



Bid Specifications

Bid Item #26-083

Annual Ladder Testing, Certification, Sales, and Service - Annual Contract

For

Augusta, Georgia – Fire Department

Bid Due: Thursday, October 23, 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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Invitation to Bid

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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, **October 23, 2025 @ 11:00 a.m.** via **ZOOM Meeting ID: 966 517 3229; Passcode: 620177** for furnishing:

BID ITEM FOR CENTRAL SERVICES DEPARTMENT – FACILITIES DIVISION - ANNUAL CONTRACT

COMMODITY CODE (Bid Items may have more parent codes)

No.	Bid Item Description	COMMODITY CODE <i>(Bid Items may have more parent codes)</i>
1	26-005 - Emergency Standby Generator Maintenance Services	016-936-39

BID ITEM AUGUSTA REGIONAL AIRPORT- ANNUAL CONTRACT

COMMODITY CODE (Bid Items may have more parent codes)

No.	Bid Item Description	COMMODITY CODE <i>(Bid Items may have more parent codes)</i>
2	26-111 - Routine Maintenance Services & Emergency Maintenance Services to HVAC Systems for Augusta Regional Airport	022-910-17/022-914-50/016-941-55

BID ITEM AUGUSTA FIRE DEPARTMENT - ANNUAL CONTRACT

COMMODITY CODE (Bid Items may have more parent codes)

No.	Bid Item Description	COMMODITY CODE <i>(Bid Items may have more parent codes)</i>
3	26-083 - Annual Ladder Testing, Certification, Sales and Service – Annual Contract	024-340-62 / 004-071-13 / 004-07230 / 012-450-49 / 016-936-32 / 016/936/33

BID ITEMS FOR VARIOUS DEPARTMENTS - ANNUAL CONTRACT

COMMODITY CODE (Bid Items may have more parent codes)

No.	Bid Item Description	COMMODITY CODE <i>(Bid Items may have more parent codes)</i>
4	26-109 - Work Uniforms	006-200-92; 023-983-86

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

Andy Penick, Director of Procurement
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.

A Pre-Bid Conference for Bid #26-083 will be held on Friday, October 10, 2025 @ 10:00 a.m. via ZOOM Meeting ID: 970 494 0031 Passcode: 842830.

All questions must be submitted in writing by fax to 706 821-2811 or email to procannualbids@augustaga.gov to the office of the Augusta, Georgia Procurement Department by Friday, October 17, 2025 @ 5:00 P.M. No bid will be accepted by fax; all must be received by mail or hand delivered. To ensure timely deliveries, all submittals must be received during our normal office hours from 8:30 a.m. to 5:00 p.m., Monday through Friday. No deliveries will be accepted prior to 8:30 a.m. or after 5:00 p.m., as the building is closed to the public and delivery services outside of these hours.

The local bidder preference program is applicable to this project. No bids may be withdrawn for a period of sixty (60) 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 Interim 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 or email as follows:

Augusta Procurement Department
Attn: Andy Penick, Director of Procurement
535 Telfair Street, Room 605
Augusta, GA 30901
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 September 25, 2025 & October 2, 9, 16, 2025
 Metro Courier September 25, 2025

PROCUREMENT DEPARTMENT

ELECTRONIC ZOOM INFORMATION

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

[ELECTRONIC BID INSTRUCTIONS](#)

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

Opening - Bid #26-083 - Annual Ladder Testing, Certification, Sales and Service Annual Contract

Thursday, October 23, 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
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

Revised 8/11/25



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. 8/11/25

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

REV. 2/17/2016



**TRADE SECRET STATUS AFFIDAVIT
Augusta, Georgia**

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

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

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

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

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

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

Signature:

[Signatory Name in Print]

[Signatory’s Title] [Company Name]

[Signatory’s Title]

Date: _____

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

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

Annual Ladder Testing, Certification, Sales and Service – Annual Contract
Bid Due: Thursday, October 23, 2025 @ 11:00 a.m.

