/roads Routine operation, repair, and maintenance of existing structures. Any contracts for labor and service that exceed \$2,499.99. Contracts for the purchase of goods without any services provided are not subject to these E-Verify requirements.

The city, each contractor, and each subcontractor have different roles and responsibilities in the E-Verify process. The city collects E-Verify affidavits from the contractor. The contractor collects E-Verify affidavits from its subcontractors. The subcontractors collect E-Verify affidavits from its sub-subcontractors. Independent contractors (those with no employees) do not need to supply E-Verify information. Instead, they will provide a driver's license or state identification card from states on the "compliant" list created by the Georgia Attorney General. Those contractors and subcontractors that fill out the affidavits are responsible for the accuracy of the information. The city does not need to confirm that the E-Verify information is correct. The liability for incorrect information is on the contractor or subcontractor. NOTE: The authorization date can be found within the Memorandum of Understanding (MOU).

Affidavit Verifying Status for Augusta Benefit Application (S.A.V.E. Program) (Must Be Returned With Your Submittal)

The successful proponent will submit the following forms to the Procurement Department no later than five (5) days after receiving the "Letter of Recommendation" (Vendor's letter will denote the date forms are to be received)

1. Georgia Security and Immigration Subcontractor Affidavit
2. Non-Collusion Affidavit of Sub-Contractor
3. **PLEASE NOTE GEORGIA LAW CHANGE: E-Verify and Public Contracts:** The Georgia E-Verify law requires contractors and all subcontractors on Georgia public contract (contracts with a government agency) for the physical performance of services over \$2,499 in value to enroll in E-Verify, **regardless of the number of employees**. They may be exempt from this requirement if they have no employees and do not plan to hire employees for the purpose of completing any part of the public contract. Certain professions are also exempt. All requests for proposals issued by a city must include the contractor affidavit as part of the requirement for their bid to be considered.

WARNING: Please review "Notice to Proponent" regarding Augusta Georgia's Local Small Business Opportunity Program Proponent Requirements.

Vendors are cautioned that acquisition of proposal documents through any source other than the office of the Procurement Department is not advisable. Acquisition of proposal documents from unauthorized sources places the proposer at the risk of receiving incomplete or inaccurate information upon which to base his qualifications.

Proposals are publicly opened. It is your responsibility to ensure that your company has met the Specifications and Licenses requirements prior to submitting a proposal.

Rev. 04/09/21



Attachment B

You Must Complete and Return the 2 pages of Attachment B with Your Submittal. Document Must Be Notarized.

Augusta, Georgia Augusta Procurement Department

ATTN: Procurement Director

535 Telfair Street, Suite 605

Augusta, Georgia 30901

Name of Proponent: _____

Street Address: _____

City, State, Zip Code: _____

Phone: _____ Email: _____

Do You Have A Business License? Yes: _____ No: _____

Augusta, GA Business License # for your Company (Must Provide): _____

And/or Your State/Local Business License # for your Company (Must Provide): _____

Utility Contractors License # (Must Provide if applicable): _____ **MUST BE LISTED ON FRONT OF ENVELOPE**

General Contractor License # (Must Provide if applicable): _____

Additional Specialty License # (Must Provide if applicable): _____

NOTE: Company must be licensed in the Governmental entity for where they do the majority of their business. If your Governmental entity (State or Local) does not require a business license, please state above (Procurement will verify), your company will be required to obtain a Richmond County business license if awarded a BID. For further information regarding Augusta, GA license requirements, please contact the License and Inspection Department @ 706 312-5050.

List the State, City & County that issued your license: _____

Acknowledgement of Addenda: (#1) ____ : (#2) ____ : (#3) ____ : (#4) ____ : (#5) ____ : (#6) ____ : (#7) ____ : (#8) ____ :

NOTE: CHECK APPROPRIATE BOX (ES) - ADD ADDITIONAL NUMBERS AS APPLICABLE

Statement of Non-Discrimination

The undersigned understands that it is the policy of Augusta, Georgia to promote full and equal business opportunity for all persons doing business with Augusta, Georgia. The undersigned covenants that we have not discriminated, on the basis of race, religion, gender, national origin or ethnicity, with regard to prime contracting, subcontracting or partnering opportunities.

The undersigned covenants and agrees to make good faith efforts to ensure maximum practicable participation of local small businesses on the proposal or contract awarded by Augusta, Georgia. The undersigned further covenants that we have completed truthfully and fully the required forms regarding good faith efforts and local small business subcontractor/supplier utilization.

The undersigned further covenants and agrees not to engage in discriminatory conduct of any type against local small businesses, in conformity with Augusta, Georgia's Local Small Business Opportunity Program. Set forth below is the signature of an officer of the proposer/contracting entity with the authority to bind the entity.

The undersigned acknowledge and warrant that this Company has been made aware of understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company;

That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;

That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;

That the failure of this Company to satisfactorily discharge any of the promises of nondiscrimination as made and set forth herein shall constitute a material breach of contract entitling Augusta, Georgia to declare the contract in default and to exercise any and all applicable rights remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on a contract.

Non-Collusion of Prime Proponent

By submission of a proposal, the vendor certifies, under penalty of perjury, that to the best of its knowledge and belief:

(a) The prices in the proposal have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.

(b) Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or to any competitor.

(c) No attempt has been made, or will be made, by the vendor to induce any other person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition. Collusions and fraud in proposal preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

You Must Complete and Return the 2 pages of Attachment B with Your Submittal. Document Must Be Notarized.

Rev. 4/09/21

Conflict of Interest

By submission of a bid, the responding firm certifies, under penalty of perjury, that to the best of its knowledge and belief:

1. No circumstances exist which cause a Conflict of Interest in performing the services required by this BID, and
2. That no employee of the County, nor any member thereof, not any public agency or official affected by this BID, has any pecuniary interest in the business of the responding firm or his sub-consultant(s) has any interest that would conflict in any manner or degree with the performance related to this BID. By submission of a bid, the vendor certifies under penalty of perjury, that to the best of its knowledge and belief:

(a) The prices in the bid have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.

(b) Unless otherwise required by law, the prices which have been quoted in the bid have not knowingly been disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or competitor.

(c) No attempt has been made, or will be made, by the vendor to induce any other person, partnership, or cooperation to submit or not to submit a bid for the purpose of restricting competition. For any breach or violation of this provision, the County shall have the right to terminate any related contract or agreement without liability and at its discretion to deduct from the price, or otherwise recover, the full amount of such fee, commission, percentage, gift, payment, or consideration.

Contractor Affidavit and Agreement: Contractor Affidavit under O.C.G.A. § 13-10-91(b) (I)

GEORGIA E-Verify and Public Contracts: The Georgia E-Verify law requires contractors and all sub-contractors on Georgia public contract (contracts with a government agency) for the physical performance of services **over \$2,499 in value to enroll in E-Verify, regardless of the number of employees.** They may be exempt from this requirement if they have no employees and do not plan to hire employees for the purpose of completing any part of the public contract. Certain professions are also exempt. All requests for proposals issued by a city must include the contractor affidavit as part of the requirement for their bid to be considered.

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A. § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

- a) The Contractor has registered with, is authorized to use, and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;
- b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;
- c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;
- d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;
- e) The Contractor will contract for the performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10-91(a), (b), and (c);
- f) The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10-91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and
- g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

Georgia Law requires your company to have an E-Verify*User Identification Number (Company I.D.) on or after July 1, 2009.

For additional information or to enroll your company, visit the **State of Georgia** website:

<https://e-verify.uscis.gov/enroll/> and/or http://www.dol.state.ga.us/pdf/rules/300_10_1.pdf

Federal Work Authorization User Identification Number: E-VERIFY REQUIRED FOR ALL CONTRACTS OVER \$2,499.00

Date of Authorization

**** (E-Verify Number) _____**

Name of Contractor

Name of Project / RFP Number

AUGUSTA, GEORGIA – RICHMOND COUNTY CONSOLIDATED GOVERNMENT

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 20____ in _____ (City), _____ (State).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 20_____

Notary Public

My Commission Expires:

NOTARY SEAL

The undersigned further agrees to submit a notarized copy of Attachment B and any required documentation noted as part of the Augusta, Georgia Board of Commissions specifications which govern this process. In addition, the undersigned agrees to submit all required forms for any subcontractor(s) as requested and or required. **I further understand that my submittal will be deemed non-compliant if any part of this process is violated.**

You Must Complete and Return the 2 pages of Attachment B with Your Submittal. Document Must Be Notarized.



You Must Complete and Return with Your Submittal. Document Must Be Notarized

Systematic Alien Verification for Entitlements (SAVE) Program

Affidavit Verifying Status for Augusta, Georgia Benefit Application By executing this affidavit under oath, as an applicant for an Augusta, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract, or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my bid for an Augusta, Georgia contract for

[RFP Project Number and Project Name]

[Print/Type: Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

[Print/Type: Name of business, corporation, partnership, or other private entity]

1.) _____ I am a citizen of the United States.

OR

2.) _____ I am a legal permanent resident 18 years of age or older.

OR

3.) _____ I am an otherwise qualified alien (8 § USC 1641) or nonimmigrant under the Federal Immigration and Nationality Act (8 USC 1101 *et seq.*) 18 years of age or older and lawfully present in the United States. *

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant

Printed Name

*** Alien Registration Number for Non-Citizens**

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 20_____

Notary Public

My Commission Expires: _____

NOTARY SEAL

Note: THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR SUBMITTAL
Rev. 2/17/2016



TRADE SECRET STATUS AFFIDAVIT

Augusta, Georgia

All documents, data, letters and generated information received by Augusta, Georgia constitutes a "public record" and is subject to disclosure under the Georgia Open Records Act ("GORA"). O.C.G.A. § 50-18-70 *et seq.* However, pursuant to O.C.G.A. § 50-18-72(a)(34), "[an] entity submitting records containing trade secrets that wishes to keep such records confidential under this paragraph shall submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitute trade secrets pursuant to Article 27 of Chapter 1 of Title 10 [O.C.G.A. § 10-1-760 *et seq.*]."

O.C.G.A. § 10-1-761(4) defines "Trade secret" as "...information, without regard to form, including, but not limited to, technical or nontechnical data, a formula, a pattern, a compilation, a program, a device, a method, a technique, a drawing, a process, financial data, financial plans, product plans, or a list of actual or potential customers or suppliers which is not commonly known by or available to the public and which information:

- A. Derives economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; and
- B. Is the subject of efforts that are reasonable under the circumstances to maintain its secrecy."

Therefore, the records listed below and attached hereto, that were submitted with _____ response to Augusta, Georgia Request for Proposal, Request for Quote, or Request for Qualified Contractor _____ are marked confidential pursuant to O.C.G.A. § 10-1-761(4):

- (List specific information that the supplier wishes to withhold and how that information constitutes a trade secret)
- Additional trade secret information requested to be withheld
- **Your company is requested to send a redacted copy of your submittal.**

Under penalty of perjury, acknowledging that O.C.G.A. § 16-10-71 provides a penalty of a fine of up to \$1,000 and potential imprisonment of one to five years, I attest that the specific information in the records listed above constitutes trade secrets pursuant to O.C.G.A. § 10-1-761(4), and request that Augusta, Georgia not disclose this protected information under the Georgia Open Records Act ("GORA").

Signature:

[Signatory Name in Print]

[Signatory's Title] [Company Name]

[Signatory's Title]

Date: _____

**SUBSCRIBED AND SWORN BEFORE
ME ON THIS _____ DAY OF
_____, 202_.**

My Commission Expires: _____

NOTARY PUBLIC

Return Page Only if Applicable

Minority and Women Owned Business Enterprise

Program Ordinance Requirements

Notice To All Bidders (PLEASE READ CAREFULLY)

Shall apply to ALL Bids regardless of the dollar amount

In accordance with the Commission Action on 7/25/24 and the adoption of Ordinance No. 7945 Chapter 10C of the AUGUSTA, GA, CODE, Contractors agree to collect and maintain all records necessary to Augusta, Georgia to evaluate the effectiveness of its Minority and Women Owned Business Enterprise Program and to make such records available to Augusta, Georgia upon request. The requirements of the Minority and Women Owned Business Enterprise Program can be found at www.augustaga.gov. In accordance with AUGUSTA, GA. CODE, Contractors shall report to Augusta, Georgia the total dollars paid to each subcontractor, vendor, or other business on each contract, and shall provide such payment affidavits, regarding payment to subcontractors, if any as required by Augusta, Georgia. Such utilization reports shall be in the format specified by the Director of Compliance and shall be submitted at such times as required by Augusta, Georgia. Required forms can be found at www.augustaga.gov. If you need assistance completing a form or filing information, please contact the M/WBE Program office at (706) 821-2406. Failure to provide such reports withing the time period specified by Augusta, Georgia shall entitle Augusta, Georgia to exercise any of the remedies set forth, including, but not limited to, withholding payment from the Contractor and/or collecting liquidated damages.

SHALL APPLY TO PROJECTS IN EXCESS OF \$300,000

Minority and Women Owned Business Enterprise Program (Continued)

Sec. 1-10-138. Race and Gender-Conscious Efforts

Contract-by-Contract Subcontractor Goals The City, through the Goal Setting Committee (GSC), will set specific, separate percentage-based MBE and WBE subcontracting goals on a contract-by contract basis for Prime contracts in Construction, Architecture & Engineering, Professional Services, and Other Services valued in excess of \$300,000. The City shall establish such goals based upon the type of contract, the type of subcontracting work that will be required, and the availability of M/WBE firms to perform the work for that specific contract.

The GSC shall not establish subcontracting goals on contracts where (a) there are no subcontracting opportunities identified for the contract; or (b) there are

not at least three (3) MBE and/or WBE firms that are available and capable to perform a CUF for the overall subcontracting opportunities on the contract.

Good Faith Efforts (GFE) Requirements and Guidance

1. Achievement of subcontracting goals or documentation of Good Faith Efforts applies to every Contract for which such goals are established. **The Bidder shall submit a compliance plan detailing its achievement of the goals or its Good Faith Efforts to meet the goals. The compliance plan shall be due at the time set out in the solicitation documents.**

2. When a Bidder cannot achieve the goals, its compliance plan shall document its GFE to achieve the goals. The Director of Compliance will determine whether the Bidder has made such GFE.

Bid Documents

All bid documents shall require bidders or proponents to submit with their bid the following written documents, statements, or forms, which shall be made available by the Procurement Department.

- Proposed Letter of Intent MBE/WBE.
- Proposed MBE/WBE Utilization Plan.
- Documentation of Good Faith Efforts Form (*in the event the bidder will not meet the MBE and WBE goals*).

Failure to submit the above documentation shall result in the bid being declared non-responsive.

Sec. 1-10-154.Exceptions

In accordance with § 1-10-8, on federally funded projects or contracts, the M/WBE Program shall only be utilized when authorized by the applicable federal (and/or Georgia) laws, regulations, and conditions relating to that project or contract. To the extent that there are any conflicts between any such laws, regulations, or conditions and the provisions of the M/WBE Program, the federal (and/or Georgia) guidance shall control.

