



Bid Specifications

Bid Item #26-006

Elevator Maintenance - Annual Contract

For

Augusta, Georgia – Central Services Department – Facilities Division

Bid Due: Thursday, September 11, 2025 @ 11:00 a.m.

LOCAL VENDOR PREFERENCE APPLIES TO THIS CONTRACT

Until further notice

**All bid 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. 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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(Required to be returned with your submittal. Both documents must be notarized)

Attachment B - **Return the 2 pages**

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Exception Sheet

Local Vendor Registration Form:

The local bidder preference program is applicable to this project. To be approved as a local bidder and receive bid preference an eligible bidder must submit a completed and signed written application to become a local bidder at least thirty (30) days prior to the date bids are received on an eligible local project. An eligible bidder who fails to submit an application for approval as a local bidder at least thirty (30) days prior to the date bids are received on an eligible local project, and who otherwise meets the requirements for approval as a local bidder, will not be qualified for a bid preference on such eligible local project.

Minority and Women Owned Business Enterprise Program Ordinance Requirements

Bid Specifications:

Invitation To Bid

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

BID ITEM FOR CENTRAL SERVICES DEPARTMENT-FACILITIES - ANNUAL CONTRACT

COMMODITY CODE (Bid Items may have more parent codes)

Bid Item Description	COMMODITY CODE (<i>Bid Items may have more parent codes</i>)
26-006 Elevator Maintenance – Annual Contract	005-295-00; 022-910-13; 022-909-34

BID ITEM FOR SHERIFF'S OFFICE - ANNUAL CONTRACT

COMMODITY CODE (Bid Items may have more parent codes)

Bid Item Description	COMMODITY CODE (<i>Bid Items may have more parent codes</i>)
26-025 Inmate Clothing	CLO-200-00; SRV-998-26; SRV-967-34

BID ITEM FOR RCCI - ANNUAL CONTRACT

COMMODITY CODE (Bid Items may have more parent codes)

Bid Item Description	COMMODITY CODE (<i>Bid Items may have more parent codes</i>)
26-074 Inmate Linens	006-850-00

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

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

Bid documents may be viewed on the Augusta, Georgia web site under the Procurement Department **ARCbid**. Bid documents may be obtained at the office of the Augusta, GA Procurement Department. Documents may be examined during regular business hours at Augusta, GA Procurement Department.

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, August 22, 2025 @ 5:00 P.M. No bid will be accepted by fax or email; 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.**

The local bidder preference program is applicable to this project. No bids may be withdrawn for a period of ninety (90) days after bids have been opened.

Invitation for bids and specifications. An invitation for bids 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 invitation to bid 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 BID 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.

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

Correspondence must be submitted via mail, fax or email as follows:

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

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

Andy Penick, Director of Procurement

Publish:

Augusta Chronicle August 7, 14, 21, 28, 2025

Metro Courier August 7, 2025

cc: Tameka Allen, Administrator
Ron Lampkin, Central Services Department-
Maria Riveria-Riveria, Central Services Department

Revised: 7/8/2021

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

Opening - Bid #26-006 Elevator Maintenance – Annual Contract

Thursday, September 11, 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 BID 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
Fax: 706-821-2811 or
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.

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, nor 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 / Bid 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

[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



**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_.**

NOTARY PUBLIC My Commission Expires: _____

Return Page Only if Applicable



EXCEPTION SHEET

If the commodity (ies) and/or services proposed in the response to this bid is in anyway different from that contained in this bid, the bidder is responsible to clearly identify by specification section number, all such differences in the space provided below. Otherwise, it will be assumed that bidder(s) offer is in total compliance with all aspects of the bid.

Below are the exceptions to the stated specifications:

Signature

Date

Company

Title

Return with submittal if the commodity and/or services proposed in the response to this bid are in anyway different from that contained in the specifications.



VIN: _____
Expiration Date: _____
(For Internal Use Only)

Local Vendor Registration Form

- (a) Augusta, Georgia encourages the use of local suppliers of goods, services and construction products whenever possible. Augusta, Georgia also vigorously supports the advantages of an open competitive marketplace. Nothing in this Section shall be interpreted to mean that Augusta, Georgia Administrator or Procurement Director are restricted in any way from seeking formal bids or proposals from outside the Augusta market area.
- (b) 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. The lowest local qualified bidder will be allowed to match the bid of the lowest non-local bidder and, if matched, the lowest local qualified bidder will be awarded the contract.

Please Check	Criteria (Subparagraph "e" of the AUGUSTA, GA. CODE)
Yes ____ No ____	1. Has had a fixed office or distribution point in and having a street address within the geographic limits of Richmond County, Georgia for at least six (6) months immediately prior to the issuance of the request for bids or quotes by Augusta; and
Yes ____ No ____	2. Holds any business license required by the AUGUSTA, GA. CODE; and
Yes ____ No ____	3. Employs at least one full-time employee, or two part-time employees whose primary residence is within the geographic limits of Richmond County, Georgia or if the business has no employees, the business shall be at least fifty percent (50%) owned by one or more persons whose primary residence is within the geographic limits of Richmond County, Georgia.

- (c) Nothing in this section shall be interpreted to mean that the Augusta, Georgia Administrator or Commission may decline to follow the provisions of O.C.G.A. §§ 36-91-1 through 36-91-95, Public Works Contracts. O.C.G.A. § 36-91-22 requires that all Augusta, Georgia public works contracts of one-hundred thousand dollars (\$100,000) or more, as defined therein, be publicly advertised before letting out the contract to the lowest bidder. Further, nothing in this section shall be interpreted to mean Augusta, Georgia Administrator or Board of Commissioners may decline to follow the provisions of the AUGUSTA, GA. CODE requiring public advertising before letting certain contracts.

Term. The certification as a local bidder shall expire two (2) years from the date of the approval of the application. Following the expiration date, a business is no longer a local bidder. An eligible bidder must submit a new application for certification as a local bidder to the Procurement Director and establish that it continues to meet the requirements contained in subparagraph (e) (See Criteria above) of this section in order to receive a bid preference on eligible local projects. Please review the Augusta Code in its entirety at www.augustaga.gov.

Company Name _____ Address: _____ City: _____ State: _____ Zip: _____ Phone # _____ Fax #: _____ Owner's Name: _____ Owner's Signature: _____	Sworn to and subscribed before me this ____ day of _____, 20__ Notary Signature _____ Notary Public: _____ (Print Name) County: _____ State: _____ Commission Expires: _____ <p style="text-align: center;">NOTARY SEAL</p>
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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 & 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

Bid Item 26-006 Elevator Maintenance – Annual Contract

Bid Due: Thursday, September 11, 2025 @ 11:00 a.m.

