



Bid Specifications

Bid Item #26-111

Routine Maintenance Services & Emergency Maintenance Services to HVAC Systems - Annual Contract

For

Augusta, Georgia – Augusta Regional Airport

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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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.

Local Small Business Opportunity Program Ordinance Requirements

Local Small Business Opportunities Program Participation (Projects \$100,000 or more)

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

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 will be held for 26-083 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 waiveable 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, fax 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
cc: Tameka Allen, Administrator
Herbert Judon, Airport
Bruce Keller, Airport

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 #26-111 – HVAC Routine and Emergency Services – 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**

OFFICIAL BID RESULTS will Post within 5 Days

For Assistance: Please call (706) 821-2422

REV. 9/30/2021

INSTRUCTIONS TO SUBMIT

1.1 **Purpose:** The purpose of this document is to provide general and specific information for use by vendors in submitting a bid to supply Augusta, Georgia with equipment, supplies, and or services as listed above. All bids are governed by the Augusta, Georgia Code.

1.2 **Viewing the Augusta Code:** All bids are governed and awarded in accordance with the applicable federal and state regulations and the Augusta, Georgia Code. To view the Code visit Augusta’s website at www.augustaga.gov or <http://www.augustaga.gov/index.aspx?NID=685> **Guidelines & Procedures.**

1.3 **Compliance with laws:** The Proponent shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by federal, state or Augusta, Georgia statute, ordinances and rules during the performance of any contract between the Proponent and Augusta, Georgia. Any such requirement specifically set forth in any contract document between the Proponent and Augusta, Georgia shall be supplementary to this section and not in substitution thereof.

1.4 **Bids For All Or Part:** Unless otherwise specified by Augusta, Georgia or by the proponent, **AUGUSTA, GEORGIA RESERVES THE RIGHT TO MAKE AWARD ON ALL ITEMS, OR ON ANY OF THE ITEMS ACCORDING TO THE BEST INTEREST OF AUGUSTA, GEORGIA.** Proponent may restrict his bid to consideration in the aggregate by so stating but must name a unit price on each item submitted upon.

1.5 **All protest shall be made in writing to:**

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

1.6 **Local Vendor Preference:** The Local Vendor Preference policy shall only be applied to projects of one-hundred thousand dollars (\$100,000) or less and only when the lowest local qualified bidder is within 10% or \$10,000, whichever is less of the lowest non-local bidders.

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

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

A copy of this Order can be reviewed at www.augustaga.gov home page.

1.8 **Augusta, Georgia License Requirement:** For further information contact the License and Inspection Department @ 706 312-5050.

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

Utility Contractor License Number: If applicable, in accordance with O.C.G.A. §43-14, or be subjected to penalties as may be required by law.

1.9 **Terms of Contract:** (Check where applicable)
 (A) Annual Contract
 (B) One time Purchase.
 (C) Other



NOTICE TO ALL VENDORS

ADHERE TO THE BELOW INSTRUCTIONS AND DO NOT SUBSTITUTE FORMS

PLEASE READ CAREFULLY:

Attachment B is a consolidated document consisting of:

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

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

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

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

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

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

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

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

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

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

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

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

Rev. 4/09/21



Attachment B

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

Augusta, Georgia Augusta Procurement Department

ATTN: Procurement Director

535 Telfair Street, Suite 605

Augusta, Georgia 30901

Name of Proponent: _____

Street Address: _____

City, State, Zip Code: _____

Phone: _____ Fax: _____ Email: _____

Do You Have A Business License? Yes: _____ No: _____

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

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

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

General Contractor License # (Must Provide if applicable): _____

Additional Specialty License # (Must Provide if applicable): _____

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

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

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

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

Statement of Non-Discrimination

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

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

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

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

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

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

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

Non-Collusion of Prime Proponent

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

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

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

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

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

Rev. 8/11/25



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.

