



## ***Bid Specifications***

*Bid Item #26-082*

### ***HVAC Maintenance - Annual Contract***

*For*

*Augusta, Georgia – Engineering and Environmental Services Department*

***Bid Due: Thursday, August 21, 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...  
Darrell White, Interim Procurement Director  
535 Telfair Street, Room 605  
Augusta, Georgia 30901***



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### Notice to All Proposers

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

Attachment B - **Return the 2 pages**

Systematic Alien Verification for Entitlements (SAVE) Program - **Return the 1 page**

### 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, August 21, 2025 @ 11:00 a.m. via **ZOOM Meeting ID: 966 517 3229; Passcode: 620177** for furnishing:

### **BID ITEM ENGINEERING AND ENVIRONMENTAL SERVICES DEPARTMENT - ANNUAL CONTRACT** COMMODITY CODE (Bid Items may have more parent codes)

No.	Bid Item Description	COMMODITY CODE (Bid Items may have more parent codes)
1	26-057 Quincy Air Compressor Maintenance	016-936-08
2	26-082 HVAC Maintenance	016-941-55; 018-967-02
3	26-108 Grassing Items & Seed Blends	AGR-335-30; AGR-790-00
4	26-115 Tire Repair & Servicing	016-928-82
5	26-118 Tires	004-863-00

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

Darrell White, Interim Procurement 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](mailto:procannualbids@augustaga.gov) to the office of the Augusta, Georgia Procurement Department by Friday, August 8, 2026 @ 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: Darrell White, Interim Director of Procurement**  
**535 Telfair Street, Room 605**  
**Augusta, GA 30901**  
**Fax: 706-821-2811 or Email: [procannualbids@augustaga.gov](mailto:procannualbids@augustaga.gov)**

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

Darrell White, Interim Procurement Director

Publish:

Augusta Chronicle July 17, 24, 31, 2025 and August 7, 2025  
Metro Courier July 17, 2026

cc: Hameed Malik, Engineering and Environmental Services Department  
Tammy Herring, Engineering and Environmental 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 - 26-082 HVAC Maintenance – Annual Contract

**Thursday, August 21, 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**

**OFFICIAL 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](http://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: Darrell White**  
**Interim Director of Procurement**  
**535 Telfair Street, Room 605**  
**Augusta, GA 30901**  
**Fax: 706-821-2811 or**  
**Email: [procannualbids@augustaga.gov](mailto: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](http://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.



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: Interim Procurement Director

535 Telfair Street, Suite 605

Augusta, Georgia 30901

Name of Proponent: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Do You Have A Business License? Yes: \_\_\_\_\_ No: \_\_\_\_\_

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

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

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

General Contractor License # (Must Provide if applicable): \_\_\_\_\_

Additional Specialty License # (Must Provide if applicable): \_\_\_\_\_

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

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

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

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

Statement of Non-Discrimination

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

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

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

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

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

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

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

Non-Collusion of Prime Proponent

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

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

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

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

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





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

**Systematic Alien Verification for Entitlements (SAVE) Program**

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

\_\_\_\_\_  
*[Bid Project Number and Project Name]*

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

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

1.) \_\_\_\_\_ I am a citizen of the United States.

**OR**

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

**OR**

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

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

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Printed Name**

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

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

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**NOTARY SEAL**

**Note: THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR SUBMITTAL**



**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](http://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 align="center"><b>NOTARY SEAL</b></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](http://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](http://www.augustaga.gov). If you need assistance completing a form or filing information, please contact the M/WBE Program office at (706) 821-2406. Failure to provide such reports within the time period specified by Augusta, Georgia shall entitle Augusta, Georgia to exercise any of the remedies set forth, including, but not limited to, withholding payment from the Contractor and/or collecting liquidated damages.

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

#### Minority and Women Owned Business Enterprise Program (Continued)

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

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

The GSC shall not establish subcontracting goals on contracts where (a) there are no subcontracting opportunities identified for the contract; or (b) there are not at least three (3) MBE and/or WBE firms that are available and capable to perform a CUF for the overall subcontracting opportunities on the contract.

### Good Faith Efforts (GFE) Requirements and Guidance

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

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

#### Bid Documents

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

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

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

#### Sec. 1-10-154. Exceptions

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

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

**For questions and or additional information, please contact:**

Minority-Owned and Women-Owned Business Enterprise Program

535 Telfair Street, Suite 530

Augusta, Georgia 30901

(706) 821-2406

[mwbe@augustaga.gov](mailto:mwbe@augustaga.gov)

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

REV. 9/6/24

## Bid Item #26-082 HVAC Maintenance – Annual Contract

**Bid Due: Thursday, August 21, 2025 @ 11:00 a.m.**

The Augusta Engineering and Environmental Services Department is seeking a vendor to furnish all labor, materials, and equipment; and performing all work necessary to accomplish quarterly maintenance of all HVAC units for the Environmental Services Department as identified in this bid; together with other incidental and related work as set forth in these specifications.