SECTION I

INTRODUCTION:

This project consists of the selected vendor providing, testing, needed service and emergency response assistance on various elevators in the Augusta Municipal Building, Sheriff Administration Building, Charles B. Webster Detention Center, Public Defender Office, Augusta Public Library, Diamond Lakes Scoring Towers, Aquatic Center, Information Technology and Augusta Judicial Center. Specific services required and conditions are enumerated in the specifications in the specifications accompanying this Invitation to Bid. All work is to be done in accordance with applicable codes and regulations.

Bidders must satisfy themselves of the existing conditions by examination of the site and a review of drawings and specifications, including addenda. After bids have been submitted, the bidder shall not assert that there was a misunderstanding concerning the quantities of work or of the nature of the work to be done.

The party to whom the project is awarded will execute the contract included within this Invitation to Bid. Work shall commence shop drawings and procurement of components within thirty (30) days of the approval of the contract by the Augusta Commission. All work shall be complete within 120 days after work commences. Should there be reasons work cannot commence, the time may be extended by mutual agreement between the Owner and the Contractor.

The Owner may make such investigations as he deems necessary to determine the ability of the bidder to perform the work and the bidder shall furnish to the Owner all such information and data for this purpose as the Owner may request. The Owner reserves the right to reject any bid if the evidence submitted by or investigation of such bidder fails to satisfy the Owner that such bidder is properly qualified to carry out the obligations of the Agreement and complete the work contemplated therein.

A conditional or qualified bid will not be accepted. Also, award will be made in the manner that is in the best interests of the owner. The owner reserves the right to consider proposals of modification thereof received at any time before the award is made, if such action is in the interest of the owner.

The owner will not be liable of any costs incurred by any firm prior to issuance of the Purchase order. The low bidder must supply the names and addresses of major material suppliers and subcontractors when requested to do so by the owner.

GENERAL CONDITIONS OF BID

1. Bid prices to be effective January 2, 2026, through December 31, 2026, provided vendor continues to perform within these specifications.
2. If additional information is needed, please contact Andy Penick, Director of Procurement @ 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, August 22, 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. Bid Quote to be F.O.B. Destination. Cost of delivery is to be included in the price of each item. **No additional delivery charges will be allowed. No request for increases will be allowed to include tariff increase request.**
4. **The term of the contract is for three years with two additional one-year options for a potential total contract term of five years, provided vendor continues to perform within these specifications. Successful bidder agrees that all bid prices must remain firm and guaranteed for the period of the contract award.**
5. Augusta cannot accept any billing or delivery of any item before January 2, 2026.

6. No substitutes will be accepted where no substitutes are listed.
7. **BIDDER** shall be paid in accordance with the contract attached as Exhibit I
8. **BIDDER** will not be liable for any loss, damage, or delay caused by any strikes, picketing, stoppages or work or lockouts, whether or not connected with or growing out of a labor dispute, nor for any loss, damage or delay caused by fire, explosion, theft, floods, riot, civil commotion, insurrection, war, malicious mischief, act of God, or by any cause beyond out reasonable control, and in any event we shall not under any circumstances be liable for consequential damages. Should damage occur to our material, tools, or work in the premises form any of said causes, OWNER shall compensate BIDDER.
9. **OWNER** agrees to furnish BIDDER with any necessary permission or priority required under the terms and conditions or government regulations affecting the acceptance of this order or the manufacture, delivery or installation of the equipment required for bidder's performance of this Contract. If an item is discontinued during the award, vendor is to supply an or equal exchange of the discontinued item at the same bid price.
10. **BIDDER** shall not be responsible for any expense of electric current nor for any other expenses relating to the rest of the building.
11. Drawings or other descriptive matter furnished with this bid are approximate and only explain general style, arrangement, and/or dimensions.
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.

Bid Item 26-006 Elevator Maintenance – Annual Contract

Bid Due: Thursday, September 11, 2025 @ 11:00 a.m.

SECTION II

SCOPE OF SERVICES:

This project consists of the selected vendor providing, testing, needed service and emergency response assistance on various elevators in the Augusta Municipal Building, Sheriff Administration Building, Charles B. Webster Detention Center, Public Defender Office, Augusta Commons, Diamond Lakes Scoring Towers, Aquatic Center, Information Technology and Augusta Judicial Center. Specific services required and conditions are enumerated in the specifications in the specifications accompanying this Invitation to Bid.

All work is to be done in accordance with applicable codes and regulations.

The term of the contract is for three years with two additional one-year options for a potential total contract term of five years, provided vendor continues to perform within these specifications. Successful bidder agrees that all bid prices must remain firm and guaranteed for the period of the contract award.

SECTION III

OWNERSHIP OF DATA:

The ownership of all data, drawings, charts, etc, which are prepared or produced under this contract shall be that of the Augusta, Georgia.

SECTION IV

RESPONSE CONTENTS

All responses must be submitted on the enclosed Bid Form in the manner set forth in **Section II** – Information for Bidders

The Owner reserves the right to reject any and all responses and to waive any informalities as deemed to be in the best interest of the Owner and reserves the right to request additional information from a bidder as deemed necessary to analyze responses.

SECTION V

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 of 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.

All work will be coordinated with the Central Services Department.

Bid Item 26-006 Elevator Maintenance – Annual Contract

Bid Due: Thursday, September 11, 2025 @ 11:00 a.m.

CONTRACT

EXHIBIT I:

SPECIAL CONDITIONS, SPECIFICATIONS AND TERMS FOR ELEVATOR MAINTENANCE

LOCATION AND NUMBER OF ELEVATORS, NUMBER OF STOPS AND TYPE:

<u>LOCATION</u>	<u>NUMBER</u>	<u>NUMBER OF STOPS</u>	<u>TYPE</u>
MUNICIPAL BUILDING	(2)	(3) Three Floors	Hydraulic
535 Telfair Street Augusta, GA 30901	(2)	(10) Ten Floors	Traction
SHERIFF ADMIN. BUILDING	(2)	(2) Two Floors	Hydraulic
400 Walton Way, Augusta, GA 30901			
CHARLES B. WEBSTER DETENTION	(1)	(2) Two Floors	Hydraulic
1941 Phinizy Rd, Augusta, GA 30906			
PUBLIC DEFENDER OFFICE	(1)	(2) Two Floors	Hydraulic
902 Greene Street, Augusta, GA 30901			
AUGUSTA COMMONS	(1)	(2) Two Floors	Hydraulic
836 Reynolds Street, Augusta, GA 30901			
DIAMOND LAKE SCORING TOWERS	(2)	(3) Three Floors	Hydraulic
4335 Windsor Spring Road			
Hephzibah, GA 30815			
AUGUSTA JUDICIAL CENTER	(3)	(4) Four Floors	Traction
735 James Brown Boulevard	(2)	(3) Three Floors	Hydraulic
Augusta, GA 30901			
AUGUSTA INFORMATION TECHNOLOGY (Building 2000)	(1)	(2) Two Floors	Hydraulic
AQUATIC CENTER	(1)	(2) Two Floors	Hydraulic
3157 Damascus Road			
Augusta, GA 30909			

The specifications are stated in **Section 13: titled SPECIFICATIONS FOR ELEVATOR SERVICES** to be provided in the contract. These specifications identify the **minimum** acceptable service specifications and requirements on elevators owned and operated by the Owner.