NOTE: All forms should be submitted in a separate, sealed envelope, labeled M/WBE Forms, Company's Name & Bud number

For questions and or additional information, please contact:

Minority-Owned and Women-Owned Business Enterprise Program

535 Telfair Street, Suite 530

Augusta, Georgia 30901

(706) 821-2406

mwbe@augustaga.gov

Website: <https://www.augustaga.gov/83/Disadvantaged-Business-Enterprise>

REV. 9/6/24

SECTION I INSTRUCTION TO PROPOSERS

Augusta, Ga, invites qualified vendors to submit a proposal to provide **multi-functional devise (MFD) copiers and copier/printer maintenance** for various Augusta, Georgia departments. Your submittal should respond to, and be based on, the information included in this Request for Proposal.

Responses will be received in the office of the Director of Procurement at 535 Telfair Street, Suite 605, Augusta, GA 30901 until **Wednesday, November 12, 2025 @ 11:00 a.m.** The RFP must be submitted in a sealed package and labeled with firm's name and the name of the project - **RFP 25-301 Copier Leases Service. Vendors are required to submit one (1) marked unbound original and one (1) electronic copy on thumb drive of the RFP.**

RFP Opening will be via ZOOM– Meeting ID: 815 5619 5442; Passcode: 952879.

No RFP will be accepted by email, all must be received by mail or hand delivered. If RFP is forwarded by mail or other second party delivery, the sealed envelope containing the submittal must be enclosed in an envelope addressed to:

**Andy Penick, Director
Procurement Department
535 Telfair Street - Room 605
Augusta, Georgia 30901**

To ensure timely deliveries, all submittals must be received during our normal office hours from 8:30 a.m. to 5:00 p.m., Monday through Friday. No deliveries will be accepted prior to 8:30 a.m. or after 5:00 p.m., as the building is closed to the public and delivery services outside of these hours.

RFP Packages may be obtained at the Augusta, Georgia Procurement Department, at the address listed above.

All firms responding are cautioned to read this Request for Proposals (RFP) carefully for understanding and request clarification from Augusta, Georgia on any questions pertaining to this RFP. The Proposer should examine all documents and requirements of the services requested to become fully informed. Failure to examine these areas will not relieve the successful Proposer of its obligation to furnish all products and services necessary to carry out the provisions of the contract. After RFPs have been submitted, the vendor shall not assert that there was a misunderstanding concerning the quantities of work or of the nature of the work to be done.

All questions must be submitted to the Procurement Department in writing to 706 821-2811 or by email to procbidandcontract@augustaga.gov by Tuesday, November 4, 2025 @ 5:00 P.M. Issues and responses addressed in any other manner will not be considered valid or binding in consideration of proposals or any subsequent contract negotiations. Failure to provide all the requested information may cause the submittal to be rejected as non-responsive.

Failure to provide all the requested information may cause the RFP to be rejected as non-responsive. An official authorized to bind the firm to the terms and provisions of the RFP must sign. The Proposer's response must include a service proposal and fee proposal as well as all other information requested in this RFP. The fees must be the full cost to Augusta. Augusta, Georgia will consider the degree to which each Proposer has submitted a complete Service and Fee Proposal without irregularities, excisions, special conditions, or alternative proposals for any item unless specifically requested in the RFP.

The contract will be awarded, if awarded, to the most responsive and responsible Proposer. If an award of contract is made as a result of this solicitation, contract will be made on the basis of the response which best satisfies the intent of this Request for Proposals and other factors considered in the best interest of the Owner. Negotiations

may be undertaken with those firms who proposal shows them to be qualified, responsible, and capable of performing the work. The Owner will consider professional qualifications and related experience to determine which proposal would be in Owner's best interest if a contract were made. The Owner reserves the right to consider proposals or modification thereof received at any time before the award is made if such action is in the interest of the Owner.

Any interested qualified firm and/or party is requested to make a response to accomplish the Scope of Services described herein. The response is to be signed by a duly authorized official of the firm and must be submitted in the time, manner and form prescribed.

The Owner reserves the right to reject any or all statements received as the result of this request. The Owner also maintains the right to negotiate with any firm, as necessary, to serve the best interests of Owner. The Owner will not be liable for any costs incurred by the firm prior to the signing of a contract.

An official authorized to bind the firm to the terms and provisions of the proposal must sign the proposal. **No RFP may be withdrawn for a period of 90 days after RFP have been opened**, pending the execution of contract with the successful proposer(s). The information contained in this RFP defines and describes the services requested.

The proposal shall be no more than forty (40) pages in length, excluding cover letter, required forms, tabs, and appendices. All documents will be typewritten on standard 8 x 11 white paper. Exceptions to the minimum page limit would be schematics, exhibits, photographs or other information necessary to facilitate Augusta's ability to accurately evaluate the proposal.

The Proposer must package and seal its proposals so that they will not be damaged in mailing. Proposers are reminded that under Georgia law, all opened documents fall under the Open Records Act and are subject to inspection by the public. Accordingly, proprietary information and/or data cannot be withheld from public inspection. All proposals and supporting documents will be submitted in accordance with the specifications. **See the Trade Secret Affidavit. Vendors are required to submit a redacted copy of their RFP submittal for any trade secret information contained in their RFP submittal.**

It is Augusta's intent to evaluate the proposals based on service merit and price and to choose the Proposer whose proposal provides the highest value to Augusta. Augusta reserves the right to waive any irregularities, reject any and/or all proposals, in whole or in part, when, in Augusta's opinion, such rejection is in the best interests of Augusta.

The Owner will evaluate all statements received from firms with respect to evidence that the goals and objectives of the project are fully understood. The firm's demonstrated technical capability and other qualifications, as described herein, will also be assessed. The Owner will then make their recommendation to the Augusta Commission for their consideration and final approval.

NOTE: Augusta reserves the right to accept a proposal, as submitted, and upon Commission approval enter into a contractual agreement with that selected Proposer. Consequently, it is imperative that all Proposers submit the best service and cost offer in the initial submission.

SECTION II

SCOPE OF SERVICES

General Scope of work/current contract:

This contract provides for the installation, maintenance and service support of **221 total MFD's** deployed in various Augusta Departments. The pricing for this agreement is predicated by determining a combined monthly copy volume of all **221 devices** with a single monthly invoice for all usage. The **221 units** produce an average volume of 648,925 b/w volume and 177,001 color copies/prints per month (see chart below for breakout by year).

A list of the copiers currently in place is included as **Exhibit 2**. The chart includes the equipment ID number, model number, serial number, location, date of installation, average monthly volume black copies, average monthly volume for color copies per month, and accessories included in the current configuration. Locations listed are subject to change as re-organization and right sizing takes place. The quantities in this RFP for copiers, supplies, and services are **ESTIMATES** only. Actual number of service request for copiers may be or less than the quantities listed in **Exhibit 2**. The vendor furnished services and supplies will be in direct proportion to the actual numbers and volume ranges of copiers required by the Augusta Commissioners. Augusta does not guarantee to utilize a specific quantity of copiers or copies.

Vendor is also to have the following resources available for Augusta on an as needed basis:

- Wide Format Engineering/Poster Printers and Scanners
- Specialty Printers such as "check printing units"
- Desktop Personal Printers (both color and b/w)
- Public use MFDs with print release stations and vended systems

The chart below is an overview of the current fleet and includes the average monthly volume black/white (AMV B/W) and color copies (AMV Color) consumed per year models.

Expiration	Total	AMV	AMV
Date	Devices	B/W	Color
Main Fleet-expired	109	261,485	53,760
2025	10	18,712	12,928
2026	22	38,243	30,058
2027	44	185,402	50,845
2028	14	79,053	12,620
2029	22	78,687	16,990
Totals	221	661,582	177,201

Production Print Devices

In addition to supporting the departmental MFDs, the vendor will be required to have available production print devices. Listed below are the current models currently in place.

Expiration	Print Shop	AMV	AMV
Date		B/W	Color
1/5/2021	KB ACURIO C2070 Press	1500	12000
1/5/2021	KM BH C658	800	3400
3/1/2024	KM Pro 6120 B/W Press	24000	N/A
July 2030	BHC751I – Procurement	1650	6295

The vendor will also be required provide a management program on selected units. This program will be used for account management and cost recovery

The contract includes all required hardware, service support, parts, labor and all consumable supply items (excludes paper), emergency repair services, normal repair service, periodic preventive maintenance, operator training services, consulting services, and account management software for the agreement term. Initial and ongoing training is to be included in proposed costs. The current contract is the benchmark for the product line of copiers required. A copy of the draft contract is included in the RFP as **EXHIBIT 4**.

Augusta's current fleet consist of devices that have varying term expiration dates. The successful vendor will be required to replacer/refresh the current equipment on a transitional basis. The award will be used to replace the units as their current contract expires. Current replacement/refresh schedule is a follows:

Expired Leases	109 devices
2025	10 devices
2026	22 devices
2027	44 devices
2028	14 devices
2029	22 devices
Total	221 devices

Agreement Term:

The contract will be overseen by the Augusta Procurement Department with the assistance of the Information Technology Department. It is the intent of Augusta to enter into a one (1) year contract with option to renew for four (4) additional one (1) year terms.

Tentative Timeline

Thursday, October 23, 2025	Release RFP to the marketplace
Tuesday, November 4 2025	Deadline for written questions by 5:00 p.m.
Wednesday, November 12, 2025	RFP due in Procurement Department by 11:00 a.m.
Friday, November 14, 2025	Evaluation
November 2025	Copier Presentation/Demonstration
December 2, 2025	Recommendation to Augusta Commission
Note: Dates are subject to change	

Third party lease/financing

Under the terms and conditions of the RFP Augusta **will NOT accept** billing/invoices from any third party/financing entity that the successful vendor may choose to work with. **All financial aspects of this program are to be administered and delivered by the successful contractor/vendor.**

"Right sizing of equipment":

Under the current RFP/contract it is the vendor's responsibility to assure that the proper equipment is installed to accommodate the monthly copy/print volume of the location. Should the needs change in any location the vendor must agree to upgrade/downgrade the equipment as deemed necessary with no increase in monthly cost. The rightsizing, upgrading/downgrading of equipment will depend on the growth and demand of the departments. The vendor will be expected to adhere to the needs of the department.

Equipment Replacement Guarantee and Maintenance

The current contract requires that the supplier replace any unit that does not operate to the end users satisfaction due to service failures with any additional cost to the customer. This Total Satisfaction Guarantee is applicable for the entire equipment term.

The responsibility for maintaining copiers furnished under the contract in serviceable condition shall be solely that of the contractor. The vendor shall provide preventive maintenance services, without any action on the part of Augusta to ensure that the copiers furnished are maintained in serviceable condition. Vendor shall submit a maintenance plan with the proposal.

During normal working hours (between 8:30 a.m. and 5:00 p.m. Monday through Friday, excluding holidays observed by Augusta, the vendor shall respond to verbal service calls within **four working hours** after notification of malfunction. The response time on a service call starts when authorized personnel place a call to the contractor's technician. Response time ends when a service technician appears at the requesting location to repair the malfunctioning equipment. **In cases where any copier cannot be repaired within eight (8) working hours after notification of malfunction as detailed above, the vendor shall provide a replacement machine of equal or greater capability within sixteen (16) additional working hours until the repair of the original machine is completed.**

All consumable supplies shall be included in the copier lease contract. Consumable supplies shall include toner, staples, fuser, print cartridges and developer. Vendor shall be responsible for **replenishing supplies within two days of request.**

The vendor shall provide training for copiers operators at the time of installation of the machines and shall make available operator training for machine users at each location. When notified by the Augusta, Georgia Procurement Department representative, the contractor shall supply additional operator training on an as needed basis within 3-5 working days of such request. Such additional training is specified only to maintain sufficient numbers of qualified operators due to personnel turnover.

Each copier shall have the manufacturer's serial number permanently and legibly stamped or affixed on a major component in a readily accessible location. In addition, each copier shall be permanently and legibly marker in an easy to find location with the manufacturer's name or trademark and model number of the machine.

Upon receipt by the vendor of written notice from the Augusta Procurement Department copier service may be discontinued 30 days thereafter. Copier services may be discontinued on a shorter notice when

agreed upon by the contractor. A discontinuation notice will contain the following information: (a) copier location by activity, building and room number, (b) copier model and serial number, (c) meter reading, and (d) date copier will be available for removal. Augusta will then make the copier available for pickup by the contractor's technical representative. It will be the responsibility of the contractor to coordinate removal of the copier with Augusta, Georgia authorized personnel. Removal of copiers will be at the contractor's expense.

Should a requirement for additional copier service materialize, equipment will be supplied by the contractor to fill these needs at the volume stated by Augusta, Georgia and at the pricing structure of the contract resulting from the solicitation. **The copier will be provided in no less than 30 days from the notice from the Augusta, Georgia.**

A service record document must be attached to each piece of equipment that lists the (1) date of service call, (2) time of service, (3) service issue, (4) repairs that were performed, and (5) parts replaced. The technician will be required to complete this document every time a service call is performed.

During the contract period, should the repair record of any copier reflect a downtime of 10 percent or more of the normal working days in two consecutive months, the vendor shall replace the copier with another new copier. The replaced copier will not be placed back into service with Augusta, Georgia.

For each day or partial work day that a copier is not in service beyond the 10 percent allowable out of service rate in any month, the contract shall allow Augusta, Georgia a credit of no less than \$25.00 a day. The parties hereto acknowledge and agree that, in the event the contractor fails to maintain copier capability, Augusta shall suffer damages as a result and that the damages suffered by Augusta as a result thereof are difficult to accurately estimate. The parties hereto further acknowledge and agree that the sum of \$25.00 per calendar day is a reasonable pre-estimate of the damages which will be suffered by Augusta in the event of such non-availability by the vendor; and, the parties hereto intend the sum of \$25.00 per calendar day be liquidated damages to Augusta rather than a penalty. Accordingly, the parties hereto agree that the vendor shall pay to Augusta, Georgia as liquidated damages the sum of \$25.00 per calendar day each calendar day a needed copier is not available. Nothing herein is intended to limit the right of Augusta to terminate the contract.

New Equipment Only

Augusta will accept **NEW DIGITAL Equipment Only** under the terms of this program. All systems quoted should be digital in nature and be capable of network printing/scanning functionality. The equipment should be network ready upon delivery and fax should be included. Using the scan function the employee should be able to push from their system to folder or email. Used rebuilt, or refurbished units will not be considered.

At any time during the contract period, should the vendor introduce new or improved models of copiers as replacements for models initially supplied under this contract, the vendor shall be allowed to propose the substitution of such new models. **Such a proposal shall be made in writing to the Director of Procurement for approval. Any new model offered must be of equal or greater capability as the model to be replaced.** Action on the proposal will be coordinated with the using site and will include evaluation of the new equipment. Responses to such proposals will be returned within reasonable time periods.