REV. 7/12/2015



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

Local Vendor Registration Form

- (a) Augusta, Georgia encourages the use of local suppliers of goods, services and construction products whenever possible. Augusta, Georgia also vigorously supports the advantages of an open competitive marketplace. Nothing in this Section shall be interpreted to mean that Augusta, Georgia Administrator or Procurement Director are restricted in any way from seeking formal bids or proposals from outside the Augusta market area.
- (b) The Local Vendor Preference policy shall only be applied to projects of one-hundred thousand dollars (\$100,000) or less and only when the lowest local qualified bidder is within 10% or \$10,000, whichever is less of the lowest non-local bidders. The lowest local qualified bidder will be allowed to match the bid of the lowest non-local bidder and, if matched, the lowest local qualified bidder will be awarded the contract.

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

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

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

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

Notice To All Bidders (PLEASE READ CAREFULLY)

Shall apply to ALL Bids regardless of the dollar amount

In accordance with the Commission Action on 7/25/24 and the adoption of Ordinance No. 7945 Chapter 10C of the AUGUSTA, GA, CODE, Contractors agree to collect and maintain all records necessary to Augusta, Georgia to evaluate the effectiveness of its Minority and Women Owned Business Enterprise Program and to make such records available to Augusta, Georgia upon request. The requirements of the Minority and Women Owned Business Enterprise Program can be found at www.augustaga.gov. In accordance with AUGUSTA, GA. CODE, Contractors shall report to Augusta, Georgia the total dollars paid to each subcontractor, vendor, or other business on each contract, and shall provide such payment affidavits, regarding payment to subcontractors, if any as required by Augusta, Georgia. Such utilization reports shall be in the format specified by the Director of Compliance and shall be submitted at such times as required by Augusta, Georgia. Required forms can be found at www.augustaga.gov. If you need assistance completing a form or filing information, please contact the M/WBE Program office at (706) 821-2406. Failure to provide such reports within the time period specified by Augusta, Georgia shall entitle Augusta, Georgia to exercise any of the remedies set forth, including, but not limited to, withholding payment from the Contractor and/or collecting liquidated damages.

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

Minority and Women Owned Business Enterprise Program (Continued)

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

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

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

Good Faith Efforts (GFE) Requirements and Guidance

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

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

Bid Documents

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

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

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

Sec. 1-10-154. Exceptions

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

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

For questions and or additional information, please contact:

Minority-Owned and Women-Owned Business Enterprise Program

535 Telfair Street, Suite 530

Augusta, Georgia 30901

(706) 821-2406

mwbe@augustaga.gov

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

REV. 9/6/24

**Bid Item #26-111 - Routine Maintenance Services & Emergency Maintenance Services
to HVAC Systems - Annual Contract**

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

INTRODUCTION:

Augusta Regional Airport is seeking bids from responsible vendors to supply routine maintenance service and emergency maintenance services to the HVAC Systems for the Augusta Regional Airport. Your submittal should respond to, and be based on, the information included in this Invitation to Bid.

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, 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.**
3. Bid Quote to be F.O.B. Destination. Cost of delivery is to be included in the price of each item. **No additional delivery charges will be allowed. No request for increases will be allowed to include tariff increase request.**
4. Routine hours must be between the hours of 7:30 a.m. – 4:00 p.m., Monday – Friday. **Vendor must have a fixed office or distribution point within the geographic limits of Augusta, Georgia.**
5. This bid is for one year (1) with a possible **four-year option renewal**. All bid prices are to be guaranteed from awarded 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.**
6. The Augusta Regional Airport cannot accept any billing or delivery of any item before January 2, 2026.
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.
8. The Owner may make such investigations as he deems necessary to determine the ability of the bidder to perform the work and the bidder shall furnish to the Owner all such information and data for this purpose as the Owner may request. The Owner reserves the right to reject any bid if the evidence submitted by or investigation of such bidder fails to satisfy the Owner that such bidder is properly qualified to carry out the obligations of the Agreement and complete the work contemplated therein.
9. The Owner will not be liable for any costs incurred by any firm prior to receiving the Notice of Award.
10. **A conditional or qualified bid will not be accepted. Award will be made as a whole to one bidder.**
11. The Owner reserves the right to consider proposals or modification thereof received at any time before the award is made, if such action is in the interest of the Owner.
12. Each bidder is responsible for reading and being thoroughly familiar with the specifications. 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.
13. No bids may be withdrawn for a period of ninety (90) days after bids have been opened, pending the execution of contract with the successful bidder. After bids have been submitted, the bidder shall not assert that there was a misunderstanding concerning the nature of the work to be done.