SPECIAL NOTE REGARDING DIAGNOSTIC SERVICE TOOLS: The Owner will not sign any service tool agreement with the Contractor for service tools used in the maintenance of the elevators.

AUGUSTA ELEVATOR SERVICE CONTRACT SPECIAL CONDITIONS OF BID

DEFINITIONS

Contractor means the firm(s) (successful bidder(s)) awarded a Contract.

Holidays mean New Year's Eve Day, New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Veterans Day, Thanksgiving Day, the Day after Thanksgiving, Christmas Eve Day and Christmas Day.

Misuse means any conduct other than normal operation of an elevator resulting in a condition requiring repair, replacement, resetting or adjustment of any elevator parts or associated controls. Misuse includes vandalism as well as accidental damage caused by parties other than the Contractor.

Other Services means repairs or other requested services resulting from misuse, fire, theft, water, or Acts of God, not covered under Standard Service.

Owner means Augusta, GA

Overtime Hours means Hours from 5:00 p.m. EST/EDT to 8:00 a.m. EST/EDT

Regular Hours means Hours from 8:00 a.m. EST/EDT to 5:00 p.m. EST/EDT

Standard Service means all labor (including travel time) and materials necessary to perform preventive maintenance work or to repair, reset, adjust or replace any components that fail to perform properly in the course of normal elevator use (except for specifically excluded components).

CONTRACT TERM:

The initial term of this contract shall be January 1, 2026 or date of award, through December 31, 2028 or three years after the date of award. This contract may be renewed, if mutually agreed upon for two additional one-year terms.

CALL-BACK

Call-Back indicates the hours per day that call-back service is required.

8 hr. call-back is Monday-Friday from 8:00 a.m. - 4:00 p.m. EST/EDT excluding holidays.

24 hr. call-back is 24 hr/day, 7 days/wk. including holidays.

SERVICE INTERVAL

Service Interval indicates the minimum frequency of service required for each elevator: and is spelled out in Section 13.3 of the contract specifications.

SCOPE OF SERVICES

1. INSURANCE:

- 1.1** The Contractor is required to maintain, during the life of this Contract, Worker's Compensation Insurance for all workers engaged in the work and Public Liability and Property Damage insurance against any claim(s) which might occur.
- 1.2** **A certificate of insurance must be provided upon contract award** and provided on an annual basis to the Augusta Procurement Department.
- 1.3** Minimum coverage for public liability and property damage insurance are \$1,000,000.00 single limit liability or \$1,000,000.00 bodily injury per person and \$1,000,000 per occurrence and \$1,000,000.00 property damage and Auto Liability of \$1,000,000.00.
- 1.4** Additional insurance requirements are as follows: The Contractor shall add "Augusta Georgia, its officers, agents, and employees" as an additional insured under the commercial general and automobile liability policies.

1.5 Contractor agrees to hold the Owner harmless from any loss, claim, damage or liability of any kind involving an employee, officer or agent of the Contractor arising out of or in connection with this Agreement except to the extent that it is founded upon or grows out of the acts or omissions of any of the officers, employees or agents of the Owner while acting within the scope of their employment.

2. FIRM PRICES AND MARKUP:

2.1 Standard Service Rate: Prices must remain firm for the contract terms listed on the bid form. Prices established may be lowered due to general market conditions.

Standard Service Rate: means all labor (including travel time) and materials necessary to perform preventive maintenance work or to repair, reset, adjust or replace any components which fail to perform properly in the course of normal elevator use (except for specifically excluded components).

2.2 Other Repair Service Rates: Prices must remain firm for the initial two-year contract term. Prices established may be lowered due to general market conditions.

Other Services means repairs or other requested services resulting from misuse, fire, theft, water, or Acts of God, not covered under Standard Service

3. ON SITE SERVICE:

In carrying out the scope of this Contract, the Contractor shall be required to perform services on Augusta, Georgia Property. Cost must include all transportation and insurance charges.

4. MATERIALS F.O.B. JOB SITE:

Delivery of any materials needed by the Contractor for elevator maintenance and repair shall be F.O.B. job site, freight paid by Contractor. Contractor shall have a representative present at the delivery site to receive any materials that are direct shipped. Augusta, Georgia employees will not accept deliveries on behalf of the Contractor. The Contractor shall be responsible for any materials received or accepted on behalf of the Contractor. All debris must be removed from the premises and properly disposed of by the Contractor.

5. COMMUNICATION AND AVAILABILITY:

5.1 Contractor must designate a person(s) to provide information on: Contract Problems, Contract Renewal/Termination, Invoice Information, Ordering/Expediting, and Service Representative.

5.2 Contractor must have covered telephone service 24 hours per day, seven (7) days per week, 365 days a year, to receive service calls from the Owner's personnel, or the emergency telephones in the elevator cars, and dispatch those calls to Contractor's staff. The emergency phones in the Municipal Building Elevator are connected to the Office of the Facilities Management Operations Manager. After regular hours, the office phones are to be forwarded to the Contractor's monitoring service.

5.3 Each of the Contractor's supervisors shall be reachable via an alpha numeric paging system, cell phone, or equivalent. Communication system must have a minimum of three pagers or cell phones. The Owner shall be provided, at no cost, a copy of the software if an alpha numeric paging system is selected. Upon Contract award, provide phone numbers and corresponding names of supervisors to whom the devices are assigned.

5.4 Contractor must maintain an e-mail address to which business communications can be relayed and provide e-mail addresses upon award.

6. INVOICING REQUIREMENTS:

6.1 Contractor must agree that all invoices shall reflect the prices and markups established for the items on this contract for all orders placed by the Owner and even though the contract number and/or correct prices may not be referenced on each order.

Only properly submitted invoices will be officially processed for payment. Prompt payment requires that your invoices be clear and complete in conformity with the instructions below.

