



Request for Qualifications

RFQ Item #26-110

Work Shoes – Annual Contract

For

Augusta, Georgia – Various Departments

RFQ Due: Thursday, October 16, 2025 @ 11:00 a.m.

Until further notice

**All RFQ 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. No Deliveries Will Be Accepted Prior To 8:30 A.M. Or After 5:00 P.M.

One Original and One (1) USB of the RFQ shall be submitted

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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RFQ Specifications:

Request for Qualifications

Sealed RFQs will be received at this office until Thursday, October 16, 2025 @ 11:00 a.m. via **ZOOM Meeting ID: 966 517 3229; Passcode: 620177** for furnishing:

RFQ ITEM FOR PROCUREMENT DEPARTMENT

COMMODITY CODE (RFQ Items may have more parent codes)

RFQ Item Description	COMMODITY CODE <i>(RFQ Items may have more parent codes)</i>
26-110 Work Shoes	006-200-92; 023-983-86

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

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

RFQ documents may be obtained through on the Augusta Georgia web site under the Procurement Department ARcbid. RFQ documents may be obtained at the office of the Augusta, GA Procurement Department, 535 Telfair Street – Room 605, Augusta, GA 30901 (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, October 10, 2025 @ 5:00 P.M. No RFQ will be accepted by fax; all must be received by mail or hand delivered. **To ensure timely deliveries, all submittals must be received during our normal office hours from 8:30 a.m. to 5:00 p.m., Monday through Friday. No deliveries will be accepted prior to 8:30 a.m. or after 5:00 p.m., as the building is closed to the public and delivery services outside of these hours.**

No RFQ may be withdrawn for a period of **90 days** after RFQs have been opened, pending the execution of contract with the successful bidder(s).

Request for qualifications (RFQ) and specifications. An RFQ shall be issued by the Procurement Office and shall include specifications prepared in accordance with Article 4 (Product Specifications), and all contractual terms and conditions, applicable to the procurement. **All specific requirements contained in the request for qualification 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 RFQ 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.

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

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

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

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

Andy Panick, Procurement Director

Publish: Augusta Chronicle September 18, ,25, 2025 & October 2, 9, 2025
 Metro Courier September 18, 2025

cc: **Tameka Allen, Administrator**

PROCUREMENT DEPARTMENT

ELECTRONIC ZOOM INFORMATION

The Augusta, Georgia Procurement Department conducts Public ITB, RFP and 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 - RFQ Item # 26-110 – Work Shoes

Thursday, October 16, 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 RFP RESULTS will Post within 5 Days

For Assistance: Please call (706) 821-2422

REV. 9/30/2021

INSTRUCTIONS TO SUBMIT

- 1.1 **Purpose:** The purpose of this document is to provide general and specific information for use by vendors in submitting a bid to supply Augusta, Georgia with equipment, supplies, and or services as listed above. All bids are governed by the Augusta, Georgia Code.
- 1.2 **Viewing the Augusta Code:** All bids are governed and awarded in accordance with the applicable federal and state regulations and the Augusta, Georgia Code. To view the Code visit Augusta’s website at www.augustaga.gov or <http://www.augustaga.gov/index.aspx?NID=685> **Guidelines & Procedures.**
- 1.3 **Compliance with laws:** The Proponent shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by federal, state or Augusta, Georgia statute, ordinances and rules during the performance of any contract between the Proponent and Augusta, Georgia. Any such requirement specifically set forth in any contract document between the Proponent and Augusta, Georgia shall be supplementary to this section and not in substitution thereof.
- 1.4 **Bids For All Or Part:** Unless otherwise specified by Augusta, Georgia or by the proponent, **AUGUSTA, GEORGIA RESERVES THE RIGHT TO MAKE AWARD ON ALL ITEMS, OR ON ANY OF THE ITEMS ACCORDING TO THE BEST INTEREST OF AUGUSTA, GEORGIA.** Proponent may restrict his bid to consideration in the aggregate by so stating but must name a unit price on each item submitted upon.
- 1.5 **All protest shall be made in writing to:**

Attn: Andy Penick
Director of Procurement
535 Telfair Street, Room 605
Augusta, GA 30901
Email: procannualbid@augustaga.gov
- 1.6 **Local Vendor Preference:** The Local Vendor Preference policy shall only be applied to projects of one-hundred thousand dollars (\$100,000) or less and only when the lowest local qualified bidder is within 10% or \$10,000, whichever is less of the lowest non-local bidders.