Add on units

The current contract affords Augusta with the ability to add equipment throughout the contract term as needed. The pricing for add on units shall be based on the original bid price with NO increase in line item cost to the customer.

Copier Management RFP

As technology has changed so has the criterion that is required in order to be a competent and successful provider of business systems and equipment. It is with this in mind the following has been incorporated in the new RFP/contract that Augusta feels would provide us with the performance standards and protections it deserves.

Network devices mandatory:

We require all equipment to be “network ready” and provide printing and scanning functions as standard features. This will ensure each department of having the latest technology when their new equipment is installed. All equipment will be comparable to the existing devices and will require specific features and accessories (i.e. document feeders, paper capacity requirements, staple finishers, minimum acceptable copy speeds) in each of the volume bands. Listed below are the current installed inventory specifications and features:

Tier 1: Average volume 0-2000 copies per month

Required features:

- Dual Scan Automatic Document Feeder (150 originals)
- Automatic Duplex copy/printing function
- Dual 550 sheet adjustable paper drawers (up to 11 x 17)
- 150 sheet adjustable by pass tray
- R/E
- 600 x 660 dpi scan resolution
- Console Design (no desktops)
- 30 ppm minimum engine print speed
- Network Ready for print/scan
- Optional Staple Finisher where required
- Optional LCT (large capacity tray-minimum 2500 sheets) where required

Tier 2: Average volume 3000-10,000 copies per month

Required features:

- Dual Scan Automatic Document Feeder (150 originals)
- Automatic Duplex copy/printing function
- Dual 550 sheet adjustable paper drawers (up to 11 x 17)
- 2500 sheet large capacity tray
- 150 sheet adjustable by pass tray
- R/E
- 600 x 660 dpi scan resolution
- Console Design (no desktops)
- 45 ppm minimum engine print speed
- Network Ready for print/scan
- Staple Finisher

Tier 3: Average volume of 15,000 to 30,000 copies per month

Required features:

- Dual Scan Automatic Document Feeder (150 originals)
- Automatic Duplex copy/printing function
- Dual 500 sheet adjustable paper drawers (up to 11 x 17)
- 2500 sheet large capacity tray
- 150 sheet adjustable by pass tray
- R/E
- 600 x 660 dpi scan resolution
- Console Design (no desktops)

55 ppm minimum engine print speed
Network Ready for print/scan
Staple Finisher with hole punch

Tier 4: Average volume of 35,000 to 50,000 copies per month

Required features:

Dual Scan Automatic Document Feeder (150 originals)
Automatic Duplex copy/printing function
Dual 500 sheet adjustable paper drawers (up to 11 x 17)
2500 sheet large capacity tray
150 sheet adjustable by pass tray
R/E
600 x 660 dpi scan resolution
Console Design (no desktops)
65 ppm minimum engine print speed
Network Ready for print/scan
Staple Finisher with hole punch

Tier 5- A4 Desktop MFDs

Required features:

Dual Scan Automatic Document Feeder (80 originals)
Automatic Duplex copy/printing function
Adjustable 500 sheet paper tray
100 sheet adjustable by pass tray
Super Group 3 fax standard
R/E
600 x 660 dpi scan resolution
Compact desktop design
Vendor must provide a console-stand if required at no additional charge
35 ppm engine print speed
Network Ready for print/scan

Additional Options:

Vendor is required to have the following options available upon request.

- Super Group 3 Fax Kit for any A3 device-Tiers 1-4
- LCT- Large capacity tray (minimum 2500 sheets) for Tier 1 A3 models where required by the end user department
- 2/3-hole punch kit for Tier 1 & 2 A3 models where required by the end user department
- MFD console/stand for any Tier 5 A4 desktop device where required by end user department
- Additional 500 sheet paper trays for any Tier 5 A4 device where required by end user department
- Coin/Vending device for public use MFD placements

Fax Capabilities

All equipment should have the ability of adding fax functionality to the device at any time. As departmental fax machines reach their life cycles the end users would have the option of utilizing their new multifunctional device as a replacement fax system. This would eliminate the need for capital purchase of stand-alone fax machines as well as reduce the overall operating cost for this component. Vendor is to add any cost for this option on their fee submittal.

Certified Network Trained Service Personnel

Based on the current technology Augusta asks that the successful vendor maintain **its own LOCAL in-house Information Technology (IT) Department** to service all networked devices installed. Since more and more customers are electing to use their copiers as printers/scanners it is critical that technical support is available quickly and locally to ensure there is no customer down time or loss of productivity.

Local Service/Supply Guarantees

Augusta is mandating that all technical support, service support, parts and supply items be available on a Local basis throughout the contract term.

In addition, end users should have the ability of ordering supplies, placing service request or seeking technical assistance electronically (on line) 24/7.

Vendor Reporting

The vendor shall maintain inventory records (by site) that identify all equipment delivered under this contract. The inventory shall be provided to the Procurement Director as requested, and shall include: make and model, location and serial number of all installed equipment, record of vendor performed maintenance and repair, any copier reflecting a down time of 10% or more of the normal working day in the month shall be highlighted, and monthly volume of copies produced by machine. The vendor shall also provide specific reports of the monthly volume of copies produced by machine, the accounted costs to the Procurement Director or the department head, as well as fiscal year to date accumulated volume and costs.

Inspection and Acceptance

During installation the vendor shall demonstrate that the copier is properly working. This demonstration must be accomplished pursuant to the operating instructions furnished with each copier and in the presence of authorized Augusta personnel. Upon completion of this demonstration, the signature of the Augusta personnel authorized to accept equipment under this contract will be affixed on the delivery ticket. If the copier fails to operate at the time of installation, Augusta may, at its option, request an immediate replacement.

Inspection and acceptance of the supplies or services to be furnished hereunder shall be made at destination by the receiving activity. Certification of services performed hereunder and/or receipt of supplies furnished shall be accomplished by the designated Augusta representative authorized to do such at the applicable site. Operator's manuals will be accepted by the indication on the equipment delivery ticket by authorized Augusta personnel. The vendor shall be responsible for testing each copier to ensure its ability to provide the capabilities required by this contract.

Delivery Schedule Information to Include Installation & Removal of Copiers

When Procurement in conjunction with departments request an order, offeror will work directly with them to provide the appropriate equipment that meets the needs of that location. All copiers to be supplied shall be delivered and installed no later than thirty days after purchase order date. Each location will provide to the contractor a purchase order. Delivery of the copiers is at no cost to Augusta. The only basis for payment shall be the based on the pricing provided by the contract award. Delivery and installation of copiers is to be included in the quoted price per machine. The vendor shall be responsible for all expenses related to full installation of all machines throughout the district. No charges shall be levied for delivery, installation, removal of equipment during the basic or option years of the contract. Augusta personnel will provide no

help in unloading, uncrating or moving equipment during delivery and or installation. Debris is to be removed by the vendor from the site after installation is complete.

Invoicing and Pricing

All charges to include a tiered equipment lease and variable service and maintenance charges to be invoiced in arrears on a monthly basis on actual production multiplied by the contracted services and supply cost per impression (CPI) rates as set forth in the Cost Proposal Worksheet and applicable Product Segment Pricing schedules. The invoice must include an itemized listing of charges for each device that includes device model and serial number, meter type, beginning meter, ending meter, total impressions, rate, and total for both monochrome and color impressions. Invoices must be available in both paper and electronic formats. All pricing set forth in the Cost Proposal Worksheet shall remain firm for the initial contract term of one (1) year and any optional renewal terms up to five (5) years.

Any model in any segment that is discontinued during the term of the contract and optional renewals shall be substituted with a device of equivalent or superior specifications with the same hardware and service options and prices as the originally offered equipment. Substitutions shall be submitted to the Augusta Procurement Department for acceptance and authorization.

Fee proposal are to include, but not limited to, the following elements:

- a) Tier Pricing per type of Copier
- b) Copy/print billing to include standard consumable items (e.g. toner)
- c) Mobile device printing capabilities
- d) LDAP and active directory authentication
- e) Delivery/shipping charges
- f) Setup charges
- g) Monthly Administrative Fees
- h) Initial and ongoing training
- i) Power surge protection devices
- j) Hard drive removal at end of contract period
- k) Equipment return freight, insurance and shipping charges

SECTION III RESPONSE CONTENT

Your response should follow the general format listed below. The Proposer will submit **one (1) marked unbound original of their RFP, one (1) electronic copy of their RFP, one (1) copy of your fee proposal, and one (1) electronic copy of their fee proposal**. All proposals shall be 8 1/2 x 11 formatted with all standard text fonts no smaller than 12points.

SECTION CONTENTS

1. PROCUREMENT DOCUMENTS:

All documents required under the Augusta Procurement regulations and procedures, properly executed, and notarized as required. The notary seal shall be visible on the original AND all copies.

2. COVER LETTER

Cover letter with authorized signature of proposer and date of submittal. Cover letter is to introduce your company and include the corporate name, address and telephone number of the corporate headquarters and local office.

3. QUALIFICATIONS & EXPERIENCE OF THE FIRM

Provide the following:

- A. Brief history and the present organizational structure of the company.
- B. Staff Members Experience & Resumes which are relevant the scope of work stated in this proposal.
- C. Name and contact information of at least one individual who will be the company's primary contact with Augusta, Georgia for contract negotiation.
- D. Provide a biographic overview of the Company's key principals.

4. TECHNICAL SUPPORT DESCRIPTION SHEET

A. Technical Capabilities

This section is to be used to submit characteristics of the machines offered in terms of speed, ease of use and options.

1. Provide specification sheets/brochures of all proposed copiers.

B. Capabilities

1. Provide information regarding your firm's customer training, orientation and technical support.
2. Submit an itemized listing of each function which shall be included in the complete training and user orientation of all copiers that are to be leased to Augusta.

C. Maintenance Service

1. Explain in detail the make-up of the copier service department. Indicate the work experience and qualifications of the service technicians which shall be utilized for Augusta. Only factory trained service technicians shall qualify.
2. Indicate the extent of training service technicians have received from the equipment manufacturer.
3. Discuss the local parts inventory which maintained both in content, quantities and dollar value.
4. Describe the inventory that will be available to meet the loan and replacement provisions of the solicitation document.

5. Indicate the length of time your company has been a factory sale and service authorized dealer capable of supporting Augusta, Georgia for the proposed copier(s) offered in this proposal.

D. Phase-In

1. Provide an implementation plan to install at least **221 copiers** throughout the district.
2. Describe how the company would avoid downtime.
3. Provide the names of project manager(s) that will be utilized.
4. Describe the phase-out plan at the end of the contract.

E. Copier Malfunction Plan

1. Describe the maintenance plan to ensure reliability and availability of copying capability at each requirement center.
2. Describe response time for repair and replacement of copiers in this section.
3. Propose compensation to be paid to Augusta, and the criteria to be used to determine the need for compensation if the proposal fails to meet reliability and availability criteria proposed.
4. Describe your plan to replace units that are malfunctioning continuously.

F. Meter Reading Capabilities

1. Describe your plan for meter reading and include information on any new technological advances in this area if applicable.

G. Sample Report

1. Provide a sample volume report that will be available to Augusta.

5. SCOPE OF SERVICES

Vendor's ability to supply the services as listed in **SECTION II SCOPE OF SERVICES** and include the **your response to Exhibit 1 - Questionnaire**

Each vendor is required to complete and include Exhibit 1 – Questionnaire and return with their proposal.

6. SCHEDULE OF WORK

Availability of staff to complete the requirements listed in the RFP to include emergency repair request.

7. FINANCIAL STABILITY

Provide financial information that would allow proposal evaluators to ascertain the financial stability of the Proposer.

- If a public company, include a recap of the most recent audited financial report.
- If a private company, provide a recap of the most recent internal financial statement; and a letter, on the financial institution's letterhead, stating financial stability.
- **Agency/Firm or any current employee within the agency shall not have been named as defendant in any current litigation with any past or present client.**

NOTE: Financial Stability is part of the evaluation criteria. Failure to include the requested information will impact your evaluation score. You may mark the information as confidential.

8. REFERENCES

All proposers shall include the name, address, e-mail, and telephone numbers of at least a minimum of three (3) references of similar governmental agencies or businesses that currently use the services and copiers proposed. Contact information should be current.

9. FEE PROPOSAL (submitted in a separately sealed envelope)

Fee proposal is to be submitted on the fee proposal form provided in **exhibit 3**. Attach additional sheets as required for any additional details. You are requested to provide pricing on the Augusta price proposal form which is included in this solicitation - **See Exhibit 3**.

Vendors are to provide a monthly tiered equipment lease amount to include variable service and maintenance charges for each of the five (5) tiers of copies for both black/white and color. The copy fee will be invoiced in arrears on a monthly basis on actual production multiplied by the contracted services and supply cost per impression (CPI) rates as set forth in the Cost Proposal Worksheet and applicable Product Segment Pricing schedules.

Additional Options:

Vendors are requested to include pricing for the following options when applicable. If the option is not available for the tier level please insert N/A.

- Super Group 3 Fax Kit for any A3 device-Tiers 1-4
- LCT- Large capacity tray (minimum 2500 sheets) for Tier 1 A3 models where required by the end user department
- 2/3-hole punch kit for Tier 1 & 2 A3 models where required by the end user department
- MFD console/stand for any Tier 5 A4 desktop device where required by end user department
- Additional 500 sheet paper trays for any Tier 5 A4 device where required by end user department
- Coin/Vending device for public use MFD placements

One copy of the fee proposal and one (1) electronic copy must be in a separate envelope and labeled "Fee Proposal" on the outside of the package to clearly indicate that it is in response to RFP 25-301 Copier Lease Services

10. Demonstration:

Augusta reserves the right to request firms that score within the competitive range to provide one offered copier to the Procurement office to be demonstrated and tested by various users. Copiers will be delivered and set up at the Procurement Department, 535 Telfair Street, Suite 605, Augusta, GA.

