



**FEDERAL**

## **RFP Item #26-151**

February 19, 2026

### **Water Meter Test Equipment**

For

Augusta-Richmond County (herein "Augusta")  
On behalf of the Augusta Utilities Department  
Located at 452 Walker Street, Suite 200 Augusta, GA 30901

**RFP Due: Monday, March 30, 2026 @ 11:00 a.m.**

**Andy Penick**  
Director of Procurement  
535 Telfair Street, Room 605  
Augusta, Georgia 30901

## Request for Proposals

Request for Proposals will be received at this office until **Monday, March 30, 2026 @ 11:00 a.m.** RFP openings are open to the public in the Procurement Department located at 535 Telfair Street, Suite 605, Augusta, GA 30901, and additionally via Teams meeting ID: 295 624 629 146 54; Passcode: 2dA6Y9n9 for furnishing:

### **RFP Item #26-151      Water Meter Test Equipment for Augusta, GA- Augusta Utilities Department**

No submittal will be accepted by email. All submittals must be received during our normal office hours from 8:30 a.m. to 5:00 p.m., Monday through Friday. No proposals may be withdrawn for a period of ninety (90) days after proposals have been opened, pending the execution of contract with the successful bidder.

Bid documents, and all Addenda, may be viewed on the Augusta, Georgia website under the Procurement Department ARCBid menu– (<http://appweb2.augustaq.ga/NewARCBid/ARCBid.html>), and DemandStar™ website located at <https://network.demandstar.com>. Bidders must mark the ITB number on the outside of the submittal envelope.

Mandatory pre-proposal conference will be held in person at 452 Walker Street, Augusta, Ga 30901 and via TEAMS Meeting ID: 260 984 430 009 76; Passcode: Gn7za9zx. on **Monday, March 16, 2026 @ 10:00 a.m.** Optional site visit will follow. Please contact Dean Meyer at 706-312-4139 if interested.

Questions or requests for clarifications must be submitted to the Procurement Department on or before the close of business **Tuesday, March 17, 2026 @ 5:00 P.M.**

Augusta, Georgia Procurement Department  
Attn: Jamye Mortley  
Phone: 706-821-2422  
Email: [procbidandcontract@augustaga.gov](mailto:procbidandcontract@augustaga.gov)

GEORGIA E-Verify and Public Contracts: The Georgia E-Verify law requires contractors and all sub-contractors on Georgia public contract for the physical performance of services over \$2,499 in value to enroll in E-Verify.

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

Publish:  
Augusta Chronicle      February 19, 26 and March 5, 12, 2026

## **PROCUREMENT DEPARTMENT ELECTRONIC TEAMS INFORMATION**

The Augusta, Georgia Procurement Department conducts Public RFP Pre-Proposal Conferences and Openings to award quality contracts for Augusta. RFP openings are open to the public in the Procurement Department located at 535 Telfair Steet, Suite 605, Augusta, GA 30901, and additionally via Teams.

### **ELECTRONIC RFP INSTRUCTIONS**

RFP 26-151 Mandatory RFP Pre-Proposal Conference- will be held in person  
at 452 Walker Street, Augusta, Ga 30901 and via Teams  
Monday, March 16, 2026 @ 10:00 a.m.

#### **TEAMS RFP Opening:**

1. Go to <https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting> and enter **meeting ID: 260 984 430 009 76**
2. **Passcode: Gn7za9zx**

RFP 26-151 openings are open to the public in the Procurement Department  
located at 535 Telfair Steet, Suite 605, Augusta, GA 30901,  
and via Teams  
Monday, March 30, 2026 @ 11:00 a.m.