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

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

A copy of this Order can be reviewed at www.augustaga.gov home page.
- 1.8 **Augusta, Georgia License Requirement:** For further information contact the License and Inspection Department @ 706 312-5050.

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

Utility Contractor License Number: If applicable, in accordance with O.C.G.A. §43-14, or be subjected to penalties as may be required by law.
- 1.9 **Terms of Contract:** (Check where applicable)
 (A) Annual Contract
 (B) One time Purchase.
 (C) Other



NOTICE TO ALL VENDORS

ADHERE TO THE BELOW INSTRUCTIONS AND **DO NOT** SUBSTITUTE FORMS

PLEASE READ CAREFULLY:

Attachment B is a consolidated document consisting of:

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

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

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

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

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

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

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

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

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

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

WARNING:

Please review "Notice to Proponent" regarding Augusta Georgia's Local Small Business Opportunity Program Proponent Requirements. Vendors are cautioned that acquisition of proposal documents through any source other than the office of the Procurement Department is not advisable. Acquisition of proposal documents from unauthorized sources places the proposer at the risk of receiving incomplete or inaccurate information upon which to base his qualifications.

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



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 against, 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.

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 / RFQ 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 RFQ submittal for an Augusta, Georgia contract for

[RFQ 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

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

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

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

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

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

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

Sec. 1-10-154. Exceptions

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

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

For questions and or additional information, please contact:

Minority-Owned and Women-Owned Business Enterprise Program
535 Telfair Street, Suite 530
Augusta, Georgia 30901
(706) 821-2406
mwbe@augustaga.gov

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

REV. 9/6/24

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

Item # 26-110 – Work Shoes
RFQ Due: Thursday, October 16, 2025 @ 11:00 a.m. via ZOOM

SECTION I
INTRODUCTION AND GENERAL INFORMATION

INSTRUCTIONS TO SUBMIT:

Augusta, Georgia is seeking qualified vendors to provide various works shoes/safety shoes for use by various department for the employees upon request. This request for qualifications is to prequalify vendor's (distributor's) to provide works shoes for employees of Augusta. **Augusta reserves the right to award the contract to multiple vendors who are responsive, responsible qualified vendors based on the evaluation criteria of this RFQ.**

Various Augusta Departments provide their employees with an allowance to purchase work shoes/safety shoes. Eligible employees will be provided a voucher, which will include the allowed amount and specify the type of shoes for the requested product. Each employee is allowed one (1) pair of shoes purchase order per year. Additional purchases due to wear and tear of the shoes are at the discretion of the user department. The goods and/or services are on an on-call basis. Quantities requested will vary by individual department level needs throughout the duration of the contract term. **On average, there are approximately 550 work shoes/safety shoes that may be purchased by Augusta per year. The award will be on an as needed basis. The actual number of shoes ordered may be more or less depending on the need of Augusta.**

