



REQUEST FOR PROPOSAL

RFP ITEM #26-004

Temporary FBO Tent Structure_- Annual Contract

For

Augusta, Georgia – Augusta Regional Airport

RFP Due: Thursday, November 6, 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.

***One Original and One Electronic Version of RFP
on a USB Drive shall be submitted.***

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. 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.

***Thanks for your interest in doing business with us...
Andy Penick Director of Procurement
535 Telfair Street, Room 605
Augusta, Georgia 30901***



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Request for Proposals

Sealed bids will be received at this office until Thursday, November 6, 2025 @ 11:00 a.m. via **ZOOM Meeting ID: 966 517 3229; Passcode: 620177** for furnishing:

RFP FOR AUGUSTA REGIONAL AIRPORT – ANNUAL CONTRACT

COMMODITY CODE (Bid Items may have more parent codes)

| No. | Bid Item Description | COMMODITY CODE <i>(Bid Items may have more parent codes)</i> |
|-----|---|---|
| 1 | 26-004 Temporary FBO Tent Structure – RFP | 023-981-72 and 065-84 |

Bids will be received by Augusta, GA Commission hereinafter referred to as the OWNER at the offices of:

Andy Penick, Department of Procurement
535 Telfair Street - Room 605
Augusta, Georgia 30901
706-821-2422

RFP documents may be viewed on the Augusta Georgia web site under the Procurement Department ARcbid. RFP documents may be obtained at the office of the Augusta, GA Procurement Department, 535 Telfair Street – Room 605, Augusta, GA 30901 (706-821-2422).

A Pre-Bid Conference for Bid #26-004 will be held on Friday, October 24, 2025 @ 10:00 a.m. via ZOOM Meeting ID: ID: Meeting ID: 966 517 3229; Passcode: 620177.

All questions must be submitted in writing by email to procannualbids@augustaga.gov to the office of the Augusta, Georgia Procurement Department by Friday, October 31, 2025 @ 5:00 P.M. No bid will be accepted by fax; all must be received by mail or hand delivered. **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.**

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, 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.

Proponents 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 must be submitted via mail, or email as follows:

Attn: **Augusta Procurement Department**
Andy Penick, Director of Procurement
535 Telfair Street, Room 605
Augusta, GA 30901
Email: procannualbids@augustaga.gov

No bid will be accepted by email; all must be received by mail or hand delivered.

Andy Penick, Director of Procurement

Publish: Augusta Chronicle October 9, 16, 23, 30, 2025
 Metro Courier October 9, 2025

PROCUREMENT DEPARTMENT
ELECTRONIC ZOOM INFORMATION

The Augusta, Georgia Procurement Department conducts Public ITB, RFP, RFQ, Bid Openings to award quality contracts for Augusta. Bidders may participate in our Public Openings via webcast or teleconference by following the instructions outlined below:

ELECTRONIC BID INSTRUCTIONS

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

RFP Opening -Item #26-004 Temporary FBP Tent Structure – Annual Contract

Thursday, November 6, 2025 @ 11:00 a.m.

ZOOM Opening:

1. Go to <https://zoom.us/join> and enter meeting ID: **966 517 3229**
2. Password: **620177**
3. Teleconference: Telephone number: **305 224 1968**

OFFICAL RFP RESULTS will Post within 5 Days

For Assistance: Please call (706) 821-2422

REV. 9/30/2021

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 bid to supply Augusta, Georgia with equipment, supplies, and or services as listed above. All bids are governed by the Augusta, Georgia Code.
- 1.2 **Viewing the Augusta Code:** All bids 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=685> **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 **Bids 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 bid 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: procannualbids@augustaga.gov
- 1.6 **Local Vendor Preference:** The Local Vendor Preference policy shall only be applied to projects of one-hundred thousand dollars (\$100,000) or less and only when the lowest local qualified bidder is within 10% or \$10,000, whichever is less of the lowest non-local bidders.
- 1.7 **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.*
- 1.8 **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.
- 1.9 **Terms of Contract:** (Check where applicable)
 (A) Annual Contract
 (B) One time Purchase.
 (C) Other



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, RFQs - 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 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.

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. 4/09/21



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: _____ Fax: _____ 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.



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

_____ *[Bid 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

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 within 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 & Bid 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

RFP Item #26-004- Temporary FBO Tent Structure - Annual Contract
RFP Due: Thursday, November 6, 2025 @ 11:00 a.m.