14. No substitutes will be accepted where no substitutes are listed. No substitutions will be accepted, after samples accepted.
15. All interested firms are required to meet Federal, State and Local laws and regulations.
16. Delivery will be to the Augusta various locations directed by the director at the time an order is placed.
17. 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.
18. Award will be made to one bidder for entire quantities and/or individual bid items.
19. Augusta reserves the right to reject any and/or all bids, or any part thereof.
20. 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.
21. **ORDER WILL BE PLACED ON "AS NEEDED BASIS" ACCORDING TO NEED AND THE CURRENT INVENTORY LEVELS.**
22. Contractor will respond within 2 hrs. of receiving a call for repair service based on 24 hrs. a day (7) days a week dependent on the emergency. If deemed the situation can wait to the next day at the regular start hours of the contractor or later than the required 2 hr. response time, then they will be informed by airport.
23. **Past Performance:** Vendor's past performance shall be taken into consideration in the evaluation and award of this solicitation.
24. **Bidder must provide one (1) original of their bid packages and one (1) USB.**
25. Bid award will be based on lowest responsive and responsible bidder meeting specifications.
26. **BRAND NAME STATEMENT:** Any reference to brand names, trade names, model numbers or other description peculiar to specific brand products is made to establish a required level of equality and functional capabilities; it not intended to exclude other products of that level. Comparable products of other manufactures will be considered if proof of comparability is contained in the bid. It shall be the responsibility of the bidders, to furnish with their bid such specifications, catalog pages, brochures, of the quality and functional capability of the product offered. Augusta, Georgia may request samples of any bidders prior to bid award. Failure to provide this data or the requested samples may be considered valid justifications for the rejection of the bid.

**Bid Item #26-111 - Routine Maintenance Services & Emergency Maintenance Services
to HVAC Systems Annual Contract**
Bid Due: Thursday, October 23, 2025 @ 11:00 a.m.

SECTION 011000 – DIVISION 1 GENERAL CONDITIONS

PART 1 – GENERAL

1.1 RELATED DOCUMENTS

- A. General provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. Section Includes:

1. Service information
2. Work covered by specification documents.
3. Access to site. Badging
4. Licensing of Technicians / Insurance

B. SERVICE INFORMATION

Service Identification: HVAC Routine & Emergency Services Annually

Location: 1501 Aviation Way Augusta, GA 30906

Owner: Augusta Regional Airport

Service Timeline: This bid is for one year (1) with a possible **four-year option renewal**. All bid prices are to be guaranteed from awarded 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.

Award: Augusta reserves the right to reject any or all bids or to accept any individual item listed. **Bid award will be based on lowest most responsive bidder meeting specifications.**

C. WORK COVERED BY SPECIFICATION DOCUMENTS

See **Division 23 00 06** General HVAC requirements

D. ACCESS TO SITE. BADGING REQUIREMENTS

The selected contractor will be responsible to respond to emergency issues 24 hrs. 7 days a week as the airport operates on same schedule. Once call is placed, contractor must respond within 2 hrs. on site.

Routine preventative maintenance may be performed M-F 7:30 am to 4:00 pm.

All personnel working in the secured area must acquire a **Red SIDA badge** by being fingerprinted and filling out the security application. Once approved they must attend the 6 hr. training class on site. The airport will pay the charges to acquire the badge.

Contractor is responsible to have the same technicians servicing so as they are familiar with buildings and locations of equipment. Airport personnel will not be dispatched after the 1st service quarter to retrain new contractor personnel.