### **GENERAL INFORMATION**

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 Darrell White, Interim Procurement Director @ 706-821-2422. **All questions must be submitted in writing by fax to 706 821-2811 or email to [procannualbids@augustaga.gov](mailto:procannualbids@augustaga.gov) to the office of the Augusta, Georgia Procurement Department by Friday, August 8, 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. Deliveries will be to the:  
**Environmental Services Department  
4330 Deans Bridge Road  
Blythe, Georgia, 30805**
4. **Bid Prices to include F.O.B Destination.**
5. This bid is for one year (1) with a possible one-year option renewal. All bid prices are to be guaranteed from awarded date until December 31, 2026, and Prices will remain the same for both years. **Successful bidder agrees that all bid prices must remain firm and guaranteed for the period of January 2, 2026, through December 31, 2026. No request for increases will be allowed to include tariff increase request.**
6. The Engineering and Environmental Services Department cannot accept services, billing or delivery of any item before date of the bid award.
7. Bid award will be based on lowest responsive bid meeting specifications.
8. **Vendors that require a minimum order amount will not be accepted.**
9. **Engineering and Environmental Services Department must be notified a minimum of two (2) days prior to scheduling preventative maintenance service.**
10. **This contract includes 24-hour emergency call-in service.**
11. **All (non-emergency) HVAC work shall be performed between the hours of 8:30 a.m. to 5:00 p.m. Monday through Friday.**
12. **The contractor must hold a mechanical heating, ventilation and air conditioning contractor's license. CONTRACTOR MUST PROVIDE A COPY OF SUCH LICENSE WITH BID SUBMITTAL.**
13. Augusta reserves the right to reject any and/or all bids, or to accept any individual part thereof.

**SCOPE OF WORK**

The work provided for in these specifications shall consist of furnishing all labor, materials, and equipment; and performing all work necessary to accomplish quarterly maintenance of all HVAC units for the Engineering and Environmental Services Department as identified in this bid; together with other incidental and related work as set forth in these specifications. **The successful Contractor shall be required to provide the minimum HVAC maintenance services as outlined below in the Scope of Services and according to the manufacturer’s specifications; service shall be conducted quarterly.** All HVAC work shall be performed between the hours of 8:30 a.m. to 5:00 p.m., Monday through Friday.

The Engineering and Environmental Services Department must be notified a **minimum of two (2) days** prior to scheduling preventative maintenance service. **This contract includes 24-hour emergency call-in service. Contractor shall be on site within four (4) hours from time notified for service work required to maintain proper operation of equipment.** Records of all maintenance and repairs relating to the equipment included in this Bid must be maintained. Written reports are to be turned in to a designated person upon completion of each inspection as long as equipment checks out satisfactorily. If a problem is found that has the potential to be a major problem, or if it may be the cause for shutdown repairs, this problem must be directly brought to the attention of the Maintenance Manager so that a plan of action can be formulated for the timeliest repair to the equipment. As a condition of this bid, a plan of action report as to how the equipment is to be serviced is to be included. **Vendor is to supply a quote for any repair work to include hourly rates and fees and a breakout of the parts and equipment needed for the repairs.**

A Refrigerant Status Report shall be executed every time refrigerant is added to or removed from any air conditioning unit. This form shall comply with EPA guidelines in form and content. One copy of each form shall be given to the Maintenance Manager, one copy left on the jobsite in close proximity to the machine and copies retained at the Contractor’s office.

**The contractor must hold a mechanical heating, ventilation and air conditioning contractor’s license.** Any employees of the contractor shall hold a master or journeyman’s contractor license or be under the direct supervision of such employees. **Contractor must provide a copy of such license with bid response.**

The contractor shall evaluate each unit and provide a report to the Engineering and Environmental Services Department on the age, condition, life expectancy and replacement cost for any units recommended for replacement within 2 years. The report also shall verify make, model/brand and serial number for each unit and any other pertinent information that the contractor believes is necessary.

**The units currently in use on the Environmental Services Department property are as listed below:**

UNIT TYPES			
Location	Brand	Model #	Type
Scale House	Carrier	25HBA330A310	Heat pump
GCCS Bldg.	Bard	W60A1-C15	Wall unit HVAC
	Bard	W18A1-A08	Wall unit HVAC
	McQuay	AGZ110CHHVH-ER10	Air cooled water chiller
	ISC, Inc.	ISCNE02012604XXXXX	Special purpose AC
	Xchanger	LC-36-2	Jacket water aftercooler
Maintenance Bldg.	Carrier	25HCB36A300	Heat pump, 2 ea.
	Carrier	25HCB34A300	Heat pump, 2 ea.
	Mitsubishi	MU2-FD09NA	Electric, Mr. Slim R410A