INTRODUCTION:

Augusta Regional Airport is seeking proposals from qualified vendors for the rental and installation of a temporary, high-end tent structure to serve as a Fixed-Base Operator (FBO) facility during the Masters tournament. We are looking for an experienced partner who can provide a comprehensive solution that meets our functional and aesthetic requirements, as detailed below. **It must be operational by March 16, 2026 and returned April 16, 2026.**

GENERAL INFORMATION

1. The RFP is for one year (1) with an option to renew upon mutually agreeable terms for four (4) additional one (1)-year terms, provided vendor continues to perform within these specifications. All RFP prices are to be guaranteed from award date until December 31, 2026. Successful bidder agrees that all RFP prices must remain firm and guaranteed for the period of January 2, 2026, through December 31, 2026. No request for increases will be allowed to include tariff increase request.
2. If additional information is needed, please contact Andy Penick, Procurement Director @ 706-821-2422. **All questions must be submitted in writing by fax to 706 821-2811 or email to procannualbids@augustaga.gov to the office of the Augusta, Georgia Procurement Department by Friday, October 31, 2026 @ 5:00 P.M. No bid will be accepted by fax; all must be received by mail or hand delivered. 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.**
3. **Vendors must include the round-trip delivery charge for all equipment to include delivery and pickup. No additional delivery charges or fees will be allowed.**
4. Vendor must provide insurance requirements and necessary certifications for rented equipment items.
5. All items delivered must be operational, and in satisfactory working conditions.
6. In the event of equipment failure, bidder must provide a plan to remedy within 48 hours.
7. No substitutes will be accepted where no sub is listed.
8. Vendor is to provide equipment specifications and photos (if available)
9. Vendor is to provide delivery and support contact information
10. Vendor is to provide W-9 and business license
11. Vendor is to confirmation availability of products for specified dates requested. Delivery of equipment and or products must be no later than March 16, 2026 and pick up date no earlier than April 15, 2026.
12. **BRAND NAME STATEMENT:**
Any reference to brand names, trade names, model numbers or other description peculiar to specific brand products is made to establish a required level of equality and functional capabilities; it not intended to exclude other products of that level. Comparable products of other manufactures will be considered if proof of comparability is contained in the bid. It shall be the responsibility of the bidders, to furnish with their bid such specifications, catalog pages, brochures, of the quality and functional capability of the product offered. Augusta, Georgia may request samples of any bidders prior to bid award. Failure to provide this data or the requested samples may be considered valid justifications for the rejection of the bid.

RFP Item #26-004- Temporary FBO Tent Structure - Annual Contract
Bid Due: Thursday, November 6, 2025 @ 11:00 a.m.

1.0 Project Overview & Objectives

The objective of this RFP is to select a vendor who can provide a complete, turn-key temporary FBO facility. The chosen partner will be responsible for the design, delivery, installation, maintenance, and removal of the structure, ensuring it is fully operational and meets all safety and quality standards. The ideal solution will not only meet the outlined specifications but will also demonstrate a high level of expertise in providing a premium, temporary space for a major international event.

Project Timeline:

- **Facility Available for Use:** Must be operational by March 16, 2026.
- **Unit Available for Return:** April 16, 2026.

2.0 Scope of Work & Specifications

The temporary FBO facility will be a tent structure with the following specifications. Proposers are encouraged to provide detailed solutions that meet or exceed these requirements.

- **Tent Dimensions:**
 - Length: 70 feet
 - Width: 40 feet
- **Structure & Interior:**
 - **Dividing Wall:** A hard wall to divide the tent into two distinct portions (20 feet long and 50 feet long).
 - **Hard Walls:** The entire tent perimeter must be enclosed with hard walls.
 - **Ceiling:** Must be completely leakproof.
 - **Raised Flooring:** The entire interior must have raised flooring to create a level, stable surface.
 - **Stairs:** Stairs leading up to the raised flooring must be provided.
 - **Carpet Installation:** Vendor is responsible for installing vendor-provided carpet inside the tent.
- **Exterior Features:**
 - **Front Porch:** An 8-foot-wide front porch with outdoor carpeting will be constructed along the entire front length of the tent.
 - **Gables:** Two gables are required: one centered over the 20-foot portion and one centered over the 50-foot portion.
 - **Front Facing Walls:** The front portion of the building will have **glass walls**.
- **Doors:**
 - **Front:** Two sets of **glass double-doors**.
 - **Rear:** Two rear door exits. Steps may be needed.
- **Utilities & Equipment:**
 - **Power:** A generator is required to power the facility.
 - **Electrical:** Proposer will be responsible for a dropped electrical system based on a diagram provided by the airport.
 - **HVAC:** Heat and air conditioning must be provided through a vented system, not individual units.
 - **Loading:** The vendor must provide all necessary equipment to unload the tent and all associated equipment from rental trucks.