E. LICENSING OF TECHNICIANS / INSURANCE

All contractors bidding on this contract must be licensed in the State of Georgia and employ technicians licensed by the State of Georgia to perform HVAC work according to the laws of Georgia. The selected contractor will need to supply copies of their HVAC license and the technician's licenses who will be working at the airport. Also copies of all EPA Certifications for the handling of Freon.

The selected contractor will be required to furnish yearly certificates of insurance to the Director of Facility Maintenance meeting the threshold limits as stated by the airport authority.

DIVISION 23 Heating, Ventilation and Air Conditioning (HVAC)

23 06 00 – GENERAL HVAC REQUIREMENTS

1. SCOPE OF HVAC SERVICE WORK

1.1 Service Objective

Contractor shall be responsible for ensuring that the HVAC equipment in the service areas are operating properly and efficiently to provide interior environments that are properly ventilated, heated, and cooled.

Contractor will be responsible to work with Johnson Controls from time to time as the facility is controlled by a (BMS) named Metasys.

2.2 Services Required

2.2.1 Contractor shall provide routine maintenance services (PM) and emergency on-call services for existing HVAC equipment.

2.2.2 Contractor shall furnish qualified labor, parts, tools, equipment to perform all.

2.2.3 HVAC Routine Maintenance: Hours being 7:30 a.m. to 4:00 p.m. Contractor shall furnish complete maintenance service including but not limited to the following services:

2.2.3.1 Quarterly preventative maintenance scheduled service visits per year for each of the existing HVAC units listed on the following page 6 as Exhibit 1. Item 2.2.3.1 thru 2.2.3.4 is under the heading of routine maintenance.

- A.) Preseason (June) cleaning of all condenser coils and or if needed during the year with an environmentally friendly approved coil cleaner
- B.) Replacement of all belts WHERE APPLICABLE in (June) annually and if broken during that calendar year included in routine maintenance.
- C.) Replacement of all air filters (4x in 12-month period) at each visit and if needed throughout anytime on any unit during the calendar year.
- D.) Lubricate all moving parts where applicable during each visit.

- E.) Check and record pressures of all units with results to owner during visit (2) times a year. (Beginning and End visits)
- F.) Calibrate thermostats and controls if needed during the visit.
- G.) Inspect gas heating chamber and clean combustion ventilation flue area of debris
- H.) Service visits to occur as follows: JUNE, SEPTEMBER, DECEMBER, and MARCH.
- I.) Service materials such as belts, filters, lubricants, and coil cleaning supplies along with labor are deemed included in the contract for routine maintenance.
- J.) All used materials (filters, belts, etc.) used during routine maintenance visits will be left with airport maintenance personnel for disposal.

2.2.3.2 Provide service reports documenting work performed. Contractor to notify airport personnel they are on site. Service reports must be initialed by airport personnel upon arrival (time in) and initialed upon departure (time out). Copy of report to airport upon leaving.

2.2.3.3 Repair labor and repair parts beyond the scope of 2.2.3.1 when found at time of visit or at time when called in for a normal service call, estimate must be pre-approved by airport personnel prior to work being performed. Estimate to list separate charges for labor hours and rate along with breakout of charges for materials.

2.2.3.4 No spare parts, filters, and or cleaning chemicals will be allowed to be stored at the airport's facility under this contract.

2.2.3.5 Fees on the Price Sheet are to include monthly billing for the required quarterly service schedule.

2.2.4 Emergency Maintenance Service: Contractor will respond within 2 hrs. of receiving a call for repair service based on 24 hrs. a day (7) days a week dependent on the emergency. If deemed the situation can wait to the next day at the regular start hours of the contractor or later than the required 2 hr. response time, then they will be informed by airport.

2.2.4.1 The airport will be responsible for the cost of all equipment repairs including labor and materials, which are not covered by routine maintenance. Contractor will provide a cost estimate for approval by airport personnel. Estimate to list separate charges for labor hours and rate along with breakout of charges for materials.