SECTION I

INTRODUCTION:

Augusta, Georgia is seeking bids to establish an annual contract with a qualified Contractor to provide National Fire Protection (NFPA) compliant ladder testing and certification. Additionally, this contract will include any repairs, maintenance, remounting or replacement of ground and aerial ladders required to maintain compliance for the Augusta Fire Department

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 Andy Penick Director of Procurement @ 706-821-2422. **All questions must be submitted in writing by email to procannualbids@augustaga.gov to the office of the Augusta, Georgia Procurement Department by Friday, September 5, 2025 @ 5:00 P.M. No bid will be accepted by fax; all must be received by mail or hand delivered. To ensure timely deliveries, all submittals must be received during our normal office hours from 8:30 a.m. to 5:00 p.m., Monday through Friday. No deliveries will be accepted prior to 8:30 a.m. or after 5:00 p.m., as the building is closed to the public and delivery services outside of these hours.**
3. **A Pre-Bid Conference for Bid #26-083 will be held on Friday, October 10, 2025 @ 10:00 a.m. via ZOOM Meeting ID: 970 494 0031 Passcode: 842830.**
4. All applicable laws, ordinances and rules and regulations of all authorities having jurisdiction over the construction of the project shall apply to the contract throughout.
5. The Owner reserves the right to consider bids or modification thereof received at any time before the award is made, if such action is in the interest of the Owner.
6. Each bidder is responsible for inspecting the sites and for reading and being thoroughly familiar with the work. The failure or omission of any bidder to do any of the foregoing shall in no way relieve any bidder from any obligation in respect to his bid.
7. The Owner may waive any informalities or minor defects or reject any and all bids. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No bidder may withdraw a bid within ninety (90) days after the actual date of the opening thereof. Should there be reasons why the Contract cannot be awarded within the specified period the time may be extended by mutual agreement between the Owner and the bidder.
8. Bidders must satisfy themselves of the existing conditions by examination of the site and a review of the drawings and specifications including any 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.
9. 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 service contemplated therein.
10. **YOU ARE REQUIRED TO SUBMIT ONE (1) ORIGINAL and one (1) USB** of your bid marked on the outside of the envelope: **Bid Item #26-083 Annual Ladder Testing, Certification, Sales, and Service – Annual Contract Department – Fire Department.**

11. 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.** Successful bidder agrees that no shipping charge, delivery charge, restocking fee(s) and/or service charge will be assessed against city listed purchases and/or returned items associated to said bid.
12. The Owner reserves the right to consider bids or modification thereof received at any time before the award is made, if such action is in the interest of the Owner
13. This bid is for one year (1) with a possible four-year option renewal. All bid prices are to be guaranteed from award date until December 31, 2026. **Successful bidder agrees that all bid prices must remain firm and guaranteed for the period of January 2, 2026, through December 31, 2026.**
14. The Augusta Fire Department cannot accept any billing or delivery of any item before January 2, 2026.
15. American manufactured equipment, if available, will be given special consideration for purchase, if said equipment meets specifications.
16. No substitutes will be accepted where no substitutes are listed and 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.
17. Delivery will be to the Augusta Fire Department or the appropriate division, as directed by the director at the time an order is placed, unless otherwise requested, all orders will be delivered to:
18. Award will be made to one (1) bidder for the entire quantities. Award will be made to one bidder for entire quantities and/or individual bid items.
19. Unit price shall govern over extended prices.
20. Award will be made to one bidder for entire quantities and/or individual bid items.
21. Augusta reserves the right to reject any and/or all bids, or any part thereof.
22. **ORDER WILL BE PLACED ON "AS NEEDED BASIS" ACCORDING TO NEED AND THE CURRENT INVENTORY LEVELS.**
23. **Companies that require a minimum order amount will not be accepted.**
24. Bid award will be based on lowest responsive and responsible bidder meeting specifications.
25. **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.

Annual Ladder Testing, Certification, Sales and Service – Annual Contract

Bid Due: Thursday, October 23, 2025 @ 11:00 a.m.

SECTION II
DESCRIPTION OF SERVICES

The Augusta Fire Department is seeking bids to establish an annual contract with a qualified Contractor to provide National Fire Protection (NFPA) compliant ladder testing and certification. Additionally, this contract will include any repairs, maintenance, remounting or replacement of ground and aerial ladders required to maintain compliance.