6.2 All invoices must be itemized showing:

- Contractor name
- Remit to address
- Purchase order number
- Service location (street address, building name, etc.).
- Prices per the Contract, itemized so that the service and cost of the service can be identified by an auditor as being a part of this Contract
- State Department of Labor Registration Tag number and Regulated Object ID number of the elevator serviced.

In addition, all invoices for Other Service must show:

- Complete service description
- Day/date and time service personnel arrived and departed work site
- Total number of hours worked
- Applicable hourly rate
- copy of invoice(s) for equipment rental charges and markup (if applicable).
- copy of subcontractor's invoice (if applicable). NOTE: no markup allowed.
- copy of invoice(s) for materials and parts (provided upon request)
- Owner's Representative that requested the service.

6.3 The original invoice and two copies must be sent to the Owner's Billing Contact address.

Augusta, Georgia Accounting Department
535 Telfair Street, Suite 800
Augusta, GA 30901

6.4 Invoices submitted without required information will be returned for entry of the missing information and will not be paid until properly completed.

6.5 An informational copy of invoice if requested, with required attachments, must be sent to the Owner's Authorized Representative who places orders against this Contract.

6.6 Final payment of any invoice may not be made until the elevator is operating according to specifications and has been accepted by the Owner.

6.7 The registration number of the elevator, or other elevator identification, the building in which the elevator is located, and the details of the repair must appear on the invoices. Any invoices not bearing the above information may be returned for correction.

7. EXAMINATION LOG AND OTHER RECORDS:

7.1 The contractor is required to have a maintenance book on hand in the elevator equipment room with the various check points that are included in the preventive maintenance program for each elevator.

7.2 The examination log should note time spent, parts replaced, and deficiency or deficiencies corrected.

7.3 All overtime should be noted and all prints updated (wiring and maintenance diagrams).

7.4 Failure to maintain the examination log shall be construed as failure to perform the services required. Payment shall not be made for any period that the log indicates service has not been performed.

8. VANDALISM:

A clear understanding of what constitutes vandalism must be jointly agreeable by the contractor and the owner.

9. OTHER EQUIPMENT:

9.1 The owner reserves the right to install and initially service newly purchased or acquired equipment through the facilities of the manufacturer, distributor, jobber, wholesaler or retailers from whom said

equipment is obtained, and nothing in these specifications shall be deemed to preclude this right, the contractor shall not be entitled to compensation or damages for such services rendered by others.

- 9.2** The Owner reserves the right to obtain outside contracts determined to be in the best interest of Augusta for work to be performed in connection with elevator equipment and which is not a part of these specifications.

10. AUDIT:

All Contractor's records which pertain to this Contract shall be open for inspection and/or audit by the Owner upon request at any reasonable time for a period of five years after each Contract year. Contractor's records subject to audit shall include but not be limited to job tickets, itemized materials slips and the detailed time records and rate of pay for any employee whose time is billed to the Owner for services. In the event of subcontracting, the same access to subcontractor's records shall apply.

11. CONTRACT TERMINATION:

- 11.1** After the initial term of the Agreement, the Owner may terminate the Agreement at any time, without cause, by providing 90 days' written notice to the Contractor. If the Agreement is so terminated, the Owner is liable only for payments for product or services provided or performed, to date of the termination.
- 11.2** This Contract may be terminated by either party for the following conditions:
- 11.2.1** Shall either party fail to perform under the terms of this Contract; the aggrieved party may notify the other party in writing via certified mail of such failure and demand that the same be remedied within 5 calendar days. Should the defaulting party fail to remedy the same within said period, the other party shall then have the right to terminate this Contract by giving the other party ninety (90) calendar days' written notice. Performance failure can be defined as but not limited to failure to provide any of the conditions of the Specifications or Special Conditions of Bid.
- 11.2.2** If at any time the contractor performance threatens the health and/or safety of persons using an elevator maintained by the Contractor, the Owner has the right to cancel and terminate the Contract without notice.
- 11.2.3** The Owner reserves the right to terminate the service contract at any time without penalty in the event that a construction project or non-use of the elevator should affect the elevator.
- 11.2.4** Failure to maintain the required Certificates of Insurance, Permits, Licenses, shall be cause for Contract termination. If the Contractor fails to maintain and keep in force the insurance as provided in Section 1 of this bid, the Owner has the right to cancel and
- 11.2.5** terminate the Contract without notice.
- 11.2.6** If at any time a petition in bankruptcy shall be filed against the contractor and such petition is not dismissed within 90 calendar days, or if a receiver or trustee of contractor's property is appointed and such appointment is not vacated within 90 calendar days, the Owner has the right, in addition to any other rights of whatsoever nature that it may have at law or inequity, to terminate this Contract by giving 90 calendar days' notice in writing of such termination.

12. ADMINISTRATIVE RESPONSIBILITIES:

12.1 SERVICE HOURS AND RESPONSE TIME:

- 12.1.1 DISPATCH:** Contractor must have covered telephone service 24 hours per day, 7 days per week, 365 days a year, to receive service calls from Owners' Authorized Representatives and dispatch those calls to their staff to enable them to be on site within one hour of the Owner's call.

- 12.1.2 OTHER SERVICE:** Contractor shall provide service 24 hours a day, 7 days a week. Contractor's staff must arrive on site at the service location within 1 hour of the Owner's Authorized Representative's service call to the Contractor's dispatch number.
- 12.1.3 STANDARD, MAINTENANCE AND REPAIR AND LUBRICATION SERVICE:** Contractor shall perform scheduled maintenance during Regular Business Hours, Monday through Friday, excluding holidays, unless other scheduled times are approved in advance by an Authorized Representative for the Owner.
- 12.1.4 EMERGENCY SERVICE:** Where required, emergency call-back service (as defined by the Owner) shall be provided during the hours indicated on the bid sheet at no additional cost to the Owner.

12.2 PERSONNEL:

- 12.2.1** Contractor shall have in its employ, or under its control, sufficient qualified and competent personnel to perform work promptly and in accordance with a schedule or work program, as approved by the Owner. Contractor shall employ only such workers as are skilled in the tasks to which they are assigned. Contractor shall be responsible for overseeing the work of all workers. The Owner may require the Contractor not to assign any worker the Owner deems incompetent, careless, insubordinate, or otherwise objectionable to work on Owner's jobs.
- 12.2.2 COMPLIANCE WITH LAWS:** Contractor shall comply with all applicable federal, state and local laws and codes regarding working conditions, hours of employment, overtime regulations, methods and rates of pay and any other regulations regarding employer-employee relationships.
- 12.2.3 EMPLOYEE IDENTIFICATION:** While working on Owner's property, all Contractors' employees shall wear clearly displayed photo identification badges at shirt pocket height showing they are employees of the Contractor. The badges shall be provided by the Contractor at the Contractor's expense.
- 12.2.4 SUPERVISION:** All of Contractor's maintenance service helpers or apprentices performing work must be under the onsite (physically located at the same site) supervision of a fully qualified elevator mechanic.