GENERAL INFORMATION

1. The terms of the RFQ award will be for one year (1) with an option to renew upon mutually agreeable terms for four (4) additional one (1)-year terms, provided vendor continues to perform within these specifications.
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 19, 2025 @ 5:00 P.M. No RFQ 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. RFQ quotes are to be F.O.B. Destination. Cost of delivery is to be included in the price of each item. **No additional delivery charges, fuel surcharges, environmental fees, hazmat surcharges, shop fees, miscellaneous supplies fees, restocking fee(s) or service charges will be allowed. This is to include tariff increase request.**
4. Delivery must be made between the hours of 9:00 a.m. – 4:00 p.m., Monday – Friday.
5. **Past Performance:** Vendor's past performance shall be taken into consideration in the evaluation and award of this RFQ solicitation.
6. Procurement cannot accept any billing or delivery of any item before January 2, 2026.
7. If an item is discontinued during the award, vendor is to supply an or equal exchange of the discontinued item at the same price.
8. Samples may be required to ensure conformity to specification, (if requested).
9. **Items will be ordered on an as needed basis.**
10. **THIS IS AN OPEN-END SUPPLY CONTRACT.** The goods and/or services are on-call if and when needed throughout the duration of the contract term. Quantities requested will vary by individual department level needs.

11. **The successful contractor will not assign or subcontract the work specified and covered under the terms of the Agreement or any part thereof, without the consent of Augusta, except for any subcontractors named in the RFQ.**
12. Companies that require a minimum order amount will not be accepted.
13. Augusta, Georgia may add additional shoe types on an as needed basic.
14. **Augusta reserves the right to reject any or all RFQ submittals or to accept any individual item listed.**

SECTION II **SCOPE OF SERVICES**

This request for qualifications is to prequalify **DISTRIBUTORS** to provide work shoes for qualified employees of Augusta utilizing a voucher system. Each employee shall submit a voucher for their required product. If the specific product is not available from a distributor, the employee has the option to go to another pre-qualified distributor.

Pre-qualified vendors are required to have a fixed office or distribution point within the geographic limits of Augusta, Georgia. Office location(s) are to be listed in your RFQ submittal. The vendor is also required to utilize a voucher type procurement.

Eligible footwear is defined by the specific department with the intent of providing safety for their employees. **All shoes are required to be Steel Toe or Composite Toe Shoes or Boots.** Augusta is seeking footwear providers that can provide various types of shoes, which are to include but not limited to the following types:

- Steel Toe Work Shoes or Boots,
- Composite Toe Shoes or Boots
- Puncture Proof Shoes (Landfill)
- Rubber Shoes – Snake Resistant
- Waterproof Boots
- Diabetic Shoes
- Composite Toe Oxford / Casual
- Sports Joggers
- Athletic Oxford
- Nonslip Shoes

Work shoe purchases will be made utilizing a **voucher system** type of procurement. The following is the procedures that will be followed:

1. **The eligible employee will be issued a department issued voucher (Appendix I) which will include the purchase limit and type of shoes that are required to be purchased. The employee will be allowed to select the pre-qualified distributor to purchase their work shoes.**
2. **Employee with medical conditions such as Diabetes will be required to submit a medical documentation for the specific need of the employee.**
3. **Distributor will size the employees and assist them with the purchase of the required shoes. Eligible footwear would be selected, and they will submit the voucher for the payment. The distributor is to issue a ticket to the employee for the purchase. The ticket is to include the amount of the purchase which is not to exceed the voucher amount.**
4. **Eligible footwear that cost under the limit on the voucher will be billed to Augusta at the actual cost of the shoes. No additional allowance amount is to be given to the employee for purchases made below the voucher threshold. The invoice amount will be the only amount paid by Augusta.**