TERM OF SERVICES:

This bid is for one year (1) with a possible four-year option renewal. All bid prices are to be guaranteed from award date until December 31, 2026. **Successful bidder agrees that all bid prices must remain firm and guaranteed for the period of January 2, 2026, through December 31, 2026.**

SECTION III
SCOPE OF SERVICE

Properly maintained ladders are essential to the safe and economical operation of a Fire Department. Firefighters depend on these units to perform structurally, mechanically, hydraulically, and functionally as intended. A ladder that fails could result in injury or death to a firefighter or to a person being rescued.

Accidents, overloads, and fatigue can cause problems to develop. A thorough, regularly scheduled inspection and test program can identify potential problems before they cause injuries or unplanned out of service. Defects, when discovered early, are less expensive to repair than if they are left to develop into major problems.

All sales/serviced/repairs will be contracted on an as needs basis throughout the year to maintain compliance and serviceability. **All fees shall be based on the total price proposed by the bidder for (1) Service Charge and (2) Hourly Rate, as set forth on the Proposal form.** The maximum service charge and Hourly Labor Rate that may be charged for ladder repairs and service under any contract awarded shall be the amounts bid by the successful bidder(s) for these items.

FIRM PRICES AND MARKUP

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), materials necessary to perform preventative maintenance work or to repair, reset, adjust or replace any components which fail to perform properly in the course of normal operational use.

ON SITE SERVICE

In carrying out the scope of this contract, the Contractor shall be required to perform some services on Augusta, GA property. Cost must include all transportation and insurance charges.

MATERIALS F.O.B. JOB SITE

Delivery of any materials needed by the Contractor for ladder maintenance and repair shall be F.O.B. job site, freight paid by Contractor. The contractor shall have a representative present at the delivery site to receive any materials that are direct shipped. Augusta 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.

COMMUNICATION AND AVAILABILITY

Contractor must have covered telephone service 24 hours a day, seven (7) days per week, 365 days a year, to receive service calls from the Fire Department, and dispatch those calls to the Contractor's staff.

Each of the Contractor's supervisors shall be reachable via cell phone and/or landline. Upon contract, provide phone numbers and corresponding names of supervisors to whom the devices are assigned.

Contractor must maintain an email address to which business communications can be relayed and provide that email address upon award.

INVOICING REQUIREMENTS

The 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 Augusta Fire Department.

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.

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 part of this Contract.
- Applicable hourly rate
- Copy of invoice(s) for equipment rental charges and markup (if applicable)
- Copy of invoice(s) for material and parts (provided upon request)
- Fire Department Representative who requested the service.

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

The original invoice must be sent to the Augusta Accounting Department Billing Contact address:

Augusta, Georgia
Accounting Department, Suite 800
535 Telfair Street, Municipal Building
Augusta, GA 30901-2379

An informational copy of invoice, with required attachments must be sent to the Fire Department's authorized representative who places orders against this Contract. That person is the Administrative Assistant in charge of purchasing.

The mailing address is:

Augusta Fire Department
3117 Deans Bridge Rd.
Augusta, GA 30906
ATTN: Lea Rigdon

Final payment of any invoice may not be made until the ladder(s) is certified for operation according to NFPA 1932 and 1911 and has been accepted by the Augusta Fire Department.

AUDIT

All Contractor's records pertaining to this contract shall be open for inspection and/or audit by the Augusta Fire Department 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 Augusta Fire Department for services.

CONTRACT TERMINATION

After the initial term of the Agreement, the Fire Department may terminate the Agreement at any time, without cause, by providing 60 days' written notice to the Contractor. If the Agreement is so terminated, the Augusta Fire Department is liable only for payments for product or services provided or performed to the date of termination.

This contract may be terminated by either party for the following conditions:

- 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 with five (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 ten (10) 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. If at any time the contractor's performance threatens the health and/or safety of persons using ladder(s) maintained by the Contractor, the Augusta Fire Department has the right to cancel and terminate the Contract without notice.
- The Augusta Fire Department 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 facility should affect the use of the ladder(s) serviced by the contractor.
- 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 Augusta Fire Department 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.
- All notices of performance failure must be submitted in writing to the Augusta Procurement Department, 535 Telfair Street, Suite 605, Augusta, GA 30901. The Procurement Department shall be the final authority for all performance resolutions.