SECTION IV PROPOSAL REQUIREMENTS

The Proposer will submit one (1) marked unbound original and one (1) electronic copy of their RFP. The vendor is also to provide one (1) original copy and 1 electronic copy of fee proposal in a separately sealed envelope. All proposals shall be 8 1/2 x 11 format with all standard text fonts no smaller than 12 points. **The proposal shall be no more than forty (40) pages** in length, excluding cover letter, required forms, tabs, and appendices. The original will use one-sided copying and be bound by binder clip or some other non-permanent form of binding. Each of the seven (7) copies of the proposal shall be one sided copies and shall be spiral bound or bound with some other secure and permanent form of binding. Failure to follow the required format may result in your organization's proposal being rejected as nonresponsive to this process and ARC may exercise that right at its sole discretion. The successful proposal will have at a minimum the following features:

- The proposal shall be no more than forty (40) pages in length, excluding cover letter, required forms, tabs, and appendices.
- If the proposal includes any information in addition to the specific information requested in the RFP, it should be included as an appendix to the proposal.
- Proposals should be prepared simply and economically, providing a straightforward, concise description of Offeror's capabilities to satisfy the requirements of the RFP.
- The vendor shall provide pricing on the Augusta price proposal form which is included in this solicitation for the individual copier tier levels for both black and white copiers and color copiers (**See Exhibit 3**). The vendor shall provide a **FEES PROPOSAL** that includes all items that are required to provide the services requested. No additional expenses will be paid by Augusta, Georgia in association with the execution of this project outside of the agreed upon fee proposal.
- **One copy of the fee proposal and one (1) electronic copy must be in a separate envelope and labeled "Fee Proposal" on the outside of the package to clearly indicate that it is in response to RFP 25-301 Copier Lease Services**
- When in the best interest of Augusta, Georgia, Augusta reserves the right to request additional information and to request a "Best and Final" offer.
- **INDEMNIFICATION AND INSURANCE:** The offeror shall carry general liability insurance coverage in the amount of One Million Dollars (\$1,000,000). This policy shall cover the firm and all its employees and agents, and shall indemnify and hold harmless Augusta, Georgia and their representatives and employees, from any claim, demands, actions, and cause for actions arising from any act or non-act or the commission or omission of any act while under the terms of the contract. **See Appendix A**
- In determining the most advantageous proposal, Augusta reserves the right to consider quality, workmanship, service and dependability of the produce and manufacturer, independent of pricing.
- Augusta will make the ultimate decision regarding which Tier product is to be installed in each location regardless of copier volume. Some departments will produce a lower monthly volume but will require the functionality of a higher tier machine due to the nature of work performed in their offices.
- Augusta's current fleet consist of devices that have varying term expiration dates. The successful vendor will be required to replace/refresh the current equipment on a transitional basis. Current replacement/refresh schedule is as follows:

Expired Leases – 109 devices

2025 – 10 devices

2026 – 22 devices

2027 – 44 devices

2028 – 14 devices

2029 – 22 devices

Total – 221 devices

- Vendor must be flexible and understand that there is a potential for additional device placement or the consolidation and removal of existing units as the need of Augusta continues to evolve.
- Upgrades/downgrades for certain models may also be requested depending on staffing needs and conditions of current units in place.
- Each proposal will be evaluated using the following criteria of evaluation.

SECTION IV

CRITERIA FOR EVALUATION

RFP – Evaluation/Scoring Guidelines

Evaluation Process

All proposals will be evaluated by an Augusta, Georgia Selection Committee (Committee). The Committee may be composed of Augusta, Georgia staff and other parties that may have expertise or experience in the services described herein. The Committee will review the submittals and will rank the proposers. The evaluation of the proposals shall be within the sole judgment and discretion of the Committee. All contacts during the evaluation phase shall be through the Augusta, Georgia Procurement Office only. Proposers shall neither contact nor lobby evaluators during the evaluation process. Attempts by Proposer to contact members of the Committee may jeopardize the integrity of the evaluation and selection process and risk possible disqualification of Proposer.

The Committee will evaluate each proposal meeting the proposal requirements set forth in this RFP. Proposers should bear in mind that any proposal that is unrealistic in terms of the technical or schedule commitments may be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of Augusta, Georgia's requirements as set forth in this RFP. If needed, the selection process will include oral interviews. The consultant will be notified of the time and place of oral interviews and if any additional information that may be required to be submitted.

Cumulative Scores will include the total from Phase 1 and Phase 2. It is the intent of the Owner to conduct a fair and comprehensive evaluation of all proposals received. **The contract for this project/service will be awarded to the proposer who submitted a proposal that is most advantageous to the Owner.**

Evaluation Criteria

Proposals will be evaluated according to each Evaluation Criteria and scored on a zero-to-five-point rating. The scores for all the Evaluation Criteria will then be multiplied according to their assigned weight to arrive at a weighted score for each proposal. A proposal with a high weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any project/service is five hundred (500) points.

Rating Scale		
0	Not Acceptable	Non-responsive, fails to meet RFP specifications. The approach has no probability of success. For mandatory requirement this score will result in disqualification of proposal.
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving project/service objectives per RFP. 0% of the available points assigned to the category. Does not have minimum qualifications/availability.
2	Marginal	Has a reasonable probability of success, however, some objectives may not be met. 25% of the available points assigned to the category. Meets minimum qualifications/availability but one or major considerations are not address or is lacking in some essential aspects.
3	Adequate	Acceptable, achieves all objectives in a reasonable fashion per RFP specification. This will be the baseline score for each item with adjustments based on interpretation of proposal by Evaluation Committee members. 50% of the available points assigned to the category. Meets minimum qualifications/availability and generally capable of performing work.
4	Good	Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFP requirements and expectations. 75% of the available points assigned to the category. More than meets minimum qualifications/availability and exceeds some aspects.
5	Excellent	Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success and in achieving all objectives and meeting RFP specification. 100% of the available points assigned to the category. Fully meets qualifications/availability and exceeds in several or all areas.

Completeness of Response (Pass/Fail)

- a.** Responses to this RFP must be complete. Responses that do not include the proposal content requirements identified within this RFP and subsequent addenda and do not address each of the items listed below will be considered incomplete, be rated a Fail in the Evaluation Criteria and will receive no further consideration. Responses that are rated a Fail and are not considered may be picked up at the delivery location or returned to the vendor (at vendor's expense). Please provide shipping instructions and/or fees upon the completion of the competitive process.

1. Conflict of Interest Statement (Pass/Fail)

- a.** Discloses any financial, business or other relationship with the Augusta, Georgia that may have an impact upon the outcome of the contract or the construction project/service.
- b.** Lists current clients who may have a financial interest in the outcome of this contract or the construction project/service that will follow.
- c.** Discloses any financial interest or relationship with any construction company that might submit a bid on the construction project/ service.

2. Qualifications & Experience (15 points)

- a.** Relevant experience, specific qualifications, and technical expertise of the firm and sub-consultants/proposers to conduct the required services as listed in this RFP and adhering to all required license requirement for federal, state and local services.

3. Organization & Approach (15 points)

- a.** Describes familiarity of project/service and demonstrates understanding of work completed to date and project/service objectives moving forward
- b.** Roles and Organization of Proposed Team
 - i. Proposes adequate and appropriate disciplines of project/service team.
 - ii. Some or all of team members have previously worked together on similar project/service(s).
 - iii. Overall organization of the team is relevant to Augusta, Georgia needs.
- c.** Project and Management Approach
 - i. Team is managed by an individual with appropriate experience in similar project/services. This person's time is appropriately committed to the project/service.
 - ii. Team successfully addresses all requirements of this RFP.
 - iii. The team and management approach responds to project/service issues. Team structure provides adequate capability to perform both volume and quality of needed work within project/service schedule milestones.
- d.** Roles of Key Individuals on the Team
 - i. Proposed team members, as demonstrated by enclosed resumes, have relevant experience for their role in the project/service.
 - ii. Key positions required to execute the project/service team's responsibilities are appropriately staffed.
- e.** Working Relationship with Augusta, Georgia
 - i. Team and its leaders have experience working in the public sector and knowledge of public sector procurement process.

- ii. Team leadership understands the nature of public sector work and its decision-making process.
- iii. Proposal responds to need to assist Augusta, Georgia during the /service.

4. Scope of Services to be Provided (20 points)

Ability of the vendor to supply the services as listed in **SECTION II SCOPE OF SERVICES** and responses to **Exhibit 1**

Each vendor is required to complete and include **Exhibit 1 – Questionnaire** and return with their proposal.

5. Schedule of Work (10 points)

- a. Availability of staff to complete task orders as assigned.
- b. The schedule addresses all knowledgeable phases of the project/service, in accordance with the general requirements of this RFP.

6. References (5 points)

Provide as reference the name of at least three (3) agencies you currently or have previously consulted for in the past three (3) years.

7. Proximity to Area (10 points *weighted value 5)

a. Within Richmond County	10 points
b. Within CSRA	6 points
c. Within Georgia	4 points
d. Within SE United States (includes AL, TN, NC, SC, FL)	2 points
e. All Others	1 points

8. Presentation by Team (10 points) (Optional)

- a. Team presentation conveying project/service understanding, communication skills, innovative ideas, critical issues and solutions.

9. Q&A Response to Panel Questions (5 points) (Optional)

- a. Proposer provides responses to various interview panel questions.

10. Cost/Fee Proposal (10 points) Enclosed in a separate sealed envelope. Will NOT be disclosed in any part of the RFP

a. Lowest Fee	10
b. Second	6
c. Third	4
d. Fourth	2
e. Fifth	1

Phase 1				
No.	Evaluation Criteria	Rating (0-5)	Weight	Score (Rating * Weight)
1	Completeness of Response <ul style="list-style-type: none"> • Package submitted by the deadline • Package is complete (includes requested information as required per this solicitation) • Attachment B is complete, signed and notarized 	N/A	Pass/Fail	Pass/Fail
2	Qualifications & Experience		15	
3	Organization & Approach		15	
4	Scope of Services: Ability of the vendor to supply the services as listed in SECTION II SCOPE OF SERVICES and responses to Exhibit 1 - Questionnaire		20	
5	Schedule of Work		10	
6	References		5	
7	Proximity to Area (Weighted Value *5) <ul style="list-style-type: none"> e. Within Richmond County 10 points f. Within CSRA 6 points g. Within Georgia 4 points h. Within SE United States (includes AL, TN, NC, SC, FL) 2 points i. All others 1 points 		10	
	Phase 2 (Optional Numbers 8 and 9) Any Vendors that Receive Less Than a 3 Ranking in Any Category will not be considered for Phase II)	Rating (0-5)	Weight	Score (Rating * Weight)
8	Presentation by Team		10	
9	Q&A Response to Panel Questions		5	
10	Cost/Fee Proposal Consideration (weighted Value *5) <ul style="list-style-type: none"> a. Lowest Fee 10 b. Second 6 c. Third 4 d. Fourth 2 e. Fifth 1 		10	
Total:			100	

Proposals will be evaluated according to each Evaluation Criteria and scored on a zero to five point rating. The scores for all the Evaluation Criteria will then be multiplied according to their assigned weight to arrive at a weighted score for each proposal. A proposal with a high weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any project/service is five hundred (500) points.

SECTION V SELECTION PROCESS

SELECTION PROCESS:

A Selection Committee will review all proposals submitted in response to this RFP. The selection committee will rank the firms based upon cost as well as the quality and content of their proposal. While cost is not the driving factor, the committee will also review qualifications and past performance.

Based on the Evaluation Criteria, Augusta reserves the right to select more than one firm to provide the requested services. Please submit your proposal in a concise written tabulated format indexed and organize recommended firm and contract will be presented to the Augusta Commission for final approval.

Phase One Criteria (Identify short listed offerors only)

The Procurement Director, in consultation and upon the recommendation of the head of the using agency, shall select from among the offerors no less than three (3) offerors (the “short-listed offerors”) deemed to be the most responsible and responsive; provided, however, that if three (3) or less offerors respond to the solicitation, this requirement will not apply. The selection of the short-listed offerors shall be made in order of preference. From the date proposals are received by Procurement Director through the date the contract is awarded, no offeror may make substitutions, deletions, additions or other changes in the configuration or structure of the offeror’s teams or members of offeror’s teams prior to award.

It is the intent of the Owner to conduct a fair and comprehensive evaluation of all proposals received. The contract will be awarded to the proposer who submitted a proposal that is most advantageous to the Owner.

Your team will be evaluated on the basis of how well your firm and its individual professionals meet the criteria outlined including general and specific selection criteria. Based on the Evaluation Criteria, Augusta reserves the right to select more than one firm to provide the requested services. Please submit your proposal in a concise written tabulated format indexed and organized. The recommended firm and contract will be presented to the Augusta Commission for final approval.

Each submittal must respond to the requested information for each section.

Phase Two Criteria (if deemed necessary)

(Rank the company that best address scope of service/ technical proposal as outlined in the specifications to be in the best interest of Augusta, Georgia).

After an initial screening process, a technical question and answer conference or interview will be conducted, if deemed necessary, to clarify or verify the offeror’s proposal and to develop a comprehensive assessment of the proposal. This process will result in the selection of the successful vendor who, through contractual agreements will undertake the scope of work.

Final negotiations and letting the contract. The Committee shall rank the technical proposals, open and consider the pricing proposal. Award shall be made or recommended for award through the Augusta, Georgia Administrator, to the most responsible and responsive offeror whose proposal is determined to be the most advantageous to Augusta, Georgia. No other factors or criteria shall be used in the evaluation. The contract file shall contain a written report of the basis on which the award is made/recommended. The contract shall be awarded or let in accordance with the procedures set forth in this Section and the other applicable sections of this chapter.

Any or all of the firm(s) may be requested to expand on their response and/or make a formal presentation.

PROPOSALS

Price is not the driving factor of this award and shall be considered as follows: In making this decision, the Using Agency and the Procurement Director shall take into account the estimated value, the scope, the complexity and the professional nature of the services to be rendered. Should the Using Agency and the Procurement Director be unable to negotiate a satisfactory contract with the offeror considered to be the most responsible and responsive at a price for the Using Agency and the Procurement Director determines to be fair and reasonable to Augusta, Georgia; negotiations with that offeror shall be terminated. The Using Agency and the Procurement Director shall then undertake negotiations with the second most responsible and responsive short-listed offeror. If negotiations with the second most responsible and responsive short-listed offeror are unsuccessful, negotiations shall be terminated and the Using Agency and the Procurement Director shall then undertake negotiations with the third most responsible and responsive short-listed offeror. Should Using Agency and the Procurement Director be unable to negotiate a contract with any of the short-listed offerors, the Using Agency and the Procurement Director and the using agency may select from the additional offerors that were not short-listed in order of their responsibility and responsiveness and the Using Agency and the Procurement Director may continue negotiations in accordance with this section until an agreement is reached.

Price information shall be separated from the proposal in a sealed envelope and opened only after the proposals have been reviewed and ranked. The names of the respondents will be identified at the proposal opening; however, no proposal will be handled to permit disclosure of the detailed contents of the responses until after award of contract. A record of all responses shall be prepared and maintained for the files and audit purposes.

One copy of the fee proposal and one (1) electronic copy must be in a separate envelope and labeled "Fee Proposal" on the outside of the package to clearly indicate that it is in response to RFP 25-301 Copier Lease Services

Negotiations:

Upon completion of the evaluation and ranking of consultants determined highly qualified, Augusta will enter into negotiations with the most highly qualified firm to arrive at fair and reasonable compensation. In determining fair and reasonable compensation, Augusta will consider the following:

When in the best interest of the Augusta, Georgia, Augusta reserves the right to request additional fee information and to request a "Best and Final" offer.

The Award

This award, if awarded will be rated on service, vendor relations, machine quality and price.