12.3 TOOLS, MATERIALS AND PARTS:

- 12.3.1** Contractors shall provide, at Contractor's expense, tools of the trade, materials, supplies and equipment required to perform the work to the Owner's specifications.
- 12.3.2** Contractor must have access to all replacement parts for generators, drive motors, drives, and gearless machines available for replacement in 48 hours, at no additional cost to the Owner.
- 12.3.3** To ensure a minimum shut-down time for repairs, Contractor shall maintain at the elevator location in metal cabinets (furnished by the Contractor) a parts catalog and a supply of spare parts to be determined in conjunction with Owner during site inspection. These spare parts must be delivered and stored at job site within 21 working days after the Contract has been awarded.
- 12.3.4** Contractor shall provide as required, at no additional cost, all cleaning materials and lubricants that meet the lubricant specifications as recommended by the manufacturer.

12.3.5 WARRANTY: Bidder must honor, at a minimum, the manufacturer's standard warranty on items and/or parts purchased for use under this Contract.

12.4 SUBCONTRACTING:

12.4.1 Any Contract resulting from this bid shall not be subcontracted, assigned, or otherwise transferred to any other Contractor, in whole or in part, without prior written approval by the Procurement Department.

12.4.2 The Contractor shall be directly responsible for any subcontractor's performance and work quality when used by the Contractor to carry out the scope of the job.

12.4.3 Subcontractors must abide by all terms and conditions under this Contract.

12.5 MAINTENANCE RECORDS, DRAWINGS, and DIAGRAMS AND MANUALS:

Contractor shall keep a visible and accessible record of all elevator service activities in the machine room, which shall include the date, description of maintenance or repair performed, and name of person who performed the work. If any wiring changes are made by Contractor's employees, updated wiring diagrams must be provided to the Owner. If oil is added to a hydraulic elevator, the amount and date shall be recorded. All Drawings, diagrams, and manuals concerning the operation of the elevator and related equipment are the property of the Owner. These materials shall not be removed from the building without the permission of the Owner's Authorized Representative.

12.6 POST AWARD MEETING:

Contractor must attend a Post Award Meeting conducted at a time and place designated by the Owner. All parties in the Contractor's organization having a supervisory or managerial role in this Contract for elevator maintenance and repair services shall be in attendance. At this meeting the Contractor shall be prepared to discuss and provide detailed information concerning, but not limited to, the following:

- Prior Notification of Work Start
- Access to Facilities
- Performance
- Completion of Work/Cleanup and returning the work site to original conditions
- Delivery of materials to Job Site
- Invoicing
- Regular and Overtime Wage Conditions and Rates
- Subcontracting
- Parking

12.7 KEYS AND ACCESS TO FACILITIES: Contractor shall obtain keys from the Owner's Authorized Representative as follows:

12.7.1 NO BUILDING KEYS MAY BE COPIED. Contractor's employees shall not admit anyone (except other Contractor employees) to areas controlled by a key in their possession. If keys are lost, Contractor shall reimburse the Owner for the actual cost of replacement keys, cores and labor.

12.8 ADDITIONAL NOTIFICATIONS:

12.8.1 If an elevator will be out of service more than four hours for Standard Service work, in addition to notification required above, Contractor must notify the Owner's representative or Facility Manager. All work must come to an end and all keys must be turned back into the office prior to 4:30 p.m. each workday, unless previous arrangements have been made.

12.8.2 Prior to the beginning of any individual job, Contractor representative(s) shall make their presence known to the authorized agency representative or facility manager.

12.9 Upon request, Contractor must notify the Owner's representative or Facility Manager each day when the Contractor's staff arrives and departs.

12.10 The Owner will specify required procedures at the time of the post-award meeting.

AUGUSTA SPECIFICATIONS FOR ELEVATOR SERVICES

These specifications are stated in **Section 13**, titled **SPECIFICATIONS FOR ELEVATOR MAINTENANCE** to be provided in the contract. These specifications identify the minimum acceptable service specifications and requirements on elevators owned and operated by the Owner.

SPECIAL NOTE REGARDING DIAGNOSTIC SERVICE TOOLS:

The Owner will not sign any service tool agreement with the Contractor for service tools used in the maintenance of the elevators.

SERVICE, MAINTENANCE AND REPAIR REQUIREMENTS:

The Following sections describe **Standard Service** and **Maintenance and Repair** preventive maintenance and inspection services and schedules required of the Contractor.

Section 13, SPECIFICATIONS FOR ELEVATOR MAINTENANCE STANDARD SERVICE – (to be included as part of the base price)

13.1 INCLUSIONS:

Except as specifically excluded, Contractor shall be responsible for providing all services, materials, labor, supplies, tools and equipment necessary to:

- maintain the elevators and associated equipment in a safe, clean, quiet and smooth-riding condition.
- maintain elevator monitoring systems.
- repair or replace any malfunctioning part. There shall be no exceptions for parts considered obsolete.
- perform elevator examinations at the intervals specified.
- perform all inspections and maintenance operations specified in Section 13.3.
- perform all tests required by regulations or specified in Section 13.7.
- ensure performance with respect to door operation, landing accuracy and rated speed complies with specifications in Section 13.6.
- complete all repairs and corrections required by the annual inspection report in a timely fashion to meet the compliance date on the report. Verification of the work shall be submitted to the Contracting Agency.

13.2 EXCLUSIONS: Contractor shall ***not*** be responsible for:

13.2.1 Repairing, refinishing, or replacing of cab enclosures, cab floors, cab door panels, hoist-way door panels, frames and sills, hydraulic cylinders, main power disconnect switches and feeder to the controller.

13.2.2 The costs of materials and labor for:

- the installation of any new attachments or features
- any parts or items as may be damaged or made defective by misuse, fire, theft, water, or an Act of God

13.2.3 REMOVAL OF ELEVATORS FROM CONTRACT: In the event an elevator is replaced or remodeled (and subsequently covered under remodeled warranty) the Owner will, at its discretion, notify the Contractor to suspend or **discontinue the prescribed service for that elevator and may remove it from the Contract**. In such cases, the annual contracted service rate shall be reduced proportionately to reflect the period of suspended or discontinued service.

13.3 SCHEDULE: Elevators are to be examined by the Contractor at the intervals specified below. On the date Contractor examines or performs service, all services performed shall be recorded in the log book kept in the elevator machine room.

The following schedule constitutes the minimum frequency of services required.