ADMINISTRATIVE RESPONSIBILITIES

Service Hours and Response Times:

Dispatch:

Contractor must have covered telephone service **24 hours per day, 7 days per week, 365 days** a year to receive calls from Fire Department authorized representative and dispatch those calls to their staff to enable them to be on site within **24 hours** of the Fire Department's call to the Contractor's dispatch number.

PERSONNEL

Contractor must be accredited to ISO 17020 by A2LA for Performance Testing of Aerial Devices as specified in NFPA 1911, Chapter 22.

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 of work program, as approved by the Augusta Fire Department. The contractor shall employ only such workers as are skilled in the tasks to which they are assigned.

The contractor shall be responsible for overseeing the work of all personnel. The Augusta Fire Department may require the Contractor not to assign any worker deemed incompetent, careless, insubordinate, or otherwise objectionable to work on Fire Department jobs.

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.

Employee Identification:

While working on Augusta Fire Department property, all Contractor's employees shall wear clearly displayed identification showing they are employees of the Contractor. Identification shall be provided by the Contractor at the Contractor's expense.

Supervision:

All of Contractor's maintenance service helpers or apprentices performing work must be under the on-site (physically located at the same site) supervision of fully accredited personnel.

TOOLS, MATERIALS, & PARTS

Contractors shall provide, at Contractor's expense, tools of the trade, materials, supplies, and equipment required to perform the work to the Fire Department's specifications.

Warranty:

The bidder must honor, at a minimum, the manufacturer's standard warranty on items and/or parts purchased for use under this contract.

ACCESS TO FACILITIES

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

GENERAL CONDITIONS

The Contractor shall immediately notify the Fire Department when any parts or components of the ladders may require repair, modification, or replacement.

Should a failure to or in the ladder(s) occur because the Contractor did not notify the Fire Department, the Contractor shall be liable for any and all costs incurred by the Fire Department to make the ladder serviceable.

FREQUENCY OF TESTING

Ladder testing shall be in compliance with NFPA 1932 AND 1911. Annual testing must be performed between the months of February and April. **However, per NFPA standards, further testing may be necessary at any given time if:**

- Ladder is suspected of being unsafe.
- Ladder has been subjected to overloading.
- Ladder has been subjected to impact loading or unusual conditions of use.
- Ladder has been exposed to heat.
- Deficiencies have been repaired unless the only repair was replacing the halyard.
- Before ladder is placed back in service for the first time.

SECTION IV

GROUND LADDERS PER NFPA 1932 REQUIREMENTS

STRUCTURAL INSPECTION

A complete visual inspection of:

- **Base Section** - side rail condition, rail alignment, rung condition, rung to rail attachment, butt spurs/foot pads, ladder stops, stay poles, toggles, rail guides/lubrication.
- **Intermediate sections** - side rail condition, rail alignment, rung condition, rung to rail attachment, ladder stops, pawl operation and lubrication, rail guides/lubrication.
- **Fly Section** - side rail condition, rail alignment, rung condition, rung to rail attachment, ladder stops, pawl operation and lubrication, rail guides/lubrication.
- **Halyard Condition** - rope size and condition, anchors, thimbles, clamps, pulleys, and adjustment.
- **Roof Hooks** - hook size, hook condition, operation and sharpness, hook housing and adjustment.
- **General** - heat sensor labels, electrical hazard sticker, serial number identification, and ladder length marking.

HARDNESS TESTING

Hardness testing is done on aluminum ladders as needed. Heat affected (annealed) areas on aluminum ladders are not visible to the naked eye, thus it is necessary to perform a hardness test, and a load test to determine its strength. The hardness service test is performed along the top and bottom of both beams.

LIQUID PENETRATING TEST

This test method is used on ground ladders made of aluminum material to verify discontinuities determined by visual inspection.

SERVICE TESTING

Horizontal Bending Test (for all ladders except pompier ladders):

A load is applied to ladder in a horizontal position, with the ladder supported at the ends and loaded in the center. After successfully completing the loading process the ladder checked to ensure it retains its original shape, criteria for this is established for each ladder type in NFPA 1932.