5. Eligible footwear chosen which exceeds the voucher amount are allowed to pay the amount which exceeds the allowance. **The invoice is to include the amount of the voucher only. The employee is allowed to pay the difference at the time of purchase.** No credit is to be issued by the distributor to the employees for any amount which exceeds the amount of the voucher. Augusta is only paying the vendor up to the amount listed on the voucher. **No additional money will be paid by Augusta – NO EXCEPTIONS.**
6. **Distributor will issue a monthly invoice for the shoes.** The invoice is to include the voucher, employee's name, style, or type of shoes purchased and the amount of the purchase. The amount of the purchase cannot exceed the voucher amount.
7. Once a purchase is made, the employee will return the ticket to the User Department. The User Department will match the invoice to the voucher and issue a **purchase order** for the purchase. A copy of the purchase order is mailed to the vendor. The yellow copy of the purchase order is to be submitted to the Accounting Department for payment along with a copy of the voucher and ticket.
8. **Merchandise must be received by the appropriate department within two (2) WEEKS of the presentation of the voucher. If shoes are not delivered within the two (2) weeks, the order may be cancelled and acquired from another pre-qualified vendor.**
9. **Out-of-stock items are required to be delivered no later than two (2) weeks.** If the item is not received within two (2) weeks, the order will be cancelled, and the employee will either choose another item or acquire the requested shoes from another qualified distributor. **Out of stock items will not be paid until the order is received and picked up/delivered.**
10. **Special-Order:** On custom shoes and sizes, an allowance of **six (6) weeks** with notification from vendor of an anticipated delivery date. If the special-order shoes are not delivered within the six (6) weeks, the order will be cancelled, and the employee will either choose another item or acquire the requested shoes from another qualified distributor. **Special order items will not be paid until the order is received and delivered.**
11. **To evaluate qualified distributors, all vendors must provide a current catalog on cd/flash drive/accessible website, which includes the various types of items requested.**
12. **All freight and delivery charges to be included in item price quoted to employees.** No additional fees are allowed to be imposed on Augusta to include fuel surcharges, environmental fees, hazmat surcharges, shop fees, miscellaneous supplies fees, fuel surcharges, delivery fees or restocking fees during the term of the contract.
13. **Restocking fees are not permitted.**

SPECIFICATION REQUIREMENT:

It is the intention of this solicitation to obtain the best footwear for our personnel from a service-oriented supplier/distributor. With respect to all applying for this solicitation the following outlined standards of service will be a requirement.

1. **Pre-qualified vendors are required to have a fixed office or distribution point within the geographic limits of Augusta, Georgia. This requirement is to assist employees with the proper fitting of the requested shoes. Office location(s) are to be listed in your RFQ submittal.**
2. **To ensure proper fitting of items, the successful vendor will perform initial sizing of personnel.**
3. **Distributors are required to utilize a voucher type procurement. The distributor is required to accept the voucher as a method of payment and issue a ticket to the employee which will reflect the amount paid for the shoes. The amount paid by Augusta will not exceed the voucher total. The**

ticket will be returned to the User Department to issue a purchase order for payment.

4. **Vendor is to have a customer service representative assigned to Augusta and have a response time of no more than 24 hours.**
5. **All orders will be picked up by employees. In the case of out-of-stock sizes or special ordered items, if requested, the items are to be delivered to the department address submitted by the employee at no additional cost.** Successful vendors will ship partial orders so as not to delay receipt of items that are requested. **A packing slip is required to be included with all orders.**
6. **The Supplier/Distributor shall bill Augusta by submitting detailed invoices and certified vouchers to the Augusta Accounting Department. Augusta will make payment of amounts justly due and owing to the Contractor within thirty (30) days thereafter.**
7. **To evaluate qualified distributors, all vendors must provide a current catalog on cd/flash drive/accessible website, which includes the various types of items requested.**
8. **Restocking fees are not permitted.**

SECTION III RESPONSE CONTENTS

Qualified suppliers/distributors interested in providing the services described herein are invited to submit a complete SOQ for consideration.

In addition to the Procurement Documents and the Submission form, firms shall include not more than **twenty-five (25) pages** of text, graphics, and photographs in which the firm shall describe the proposed work as interpreted from the Scope of Services. Supplemental materials, such as company brochures, tabs, cover letter and required Procurement Forms, etc. are not counted as part of the 25-page maximum.