Contents of Contract

The Contract resulting from this RFP will consist, at a minimum, of the following:

- Request for Proposal (Scope of Work) and (Addenda)
- Responsive Proposal
- All Contract Provisions
- Contractor's Proposal and modifications mutually agreed upon by Augusta, Georgia and the Contractor between the Contract award and execution of the Contract

- Contract Amendments (if any)
- Notice to Proceed
- Change Orders (if any)
- Project Acceptance
- Fee Schedule

List of Exhibits

The following attachments are being provided to you in an electronic form, together with this document, they are to serve as a basis for your proposal response:

- Exhibit 1: SCOPE OF SERVICES – QUESTIONNAIRE (Word Format)
- Exhibit 2: LIST OF CURRENT LEASES (Excel Format)
- Exhibit 3: FEE PROPOSAL (Excel Format)

To evaluate all proposals on a uniform basis, you are requested to conform to the specifications described herein. If your proposal does not conform to the specifications, please clearly indicate where such differences exist. In the absence of any statement regarding deviations from these specifications, it will be assumed your proposal does conform to the specifications in every respect.

A General Information Questionnaire and cost proposal sheet has been provided as part of this RFP. Please keep in mind that all respondents are expected to use the scope of services - questionnaire and cost proposal which has been provided. No changes to the questionnaire will be permitted. Do not alter the questionnaire in any way.

Instructions: Please respond to each question completely. The proposal submission must include responses to all questions in the questionnaire and must be submitted both in hard copy as well as electronically in Word. Please note that your responses must take into account the scope of services outlined in the body of the RFP. Your responses to the question will be used to compare each firm side by side. Please be sure to include the answers to all questions within the appropriate cells for each. "See page.... Or See exhibit..." is NOT recommended. At a minimum, a summary of your complete answer is to be included on the questionnaire. Augusta requires proposals to be easy to understand and all reasonable care should be taken to limit responses to pertinent information. Do not include unnecessary or extraneous information. Any additional company/marketing information is welcome and should be submitted as an attachment.

EXHIBIT 1
SCOPE OF SERVICES - QUESTIONNAIRE
Required to be submitted with your proposal

No.	Question	Yes	NO
1	Supply approximately 221 new digital copiers to multiple departments throughout Augusta for the purposes of providing copier management service to include all consumable supplies.		
2	Provide a detailed program to include five volume range tiers of copiers as outlined in the general requirements listed with RFP #25-301 . The fees will be based on the set tier fee for the equipment least and variable service and maintenance charges to include networked and non-networked copiers. Cost per copy is to be invoiced in arrears on a monthly basis on actual production multiplied by the contracted servicer and supply cost-per impression (CPI) rate as set forth in the Cost Proposal Worksheet		
3	Networked copiers will have the capability to copy, fax, full color scan, and print from one or more desktop computers to the designated copier.		
4	Provide periodic preventive and normal repair service during regular business hours of 8:30 a.m. – 5:00 p.m. Monday through Friday . Maintenance should include, but not be limited to travel, cleaning, oiling, adjusting and replacing all components necessary. All preventative, normal repair and priority repair calls are to be included in the cost-per-copy price.		
5	Provide all repair service within four (4) hours of notification of equipment malfunction or failure. If a copier cannot be repaired within four (4) hours, vendor must provide back-up equipment that meets or exceeds the specifications of that volume range tiered copier. Backup equipment must be provided within one (1) full business day. Unless IT IS AN EMERGENCY, RESPONSE TIME MUST BE ADJUSTED.		
6	Retain title of all copiers (with the exception of Augusta, Georgia owned copiers and high speed duplicators) and supplies.		

7	Retain liability for risk of loss during the contract period except for willful damage by user.		
8	Include all charges for delivery (equipment and supplies) and installation in the offered cost-per-copy price.		
9	Provide operator training services, consulting services and management reporting for Augusta, Georgia Board of Commissioners when requested.		
10	Provide NEW equipment only. Remanufactured equipment WILL NOT be accepted. At all times throughout the contract the Vendor shall exclusively utilize the manufacturers officially approved and branded original equipment, parts, supplies and consumables in all devices installed.		
11	Produce a monthly volume invoice detailing each individual Department's monthly usage in arrears, as well as a summary of year-to-date activities for each machine. Copier counts will be provided to vendor by staff to vendor on a monthly basis in electronic format (i.e. email). The invoice/unit is to include the number of monthly copies/prints included in the price.		
12	Provide machines equipped with contrast control.		
13	Provide machines capable of reproducing general office correspondence and reports with readable copy quality from solids, architectural patterns, graduated tones, lines and grids, standard black graphite #2 and red pencils, blue ink, carbon and carbonless copies, and originals on colored paper, invoices, shipping documents, etc.		
14	Provide machines capable of making copies on 20 lb. plain paper adhesive labels manufactured for reproduction, and transparency materials without feed problems.		
15	Provide a minimum of one (1) dedicated technical representative to service copiers for the Augusta, Georgia Board of Commissioners, technical support includes service personnel, management liaison and pre-installation technical support.		
16	Provide qualified and trained service and delivery personnel in sufficient number to		

	service and support the requirements of this Request for Proposal.		
17	Maintain an office in Richmond County.		
18	Be responsible for all equipment movement to each office of the Augusta, Georgia Board of Commissioners, including any insurance on hardware transport, and for planning and coordinating any change to existing facilities at any of the Augusta Offices.		
19	Provide site preparation requirements (INCLUDING WIRING) and delivery schedules for all equipment.		
20	Provide a liaison to coordinate transfer and replacement of equipment from current Vendor.		
21	Provide all required hardware and software needed to make each copier capable of being networked. All software must be capable of Augusta's current system.		
22	Coordinate all installation of hardware and/or software with Augusta, Georgia Board of Commissioner's Information Technology Department in advance of any installation.		
23	Provide at least five different tier volume range digital machines as outlined within RFP 25-301 .		
24	Provide a color brochure which feature descriptions for all copier proposed in your RFP.		
25	Provide "key operator" training		
26	Fax function on networked copiers must provide a transmittal confirmation page.		
27	Memory cards on all copiers must be sufficient to complete attempted assignments without having to separate the job into pieces.		
28	Memory cards must be updated at Augusta's request for any copier that does not meet the minimum requirements.		
29	Does your firm agree to a one (1) year agreement with the option to renew for four (4) additional one year terms?		
30	Will your firm provide coin-operated equipment upon request?		
31	Will your firm provide card-readers and the equipment upon request?		
32	Will our firm add copiers upon request?		
33	Scanning – All devices must include full color scanning functions to include; scan to email, scan to electronic document management		

	system, scan to network-fax service, scan to folder and scan to desktop.		
34	Print and scan drivers/controllers – Augusta end users do not have administrative rights and cannot load print and scan drivers or controllers on their devices. The offer must submit a plan on how print/scan drivers will be deployed with minimal IT staff resources		
35	Paper – each device will accept the use of up to 100% post consumer waste content recycled paper.		
36	Cyber Security – Protecting Augusta's information and data assets and the system that collect, process and maintain this data is of critical importance. Offer must implement and manage the security of system, products and services includes control baseline or safeguards to offset possible threats. - AU		
37	Lease terms: All machines will be leased for a 36-month time frame at a monthly cost.		

EXHIBIT 2 – LIST OF CURRENT LEASES

ID #	Model	Serial	Location	INSTALLED	AMV Blk	AMV Clr	Tier	Accessories Included in Current Configuration
Expired Leases								
B7216	BH223	A1UG011107753	STREET LIGHTING	2013	251		Tier 1	Fax Kit
B6248	BHC284	A4FK011002346	RCSO Admin-Walton Way	2013	800	200	Tier 1	Staple finisher/fax kit
B7217	BH223	A1UG011107654	TRAFFIC UPSTAIRS	2013	100		Tier 1	Staple finisher/fax kit
B7240	BH363	A1UE011110817	MAIN LIBRARY -UPSTAIRS	2013	692		Tier 1	Staple finisher/LCT
B7241	BH363	A1UE011110727	UTILITIES ENGINEERING	2013	1553		Tier 1	Staple finisher/LCT
B7244	MP301SPF	W913P700792	MAIN LIBRARY - FRONT DESK	2013	908		Tier 5	Coin op-vended device
B7247	BH223	A1UG011107686	UTILITIES C/M	2013	291		Tier 1	Staple finisher/fax kit
B7249	BH363	A1UE011110781	AQUATICS CENTER	2013	750		Tier 1	Staple finisher/LCT
B7252	MP301SPF	W913P700718	FRIEDMAN BRANCH LIBRARY	2013	319		Tier 5	Coin op-vended device
B7254	MP301SPF	W913P700553	APPLEBY LIBRARY	2013	115		Tier 5	Coin op-vended device
B7257	BH223	A1UG011107657	MAGNOLIA CEMETARY	2013	150		Tier 1	Fax Kit
B7267	MP301SPF	W913P700648	MAXWELL LIBRARY	2013	671		Tier 5	Coin op-vended device
B7269	BH363	A1UE011110852	WATER TREATMENT	2013	929		Tier 1	Staple finisher/LCT
B7272	BH363	A1UE011110805	REC DEPT ADMIN	2013	743		Tier 1	Staple finisher/LCT
B7273	MP301SPF	W913P703303	DIAMOND LAKES	2013	300		Tier 5	Fax Kit
B7297	BH223	A1UG011107700	FIRE PREVENTION	2013	1320		Tier 1	Fax Kit
B7298	BH223	A1UG011107667	FIRE DEPT	2013	425		Tier 1	Fax Kit
B7602	BH654e	A5YN017000287	Civil Court	2013	9642		Tier 3	LCT/Hole punch/fax kit
B7630	BH754e	A55V017000155	Visitors Center	2013	5184		Tier 3	LCT/Hole punch/fax kit
B8107	BHC224e	A5C4011105660	Daniel Village Substation	2014	1999	1038	Tier 1	Color/Fax kit/staple finisher
B8191	BH284e	A61G011004266	Records	2014	2632		Tier 1	Staple finisher/fax kit/LCT
B8239	BH454e	A61E011005344	Juvenile Court	2014	1729		Tier 1	Staple finisher/fax kit/LCT
B8302	BH224e	A61H011004701	CIVIL COURT	2014	1735		Tier 1	Fax Kit
B8307	MP301SPF	W914P503505	Ground Water	2014	50		Tier 5	Fax Kit
B8881	C554e	A5AY011010205	MAYORS OFFICE	2015	516	557	Tier 3	Staple finisher/hole punch/fax kit
B8890	BH224e	A61H011007968	Records Retention	2015	100		Tier 1	Staple finisher/fax kit
B8891	BHC364e	A5C1011019296	Special Events	2015	2275	878	Tier 1	Color device/Fax Kit/staple finisher
B9282	BH284e	A61G011008507	Judicial Ctr	2015	8755		Tier 1	Staple finisher/fax kit
B9283	BH284e	A61G011008516	SHERIFFS PAYROLL	2015	12961		Tier 1	Staple finisher/fax kit
B9286	BH284e	A61G011008524	Max Hicks	2015	994		Tier 1	Staple finisher/fax kit
B9314	BHC224e	A5C4011116946	Augusta Airport	2015	304	642	Tier 1	Color device/fax kit
B9670	MP301SPF	W915P501673	Pumping Station	2015	25		Tier 5	Fax Kit
B9674	BH284e	A61G011009387	Diamond Lakes	2015	1690		Tier 1	Coin op-vended device
B9684	BH284e	A61G011010134	Diamond Lakes	2015	1600		Tier 1	Staple finisher/fax kit
B9685	BH284e	A61G011010323	TAG OFFICE	2015	2627		Tier 1	Staple finisher/fax kit
C0062	BH364E	A61F011020927	Judge Jennings / Mag Court	2016	23224		Tier 1	Staple finisher/fax kit
C0065	BH364E	A61F011020925	Judicial Ctr / Superior Ct	2016	2028		Tier 1	Staple finisher/fax kit
C0073	BH284E	A61G011012436	Transportation/ Lockup	2016	574		Tier 1	Staple finisher/fax kit
C0074	BH284E	A61G011011723	Tag Office	2016	1968		Tier 1	Staple finisher/fax kit

ID #	Model	Serial	Location	INSTALLED	AMV Blk	AMV Clr	Tier	Accessories Included in Current Configuration
C0084	BH284E	A61G011013052	Civil Warrants Rm 1400	2016	3511		Tier 1	Staple finisher/fax kit
C0086	BH284E	A61G011013072	Court Reporters	2016	802		Tier 1	Staple finisher/fax kit
C0087	BH284E	A61G011013068	Court Reporters	2016	685		Tier 1	Staple finisher/fax kit
C0089	BH364E	A61F011024797	Superior Court Rm 4203	2016	1054		Tier 1	Staple finisher/fax kit
C0091	BH364E	A61F011024692	Superior Court Rm 4206	2016	1626		Tier 1	Staple finisher/fax kit
C0097	BH4050	A6VF011016625	Judicial Center	2016	77		Tier 5	Fax Kit
C0101	BH4050	A6VF011016716	Marshalls Office	2016	1254		Tier 5	Fax Kit
C0102	BH4050	A6VF011016717	ACCREDITATION OFFICE	2016	332		Tier 5	Fax Kit
C0114	BH4050	A6VF011016722A	PUBLIC DEFENDER / RECEPTION	2016	355		Tier 5	Fax Kit
C0181	BH654E	A5YN017009490	Probate Court	2016	11047		Tier 3	Fax Kit
C1010	BHC227	A798011500012	CENTRAL SVCS / ADMIN BLDG	2016	1019	1584	Tier 1	Color device/Fax Kit/staple finisher
C1020	BH654E	A5YN017011865	PUBLIC DEFENDER	2017	17018		Tier 4	Staple finisher/fax/hole punch
C1253	BHC227	A798011500025	JUDGES SUITE 4108	2017	1957	1953	Tier 1	Color device/Fax Kit/staple finisher
C1272	BH4050	A6VF011022958	ENGINEERING MAINT / TOBACCO RD	2017	546		Tier 5	Fax Kit
C1313	BHC227	A798011501975	WATER UTILITIES CONST	2017	1875	1734	Tier 1	Color device/Fax Kit/staple finisher
C1352	BHC227	A798011502019	WATER UTILITIES / NEW LOCATORS OFFICE	2017	56	117	Tier 1	Color device/Fax Kit/staple finisher
C1461	BHC458	A79M011007997	ARC ADMINISTRATORS OFFICE	2017	1135	2315	Tier 4	Color device/Fax Kit/staple finisher
C1717	BH287	A7AH011004997	MUNICIPAL BLDG / TAX COMMISSIONER	2017	3270		Tier 1	Staple finisher/fax kit
C1719	BH287	A7AH011005002	UTILITIES - METER DEPT	2017	804		Tier 1	Staple finisher/fax kit
C1720	BH287	A7AH011004983	RCSO NORTH PRECINCT	2017	1010		Tier 1	Staple finisher/fax kit
C1726	BH227	A7AK011008532	RCSP South Precinct	2017	918		Tier 1	Staple finisher/fax kit
C1730	BH227	A7AK011009541	UTILITIES - METER DEPT	2017	655		Tier 1	Staple finisher/fax kit
C1731	BHC227	A798011502643	RCSO	2017	1720	830	Tier 1	Color device/Fax Kit/staple finisher
C1734	BH4050	A6VF011022930	CHARLES WESTER DETENTION	2017	1136		Tier 5	Fax Kit
C1750	BHC458	A79M011011363	REC AND PARKS / ADMIN	2017	3328	3470	Tier 4	Color device/fax kit/staple finisher/LCT
C1807	BHC308	A7PY011017871	UTILITIES - ENGINEERING	2017	951	1619	Tier 1	Color device/Fax Kit/staple finisher
C1839	BHC258	A7R0011013634	Rm 213 Copy / Storage	2017	1618	2947	Tier 1	Color device/Fax Kit/staple finisher
C1920	BH287	A7AH011006041	KP UNIT TRAINING CTR / BLYTHE GA	2017	166		Tier 1	Staple finisher/fax kit
C1977	BHC227	A798011503244	STATE COURT JUDGE	2017	1236	975	Tier 1	Staple finisher/fax kit
C1978	BHC227	A798011503275	STATE COURT JUDGE	2017	1533	789	Tier 1	Staple finisher/fax kit
C2222	BHC227	A798011503665	MARSHALS OFFICE	2017	959	874	Tier 1	Color device/Fax Kit/staple finisher