#### **TEAMS RFP Opening:**

3. Go to <https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting> and enter **meeting ID: 295 624 629 146 54**
4. **Passcode: 2dA6Y9n9**

## 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 proposal to supply Augusta, Georgia with equipment, supplies, and or services as listed above. All proposals are governed by the Augusta, Georgia Code.
- 1.2 **Viewing the Augusta Code:** All proposals are governed and awarded in accordance with the applicable federal and state regulations and the Augusta, Georgia Code. To view the Code visit Augusta's website at [www.augustaga.gov](http://www.augustaga.gov) or <http://www.augustaga.gov/index.aspx?NID=685> [Guidelines & Procedures](#).
- 1.3 **Compliance with laws:** The Proposer 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 Proposer and Augusta, Georgia. Any such requirement specifically set forth in any contract document between the Proposer and Augusta, Georgia shall be supplementary to this section and not in substitution thereof.
- 1.4 **Bids For All Or Part:** Unless otherwise specified, County reserves The Right To make an award(s) for all items, or categories, or specific line items, to one or more bidders. Bidder may restrict their bid to consideration in the aggregate by so stating but must name a unit price on each item submitted upon.
- 1.5 **All protests shall be made in writing to:**
- Attn: Andy Penick,  
Procurement Director  
535 Telfair Street, Suite 605  
Augusta, GA 30901  
Email: [procbidandcontract@augustaga.gov](mailto:procbidandcontract@augustaga.gov)
- 1.6 **Augusta, Georgia License Requirement:** For further information contact the License and Inspection Department @ 706 312-5050.
- Provide General Contractors License Number**, if applicable.
- Provide Utility Contractor License Number**, if applicable.
- 1.7 **Terms of Contract:** (Check where applicable)
- (A) Annual Contract
- (B) One time Purchase
- (C) Multi-year



## NOTICE TO ALL VENDORS

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

**PLEASE READ CAREFULLY:**

**Exhibit A 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 Bidder/Offeror
5. Conflict of Interest
6. Contractor Affidavit and Agreement (E-Verify User ID Number must be provided)

**Exhibit A Must be Notarized & Two (2) Pages Must be returned with your submittal.**

**Business License Requirement:** Bidder 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. If your Governmental entity (State or Local) does not require a business license, your company will be required to obtain an Augusta-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 Exhibit A.

**E-Verify \* User Identification Number (Company I.D.):** Vendor must provide the E-Verify affidavit with their bid.

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 (Systematic Alien Verification for Entitlements Program)** (Must Be Returned With Your Submittal)

**The successful vendor 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. E-Verify MOU (Memorandum of Understanding)



Exhibit A

Augusta, Georgia Augusta Procurement Department

ATTN: Procurement Director

535 Telfair Street, Suite 605

Augusta, Georgia 30901

Name of Proposer: \_\_\_\_\_

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

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

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

Where/How did you hear about this solicitation? \_\_\_\_\_

Attach a copy of your Business License and your General Contractor License.

If applicable, provide a copy of the following:

Utility Contractors License - MUST BE LISTED ON FRONT OF ENVELOPE

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 Proposer

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.

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](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**

**\*\* (E-Verify Number)** \_\_\_\_\_

\_\_\_\_\_  
**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**

**NOTARY COMMISSIONING**

**Subscribed and sworn before me on this** \_\_\_\_\_ **day of** \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
**Notary Public** **My Commission Expires:** \_\_\_\_\_ **NOTARY SEAL**

The undersigned further agrees to submit a notarized copy of Exhibit A, 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 two (2) pages of Exhibit A 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 proposal for an Augusta, Georgia contract for

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

**NOTARY COMMISSIONING**

Subscribed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

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

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

**NOTARY SEAL**

**THIS FORM MUST BE COMPLETED, NOTORIZED 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: \_\_\_\_\_

**NOTARY COMMISSIONING**

Subscribed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

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

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

**NOTARY SEAL**

**RETURN FORM 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](http://www.augustaga.gov). In accordance with AUGUSTA, GA. CODE, Contractors shall report to Augusta, Georgia the total dollars paid to each subcontractor, vendor, or other business on each contract, and shall provide such payment affidavits, regarding payment to subcontractors, if any as required by Augusta, Georgia. Such utilization reports shall be in the format specified by the Director of Compliance and shall be submitted at such times as required by Augusta, Georgia. Required forms can be found at [www.augustaga.gov](http://www.augustaga.gov). If you need assistance completing a form or filing information, please contact the M/WBE Program office at (706) 821-2406. Failure to provide such reports within the time period specified by Augusta, Georgia shall entitle Augusta, Georgia to exercise any of the remedies set forth, including, but not limited to, withholding payment from the Contractor and/or collecting liquidated damages.