The vendors are asked to provide the following information presented in a clear, comprehensive, and concise manner, illustrating the suppliers/distributors capabilities, experience and expertise. Firms should focus on the scope of this project as described in this RFQ and address their qualifications relative to this specific scope of work. Failure to provide all requested information may be sufficient cause for rejection of the qualifications

SECTION CONTENTS

1. PROCUREMENT DOCUMENTS:

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

2. QUALIFICATIONS & EXPERIENCE

Name, position, summary of qualifications, related experience and proposed responsibilities of the project manager and key personnel. Please include the following:

- Legal Name, Address, and Telephone Number.
- Name and title(s) of Principal Officers.
- Location(s) of home office.
- Include relevant previous experience. Listing of similar projects performed within the last 5 years, particularly any work performed to supply work shoes.
- **Please provide a full list of all locations where employees may purchase work shoes with the vouchers, including an address, phone and an e-mail. If submitting on behalf of multiple locations, please attach an additional sheet outlining your locations that will be participating.**

3. ORGANIZATION AND APPROACH

- A summary of the firm's general qualifications including specific disciplines represented that are applicable to the proposed work.
- Distributors are required to utilize a voucher type procurement. **Outline in detail the procedures for a procurement utilizing a voucher type of procurement.**
- Describe your organizational structure, including the number of permanent employees.
- Include background and credentials profile for the Account Manager that would be assigned to the Augusta account, including name, position/title, location, years of industry experience, years with firm and number of clients currently assigned;
- An outline of the firm's depth and breadth to carry out the scope and the extent of the work required. Include details on the responsibility of the Account Manager.
- Include a current copy of catalog, which includes the various types of work shoes listed in the scope of services (may be on cd/flash drive or accessible website). In order to evaluate qualified distributors, all vendors must provide a current catalog on cd/flash drive/accessible website, which includes the various types of items requested.
- Provide a catalog and include your pricing matrix in reference to the prices listed in the catalog. The pricing matrix which will allow the employees to determine the prices of the various shoes they are able to choose from.

4. SCOPE OF SERVICE

Discuss your Understanding of the Scope of Services (Section II) and task requirements to be performed TO INCLUDE THE FOLLOWING:

- a) Provide a statement that portrays the firm's qualifications in relation to the Scope of Services.
- b) Main attributes that differentiate your firm from other competitors.
- c) Availability of various types of work shoes listed.
- d) Provide a catalog and include your pricing matrix in reference to the prices listed in the catalog.
- e) Provide a list of performance metrics to guarantee availability of the work shoes to be provided to Augusta. Include details on how you intend to stock your merchandise to handle the needs of the employees.
- f) Detail procedures for ordering special order shoes and out-of-stock shoes to include lead-time.
- g) Provide procedures for internal problem escalation such as back order and their process for notifying Augusta in the event of a problem.
- h) Communications skills – Interaction between staff and Augusta employees. To include response time and Account Manager responsibility.

6. FINANCIAL STABILITY

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

- a. If a public company, include a recap of the most recent audited financial report.
- b. If a private company, provide a recap of the most recent internal financial statement; and letter, on the financial institution's letterhead, stating financial stability.

NOTE: Will NOT be disclosed in any part of the RFQ. Failure to include the above listed financial stability requirements will affect your scoring on the evaluation sheet.

7. REFERENCES:

List at least three (3) past or current reference preferably from public sector similar in size and scope to Augusta. Include

SECTION IV INDEMNIFICATION INSURANCE

INDEMNIFICATION AND INSURANCE:

The offerer shall carry professional/public liability insurance coverage in the amount of One Million (\$1,000,000), covering itself and all of its employees and agents, and shall indemnify and hold harmless Augusta, Georgia and their representatives and employees, from any claim, demands, actions, cause for actions, and liability arising from any act or non-act, or the commission or omission of any act of the offerer, its employees, agents and/or assigns while under the terms of the contract.

SECTION V SUBMISSION REQUIREMENT

Qualified contractors interested in providing the services described herein are invited to submit a complete SOQ for consideration. In addition to the Procurement Documents and the Submission form, firms shall include not more than **twenty-five (25) pages single-sided, 8 ½ "x 11" pages in a minimum font of 11 point.** Submittal of text, graphics, and photographs in which the firm shall describe the proposed work as interpreted from the Scope of Services. **Supplemental materials, such as company brochures, catalogs, tabs, cover letter and required Procurement Forms, etc. are not counted as part of the 25-page maximum.** The overall submittal should be organized and tabbed.