Ladder Hardware Test (Extension ladders only):

A specially designed test fixture is used to load the ladder across each extension lock assembly. The ladder locks must be in the set or locked position. The test load shall be applied for a minimum of one minute. Ladders shall sustain this test with no permanent deformation or other visible weakening of the structure.

Roof Ladder Hook Test (Ladders with roof hooks):

Apply the test load for a period of one minute to the roof hooks. The ladder and hooks shall sustain this test load with no permanent deformation or other visible weakening of the structure. Deformation to the hooks shall not exceed specifications. Note: Roof hooks should measure 3/4-inch diameter, or 5/8 inch should be made of alloy steel.

SECTION V

NDT PERFORMANCE TESTING OF AERIAL DEVICES PER NFPA 1911

CHAPTER 22 REQUIREMENTS

STRUCTURAL INSPECTION

A complete visual inspection of:

- **Outriggers;** Pads, structure, welds, bolts, hoses, fittings, cylinders, check valves, pins, and retainers.
- **Chassis;** Truck frame, aerial sub-frame/mounting, suspension, and PTO.
- **Pedestal;** Mounting bolts/welds, pedestal structure, attachment welds/pins, hydraulic swivel joint, hydraulic components, swing drive gear box/mounting bolts, backlash between swing pinion/bullgear and electric collector ring/brushes.
- **Rotation Bearing;** Upper/lower bearing attachment weld/bolts and vertical movement of bearing. Torque checked on accessible bearing bolts.
- **Turntable;** Turntable structure, hydraulic components, lower control operation, extension winch/motor mounting, spotlights, and intercom.
- **Lower Boom;** Boom structure, welds, lower boom lift cylinders/attachment, hydraulic components/lines, leveling cables/rods, upper/extend cylinder/attachment, boom rest supports, tie down straps, boom extension roller assembly and wear pads.
- **Elbow Area;** Elbow structure, hydraulic hoses, and leveling cables.
- **Upper Boom Extension;** Boom structure, welds, leveling cables/rods, wear pads and hydraulic lines/components.
- **Platform;** Mounting bracket/bolts, leveling system, platform exterior condition, platform control operation and hydraulic lines/components.
- **Ladder and Extension Sections;** Base, Second, Third, Fourth and Fly; Inspect rails, rungs, lacing, handrails for, structural welds, dents and gouges, extension roller assemblies, wear pads/babbitt slides, cables/chains, bed lock lubrication. Extension lock operation, pawls, springs, and lubrication. Cylinder shut-off safety valve operation and leakage. Pin joint condition.

- **Fifth Wheel;** Pivot pins, mounting bolts and lower mounting housing.
- **Tiller;** Steering gearbox/attachment, steering elements, signal to cab and suspension components.
- **Waterway;** Waterway components, attaching brackets, see optional pressure test.
- **General;** Load rating chart, electrical hazard placards and upper/lower control placards.

The visual inspection must include removal of cover plates, as necessary.

A 5-year test includes all NDT testing as required by NFPA 1911, chapter 22.

MAGNETIC PARTICLE INSPECTION

All critical welds, plates and castings of items listed in Part A during the visual inspection, used on ferrous materials only. Magnetic particle is used to identify surface cracks.

DYE PENETRANT INSPECTION

All critical welds, plates and castings made of ferrous or non-ferrous metals. Dye penetrant is used to identify surface defects.

ULTRASOUND INSPECTION

All accessible pins including outriggers, pedestal, boom and platform. Ultrasound is a test method used to detect flaws in pins. The pins being tested must be accessible, have flat end surfaces and not have grease fittings. Use of ultrasound limits the number of pins which might otherwise have to be removed for inspection.

FUNCTIONAL TEST

A functional and operational test is performed to check the operation of controls, bearings, pin bushings, cylinders, holding valves, ladder extension cables, platform leveling mechanisms, outriggers, waterways, etc. This test also finds worn swing bearings/gear boxes, worn pin/bushings and loose bolts critical to the operation of the aerial.