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

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

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

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

The GSC shall not establish subcontracting goals on contracts where (a) there are no subcontracting opportunities identified for the contract; or (b) there are not at least three (3) MBE and/or WBE firms that are available and capable to perform a CUF for the overall subcontracting opportunities on the contract. or 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 proposers to submit with their bid the following written documents, statements, or forms, which shall be made available by the Procurement Department.

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

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

**Sec. 1-10-154. Exceptions**

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

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

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

Minority-Owned and Women-Owned Business Enterprise Program  
535 Telfair Street, Suite 530  
Augusta, Georgia 30901  
(706) 821-2406  
[mwbe@augustaga.gov](mailto:mwbe@augustaga.gov)  
Website: <https://www.augustaga.gov/83/Disadvantaged-Business-Enterprise>

**Rev. 9/6/2024**

# **SECTION 1**

## **Purpose of the Request for Proposals**

### **1.1 Introduction and Background**

The Augusta Utilities Department (AUD) in Augusta, Georgia (Augusta) provides water and sewer services to the residents of Augusta and bills for these services through nearly 75,000 customer accounts. Augusta-Richmond County sees steady annual growth in both population and utilities customers.

AUD is in the process of upgrading our metering system from Positive Displacement water meters with a combination of manual and AMR endpoints to a full cellular AMI solution paired with AWWA C715 compliant Ultrasonic water meters.

### **1.2 Scope of Services**

AUD is requesting bids for a computerized, automated, gravimetric water meter test bench system. The system should be fully automated and able to test 5/8 x 3/4, 1, 1.5, and 2 inch water meters. The system must be upgradable to include a close loop recirculation system including a filtration and chlorination system and recirculation and feed pumps capable of providing variable flow rates and specified pressures. The supplier shall be responsible for providing installation, calibration, certification, training, and continued after-sale support by manufacturer-certified technicians.

The proposed solution must include all items listed in the requirements as mandatory. Should it be discovered that a proposer falsely claimed the existence or current operational state of any required item it shall be grounds for disqualification of the proposal or if discovered after award for the immediate termination of any contract with all funds refunded immediately upon dissolution of the contract.

**Term:** One time purchase to include an annual software and maintenance proposal for a total of five years.

## **SECTION 2**

### **Instructions to Proposers**

### **2.1 Obligations of Proposers**

AUD assumes no responsibility for any costs incurred by any Proposer in responding to this RFP. Your good faith response assumes the requested information is solicited without the creation of any obligation between parties, explicit or implied. Augusta will conduct a thorough investigation and evaluation of all responses.

### **2.2 Pre-Proposal Conference**

Mandatory pre-proposal conference will be held in person at 452 Walker Street, Augusta, Ga 30901 and via TEAMS Meeting ID: 260 984 430 009 76; Passcode: Gn7za9zx. on Monday, March 16, 2026 @ 10:00 a.m. Optional site visit will follow. Please contact Dean Meyer at 706-312-4139 if interested. Representatives from AUD and Augusta Procurement will be available for discussion and questions during the conference. The purpose of the conference is to provide assistance in the interpretation of the RFP and answer other technical or contractual matters.

Nothing stated or discussed during the course of this conference shall be construed to modify, alter, or change the requirements of the RFP unless it shall be subsequently incorporated into an addendum to the RFP. All questions asked during the conference deemed pertinent by Augusta shall be submitted in writing and will be addressed in an addendum following the conference.