One Original and One (1) USB of the qualifications must be submitted for initial distribution and evaluation. The original is to be single sided copies only. Suppliers/Distributors shall outline the scope of work, elements, and tasks therein and the means of execution.

Qualification packages that do not comply with the above instructions may be disqualified.

1. **Do Not Include A Fee Proposal.** You are to supply your catalog and your pricing matrix to allow the employees to determine the prices of the various shoes they are able to choose from.
3. In order to evaluate qualified distributors, all vendors must provide a **current catalog which may be on cd/flash drive/accessible website**, which includes the various types of items requested.
4. Proposals shall be evaluated, and a selection made using the criteria items listed below in **SECTION VI: Criteria for Evaluation.**
5. An official authorized to bind the offeror must sign all statements. Any documents received after this time and date will not be considered and will be returned unopened to the firm. Firms that wish to join in a consortium must designate one firm as principal or lead firm. Consortiums will be evaluated according to the same requirements as a single firm.
6. **Augusta reserves the right to pre-qualify one or more vendors**

SECTION VI CRITERIA FOR EVALUATION

Evaluation Process

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

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

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

Evaluation Criteria

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

Rating Scale		
0	Not Acceptable	Non-responsive, fails to meet RFQ specifications. The approach has no probability of success. For mandatory requirement this score will result in disqualification of proposal.
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving project/service objectives per RFQ.
2	Fair	Has a reasonable probability of success, however, some objectives may not be met.
3	Average	Acceptable, achieves all objectives in a reasonable fashion per RFQ specification. This will be the baseline score for each item with adjustments based on interpretation of proposal by Evaluation Committee members.
4	Above Average/Good	Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFQ requirements and expectations.
5	Excellent/Exceptional	Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success and in achieving all objectives and meeting RFQ specification.

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

1. Completeness of Response (Pass/Fail)

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

Conflict of Interest Statement (Pass/Fail)

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

2. Qualifications & Experience (15 points)

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

3. Organization & Approach (20 points)

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

4. Scope of Services (25 points)

Discuss your Understanding of the Scope of Services (Section II) and task requirements to be performed TO INCLUDE THE FOLLOWING:

- a. Provide a statement that portrays the firm’s qualifications in relation to the Scope of Services.
- b. Main attributes that differentiate your firm from other competitors.
- c. Availability of various types of work shoes listed.
- d. Provide a catalog and include your pricing matrix in reference to the prices listed in the catalog.
- e. Provide a list of performance metrics to guarantee availability of the work shoes to be provided to Augusta. Include details on how you intend to stock your merchandise to handle the needs of the employees.
- f. Detail procedures for ordering special order shoes and out-of-stock shoes to include lead-time.
- g. Provide procedures for internal problem escalation such as back order and their process for notifying Augusta in the event of a problem.
- h. Communications skills – Interaction between staff and Augusta employees. To include response time and Account Manager responsibility.

5. References (5 points)

Contact name, agency name, and telephone number of at least **three (3) past or current contracts**.

6. Financial Stability (10 points)

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

- a. If a public company, include a recap of the most recent audited financial report.
- b. If a private company, provide a recap of the most recent internal financial statement; and letter, on the financial institution’s letterhead, stating financial stability.

NOTE: Will NOT be disclosed in any part of the RFQ. Failure to include the above listed financial stability requirements will affect your scoring on the evaluation sheet.

7. Proximity to Area (10 points - Weighted value of 5 points)

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

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

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

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

Proposer provides responses to various interview panel questions.

NO FEE Proposal is to be included in your response to this RFQ

The Owner will not be liable for any costs incurred by the firm prior to the signing of a contract.