- **Safety & Signage:**
 - **Exit Signs:** Exit signs must be installed over all doorways.
 - **Compliance:** All components and installation procedures must meet or exceed local, state, and federal fire, safety, and building codes.

3.0 Contract Terms

The RFP is for one year (1) with an option to renew upon mutually agreeable terms for four (4) additional one (1)-year terms, provided vendor continues to perform within these specifications.

4.0 Optional Services & Additional Considerations

Proposers are encouraged to include a section in their submission for optional services that could enhance the project. This would include, but not be limited to:

- **Rental Furniture:** Provide a comprehensive list and pricing for high-quality rental furniture suitable for a corporate FBO setting (e.g., lounge seating, tables, chairs, bar setups, etc.).
- **Audio/Visual Equipment:** Options for sound systems, televisions, or other display equipment.
- **Interior Design & Decor:** Proposals for a full interior design and decor package.

5.0 Proposal Requirements

Proposer will submit one (1) marked unbound original, one (1) electronic copy of their RFP and one (1) electronic copy of your fee proposal on a USB drive. The fee proposal is to be in a separate folder on the USB drive and is not to be included as part of your proposal package. A copy of the fee proposal is also to be submitted in a separately sealed envelope.

Proposals must be submitted in a clear, organized format and include the following sections:

1. Executive Summary:

A high-level overview of the proposed solution and how it meets the needs of Augusta Regional Airport.

2. Procurement Documents:

All documents required under the Augusta Procurement regulations and procedures, properly executed and notarized as required (Attachment B and Save Form).

3. Company Qualifications & Experience:

- A brief history of the company and its capabilities.
- Examples of prior work of at least three similar projects, including scope, client, and a description of the solution provided.
- A list of key personnel who will be assigned to this project, including their relevant experience.

4. Proposed Solution:

Provide details on proposed plan to provide the required services listed under **Section 2.0 Scope of Work & Specifications**. The Vendor is to also include details on the following items:

- Detailed schematics and specifications of the proposed tent structure, including materials to be used.

- A description of the proposed HVAC, electrical, and generator solutions.
- A plan for on-site support and maintenance during the event.

5. Schedule of Work (10 points)

- Delivery of equipment and or products must be no later than March 16, 2026 and pick up date no earlier than April 15, 2026.
- A project plan with a clear timeline for delivery, installation, and removal.
- In the event of equipment failure, bidder must provide a plan to remedy within 48 hours. No substitutes will be accepted where no sub is listed.
- Vendor is to provide delivery and support contact information

6. References:

- A list of at least three professional references from previous clients for similar-scale projects in the past three (3) years. Include current contact information,

7. Cost Proposal (Submitted in a separately sealed envelope):

- A comprehensive, itemized breakdown of all costs, including rental, delivery, installation, labor, and removal.
- Delivery of equipment and or products must be no later than March 16, 2026 and pick up date no earlier than April 15, 2026.
- Any proposed optional enhancements or solutions and their associated costs.
- Vendors must include the round-trip delivery charge for all equipment to include delivery and pickup. No additional delivery charges or fees will be allowed.

Price shall be submitted in a separate sealed envelope with the following information on the outside of it: **Fee Proposal for RFP 26-004 Temporary FBO Tent Structure – Annual Contract**

6.0 Evaluation Criteria

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 qualification 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. |
| 2 | Fair | Has a reasonable probability of success, however, some objectives may not be met. |
| 3 | Average | 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. |
| 4 | Above Average/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. |
| 5 | Excellent/Exceptional | 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. |

The Evaluation Criteria Summary and their respective weights are as follows:

1. 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.

Conflict of Interest Statement (Pass/Fail)

- b. 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.
- c. Lists current clients who may have a financial interest in the outcome of this contract or the construction project/service that will follow.
- d. 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 (25 points)

Provide details on proposed plan to provide the required services listed under **Section 2.0 Scope of Work & Specifications**. The Vendor is to also include details on the following items:

- Detailed schematics and specifications of the proposed tent structure, including materials to be used. Vendor is to provide equipment specifications and photos (if available)
- A description of the proposed HVAC, electrical, and generator solutions.
- A plan for on-site support and maintenance during the event.

5. Schedule of Work (15 points)

Delivery of equipment and or products must be no later than March 16, 2026 and pick up date no earlier than April 15, 2026.

- Delivery of equipment and or products must be no later than March 16, 2026 and pick up date no earlier than April 15, 2026.
- A project plan with a clear timeline for delivery, installation, and removal.
- In the event of equipment failure, bidder must provide a plan to remedy within 48 hours. No substitutes will be accepted where no sub is listed.
- Vendor is to provide delivery and support contact information

6. References (5 points)

- a. 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. Presentation by Team (10 points) (Optional)

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

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

Proposer provides responses to various interview panel questions.