### 2.3 Tentative Proposal Selection Schedule

<u>Activity</u>	<u>Date</u>
RFP Issued	2/19/2026
Pre-Proposal Conference	3/16/2026 @ 10:00 a.m.
Deadline for Questions to Augusta	3/17/2026 @ 5:00 p.m.
Proposals Due	3/30/2026 @ 11:00 a.m.
Preferred Proposals Selected	4/14/2026
Vote of Acceptance from Augusta Commission	5/5/2026
Award and Notice to Proceed	5/15/2026

### 2.4 Preparation and Submission of Proposals

Proposals with pricing information must be submitted in the prescribed format. Failure to comply with directions in this RFP or omission of requested information could result in disqualification a proposal. Proposals are to be submitted in a sealed envelope, clearly marked:

**“RFP 26-151 Water Meter Test Equipment”**

Proposals and pricing to be submitted to:

**Attn: Andy Penick,  
Procurement Director  
535 Telfair Street, Suite 605  
Augusta, GA 30901**

Request for Proposals will be received at this office until **Monday, March 30, 2026 @ 11:00 a.m.** RFP openings are open to the public in the Procurement Department located at 535 Telfair Steet, Suite 605, Augusta, GA 30901, and additionally via Teams meeting ID: 295 624 629 146 54; Passcode: 2dA6Y9n9. One (1) un-bound original proposal and one (1) electronic copy on USB flash drive. You are also to submit in a separately sealed envelope, one (1) unbound original Cost Proposal and one (1) electronic copy on USB flash drive. Failure to conform to this requirement may be grounds for disqualification. Faxed or e-mailed proposals and pricing information are not acceptable.

Mandatory pre-proposal conference will be held in person at 452 Walker Street, Augusta, Ga 30901 and via TEAMS Meeting ID: 260 984 430 009 76; Passcode: Gn7za9zx. on **Monday, March 16, 2026 @ 10:00 a.m.** Optional site visit will follow. Please contact Dean Meyer at 706-312-4139 if interested.

Questions or requests for clarifications must be submitted to the Procurement Department on or before the close of business **Tuesday, March 17, 2026 @ 5:00 P.M.**

Augusta, Georgia Procurement Department  
Attn: Jamye Mortley  
Phone: 706-821-2422  
Email: [procbidandcontract@augustaga.gov](mailto:procbidandcontract@augustaga.gov)

No organization is to discuss any aspect of this RFP with any Augusta employee without approval of the Procurement Department. This is to ensure that all prospective respondents have the same level of knowledge relative to the required services as well as ensuring the additional data is made available to all proposers.

Proposals received will become the property of Augusta and shall be used as they see fit. All information contained in the Proposals will remain confidential until after a contract is signed. Augusta reserves the right to cancel the RFP, to reject any and all responses received, and to waive any technicalities or other minor

informalities if it determines, at its sole discretion, that such cancellation or rejection is in the best interests of Augusta.

## **2.5 Addenda, Questions, and Interpretations**

Augusta reserves the right to cancel the RFP or to eliminate parts thereof if it determines, at its sole discretion, that such cancellation or elimination is in the best interest of Augusta.

Augusta reserves the right to amend this RFP by addenda prior to the date set for receipt of the submission of proposals. Addenda or amendments will be posted on Augusta's website. All such addenda shall become part of the RFP and all Proposers shall be bound by such addenda. Addenda, including postponement of the date for receipt of proposals, may be issued up to 5 days prior to the date the proposals are due.

Proposing firms shall promptly notify Augusta of any omission, ambiguity, inconsistency or error that they may discover upon examination of the RFP.

Augusta will not be bound by any information, explanation, clarification, or any interpretation, oral or written, by whosoever made, that is not incorporated into an addendum to the RFP. No response will be made to inquiries received after the RFP questions deadline.