ID #	Model	Serial	Location	INSTALLED	AMV Blk	AMV Clr	Tier	Accessories Included in Current Configuration
C2482	BHC227	A798017500930	CONSTRUCTION SHOP	2018	414	382	Tier 1	Color device/Fax Kit/staple finisher
C2540	BH4050	A6VF011031046	AIRPORT OPERATIONS	2018	395		Tier 5	Fax Kit
C2543	BHC368	A7PU017004450	AIRPORT OPERATIONS	2018	203	374	Tier 1	Color device/Fax Kit/staple finisher
C3528	BH808	A8KM011006364	PUBLIC DEFENDERS	2018	15792		Tier 4	Staple finisher/fax kit/LCT
C3563	BH4050	A6VF011031590	RCSO ADMIN - FAC AND MAINT	2018	60		Tier 5	Fax Kit
C3625	BH227	A7AK017001266	311 CALL CENTER	2018	750		Tier 1	Staple finisher/fax kit
C3626	BH368	A9HJ011008848	TRAINING CTR / BLYTHE GA	2018	1760		Tier 1	Staple finisher/fax kit
C3631	BHC227	A798017500067	SOUTH SUBSTATION	2018	222	599	Tier 1	Color device/Fax Kit/staple finisher
C3633	BH287	A7AH017001224	SOUTH SUBSTATION	2018	1662		Tier 1	Staple finisher/fax kit
C3634	BH227	A7AK017001315	TRAINING CTR / BLYTHE GA	2018	407		Tier 1	Staple finisher/fax kit
C3644	BHC227	A798017500061	WATER UTILITIES	2018	1096	1448	Tier 1	Color device/Fax Kit/staple finisher
C3645	BH368	A9HJ011010860	CHARLES WEBSTER DETENTION CTR	2018	3956		Tier 1	Staple finisher/fax kit
C3646	BH4050	A6VF011031581	WATER UTILITIES	2018	351		Tier 5	Fax Kit
C3653	BHC308	A7PY017003002	FIRE DEPT / DEANS BRIDGE	2018	2117	2002	Tier 1	Color device/Fax Kit/staple finisher
C3868	BHC227	A798017501249	RIVERFRONT SUBSTATION	2018	476	334	Tier 1	Color device/Fax Kit/staple finisher
C4064	BHC227	A798017501369	EXTENSION OFFICE	2018	4966	2018	Tier 1	Color device/Fax Kit/staple finisher
C4067	BHC227	A798017501482	NEW MAINT FACILITY / AVIATION WAY	2018	224	318	Tier 1	Color device/Fax Kit/staple finisher
C4183	BHC3351	A92F011011694	3050 Deans Bridge / Marshalls	2018	1157	1869	Tier 5	Color device/fax kit
C9371	BH4050	A6VF011031035	JUVENILE COURT	2018	606		Tier 5	Fax Kit
C3993	BH558E	AA6T011001637	Public Defender	2018	4373		Tier 2	Staple finisher/fax kit/LCT
C3954	BHC227	A798017501530	RCSO INTEL DIVISION	2019	88	204	Tier 1	Color device/Fax Kit/staple finisher
C4475	BHC458	A79M011038208	RCSO ADMIN	2019	3137	3620	Tier 4	Color device/fax kit/staple finisher/LCT
C4476	BHC458	A79M011038180	RCSO CID	2019	5763	5458	Tier 3	Color device/fax kit/staple finisher/LCT
C4639	BHC368	A7PU017211920	TAX COMMISSIONER	2019	959	2143	Tier 1	Color device/Fax Kit/staple finisher
C9296	BHC3351	A92F011014456	State Solicitors Office	2019	60	29	Tier 5	Fax Kit
C4746	BHC308	A7PY017015754	JUDICIAL CIRCUIT ADMIN	2019	2881	1859	Tier 1	Color device/Fax Kit/staple finisher
C4780	BHC3851FS	A92G011004905	UTILITIES ENGINEERING	2019	465	200	Tier 5	Fax Kit
C5012	BH4052	AA1R011003015	Extension Office	2019	834		Tier 5	Fax Kit

ID #	Model	Serial	Location	INSTALLED	AMV Blk	AMV Clr	Tier	Accessories Included in Current Configuration
C5194	BHC300i	AA2K011001649	Narcotics	2019	1866	1401	Tier 1	Color device/Fax Kit/staple finisher
C5442	BH4052	AA1R011007428	RCCI- Tobacco Rd	2019	3441		Tier 5	Fax Kit
C5458	BHC250I	AA2M011002681	Board of Elections	2019	2545	660	Tier 1	Color device/Fax Kit/staple finisher
C5490	BH658E	AA6R011005413	Public Defenders	2019	11542		Tier 4	Staple finisher/fax kit/LCT
C5491	BHC3350	A93E011001899	Public Defenders	2019	952	1051	Tier 5	Color device/Fax Kit
C5498	BHC3350	A93E011001758	RCSO-CSI	2019	409	353	Tier 5	Color device/Fax Kit
C5531	BH308	AA6W017004046	JUDICIAL CTR/ LAW CLERKS	2019	1927		Tier 1	Staple finisher/fax kit
C5536	BHC250I	AA2M011003338	WATER FILTRATION PLANT	2019	573	3024	Tier 1	Color device/Fax Kit/staple finisher
C5555	BHC250I	AA2M011003870	INTERNAL AFFAIRS	2019	1331	1159	Tier 1	Color device/Fax Kit/staple finisher
Expires 2025								
C5652	BHC250I	AA2M011006783	National Hills Substation	January-20	649	686	Tier 1	Color device/staple finisher/fax kit
C5980	BH4752	AA1P011009011	ENVIRO SVCS	April-20	6004		Tier 5	Fax Kit
C6541	BHC450I	AA7R011002284	Augusta Transit Mgmt	July-20	4306	7669	Tier 4	Color device/fax kit
C7017	BHC750i	ACKN011000293	Board of Elections	October-20	4518	3748	Tier 4	Color devices/staple finisher/hole punch/fax kit
C7021	BH308E	AA6W017007883	CORONERS OFFICE	October-20	1423		Tier 1	Staple finisher/fax kit
C7035	BHC3350I	A93E011008937	Procurement	December-20	348	735	Tier 5	Color device/ fax kit
C7052	BHC3350I	A93E011008755	MAYORS OFFICE	November-20	3	12	Tier 5	Color device/ fax kit
C7130	IPFTX4000	AFMM01164	Planning and Zoning	November-20	551		Wide format plotter	
C6781	MP301SPF	W914PA01800A	MAIN LIBRARY	August-20	880		Tier 5	Coin op-vended device
Expires 2026								
C7165	BHC360I	AA2J013001149	RISK MGMT 9TH FLOOR	January-21	3994	1668	Tier 1	Color device/staple finisher/fax kit
C7246	BHC250I	AA2M013002872	Animal Control	February-21	4186	815	Tier 1	Color device/staple finisher/fax kit
C7288	IPFPRO4100S	BAPH00925	GIS Division	April-21			N/A	Wide format plotter/scanner
C7301	BHC3350I	A93E011201390	Admin Office	May-21	258	351	Tier 5	Color device/fax kit
C7315	BHC3350I	A93E011201394	720 Municipal Building - Marshalls Office	March-21	359	277	Tier 5	Color device/fax kit
C7348	BH450i	A676011003491	SUITE 120 - TAX ASSESSOR	April-21	2155		Tier 2	Staple finisher/fax kit /LCT
C7353	BHC300i	AA2K013003699	TAX ASSESSOR, STE 120	April-21	1482	857	Tier 1	Color device/staple finisher/fax kit
C7380	BH300I	AC78013001867	Suite 120 - Tax Assessor	April-21	2417		Tier 1	Staple finisher/fax kit /LCT
C7381	BH300I	AC78013001910	TAX ASSESSOR - STE 120	April-21	2122		Tier 1	Staple finisher/fax kit /LCT
C7460	BHC300i	AA2K013004450	Environmental Services Dept	June-21	1068	4723	Tier 1	Color device/staple finisher/fax kit
C7465	BHC300i	AA2K013003756	Planning & Zoning	June-21	5368	14295	Tier 1	Color device/staple finisher/fax kit

ID #	Model	Serial	Location	INSTALLED	AMV Blk	AMV Clr	Tier	Accessories Included in Current Configuration
C7466	BHC300i	AA2K013003738	Community Service Dept	May-21	539	778	Tier 1	Color device/staple finisher/fax kit
C7467	BH4050i	ACT9011000582	Main Office	June-21	1010		Tier 5	Fax kit
C7470	BHC360i	AA2J013001203	Suite 118 Accounting	June-21	1604	1158	Tier 1	Color device/staple finisher/fax kit
C7481	BH4050i	ACT9011002648	SUITE 141/Traffic Hallway	June-21	128		Tier 5	Fax kit
C7485	BH4050i	ACT9011002505	Animal Control / Back Office	June-21	247		Tier 5	Fax kit
C7526	BH650i	AA7N011004495	Traffic & Engineering / Ste 110	July-21	2457	3015	Tier 4	Staple finisher/fax kit/LCT Hole punch kit
C7598	BHC3350i	A93E011202494	Finance Dept - Entrance	August-21	121	191	Tier 5	Color device/fax kit
C8859	BH4752	AA1P011012644	Electrical Office	October-21	292		Tier 5	Fax kit
C8873	BHC550i	AA7P011008409	Suite 800 - Finance Department	October-21	7404	1710	Tier 3	Color device/staple finisher/fax kit
C8930	ST9820	460011841v3rv	Tax Commissioner	November-21	759		N/A	Specialty Check Printer
C7032	BHC3350i	A93E011008935	IT BLDG 2000	September-21	273	220	Tier 5	Color device/fax kit
Expires 2027								
C9318	BHC300i	AA2K011014632	ACCOUNTING DEPT - SUITE 801	June-22	3016	481	Tier 1	Color device/staple finisher/fax kit
C8965	BHC3350i	A93E011206092	RCSO Special Ops Dept - Crime suppression bldg	January-22	233	150	Tier 5	Color device/fax kit
C9209	BHC3350i	A93E011206728	CIVIL DIVISION	October-22	1524	888	Tier 5	Color device/fax kit
C9312	BHC650i	AA7N011006591	CIVIL COURT, OFFICE OF THE SOLICITOR GENERAL	June-22	19834	4472	Tier 4	Color device/staple finisher/fax kit
C9327	BHC300i	AA2K011015017	CIVIL COURT, SOLICITORS OFFICE	June-22	13836	3367	Tier 1	Color device/staple finisher/fax kit
C9340	BHC300i	AA2K011014927	CIVIL COURT, OFFICE OF THE SOLICITOR GENERAL	June-22	1600	1154	Tier 1	Color device/staple finisher/fax kit
C9396	BH300i	AC78011001450	CLERK OF COURT- REAL ESTATE DEPT	July-22	1394		Tier 1	Staple finisher/hole punch kit
C9397	BH300i	AC780110014857	CLERK OF COURT - PUBLIC PRINT	July-22	1252		Tier 1	Staple finisher/hole punch kit
C9492	IPFTX4100 Z36	BATG00672	UTILITIES ENGINEERING	October-22	530		N/A	Wide format printer/plotter
C9518	BH650i	AC74011701307	CLERK OF COURT	October-22	4423		Tier 4	Staple finisher/hole punch kit/fax kit/ LCT
C9519	BH650i	AC74011701336	CLERK OF COURT	October-22	2076		Tier 4	Staple finisher/hole punch kit/fax kit/ LCT
C9520	BH650i	AC74011701368	CLERK OF COURT	October-22	7319		Tier 4	Staple finisher/hole punch kit/fax kit/ LCT
C9521	BH650i	AC74011701342	85.CIVIL COURT ROOM	October-22	13987		Tier 4	Staple finisher/hole punch kit/fax kit/ LCT
C9522	BHC550i	AA7P011703905	CLERK OF COURT	October-22	3944	261	Tier 3	Color device/staple finisher/fax kit
C9527	BH650i	AC74011701313	RECORDS DIVISION	October-22	8612		Tier 4	Staple finisher/hole punch kit/fax kit/ LCT