13.3.1 MONTHLY SERVICES

- 13.3.1.1** Ride each car; check operation of car and hoistway doors. Check acceleration; deceleration, floor stops, leveling, and brake action. Make required corrections.
- 13.3.1.2** Inspect and wipe clean all motors, machines and generators.
- 13.3.1.3** Inspect controllers, selectors and governors.
- 13.3.1.4** Clean and adjust all controller contacts and renew worn contacts and/or shunts where necessary. Check sequence operation.
- 13.3.1.5** Wipe clean all motor, generator and exciter commutators, clean and check brushes and brush holders. Renew or reset brushes.
- 13.3.1.6** Clean direction and accelerating switches.
- 13.3.1.7** Inspect brake operation. Check shoe-to-brake pulley clearance and adjust as required for proper operation. Clean pulley, if necessary.
- 13.3.1.8** Clean machine room and hoistway pit. Deliver any keys or other property recovered from the pit to the designated contact person for the building.
- 13.3.1.9** Check floors for missing indicator plates, arrows, buttons, or other parts and replace.
- 13.3.1.10** Replace or repair all non-functional lamps.
- 13.3.1.11** Inspect door monitoring equipment and safety edge units. Clean, lubricate, adjust or repair. Clean door sills.

13.3.2 QUARTERLY SERVICES

- 13.3.2.1** Clean and inspect equipment in hoistway.
- 13.3.2.2** Inspect working parts of all governors for free operation, clean and lubricate as necessary. Check contacts, shaft, brushings and rubbing surfaces for cleanliness and wear.
- 13.3.2.3** Inspect, clean, lubricate adjust or replace all door operating equipment, including motor brushes, commutator, belts or chains, contacts, drive vanes and locks.
- 13.3.2.4** Examine all wire ropes and fastenings, check and adjust rope tension.
- 13.3.2.5** Examine traveling cables for wear and position.
- 13.3.2.6** Examine counterweight. Tighten all loose bolts.
- 13.3.2.7** Clean and lubricate automatic slow down and stopping switches on top of cars and in hoistway.
- 13.3.2.8** Check car position indicators for proper operation, repair as necessary.
- 13.3.2.9** Inspect and clean car guides. Replace worn and cracked parts.
- 13.3.2.10** Check, clean, repair, or replace car fan motors for proper operation.
- 13.3.2.11** Blow out and vacuum clean controller; motors and motor generator sets.
- 13.3.2.12** Check, repair, or replace the oil return system.

- 13.3.2.13 Inspect and maintain any equipment located in a remote area such as a rooftop enclosure. Such service shall be recorded in a log posted at the remote location as well as in the logbook kept in the elevator machine room.

13.3.3 SEMI-ANNUAL SERVICES

- 13.3.3.1 Check for proper run-by and make adjustments as required by code.
- 13.3.3.2 Check bearings for proper operations and wear.
- 13.3.3.3 Examine machine gear teeth for cutting or noise.
- 13.3.3.4 While riding on top of cars, physically check condition and operation of door locking equipment.
- 13.3.3.5 Perform electrical test of door interlock circuits.
- 13.3.3.6 Examine door locks and door closer equipment. Clean door channels.
- 13.3.3.7 Examine car and counterweight guide shoe and fastening.
- 13.3.3.8 Renew gibs or rollers when necessary. Lubricate sliding guide shoes.
- 13.3.3.9 Remove car station cover, blow out; clean switches and buttons.
- 13.3.3.10 Monitor oil level in reservoir for hydraulic elevators. Note date and amount of any oil added in machine room maintenance record.
- 13.3.3.11 Test Fire Service operation and record test on the machine room maintenance record.

13.3.4 ANNUAL SERVICES

- 13.3.4.1 Each summer, or at another time designated by the Owner, the Contractor shall make reasonable efforts to restore the elevator to its original, safe operating condition and appearance and shall have a major preventive maintenance program to include all contactors, relays, switches, timing adjustments, electrical components and parts, including door operators, door tracks, hoist motors, cables, indicating lamps, and call buttons.
- 13.3.4.2 Examine, clean with proper solution, and repair as necessary, commutator, brushes and brush holders of all small control motors and regulators.
- 13.3.4.3 Thoroughly examine and clean starter and control panels. Check each contactor and relay by hand for wear, cleanliness, proper adjustment. Clean, adjust, repair or replace, as necessary.
- 13.3.4.4 Check, clean and adjust operation of slow down and limit switches.
- 13.3.4.5 Examine, clean and adjust all moving parts of governor and safety for free operation.
- 13.3.4.6 Examine, clean and add oil to buffers, if necessary. Perform "hand test" of plunger return.
- 13.3.4.7 Drain machine gear oil; seal any oil leaks; examine gear teeth, refill with fresh oil.
- 13.3.4.8 Overhaul machine brake, including disassembly, cleaning, replacement of worn components, re-assembly and re-adjustment.
- 13.3.4.9 Provide five year full-load governor and safety test per State Elevator Code, if required during the Contract term.
- 13.3.4.10 Clean and lubricate hoistway door hangers, track and door arms.
- 13.3.4.11 Examine car and counterweight wire hoist ropes and governor ropes for wear and condition; re-rope, if necessary.

- 13.3.4.12** Clean rails, hatch walls, car top, pit, overhead sheaves and beams. Check brackets and bolts for tightness.
- 13.3.4.13** Perform a complete systems check of all logic features and/or programs as determined by Owner.
- 13.3.4.14** Test emergency power operations in accordance with ANSI A 17.1 safety code for Elevators and Escalators at a time as determined by Owner.
- 13.3.4.15** Test automatic dialing communication systems/emergency phones in elevator cars and maintain, repair, or replace as originally installed. Emergency phones shall be configured to the Owner standard.
- 13.3.4.16** Inspect and test all elevators as per ANSI A 17.2.
- 13.3.4.17** Inspect equipment for rust and corrosion. Clean and paint rusted equipment.

13.5 EXAMINATIONS, NOTIFICATIONS AND INSPECTIONS

- 13.5.1** Contractor shall immediately notify the Owner's Representative when any parts or components within the elevator system may require repair, modification or replacement, or when any condition requires the attention of the Owner.
- 13.5.2** Should a failure to or in the elevator system occur because the Contractor did not notify the Contracting Agency the Contractor shall be liable for any and all costs incurred by the Contracting Agency to return the elevator to the original safe operation condition.
- 13.5.3** The Authorized Agency Representative shall have the option to Contract with another vendor for service to an elevator if Contractor is unable to repair the elevator for any reason.
- 13.5.4** Inspections: If the level of the Contractor's performance is questioned by the Owner, a third party hired by the Owner, may be called in to inspect and to verify possible negligence on the part of the Contractor. If the alleged negligence is verified, the costs of such inspection and corrective action will be borne by the Contractor.