**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.

**The successful Contractor shall be required to provide the following minimum HVAC maintenance services:**

### **PREVENTATIVE MAINTENANCE CHECKLIST**

1. Clean and check condensate pan and drains, traps.
2. Replenish pan treatment
3. Inspect all coils for cleanliness, fin condition
4. Tighten all electrical connections
5. Inspect all wiring for chafing, burning, and deteriorated insulation
6. Inspect all compressors and starter – contacts and free movement
7. Megohm, or oil test compressors – record readings
8. Inspect condenser fans – blade conditions, clearance, etc.
9. Lube condenser fan motors, if applicable
10. Replace condenser fan belts, if applicable
11. Lube condenser fan bearings, if applicable
12. Lube condenser fan drive, if applicable
13. Inspect refrigerant system for possible leaks
14. Inspect refrigerant system for potential leak points – chafing lines, cap tubes, etc.
15. Record and report amount of refrigerant, if applicable:
  - Amount removed from system
  - Amount replaced
16. Inspect unit disconnect system
17. Record and report unit voltage – rated voltage and actual voltage
18. Inspect “economizer”, if applicable

### **HEAT PUMPS**

1. Check economizer operation
2. Check compressor crankcase heater(s)
3. Record and report
  - Compressor voltage
  - Compressor amperage
  - Operating suction pressure
  - Operating head pressure
  - Operating superheat
  - Operating oil level
  - Operating oil pressure
4. Check unloader function, if applicable
5. Check hot gas bypass function, if applicable
6. Check all controls for proper function and set points
7. Check and record discharge air temperature
8. Record overall condition of equipment

### **AIR HANDLERS**

1. Check filters
2. Replace all belts – 1 time/year
3. Check drive components for wear and alignment
4. Check blower wheels – conditions and cleanliness
5. Inspect blower housing, deck mountings – cracks, loose bolts, etc.
6. Check fan bearings
7. Lube fan bearings

8. Check blower bearings
9. Lube blower motor bearings
10. Record and report supply fan amperage – rated and actual
11. Record and report return fan amperage – rated and actual
12. Inspect all wiring for chafing, burning, and deteriorated insulation
13. Record and report overall condition of equipment
14. Check heat and cooling coils for cleanliness and clean if needed

#### **FORCED HOT AIR HEATERS, LP**

1. Check combustion controls
2. Check room air intake system
3. Check contacts
4. Check mercury bulbs
5. Inspect all wiring for chafing, burning and deteriorated insulation
6. Clean internal surfaces, if necessary
7. Clean external surfaces
8. Clean burner assembly, if necessary
9. Clean fireside
10. Clean flue
11. Inspect refractory
12. Prepare heater for winter conditions
13. Do efficiency test and record
14. Log heater condition at departure

#### **CONTROLS – TEMPERATURE, HUMIDITY, HAVAC & SENDERS**

1. Perform programming adjustments where needed
2. Clean where needed
3. Check set points, make adjustments where needed
4. Check contacts and relays, clean or tighten contact where needed
5. Check thermostats, calibrate if needed
6. Check sensors and adjust if needed

**In addition to the items listed above the following will also be inclusive of this Bid:**

- Filter replacement as needed
- UV light replacement as needed
- Annual duct cleaning as needed

**Bid Item #26-082 HVAC Maintenance – Annual Contract  
Bid Due: Thursday, August 21, 2025 @ 11:00 a.m.**

**Price Sheet**

**HOURLY RATES FOR OUTSIDE THE SCOPE OF PREVENTATIVE MAINTENANCE**

Any work outside of the scope of preventative maintenance shall be billed at an hourly rate plus parts. The Augusta Purchasing Agent reserves the right to obtain quotes for any services outside of preventative maintenance.

**Hourly Rate**

**Straight Time**

Mechanics - \$ \_\_\_\_\_

Helpers - \$ \_\_\_\_\_

**Hourly Rate**

**After Hours and Weekends**

Mechanics - \$ \_\_\_\_\_

Helpers - \$ \_\_\_\_\_

**Hourly Rate**

**Holidays**

Mechanics - \$ \_\_\_\_\_

Helpers - \$ \_\_\_\_\_

Parts Mark-up % \_\_\_\_\_

**HVAC MAINTENANCE**

Quarterly Preventive Maintenance Price: \$ \_\_\_\_\_

Annual Total Price (Quarterly Price x 4) \$ \_\_\_\_\_

Total Bid: \$ \_\_\_\_\_

**The contractor must hold a mechanical heating, ventilation and air conditioning contractor's license. CONTRACTOR MUST PROVIDE A COPY OF SUCH LICENSE WITH BID SUBMITTAL.**

**BID SUBMITTED BY:**

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

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

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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

**YOU MUST COMPLETE AND RETURN PRICE SHEETS WITH YOUR SUBMITTAL**

# RESPONSE LETTER

**please submit by response due date**

<b>BID 26-082</b>	<b>HVAC MAINTENANCE</b>	<b>BIDS Due: Thursday, Augusta 21, 2025 @ 11:00 a.m.</b>
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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)

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**Authorized Representative:**

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

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

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

Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_