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

Phase 1				
No.	Evaluation Criteria	Rating (0-5)	Weight	Score (Rating * Weight)
1	Completeness of Response <ul style="list-style-type: none"> • Package submitted by the deadline • Package is complete (includes requested information as required per this solicitation) • Attachment B is complete, signed and notarized 	N/A	Pass/Fail	Pass/Fail
2	Overall Qualifications & Experience		15	
3	Organization & Approach		20	
4	Scope of Services - Discuss your Understanding of the Scope of Services (Section II) and task requirements to be performed TO INCLUDE THE FOLLOWING: <ol style="list-style-type: none"> a. Provide a statement that portrays the firm’s qualifications in relation to the Scope of Services. b. Main attributes that differentiate your firm from other competitors. c. Availability of various types of work shoes listed. d. Provide a catalog and include your pricing matrix in reference to the prices listed in the catalog. e. Provide a list of performance metrics to guarantee availability of the work shoes to be provided to Augusta. Include details on how you intend to stock your merchandise to handle the needs of the employees. f. Detail procedures for ordering special order shoes and out-of-stock shoes to include lead-time. g. Provide procedures for internal problem escalation such as back order and their process for notifying Augusta in the event of a problem. h. Communications skills – Interaction between staff and Augusta employees. To include response time and Account Manager responsibility. 		25	
5	References		5	
6	Financial Stability		10	
7	Proximity to Area <ol style="list-style-type: none"> a. Within Richmond County 10 points b. Within CSRA 6 points c. Within Georgia 4 points d. Within SE United States (includes AL, TN, NC, SC, FL) 2 points e. All Others 1 points 		10	
	(Optional – Numbers 8 and 9) Any Vendors that Receive Less Than a 3 Ranking in Any Category will not be considered for Phase II)	Rating (0-5)	Weight	Score (Rating * Weight)
8	Presentation by Team		10	
9	Q&A Response to Panel Questions		5	
Total:			100	

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

SECTION VII SELECTION PROCESS

This qualifications will be awarded to the responsive, responsible offerors meeting specifications. The Procurement Officer reserves the right to reject any or all RFQs or any part thereof, to waive informalities, and to accept the Proposal deemed most favorable to Augusta.

The Procurement Department will examine your qualifications to ascertain that all required documents are included, properly executed and in the correct quantity. Failure to meet these criteria **WILL** result in your qualifications submittal being deemed non-compliant and thus ineligible for further consideration.

A Selection Committee will review all QUALIFICATIONS submitted in response to this solicitation. Based upon the background information reported in the response, the Committee will determine whether the proposer is qualified or unqualified.

Using the Statements of Qualifications and the selection criteria, the Committee will rank the firms based upon the quality and content included in their Statement of Qualifications as well as a demonstrated understanding of the project and Augusta's requirements. Depending upon the number of qualifications received, **Augusta may request select firms to make presentations to the Selection Committee and field any questions they might have to clarify their qualifications and provide additional information.**

All contracts with the selected Firm(s) are subject to approval of the Administrator and/or Augusta, Georgia Commission.

Augusta, Georgia reserves the right to cancel or reject any or all RFQs, waive irregularities in any statement, accept or reject all or any part of any statement, waive any requirement of the qualifications, as may be deemed in the best interest of Augusta, Georgia.

Phase One Criteria (Identify short listed offerors only)

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

It is the intent of the Owner to conduct a fair and comprehensive evaluation of all qualifications received. **The contract will be awarded to the vendor who submitted qualifications that are most advantageous to the Owner; however, the department may choose to award to more than one vendor.**

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

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

Phase Two Criteria (If deemed necessary)

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

After an initial screening process, a technical question and answer conference or interview will be conducted, if deemed necessary, to clarify or verify the offeror's qualifications and to develop a comprehensive assessment of the qualifications.

Final Negotiations and Letting of the Contract

The Committee shall rank the technical qualifications. Award shall be made or recommended for award through the Augusta, Georgia Administrator, to the most responsible and responsive offeror whose qualifications are determined to be the most advantageous to Augusta, Georgia. No other factors or criteria shall be used in the evaluation. The contract file shall contain a written report of the basis on which the award is made/recommended.