OTHER SERVICE REQUIREMENTS

13.6 The following sections describe requirements of the Contractor for work performed under the Contract as Other Service, as distinguished from Standard, Complete Maintenance, or Lubrication Service.

- 13.6.1** Other Service Work shall include, but not be limited to:
 - 13.6.1.1** repairing, resetting, adjusting or replacing elevator components or associated equipment necessary resulting from misuse, fire, water, theft, or an Act of God.
 - 13.6.1.2** upon Owner's request, be present at specific times to ensure proper operation of elevators during special events.
 - 13.6.1.3** upon Owner's request, repair or replace elevator components excluded from Standard, Complete Maintenance, or Lubrication Service as specified in Sections 13.4 through 13.9.
 - 13.6.1.4** upon Owner's request, perform services to improve or upgrade elevator components.
- 13.6.2** Contractor shall be paid for time spent on site by Contractor's employees performing Other Service work at the hourly rates established by the Contractor's bid.
- 13.6.3** Contractor shall be paid for parts and materials purchased by the Contractor to complete Other Service work at market prices as established by invoices. No mark up of prices by the Contractor shall be allowed.
- 13.6.4** When equipment rental has been approved in advance by the Owner, Contractor shall be paid for rental of equipment necessary to perform Other Service work at market prices as established by invoices, with an allowable mark up by the Contractor not to exceed 15%. Contractor shall supply normal tools of the trade without cost to the Owner.

13.7 ELEVATOR PERFORMANCE STANDARDS AND EVALUATION:

- 13.7.1 DOOR PERFORMANCE:** In evaluating door performance, complete door opening and closing times shall be used. In addition, a determination that the doors open smoothly and close smoothly without slam shall also be required. Door closing pressures shall be maintained in conformance to existing codes. Photo electric door controls and other door reopen devices shall be maintained to operate as originally installed.
- 13.7.2 LANDING PERFORMANCE:** Landing accuracy shall be plus or minus 1/2 inch, regardless of number of passengers, up to rated capacity.
- 13.7.3 RATED SPEED PERFORMANCE:** Contractor shall maintain rated speed of elevators within plus or minus 10%. Evaluation: Should the Owner find that the performance standards are not met and are not being maintained, the Owner shall notify the Contractor of such Contract performance failure and give written notification according to Section 9. CONTRACT TERMINATION.

13.8 EXAMINATIONS AND TESTS:

- 13.8.1 EXAMINATION:** The Contracting Agency shall approve all necessary examination forms to be used by the Contractor in order to ensure compliance with the above specifications. These forms shall be filed in the elevator machine room for each respective elevator.

13.8.2 TESTS

- 13.8.2.1** All tests required by the Georgia Code shall be performed at no additional cost to the Owner. Copies of the test reports shall be sent to the Owner.
- 13.8.2.2** Contractor shall perform routine tests as prescribed by ASME A17.2.1, Section 5.3, and the 5-year test as prescribed by A17.2.1, Section 5.3.2 (b), and certify acceptance as required by A17.2.1, Section 5.3.3. Contractor shall provide written verification to the Owner that the tests were completed, and that the elevator passed.

MAINTENANCE AND REPAIR SERVICE (to be included as part of the base price)

- 13.9** The contractor(s) shall supply all services, materials, labor, supplies, tools, and equipment to completely maintain the elevator(s) in a clean, safe, quiet and smooth-operating condition in accordance with the preventive maintenance, repair specifications, materials, equipment and all conditions identified under Standard Service Requirements in Section 13.4 through 13.7, with the exception of Sections 13.4.4.5.4.9 and 13.7.2.1 pertaining to the provision of a five year full-load and safety test.

The contractor(s) shall, at the prescribed time (see Elevator Awards by Contractor or Agency Attachments) interval examine, adjust, clean and lubricate as required in Section 13.4 through 13.7.1, including but not limited to, the following parts, where applicable: All safety devices and features, copper and carbon contacts, contact springs, brushes, door and gate contacts, governor sheaves, governor, solid state components, hall buttons, signals, brake, controller, pump, valves, door operators, door gibs and rollers, door interlocks, leveling devices and cams, guide rails, rail brackets guide shoes, roller guides, ledges, door sills, door closers, door hangers, all machine components, oil return systems, the elevator pit, gland packing, selectors and components, deflector or idler sheaves, and compensating assemblies.

The contractor(s) shall provide as required at no additional cost, all lubricants and hydraulic fluids as recommended by the manufacturer and shall furnish and replace as required the following parts at no additional cost: Brushes, copper and carbon contacts, contact springs, door and gate contacts, signal lamps, and required cleaning materials, hanger rollers, door gibs, door up thrust rollers, freight door guide liners, car and counterweight roller guide wheels and/or liners.

- 13.9.1 EXCLUSIONS - MAINTENANCE AND REPAIR EQUIPMENT:** In addition to the equipment and conditional exclusions in Section 13.1 Standard Service Requirements, the cost of the following parts and labor shall not be included in the contract price for Maintenance and Repair service: hoisting ropes and installation, car light fixtures and relamping; motors and drives, door openers, valves, and solid-state components or the equivalent.
- 13.9.2** The cost of the parts and labor for the replacement or elevator repair in 13.8.1, 13.4.2 and tests required by state administrative codes shall not be included in the contract price for Maintenance Service, however, it is to be understood that the Contractor shall be required to furnish these parts at market prices as established by invoices documenting the contractor's actual cost, with an allowable mark-up not to exceed 15%. The Contractor may be required to furnish the labor for removal and replacement of these parts and for the performance of the safety tests at the hourly rate as established by the Contractor's bid.
- 13.9.3** It is expected that all of the above work will be performed during the Contractor's normal working hours. If emergency service (as defined by the Contracting Agency) is requested by the owner requiring overtime hours, such service shall be performed at a cost to the State of Georgia at the overtime rates established by the contractor's bid.

LUBRICATION SERVICE (to be included as part of the base price)

- 13.10** These specifications cover the furnishing of examination, cleaning, and lubrication services on the specified elevators in order to provide a clean, safe, quiet, and smooth operating condition.
- 13.10.1** The contractor(s) shall, at the prescribed time interval examine, adjust, clean and lubricate as required, the following parts, where applicable: All safety devices and features, copper and carbon contacts, contact springs, brushes, door and gate contacts, governor sheaves, governor, solid state components, hall buttons, signals, brake, controller, pump, valves, door operators, door gibs and rollers, door interlocks, leveling devices and cams, guide rails, rail brackets, guide shoes, roller guides, ledges, door sills, door closers, door hangers, all machine components, oil return systems, the elevator pit, gland packing, selectors and components, deflector or idler sheaves, and compensating assemblies.
- 13.10.2** The contractor(s) shall provide as required at no additional cost, all cleaning materials and lubricants meeting the specifications for lubricants as recommended by the manufacturer.