## **2.6 Protest Procedures**

Right to Protest: Any actual firm who is aggrieved in connection with the solicitation or award of a contract may protest to the Procurement Director. The protest shall be submitted in writing within five (5) days after such aggrieved person knows or should have known of the facts given rise thereto. The protest must be accompanied by a detailed statement indicating the reasons for such protest.

The Procurement Director shall have authority to settle and resolve a protest of an aggrieved offeror concerning the solicitation or award of a contract. If the protest is not resolved by mutual agreement, the Procurement Director shall issue a decision in writing within 10 days. The decision shall state the reasons for the action taken. This decision shall be final and conclusive, unless the firm appeals administratively within 5 days after receipt of decision to the Augusta Georgia Board of Commissioners. Any protest taken to the Board or court shall be subject to the protestant paying all administrative costs, attorney fees, and court costs should it be determined that the protest is without standing.

## **2.7 Modification and Withdrawal of Proposals**

No RFP may be withdrawn for a period of 90 days after bids have been opened, pending the execution of contract with the successful bidder(s). Proposals may be withdrawn after they have been submitted, but only before the deadline established for receipt of Proposals. Withdrawn proposals may be resubmitted but only in the manner in which the proposal was originally submitted. Withdrawals must be signed by the Proposer(s) and must be received by Augusta no later than the deadline.

## **2.8 Rejection of Proposals**

Augusta reserves the right to reject any and all responses to the RFP with reasonable explanation, and/or to waive any informalities in evaluating the RFP responses if it deems this to be in the best interest of Augusta, its customers, and the general public. Augusta reserves the right to qualify Proposers as it deems in its best interest.

Augusta will not award a contract to a Proposer who fails to furnish evidence satisfactory to Augusta that it has the ability, equipment, and experience to furnish the kind and quality of materials and services required, that it has furnished materials and services of similar character and magnitude, and that it has sufficient capital and plant to enable it to prosecute this project successfully within the time limit given for this contract. Intending

vendors who cannot fully satisfy these requirements are requested not to submit a proposal. Failure to qualify in this respect may be considered sufficient cause to reject any proposal whatsoever.

Additionally, Augusta reserves the right to disqualify Proposers, before and after the opening of proposals, upon evidence of collusion with intent to defraud or other illegal practices upon the part of any Proposer(s).

## 2.9 Proposal Contents

Proposals must be organized and provided in a clear and concise format. Vendors are to submit one (1) un-bound original proposal and one (1) electronic copy on USB flash drive. You are also to submit in a separately sealed envelope, one (1) unbound original Cost Proposal and one (1) electronic copy on USB flash drive. The information shall be provided in the order listed below and font size shall not be smaller than 11 pt. font. Sections shall be divided by tabs for ease of reference or bookmarked in PDF, and pages shall be consecutively numbered. Technical proposals shall not exceed fifty (30) single-sided pages in length.

### The Proposal shall include the following:

- **Title Page** – List the RFP title, the name of the Proposer, managing office address, telephone number, name and email address of primary contact, and date.
- **Table of Contents** – Include a clear identification of the material included in the proposal by page number.
- **Procurement Documents** - All documents required under the Augusta Procurement regulations and procedures, properly executed and notarized as required (Exhibit A and Save Form). The notary seal shall be visible on the original and all copies. Attach a copy of your current business license and your general contractor license.
- **Letter of Interest** – Two (2) pages maximum indicating the Proposer understands the scope of work requested, commits to provide the required services, and providing the name(s) and contact information of the authorized representative(s) for the Proposer’s organization.
- **Textual response**, including annotations as needed. Provide details on the water meter testing equipment you are proposing.
- **Summary of exceptions to requirements.** List all exceptions. Language such as “Proposer would like to discuss” may be considered an exception by Augusta.
- **Details of exceptions.** Language such as “Proposer would like to discuss” may be considered an exception by Augusta. Proposer shall briefly state the reason for the exception and provide alternative language in the case of an exception.
- **References** - All proposers shall include the name, address, e-mail, fax, and telephone numbers of at least three (3) clients for whom projects similar in size and scope have been completed. Contact information should be current.
- **Financial Data** - 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 a letter, on the financial institution’s letterhead, stating financial stability.
  - c. statement regarding the firm’s financial stability, including information as to any current or prior bankruptcy proceedings.
  - d. A Dun & Bradstreet (D&B) Supplier Evaluation Report (SER), or similar type report. All costs associated with this report shall be borne by the Proposer.
  - e. Is there, or within the last three (3) years has there been, any litigation or governmental or regulatory action pending or threatened against your organization that might have a bearing on your ability to provide services to Augusta? If so, identify and describe each such lawsuit or proceeding.