9. Cost/Fee Proposal (10 points - Weighed value 5) 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
- a. Fifth 1

Weighted scores for each Proposal will be assigned utilizing the table below:

| 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 | Organizational & Approach | | 15 | | | | | | | | | | | | |
| 4 | Scope of Services Provide details on proposed plan to provide the required services listed under Section 2.0 Scope of Work & Specifications . The Vendor is to also include details on the following items: <ol style="list-style-type: none"> 1) Detailed schematics and specifications of the proposed tent structure, including materials to be used. Vendor is to provide equipment specifications and photos (if available) 2) A description of the proposed HVAC, electrical, and generator solutions. 3) A plan for on-site support and maintenance during the event | | 25 | | | | | | | | | | | | |
| 5 | Schedule of Work | | 15 | | | | | | | | | | | | |
| 6 | References (include specific individuals with addresses and telephone numbers). | | 5 | | | | | | | | | | | | |
| Phase 2 (Optional – Numbers 7 and 8) 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) | | | | | | | | | | |
| 7 | Presentation by Team | | 10 | | | | | | | | | | | | |
| 8 | Q&A Response to Panel Questions | | 5 | | | | | | | | | | | | |
| 9 | Cost/Fee Proposal Consideration <table style="margin-left: 20px;"> <tr> <td>a. Lowest Fee</td> <td>10</td> </tr> <tr> <td>b. Second</td> <td>6</td> </tr> <tr> <td>c. Third</td> <td>4</td> </tr> <tr> <td>d. Fourth</td> <td>2</td> </tr> <tr> <td>e. Fifth</td> <td>1</td> </tr> </table> | a. Lowest Fee | 10 | b. Second | 6 | c. Third | 4 | d. Fourth | 2 | e. Fifth | 1 | | 10 | | |
| a. Lowest Fee | 10 | | | | | | | | | | | | | | |
| b. Second | 6 | | | | | | | | | | | | | | |
| c. Third | 4 | | | | | | | | | | | | | | |
| d. Fourth | 2 | | | | | | | | | | | | | | |
| e. Fifth | 1 | | | | | | | | | | | | | | |

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.

SELECTION PROCESS

EVALUATION 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.

Each response to this RFP shall be subject to the same review and assessment process. Proposals will be evaluated and ranked on the basis of points awarded by an evaluation committee. A description of the factors which will be analyzed, and the relative weight accorded is included in the specifications. Augusta will not consider the proposal of any Offeror who lacks accreditation or authorization to provide the Services requested.

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

(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.

PRICE 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 so as 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.

While cost is not the driving factor, the committee will also review qualifications and past performance.

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.

Final Selections

The Evaluation Committee will present their recommendation to the appropriate oversight committee for review and recommendation. The Augusta Board of Commissioners will make the final decision.

Price shall be submitted in a separate sealed envelope with the following information on the outside of it: **Fee Proposal for RFP 26-004 Temporary FBO Tent.**

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

**RFP #26-004 Temporary FBO Tent Structure – Annual Contract
Cost Proposal (Submitted in a separately sealed envelope):**

Fee Proposal is to include the following

- A comprehensive, itemized breakdown of all costs, including rental, delivery, installation, labor, and removal.
- Delivery of equipment and or products must be no later than March 16, 2026 and pick up date no earlier than April 15, 2026.
- Any proposed optional enhancements or solutions and their associated costs.
- Vendors must include the round-trip delivery charge for all equipment to include delivery and pickup. No additional delivery charges or fees will be allowed.
- Vendor is to include pricing for year 1 and the 4 option renewal options.

Price shall be submitted in a separate sealed envelope with the following information on the outside of it: Fee Proposal for RFP 26-004 Temporary FBO Tent Structure – Annual Contract

Submitted By:

**** Bids must be signed by an individual authorized to bind the firm to the terms and conditions of this Invitation to Bid ****

Signature: _____

Must Be Signed by An Authorized Company Representative

Name: _____

Company: _____

Address: _____

City/State: _____

Zip Code: _____

Telephone: _____

Email: _____

YOU MUST COMPLETE AND RETURN WITH YOUR SUBMITTAL

RESPONSE LETTER

please submit by response due date

| | | |
|-------------------|---|--|
| BID 26-004 | Temporary FBO Tent Structure - Annual Contract | BIDS Due: Thursday, November 6, 2025 @ 11:00 a.m. |
|-------------------|---|--|

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____