2.2.4.2 Contractor will provide a (1) year warranty on all labor and materials for any repairs and services.

2.3 Facility Buildings Being Serviced

2.3.1 The services described in the prior articles will be performed in the following buildings:

- (A.) COMMERCIAL TERMINAL
- (B.) FIXED BASED OPERATOR (FBO)
- (C.) HANGAR ONE
- (D.) HANGAR TWO
- (E.) WEATHER BUILDING
- (F.) FIRE STATION (ARFF)
- (G.) GATE 1 & GATE 5 PASSENGER BRIDGE AIR UNITS

(H.) PARKING BOOTH

(I.) MAINTENANCE BUILDING

**2.3.1.1 See Exhibit 1 & 2 on following pages for HVAC Equipment List and Pricing Details
Respectively.**

EXHIBIT 1

Building	MFG.	MODEL #	UNIT#
AREA 1:	AAON SPAC #1	63452	26
Commercial Terminal	AAON SPAC #2	63452	27
Holding	Carrier SPHP -2	5OTFQ016-621CD	28
	Carrier IDAC - 1		
AREA 1:	AAON SPAC #4	EM-U30-3-0-AA02-262	21
Commercial Terminal	AAON SPAC #5	RN-040-3-0-AA02-282	22
Baggage Claim North End	CARRIER	1906E36711	23
IT & Elevator Closets & Stairwell	Mitsubishi	3 Mini-Spilt Units	
NOTE: NO SPAC #3			
AREA 1:	YORK SPAC #6		18
Commercial Terminal	AAON SPAC #7	RM 050-3-0-AA02-2A2	17
Ticket Area South End	CARRIER SPHP-1		19
2 nd Floor IT Closet & Stairwell	Mitsubishi	3 Units	

Building	MFG.	MODEL #	UNIT#
AREA 2:	TRANE	TTA240E400AA	12
(FBO) Fixed Based	TRANE	TTA240E400AA	13
Operator	Mitsubishi	2 Units	14 & 15
AREA 3:	RHEEM	RH1TG0245STA1NA	10 & 11
Weather Building			
AREA 4:	CHAMPION	AVV61CE421A	8 & 9
Hangar 1			
AREA 5:	TRANE	TWAD48D300A1	4 & 6
Hangar 2	TRANE	TWAD48D300A1	5 & 7
AREA 6 :	York		1
Fire Station (AARF)	Mitsubishi	2 Mini-Split Units	2

Exhibit 2

PRICE SHEET

Building		First Three Years Costs		First Option Costs		Second Option Costs	
		Annual	Monthly	Annual	Monthly	Annual	Monthly
<p>Preventative Maintenance - The firm proposes to provide the preventative maintenance as referenced in this Invitation to Bid at the following quoted lump sum prices per area:</p>							
Area 1:	Commercial Term.						
Area 2:	FBO						
Area 3:	Weather Bldg.						
Area 4:	Hanger One						
Area 5:	Hanger Two						
Area 6:	Fire Station						
Area 7:	Gate 1 & 5						
Area 8:	Parking Booth						
Area 9:	Maint. Bldg.						
Total Annual Cost							
<p>Emergency Maintenance Service – Per hour rates</p>							
Rate for Emergency Call (per Hour)		TECH.	HELPER	TECH.	HELPER	TECH.	HELPER
Rate for Routine Call (per hour)		TECH.	HELPER	TECH.	HELPER	TECH.	HELPER

Bid Submitted By:

Name: _____

Company: _____

Address: _____

City/State: _____ **Zip Code:** _____

Telephone: _____ **Fax:** _____

Email: _____

Signature: _____

Must Be Signed by An Authorized Company Representative

YOU MUST COMPLETE AND RETURN WITH YOUR SUBMIT

NO RESPONSE LETTER

please submit by response due date

BID 26-111	Routine Maintenance Services & Emergency Maintenance Services to HVAC Systems	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____