GENERAL CONDITIONS

- 13.11** The cost of all parts and labor costs for the replacement or repair of these parts shall not be included in the contract price for the maintenance service. However, it is to be understood that the Contractor shall be required to furnish these parts at market prices as established by invoices documenting the contractor's actual cost, with an allowable mark-up not to exceed 15%. Contractor may be required to furnish the labor for removal and replacement of these parts and for the performance of the safety tests at the hourly rate as established by his bid.
- 13.11.1** It is expected that all of the above work will be performed during the normal daytime working hours of the elevator trade. If emergency service is requested by the Owner, such service shall be performed at the rates established by the contractor's bid.
- 13.11.2** The Owner shall approve all necessary examination forms to be used by the contractor in order to ensure compliance with the above specifications. These forms will be filed in the elevator machine room for each respective elevator.
- 13.11.3** If the level of contract maintenance performance is questioned by the Owner, the State Elevator Inspector may be called to verify possible negligence on the part of the contractor. If the alleged negligence is verified, the costs of such inspection and corrective action will be borne by the contractor.

13.11.4 The Contractor shall immediately notify the Owner when any parts or components within the elevator system may require repair, modification or replacement.

13.11.5 Should a failure to or in the elevator system occur because the Contractor did not notify the Owner, the Contractor shall be liable for any and all costs incurred by the Owner to make the elevator operative.

Bid Item #26-006 Elevator Maintenance – Annual Contract

Bid Due: Thursday, September 11, 2025 @ 11:00 a.m.

FEE SHEET

SECTION I - COST

MUNICIPAL BUILDING: The above firm proposes to provide a maintenance contract on the elevators itemized under this contract for the following annual amounts:

Year 1 \$ _____ Dollars

Year 2 \$ _____ Dollars

Year 3 \$ _____ Dollars

Year 4 \$ _____ Dollars

Year 5 \$ _____ Dollars

Sheriff Admin Bldg.: The above firm proposes to provide a maintenance contract on the elevators itemized under this contract for the following annual amounts:

Year 1 \$ _____ Dollars

Year 2 \$ _____ Dollars

Year 3 \$ _____ Dollars

Year 4 \$ _____ Dollars

Year 5 \$ _____ Dollars

CHARLES WEBSTER DETENTION CENTER: The above firm proposes to provide a maintenance contract on the elevators itemized under this contract for the following annual amounts:

Year 1 \$ _____ Dollars

Year 2 \$ _____ Dollars

Year 3 \$ _____ Dollars

Year 4 \$ _____ Dollars

Year 5 \$ _____ Dollars

Public Defender Office: The above firm proposes to provide a maintenance contract on the elevators itemized under this contract for the following annual amounts:

Year 1 \$ _____ Dollars

Year 2 \$ _____ Dollars

Year 3 \$ _____ Dollars

Year 4 \$ _____ Dollars

Year 5 \$ _____ Dollars

Augusta Commons: The above firm proposes to provide a maintenance contract on the elevators itemized under this contract for the following annual amounts:

- Year 1 \$ _____ Dollars
- Year 2 \$ _____ Dollars
- Year 3 \$ _____ Dollars
- Year 4 \$ _____ Dollars
- Year 5\$ _____ Dollars

Diamond Lakes Scoring Towers: The above firm proposes to provide a maintenance contract on the elevators itemized under this contract for the following annual amounts:

- Year 1 \$ _____ Dollars
- Year 2 \$ _____ Dollars
- Year 3 \$ _____ Dollars
- Year 4 \$ _____ Dollars
- Year 5\$ _____ Dollars

Augusta Judicial Center: The above firm proposes to provide a maintenance contract on the elevators itemized under this contract for the following annual amounts:

- Year 1 \$ _____ Dollars
- Year 2 \$ _____ Dollars
- Year 3 \$ _____ Dollars
- Year 4 \$ _____ Dollars
- Year 5\$ _____ Dollars

Aquatic Center: The above firm proposes to provide a maintenance contract on the elevators itemized under this contract for the following annual amounts:

- Year 1 \$ _____ Dollars
- Year 2 \$ _____ Dollars
- Year 3 \$ _____ Dollars
- Year 4 \$ _____ Dollars
- Year 5\$ _____ Dollars

Information Technology: The above firm proposes to provide a maintenance contract on the elevators itemized under this contract for the following annual amounts:

Year 1 \$ _____ Dollars

Year 2 \$ _____ Dollars

Year 3 \$ _____ Dollars

Year 4 \$ _____ Dollars

Year 5 \$ _____ Dollars

Hourly rates for repairs not covered by contract (all locations):

<i>CONTRACTOR</i>	Regular		Overtime		Sun. & Holiday	
	Single	Team	Single	Team	Single	Team
Year One						
Year Two						
Year Three						
Year Four						
Year Five						

SECTION II – Bidder Information

Name of Firm: _____

Address: _____ Zip _____

Phone: _____ Fax: _____ Date Established: _____

Name of Principal Owners and Specifics on Related Experience, and Qualifications of the firm. (Attach additional sheets if more space is required).

1. _____

2. _____

3. _____

4. References:

A. _____

B. _____

C. _____

SECTION III- COMPANY IDENTIFICATION AND OWNERSHIP DISCLOSURE

Contact Person _____ Title: _____

Company _____

Address _____

Telephone Number _____ Fax _____

Indicate Which:

Consortium ___ Partnership ___ Sole Proprietorship ___ Small Business ___

Organized under the laws of the State of _____

Principal place of business at _____

Following are the names and addresses of all persons having ownership interest of 3% or more in the Company:
(Attach more sheets if necessary)

NAME	ADDRESS
_____	_____
_____	_____

I hereby certify that the responses to the above representations, certifications, and other statements are accurate and complete. I agree to abide by all conditions of this Invitation to Bid and certify that I am authorized to sign for the Offeror.

Signature _____ Date _____

Name (Printed) _____ Title _____

OFFEROR MUST RETURN THIS COMPLETED FORM WITH THE PROPOSAL

**** 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: _____ **Fax:** _____

Email: _____

YOU MUST COMPLETE AND RETURN WITH YOUR SUBMITTAL

NO RESPONSE LETTER

please submit by response due date

BID 26-006	Elevator Maintenance	BIDS Due: Thursday, September 11, 2025 @ 11:00a.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____