ID #	Model	Serial	Location	INSTALLED	AMV Blk	AMV Clr	Tier	Accessories Included in Current Configuration
C9528	BH650I	AC74011701321	RECORDS DIVISION	October-22	7266		Tier 4	Staple finisher/hole punch kit/fax kit/ LCT
C9529	BHC650I	AA7N011007662	RECORDS DIVISION	October-22	7968	9540	Tier 4	Color device/staple finisher/fax kit
C9532	BHC750I	ACKN011004881	BOOKING	October-22	17876	19981	Tier 4	Color device/staple finisher/fax kit
C9556	BH4750I	ACT8011005006	COURTROOM 2H	December-22	658		Tier 5	Fax kit
C9838	BH4050I	ACT9011008633	COURTROOM 2E	December-22	517		Tier 5	Fax kit
C9858	BHC550I	AC75011701669	JAIL ADMIN	December-22	10328		Tier 3	Staple finisher/hole punch kit/fax kit/ LCT
C9862	BH4050I	ACT9011008659	COURTROOMS	December-22	447		Tier 5	
C9863	BH4050I	ACT9011008709	COURTROOMS	December-22	438		Tier 5	
C9864	BH4050I	ACT9011008641	COURTROOM 2F	December-22	463		Tier 5	
C9865	BH650I	AC74011702059	CLERK OF COURT	December-22	1197		Tier 4	Staple finisher/hole punch kit/fax kit/ LCT
C9866	BH650I	AC74011702036	CLERK OF COURT	December-22	10094		Tier 4	Staple finisher/hole punch kit/fax kit/ LCT
C9871	BH4750I	ACT8011005066	COURTROOM 3E	December-22	677		Tier 5	
C9872	BH4750I	ACT8011005030	COURTROOM 3H	December-22	403		Tier 5	
C9873	BH4750I	ACT8011005020	COURTROOM 3G	December-22	1234		Tier 5	
Expires 2028								
C9929	BH4050I	ACT9011009791	NEWMAN TENNIS CTR	January-23	512		Tier 5	Fax kit
D2013	BHC360I	AA2J011025347	COMPLIANCE DEPT	March-23	1418	2648	Tier 1	Color device/Staple finisher/hole punch/LCT/Fax Kit
D2017	BH4750I	ACT8011006193	RCSO EVIDENCE	March-23	2921		Tier 5	Fax kit
D2085	IPFTM305Z36	BAK08253	ENGINEERING	March-23	558		N/A	Wide format printer/plotter
D2096	BHC550I	AA7P011705987	SUITE 600	March-23	1752	1754	Tier 4	Color device/Staple finisher/hole punch/LCT/Fax Kit
D2102	BH300I	AC78011006540	HEALTH AND WELLNESS	April-23	1981		Tier 1	Staple finisher/Fax Kit
D2336	BHC750i	ACKN011006183	Payroll Dept 8th floor	June-23	32277	1190	Tier 4	Color device/Staple finisher/hole punch/LCT/Fax Kit
D2412	BHC300i	AA2K011025175	Downtown Development	July-23	692	812	Tier 1	Color device/Staple finisher/hole punch/LCT/Fax Kit
D3009	BH300I	AC78011007110	RCCI	August-23	9536		Tier 1	Staple finisher/Fax Kit
D3056	BH4750I	ACT8011009332	COURT ADMIN	September-23	91		Tier 5	Fax kit
D3057	BH4750I	ACT8011009370	COURT ADMIN	September-23	349		Tier 5	Fax kit
D3246	C3350I	A93E011218654	NARCOTICS	December-23	488	354	Tier 5	Color device/fax kit
D3247	BHC650I	AA7N017000437	CLERK OF COMMISSIONERS	December-23	21066	1806	Tier 4	Color device/Staple finisher/hole punch/LCT/Fax Kit

ID #	Model	Serial	Location	INSTALLED	AMV Blk	AMV Clr	Tier	Accessories Included in Current Configuration
D3248	BHC650I	AA7N017000564	HR	December-23	5412	4056	Tier 4	Staple finisher/hole punch/LCT/Fax Kit
Expires 2029								
D3128	BH360I	AC77011007897	ECONOMIC DEVELOPMENT	January-24	6479		Tier 1	Staple finisher/fax kit
D3316	BH300I	AC78013003969	UTILITIES	January-24	1579		Tier 1	Staple finisher/fax kit
D3371	BHC250I	AA2M013014386	JURY SVCS	April-24	665	741	Tier 1	Color device/staple finisher/fax kit
D3421	BHC360I	AA2J013014597	LAND BANK AUTHORITY	February-24	1178	1175	Tier 1	Color device/staple finisher/fax kit
D4067	BH360I	AC77013007010	WARRANTS DEPT	May-24	9215		Tier 1	Staple finisher/fax kit
D4084	BH360I	AC77013006976	911 CALL CTR	April-24	3060		Tier 1	Staple finisher/fax kit
D3320	BH450I	AC76017005473	ECONOMIC DEVELOPMENT	January-24	7462		Tier 2	Staple finisher/fax kit/LCT
D3321	BH360I	AC77011007759	CUSTOMER SVC	January-24	2478		Tier 1	Staple finisher/fax kit
D3329	BH300I	AC78013004249	UTILITIES	January-24	2213		Tier 1	Staple finisher/fax kit
D3330	BHC250I	AA2M013012569	ECONOMIC DEVELOPMENT	January-24	6758	524	Tier 1	Color device/staple finisher/fax kit
D4331	BHC551I	ADXF011001160	DISTRICT ATTY OFFICE	August-24	12825	4246	Tier 3	Color device/staple finisher/fax kit/LCT
D4322	BHC361I	ADXJ013001438	DISTRICT ATTY OFFICE	August-24	4043	2142	Tier 1	Color device/staple finisher/fax kit
D4313	BH361I	ADXF013000143	DISTRICT ATTY OFFICE	August-24	3204		Tier 1	Staple finisher/fax kit
D4344	BH4051I	ACT9017000475	ENVIRONMENTAL SVC	August-24	6000		Tier 5	Fax kit
D4336	BHC251I	ADXM013000667	IT DEPT	August-24	394	643	Tier 1	Color device/staple finisher/fax kit
D4477	BHC251I	ADXM013002202	ROADS AND BRIDGES	October-24	1902	2151	Tier 1	Color device/staple finisher/fax kit
D4458	BHC251I	ADXM013000147	Sheriffs office	October-24	843	624	Tier 1	Color device/staple finisher/fax kit
D4459	BHC301I	ADXK013001083	Brigham Rec Ctr	September-24	1381	421	Tier 1	Color device/staple finisher/fax kit
D5141	BH451I	ADXT011003696	RCSO Phinizy Road Booking	February-25	12500		Tier 2	Staple finisher/fax kit/LCT
D4372	BHC251I	ADXM013001418	UTILITIES - JERRY PHILPOT	August-24	2719	1597	Tier 1	Color device/staple finisher/fax kit
D4374	BHC251I	ADXM013001615	UTILITIES - JERRY PHILPOT	August-24	3454	1899	Tier 1	Color device/staple finisher/fax kit
D4373	BHC251I	ADXM013001590	UTILITIES - JERRY PHILPOT	August-24	341	286	Tier 1	Color device/staple finisher/fax kit
D4375	BHC251I	ADXM013001576	UTILITIES - JERRY PHILPOT	August-24	494	541	Tier 1	Color device/staple finisher/fax kit
Expires 2030								
D5141	BH451I	ADXT011003696	RCSO – Webster Detention Cente4r	Feb – 25	27550	N/A	Tier 4	Stapler Finisher/hole punch/LCT
D5666	BHC551I	ADXF011006740	PROCUREMENT	July25	9160	6295	Tier 4	Booklet/folding finisher with Inserter, hole punch, LCT, Fax Kit

ID #	Model	Serial	Location	INSTALLED	AMV Blk	AMV Clr	Tier	Accessories Included in Current Configuration
D6163	BHC3351I	A93E017001226	RCSO – Court Services	Sept - 25	950	500	Tier 5	Fax kit/console/additional paper drawer
D6164	BHC3351I	A93E017007000	RCSO – Admin Office	Sept - 25	1000	500	Tier 5	Fax kit/console/additional paper drawer

The following are the details on the production copiers currently on lease. Pricing for these items would be on an as needed bases and are not to be included in the fee proposal.

Production Copiers						
ID #	Model	Serial	Location	Installed	AMV b/w	AMV color
D5665	BHC751I	ADD011001204	PROCUREMENT	July 25	1650	6295
C3532	BHC2070 PRESS	A85C011000849	PRINT SHOP	Expired	1800	6780
C3531	BHC658	A79J013003036	PRINT SHOP	Expired	800	3400
C4636	BH PRO 6120 PRESS	A9JU011000360	PRINT SHOP	Expired	23011	N/A

EXHIBIT 3 - RFP 25-301 FEE PROPOSAL FORM



Fee Proposal - RFP 25-301 Copier Lease Service
For - Augusta Georgia
Procurement Department for Various Departments
RFP Opening Date: November 12, 2024 @ 11:00 a.m.

Vendor Name : _____

Address: _____

City, State, Zip Code: _____

Name: _____ Signature: _____

Email: _____ Date: _____

Tier Levels	Proposed Make	Proposed Model #	Base Fee	Cost per B/W Copy	Cost Per Color	Fax Kit	Lg Cap Trey (2500 sheet)	Hole Punch Kit	MDF console/Stand	Add Paper tray (500 sheet)	Coin Vending
Black and White Models											
1					N/A						
2					N/A						
3					N/A						
4					N/A						
5					N/A						

Tier Levels	Proposed Make	Proposed Model #	Base Fee	Cost per B/W Copy	Cost Per Color	Fax Kit	Lg Cap Trey	Hole Punch Kit	MDF console/Stand	Add Paper tray (500 sheet)	Coin Vending
Color Model											
1											
2											
3											
4											
5											

Include additional pages for any additional items

**FEE PROPOSAL IS TO BE SUBMITTED IN A SEPARATELY SEALED
 ENVELOPE LABELED RFP #25-301 COPIER LEASE SERVICES.**

Vendor is to supply 1 original copy and 1 electronic copy of the fee proposal.

Exhibit 4
DRAFT
COPIER LEASE CONTRACT

This Copier Lease Contract (hereinafter Contract) is entered into on and as of _____, 2025, by and between Augusta, Georgia, by and through the Augusta, Georgia Commission (Augusta), and the _____ (Contractor). This Contract is prepared in accordance with the Procurement Regulations of Augusta, Georgia and shall be controlled by provision thereof.

1. DEFINITIONS

As used in this Contract the terms below are defined as follows:

- A.** "Augusta" shall mean Augusta, Georgia, acting by and through the Augusta, Georgia Commission.
- B.** "Using Department" shall mean all departments listed on Attachment "A" attached hereto and incorporated herein by reference.
- C.** "Contract Administrator" shall mean the individual and/or department assigned to administer this Contract, to wit: the Augusta, Georgia Procurement Department and its Director.
- D.** "Contractor" shall mean the _____, whose authorized representative is _____, who is responsible for the performance obligation of the Contractor under the Contract.
- E.** "Commission" shall mean the Augusta, Georgia Commission.

2. TERM; TERMINATION

- A.** This Contract shall be for an initial term of one (1) year, beginning _____, 2025 and automatically renewing annually for four (4) years, by the mutual written consent of the parties, unless earlier terminated.
- B.** The parties agree that Augusta may terminate this Contract or any work or delivery required hereunder, from time to time, either in whole or in part. Either party wishing to terminate this contact, must give a 90 day written notice of such intent.
- C.** Termination by Augusta, in whole or in part, shall be affected by delivery of a Notice of Termination signed by the Procurement Director, mailed or delivered to Contractor, and specifically setting forth the effective date of termination.
- D.** Upon receipt of such Notice, Contractor shall:
 - i.** Cease work and future deliveries due under this Contract, on the date, and as specified in the Notice of Termination;
 - ii.** Place no future orders with any subcontractors except as may be necessary to perform that portion of this Contract not subject to the Notice of Termination;
 - iii.** Terminate all subcontractors except those made with respect to Contract performance not subject to the Notice of Termination;
 - iv.** Settle all outstanding liabilities and claims which may arise out of such termination, with the ratification of the Procurement Department of Augusta; and
 - v.** Use its best efforts to mitigate any damages which may be sustained by Augusta as a consequence of termination under this clause.

After complying with the provision of paragraph iii Above, the Contractor shall submit a termination claim, in no event later than six months after the effective date of termination, unless an extension is granted by the Director of Procurement.

The Director of Procurement, with the approval of the Commission, shall pay from the Using Department's budget reasonable costs of termination, including a reasonable amount for profit on services delivered or completed. In no event shall this amount be greater than the original contract

price, reduced by any payments made prior to Notice of Termination, and future reduced by the price of the services not delivered, or those services not provided.

This Contract shall be amended accordingly, and the Contractor shall be paid the agreed upon amount.

In the event that the parties cannot agree on the whole amount to be paid to Contactor by reason of termination under this clause, the Director of Procurement shall pay to the Contractor the amount determined as follows, without duplicating any amount which may have already been paid under the preceding paragraph of this clause:

- i. With respect to all Contract performance prior to the effective date of Notice of Termination, the total of:
 - A. Cost of the work performed;
 - B. The cost of settling and paying any reasonable claims as provided in subparagraph iv above;
 - C. A sum as determined by the Director of Procurement and approved by the Commission to be fair and reasonable.
- ii. The total sum to be paid shall not exceed the Contract price, as reduced by the amount of payments otherwise made, and as further reduced by the Contract price of services not terminated.

In the event that Contractor is not satisfied with any payments which the Director of Procurement shall determine to be due under this clause, the Contractor may appeal any claim to the Commission in accordance with the "Disputes" clause of this Contract.

Contractor shall include a provision similar to this one in any subcontract, and shall specifically include a requirement that subcontractors make all reasonable efforts to mitigate damages which may be suffered. Failure to include such provisions shall bar Contractor from any recovery from Augusta whatsoever of loss or damage sustained by a subcontractor as a consequence of termination.

- A. Either party may terminate this Contract, without further obligation, for the default of the other party or its agents or employees with respect to any Contract or provision contained herein.
- B. In the event Contractor sells, transfers or relinquishes, whether involuntarily or voluntarily, its ownership interest in the corporation, partnership or proprietorship identified in this Contact, this Contract shall terminate in accordance with this Contract.

3. INCORPORATION OF DOCUMENTS

The following documents are hereby incorporated by reference into this Contract:

- A. Contractor's Proposal: Copier Management Service for Augusta, Georgia
RFP #25-301
- B. Augusta's **RFP # 25-301, Copier Services**

In the event of any inconsistency between the Contractor's Proposal and Augusta's RFP, the terms and conditions of the RFP shall control.

4. PROVISION OF SERVICES

Contractor hereby agrees to provide to Augusta the services described herein and further outlined in, Scope of Work. The Scope of Work shall take precedence over the documents set forth in Section 3 in the event of inconsistency.

5. CONTRACT AMOUNT

In return for the services identified above, and subject to the "Non-Appropriation of Funds" clause herein, Augusta certifies that sufficient funds are budgeted and appropriated and shall compensate the Contractor a base monthly amount of _____ (\$.⁰⁰); in accordance with the pricing structure contained in the RFP which is attached hereto and incorporated

herein by reference (the "Pricing Structure"), for the 36-month term of this Contract. Contractor shall not invoice, or receive any payments in excess of this amount, except pursuant to the provisions of the Pricing Structure and/or Section 11 herein. Contractor specifically acknowledges and agrees that it shall not receive payment or reimbursement for expenses, including those relating to travel, purchase of supplies or related items.

To the extent that the pricing provided by Contractor is erroneous and defective, the parties may, by agreement, correct pricing errors to reflect the intent of the parties.

The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by Contractor for the purpose of securing business and that the Contractor has not received any non-Augusta fee related to this Contract without the prior written consent of Augusta. For breach or violation of this warranty, Augusta shall have the right to annul this Contract without liability or at its discretion to deduct from the Contract Price of consideration the full amount of such commission, percentage, brokerage or contingent fee.

6. METHOD OF PAYMENT

Contractor shall submit monthly invoices listing the services performed and completed as outlined in the Pricing Structure. The invoice should cite the backup itemized charges separately for service to each cost center. An original summary invoice shall be sent to: **Accounting Department, Room 800, 535 Telfair Street, Augusta, Georgia 30901.**

Augusta will make payment to Contractor within 30 days of receipt of a correct invoice based upon the Pricing Structure. Payment will be based on unit prices.