OPERATIONAL TEST ON AERIAL LADDERS

A complete cycle of aerial ladder operation will be carried out. The ladder will also be fully elevated out of the bed, rotated 90 degrees, and extended to full specified height. The tests will also demonstrate successful operation of all ladder controls.

DRIFT TEST

Place the aerial device at full elevation, marking the cylinder piston on the second section in relation to the base section and allow the ladder to stand for one hour with engine off. Results shall not exceed the manufacturer's specifications for allowable cylinder drift.

OPERATIONAL TEST ON ELEVATING PLATFORMS

The operation of the elevating platform shall include movement of the platform from ground to maximum elevation and extension as well as rotating platform 360 degrees to the left and to the right while the unit is at its maximum horizontal reach. Booms and telescoping elevating platforms will operate without any improper or unusual motion or sound. From the lower control station, the elevating platform will also be raised out of the bed, extended to full-specified height, and rotated through a 90-degree arc. Both tests will demonstrate successful operation of platform controls.

LOAD TESTS

Load tests are performed on each aerial ladder and platform. The aerials are operated to determine they operate smoothly and without any undue vibration. Horizontal and maximum elevation tests are performed on aerial ladders using the manufacturers recommended rating at permissible operating ranges. Full operating range tests are performed on aerial platforms with the manufacturer's specified rating to determine stability and acceptable operation under load.

PRESSURE TEST

The water system will be pressure tested by filling the system to the manufacturers rated working pressure and check for leaks including the turntable swivel. If equipped with a flow meter and/or water pressure gauge, each should be checked for accuracy. If equipped with a relief valve, it will be verified that it is operational at the manufacturer's recommended pressure setting. Department must supply operator for these tests.

OIL SPECTROANALYSIS

Chemical analysis of oil in engines, transmissions and hydraulic systems is also available. Determines type and amount of contamination, important for proper maintenance of equipment.

SECTION VI **REPORT AND CERTIFICATION**

All test information should be itemized on inspection/test report form. All defects must be described in detail. Defects will be identified per unit and are classified for degree of severity. After testing is complete contractor will review the report with a department representative. A signed, dated copy of the test report listing the defects discussed will be given to the department representative at the time of review. Two additional copies signed by the Contractor will be generated. One will be mailed to the department representative, and one should remain in the Contractor's records. Certificates will be provided for each aerial that passes testing. Units that fail testing and require repairs will be retested once repair work is completed and certificates issued accordingly.

AERIAL TRUCK LADDERS

UNIT #	MANUFACTURER	DESCRIPTION	UNIT COST	TOTAL COST
AT-1	2023 Pierce Enforcer	5-YEAR NDT		
AT-2	2022 Pierce Enforcer	5-YEAR NDT		
AT-3	2015 KME Aerial Cat	5-YEAR NDT		
AT-4	2022 Pierce Enforcer	5-YEAR NDT		
AT-5	2015 KME Aerial Cat	5-YEAR NDT		
AT-6	2015 KME Aerial Cat	5-YEAR NDT		
RES-502	2005 Pierce Dash	5-YEAR NDT		
RES-503	1999 Pierce Dash	5-YEAR NDT		
RES-505	2010 Pierce Velocity	5-YEAR NDT		
RES-506	2012 KME Aerial Cat	5-YEAR NDT		
TOTAL				

Submitted By:

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

Signature: _____
Must Be Signed by An Authorized Company Representative

Name: _____

Company: _____

Address: _____

City/State: _____ Zip Code: _____

Telephone: _____ Fax: _____

Email: _____

YOU MUST COMPLETE AND RETURN WITH YOUR SUBMITTAL

NO RESPONSE LETTER

please submit by response due date

BID 26-083	Annual Ladder Testing, Certification, Sales and Service – Annual Contract	BIDS Due: Thursday, October 23, 2025 @ 11:00 a.m.
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To: **Augusta, Georgia - Procurement Department**

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

Reason(s) for No Submission:

Unavailability of required resources

Prior commitments

Inadequate anticipated funding Level

Project Duration

Potential conflict of interest

Duplication of ongoing effort

Other (please explain)

Authorized Representative:

Name: _____

Title: _____

Signature: _____

Date: ____/____/20____