The contract shall be awarded or let in accordance with the procedures set forth in this Section and the other applicable sections of this chapter. In making this decision, the Using Agency and the Procurement Director shall take into account the scope, the complexity, and the professional nature of the services to be rendered.

Should the Using Agency and the Procurement Director be unable to negotiate a satisfactory contract with the offeror considered the most responsible and responsive at a price for the Using Agency and the Procurement Director determines to be fair and reasonable to Augusta, Georgia; negotiations with that offeror shall be terminated. The Using Agency and the Procurement Director shall then undertake negotiations with the second most responsible and responsive short-listed offeror. If negotiations with the second most responsible and responsive short-listed offeror are unsuccessful, negotiations shall be terminated, and the Using Agency and the Procurement Director shall then undertake negotiations with the third most responsible and responsive short-listed offeror. Should Using Agency and the Procurement Director be unable to negotiate a contract with any of the short-listed offerors, the Using Agency, and the Procurement Director and the using agency may select from the additional offerors that were not short-listed in order of their responsibility and responsiveness and the Using Agency, and the Procurement Director may continue negotiations in accordance with this section until an agreement is reached.

The Firm(s) selected by the Evaluation Committee will be recommended to the Augusta Administrator and/or Augusta Commission for award. The contract will be awarded to the vendor who submitted qualifications that are most advantageous to the Owner; however, the department may choose to award to more than one vendor. Augusta reserves the right to award more than one contract

The Owner also maintains the right to negotiate with any firm, as necessary, to serve the best interests of Owner.

Do Not Include A Fee Proposal. Firms shall not include fee or cost information when responding to this solicitation. The vendor(s) are required as part of the evaluation process to supply a copy of your catalog and your pricing matrix which will allow the employees to be able to determine the prices of the various shoes, they are able to choose from.

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

Augusta, Georgia reserves the right to reject any or all RFQs, waive irregularities in any statement, accept or reject all or any part of any statement, waive any requirement of the qualifications, as may be deemed in the best interest of Augusta, Georgia.

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



Requisition # _____
(INTERNAL USE ONLY)

Work Shoes Purchase Voucher Form

RFQ Item #26-110 Work Shoes

(One pair of shoes per voucher)

Date: _____

Employee Name: _____ Employee ID #: _____

Augusta – Department Name: _____ GL Account # _____

Please properly fit the employee with safety shoes as indicated and render invoice to the account listed above.

Augusta contribution of \$ _____ will apply Balance paid by employee \$ _____

The employee is allowed to pay the difference at the time of purchase.

Authorized Department Level Signature

Employee Signature

Type of shoe to be purchased – All Shoes must be steel toe or composite toe shoes

To be completed by Authorized Department Personnel (choose all that MUST apply)

_____ Diabetic Shoe or Medical issued shoes (Doctor Notice Required listing the specific requirements)

_____ Steel Toe

_____ Composite Toe

_____ Electrical Hazard Puncture Resistant

_____ Puncture Proof

_____ Rubber Shoes

_____ Waterproof

_____ Nonslip

_____ Athletic Oxford

_____ Boots (11")

_____ Sports Joggers

_____ Oxford/Casual

Other: _____

Please return vendor's ticket with voucher

Pre-Qualified Retail Locations – Mark vendor choice below:

Vendor (1)
Vendor #
Vendor Name
Address
Phone #
Fax #
Store Hours

Vendor (2)
Vendor #
Vendor Name
Address
Phone #
Fax #
Store Hours

Vendor (3)
Vendor #
Vendor Name
Address
Phone #
Fax #
Store Hours

RESPONSE LETTER

PLEASE SUBMIT BY RESPONSE DUE DATE

RFQ 26-110	Work Shoes	Due: Wednesday, October 16, 2025 @ 1:00 p.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____