7. TIME OF ESSENCE AND COMPLETION

Time shall be of the essence to this Contract, except where it is herein specifically provided to the contrary. The terms of this Contract supersede any and all provisions of the Georgia Prompt Pay Act.

Contractor shall provide the contract services in accordance with RFP and to completed 30 days after receipt of the purchase order.

The Consultant agrees to pay as liquidated damages to Augusta the sum of \$_____ for each consecutive calendar day after expiration of the Contract Time of Completion Time, except for authorized extensions of time by Augusta. The parties agree that these provisions for liquidated damages are not intended to operate as penalties for breach of Contract.

The liquidated damages set forth above are not intended to compensate Augusta for any damages other than inconvenience and loss of use or delay in services. The existence or recovery of such liquidated damages shall not preclude Augusta from recovering other damages in addition to the payments made hereunder which Augusta can document as being attributable to the documented Contractor failures. In addition to other costs that may be recouped, Augusta may include costs of personnel and assets used to coordinate, inspect, and re-inspect items within this Contract as well as attorney fees if applicable.

Neither party will be liable for or be considered to be in breach of or default under this Contract on account of, any delay or failure to perform as required by this Contract as a result of any Force Majeure Event or other cause or condition beyond its reasonable control, so long as that Party uses all commercially reasonable efforts to avoid or remove the causes of non-performance. For purposes of this Contract, "**Force Majeure Event**" means an act of God, war (whether or not actually declared), armed conflict or the serious threat of the same, hostility, blockade, military embargo, sabotage, insurrection, rebellion, act of a public enemy, riot or other act of civil disobedience, governmental act, judicial action, explosion, act of terrorism or threat thereof (including cyberterrorism), natural disaster (including without limitation asteroid strikes or volcanic activity), violent storm (including without limitation hurricanes, tornados or blizzards), atmospheric disturbance (including without limitation geomagnetic storm, solar flare or sun outage with respect to electricity grids, transformers and satellite transmissions), destruction by lightning, fire, earthquake, tsunami, flood, plague, epidemic, pandemic, quarantine, civil commotion, strike or lockout or labor dispute (excluding for the avoidance

of doubt strikes of Leena Al's staff), satellite malfunction, prolonged internet outage, communications line failure or power failure.

8. KEY PERSONNEL

A. Contractor shall assign to this Contract the following key personnel:

i. _____

ii. _____

iii. _____

B. During the period of performance, Contractor shall make no substitutes to key personnel unless the substitution is necessitated by illness, death, or termination of employment. Contractor shall notify the Augusta, Georgia Director of Procurement within five (5) calendar days after the occurrence of any of these events and provide the following information, providing a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Augusta, Georgia Director of Procurement. Proposed substitutes shall have comparable qualifications to those of the persons being replaced. The Augusta, Georgia Director of Procurement will notify the Contractor within fifteen (15) calendar days after receipt of all required information of the decision on substitutions. This clause will be modified to reflect any approved changes of key personnel.

9. INSPECTION AND ACCEPTANCE

All tasks and reports shall be conducted and completed in accordance with recognized and customarily accepted industry practices, and shall be considered complete when the products are approved as acceptable by the Contract Administrator in writing. In the event of rejection of any report or deliverable, Contractor shall be notified in writing and shall have ten (10) working days from date of insurance of notification to correct the deficiencies and re-submit the report/deliverable. Failure to submit acceptable work within said (10) ten-day period shall constitute a breach of this contract for which the Contractor may be held in default.

10. ASSIGNABILITY OF CONTRACT

Neither this contract, nor any part hereof, may be assigned by Contractor to any other party without the prior express written permission of Augusta.

11. MODIFICATIONS OR CHANGES TO THIS CONTRACT

All modifications and changes to this Contract shall be in writing and signed by both parties. The Contract Administrator, with the approval of the Commission, shall have the authority to order changes in this Contract which affect the cost or time of performance. Such changes shall be ordered in writing specifically designated to be a "Change Order." Such change orders shall be limited to reasonable changes in the services to be provided or the time of delivery; provided that the Contractor shall not be excused from performance under the changed Contract by failure to agree to such changes, and it is the express purpose of this provision to permit unilateral changes in the contract now subject to the conditions and limitations herein.

Contractor need not perform any work described in any Change Order unless it has received a written certification from Augusta that there are funds budgeted and appropriated sufficient to cover the cost of such changes.

Contractor shall make a demand for payment for completed Change Order work within thirty (30) days of completion of Change Order, unless such time period is extended in writing, or unless the Director of Procurement requires submission of a cost proposal prior to the initiation of any changed work or services. Later notification shall not bar the honoring of such claim or demand unless Augusta is prejudiced by such delay.

No claim for changes ordered hereunder shall be considered if made after final payment in accordance with the Contract.

12. EMPLOYMENT DISCRIMINATION – CONTRACT OVER \$10,000

During the performance of this Contract, Contractor agrees as follows:

- A.** Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, gender, disability, or national origin, except where religion, gender, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of Contractor. Contractor agrees to post, in conspicuous places, notices setting forth the provisions of this nondiscrimination clause.
- B.** Contractor, in all solicitations or advertisements for employees placed by or on behalf of Contractor, will state that such Contractor is an equal opportunity employer.
- C.** Notices, advertisements and solicitations placed in accordance with Federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

Contractor will include the provisions of the foregoing paragraphs a, b, and c in every subcontract or purchase order over \$10,000 so that the provision will be binding upon each subcontractor or vendor.

13. INSURANCE

The Contractor shall, at all times that this Contract is in effect, cause to be maintained in force and effect an insurance policy(s) that will ensure and indemnify the Augusta against liability or financial loss resulting from injuries occurring to persons or property or occurring as a result of any negligent error, act, or omission of the Contractor in performance of the work during the term of this Contract.

The Contractor shall provide, at all times that this Contract is in effect, Worker's Compensation insurance in accordance with the laws of the State of Georgia.

The Contractor shall provide, at all times that this Contract is in effect, Insurance with limits of not less than:

- A.** Workmen's Compensation Insurance – in accordance with the laws of the State of Georgia.
- B.** Public Liability Insurance – in an amount of not less than One Million (\$1,000,000) Dollars for injuries, including those resulting in death to any one person, and in an amount of not less than One Million (\$1,000,000) Dollars on account of any one occurrence.
- C.** Property Damage Insurance – in an amount of not less than One Million (\$1,000,000) Dollars from damages on account of an occurrence, with an aggregate limit of One Million (\$1,000,000) Dollars.
- D.** Valuable Papers Insurance – in an amount sufficient to assure the restoration of any plans, drawings, field notes, or other similar data relating to the work covered by the Project.
- E.** Professional Liability Insurance – in an amount of not less than One Million (\$1,000,000) Dollars or an amount that correlates to the aggregate fee on the project should it exceed \$1,000,000.

Augusta will be named as an additional insured with respect to Contractor's liabilities hereunder in insurance coverage's identified in items (b) and (c).

The policies shall be written by a responsible company(s), to be approved by the Augusta, and shall be noncancelable except on thirty-(30) days' written notice to the Augusta. Such policies shall name the Augusta as co-insured, except for worker's compensation and professional liability policies, and a copy of such policy or a certificate of insurance shall be filed with the Director at the time of the execution of this Contract.

14. EXAMINATION OF RECORDS

Contractor agrees that Augusta or any duly authorized representative shall, until the expiration of three (3) years after final payment hereunder, have access to and the right to examine and copy any directly

pertinent books, documents, papers, and records of Contractor involving transactions related to this Contract.

Contractor further agrees to include in any subcontract for more than \$10,000 entered into as a result of this contract, a provision to the effect that the subcontractor agrees that Augusta, or any duly authorized representative, shall, until the expiration of three (3) years after final payment under the subcontract, have access to and the right to examine and copy any Contractor involved in transactions related to such subcontract, or this Contract. The term subcontract as used herein shall exclude subcontracts or purchase orders for public utility services at rates established for uniform applicability to the general public.

The period of access provided in the paragraphs above for records, books, documents, and papers which may be related to any arbitration, litigation, or the settlement of claims arising out of the performance of this contract or any subcontract shall continue until any appeals, arbitration, litigation, or claims shall have been finally disposed of.

The Parties acknowledge that both Contractor and Augusta are required to comply with the Georgia Open Records Act, O.C.G.A. § 50-18-70, et seq. See, Milliron v. Antonakakis, S24G0198, Supreme Court of Georgia, decided August 13, 2024. As a result, Contractor acknowledges and agrees that Augusta may make such disclosures as are authorized or required under the Georgia Open Records Act, notwithstanding any claims of confidentiality asserted by Contractor as to any records or data in the Augusta's possession.

Upon execution of this Agreement, Contractor shall designate in writing that one or more of its officers shall be the open records officer for Contractor in accordance with the Open Records Act. In the event that Contractor receives a request for records under the Open Records Act, Contractor shall notify Augusta within two business days by sending an email, return receipt requested, [dedicated email address we create]. Contractor shall provide Augusta with copies of all records proposed for production prior to responding to such request. Contractor shall assert all exemptions and exceptions available to the fullest extent of the law and shall not produce any records which are subject to withholding under the Open Records Act or any other state or federal law. Contractor shall have a duty to consult with independent legal counsel concerning which records are or are not subject to production prior to making any production, and shall certify to Augusta at the time the proposed production is provided to Augusta that the records contained therein have been reviewed by counsel for responsiveness and that all information that is protected or protectable from release under the law has been redacted therefrom. Contractor shall be responsible for calculating response costs and billing requestors for all requests sent in accordance with the Open Records Act, and Contractor's complete compliance with the provisions of this section shall be performed at no cost to Augusta.

Contractor assumes all civil and criminal liability for its own compliance with the Open Records Act. In the event that Contractor produces material records that are subject to withholding under the Open Records Act, and it would be impossible or very difficult to accurately estimate the damages and harm caused to Augusta by such production, then Contractor shall pay Augusta the sum of \$10,000.00 per request as liquidated damages. The Parties intend that these liquidated damages shall constitute compensation, and not a penalty, and that the liquidated damages are a reasonable estimate of the anticipated or actual harm that might arise from a breach by Contractor. Where actual damages are calculable, then Augusta shall reserve the right to seek actual damages for the harm caused by such production instead of liquidated damages. Nothing herein shall be construed as limiting in any way the Augusta's right to seek injunctive, declaratory, or other relief to prevent the release of protected information prior to any such production being made.

15. DISPUTES

Disputes by Contractor with respect to this Contract shall be decided in the first instance by the Augusta, Georgia Director of Procurement, who shall reduce his or her decision to writing. Further appeal shall be made in writing to the Commission. Decisions by the Commission shall be final and binding unless set aside by a court of competent jurisdiction as fraudulent, capricious, arbitrary, or so grossly erroneous as necessarily to imply bad faith, or not be supported by any evidence. Pending a final determination of a properly appealed decision of the Director of Procurement, Contractor shall proceed diligently with the performance of the Contract in accordance with that decision.

The law of the State of Georgia shall govern the Contract between Augusta and Contractor with regard to its interpretation and performance, and any other claims related to this Contract.

All claims, disputes and other matters in question between Augusta and Contractor arising out of or relating to the Contract, or the breach thereof, shall be decided in the Superior Court of Richmond Augusta, Georgia. The Contractor, by executing this Contract, specifically consents to jurisdiction and venue in Richmond Augusta and waives any right to contest the jurisdiction and venue in the Superior Court of Richmond Augusta, Georgia

Except as otherwise provided in this Contract, Contractor shall indemnify and hold harmless Augusta, and its employees and agents from and against all liabilities, claims, suits, demands, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from the performance of its Work.

15. MISCELLANEOUS

All contractors and subcontractors entering into contracts with Augusta, Georgia for the physical performance of services shall be required to execute an Affidavit verifying its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with Augusta, Georgia has registered with and is participating in a federal work authorization program. All contractors and subcontractors must provide their E-Verify number and must be in compliance with the electronic verification of work authorized programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603, in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91 and shall continue to use the federal authorization program throughout the contract term. All contractors shall further agree that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to its contract with Augusta, Georgia the contractor will secure from such subcontractor(s) each subcontractor's E-Verify number as evidence of verification of compliance with O.C.G.A. § 13-10-91 on the subcontractor affidavit provided in Rule 300-10-01-.08 or a substantially similar form. All contractors shall further agree to maintain records of such compliance and provide a copy of each such verification to Augusta, Georgia at the time the subcontractor(s) is retained to perform such physical services

15. INTEGRATION CLAUSE

This contract, and any and all exhibits thereto, and/or documents incorporated by reference into this Contract, shall constitute the whole Contract between the parties. There are no promises, terms, conditions, or obligations other than those contained herein, and this Contract shall supersede all previous communications, representations, or Contracts, written or verbal, between the parties hereto related to the Provision for Services described herein.

IN WITHNESS WHEREOF, the parties here set their hands and seals as of the date first written above.

AUGUSTA, GEORGIA

Date _____
By: Garnett L. Johnson
As its Mayor

ATTEST:

Date _____
Lena Bonner
As its Clerk
(SEAL)

THE _____ COMPANY

Date _____

Printed name: _____
As its President

ATTEST:

Date _____
Corporate Secretary
(SEAL)

Date _____
Andy Penick
As Director of Procurement

Minority and Woman Owned Business

Enterprise Program (M/WBE) Goal

Waiver

The Minority and Woman Owned Business Enterprise Program (M/WBE) provides for goals to be set for Minorities and Women on all applicable Augusta, Georgia procurements over \$300,000 in value.

After careful review of the specific work categories available on this procurement and a review of the MBE and WBE firms available to perform a CUF on this procurement, the Goal Setting Committee has determined that neither a MBE nor WBE goal could be placed on this procurement. **As such, the M/WBE Waiver applies** and therefore, the M/WBE goal for this procurement is:

0 %

As a result of the M/WBE Goal on this procurement being ZERO, no M/WBE goal documents are required as a part of the procurement process. However, even when a solicitation does not contain a M/WBE goal (or the goal is set at zero), each Bidder must negotiate in good faith with each minority and woman owned business that responds to the Bidder's solicitation and each minority and woman owned business that contacts the Bidder on its own accord. All successful bidders are required to collect and maintain all records necessary for Augusta to evaluate the effectiveness of its M/WBE Program.

NO RESPONSE LETTER

PLEASE SUBMIT BY RESPONSE DUE DATE

RFP #25-301	Copier Lease Services	Due: Wednesday, November 12, 2025 @ 11:00 a.m.
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To: **Augusta, Georgia - Procurement Department**

This is to certify that _____, will not be submitting a response to the above referenced solicitation document prepared by Augusta Procurement Department.

Reason(s) for No Submission:

- Unavailability of required resources
- Prior commitments
- Inadequate anticipated funding Level
- Project Duration
- Potential conflict of interest
- Duplication of ongoing effort
- Other (please explain)

Authorized Representative:

Name:

Title:

Signature:

Date: ____ / ____ / 20 ____