- f. Identify any and all lawsuits filed during the past five (5) years in which a business or government customer of your organization has claimed that your organization failed to properly provide any aspect of the type of services included in this bid.

If the Proposer is an incorporated subsidiary or joint venture, Proposer shall include relevant financial information of its parent companies.

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

- **Cost proposal.** One (1) unbound original Cost Proposal and one (1) electronic copy of cost proposal on USB flash drive are to be submitted in a separately sealed envelope with the following information on the outside of it: Fee Proposal for RFP 26-151 Water Meter Testing Equipment.

## **2.10 Trade Secrets**

Pursuant to Georgia law, any trade secrets that are required by law, regulation, bid, or request for proposal to be submitted to Augusta are exempt from disclosure under the Open Records Act. However, this exemption applies only in specific circumstances. If records containing trade secrets are submitted to Augusta, and the submitting company wants to protect the trade secrets contained in those records from disclosure, an affidavit must be attached to the records stating that specific information in the records is a trade secret. **See Trade Secret Affidavit on page 9.**

Please note, a company cannot merely mark otherwise open records with “confidential” or “proprietary” in order to protect such records from disclosure. The affidavit must be submitted with the records when they are first provided to Augusta, and the affidavit should affirmatively declare that specific information in the records constitute trade secrets pursuant to Georgia Code, Title 10, Chapter 1, Article 27, §§10-1-760 – 10-1-767.

The submitted affidavit should clearly identify the information and/or records that constitute trade secrets and must provide the specific location of such trade secrets in the records submitted (i.e. page(s), section(s), etc.). If Augusta does not receive an affidavit identifying specific information as trade secrets, the trade secret exemption will not apply. Upon receiving a request for such records under the Open Records Act, Augusta will respond in accordance with The Georgia Open Records Act, §50-18-70, and other applicable law.

## **2.11 Indemnity**

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner from and against liability, claims, damages, losses and expenses, including attorneys’ fees, arising out of or resulting from performance of the work, provided that such liability, claims, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including loss of use resulting therefrom, but only to the extent caused in whole or in part by negligent acts or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable.

In claims against any person or entity indemnified under this Paragraph by an employee of the Contractor, a Subcontractor, any one directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this Paragraph shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Contractor or a Subcontractor under workers’ compensation acts, disability benefit acts or other employee benefit acts.

## **Title VI**

Augusta, Georgia, in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d – 42 and Title 49, Code of Federal Regulations, Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement,

minority enterprise will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated on grounds of race, color, sex or national origin in consideration of award.

- Compliance with Regulations – Contractor shall comply with the Regulations relative to nondiscrimination in federally-assisted programs of the U.S.D.O.T., Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
- Nondiscrimination – Contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. Contractor shall not participate either directly or indirectly in discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- Solicitation for Subcontracts, Including Procurement of Materials and Equipment – In all solicitations either by competitive bidding or negotiations made by the Contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor’s obligations under this contract and the Regulations relative to nondiscrimination on the ground of race, color, sex, or national origin.
- Information and Reports – Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books records, accounts, other sources of information and its facilities as may be determined by Augusta or the Georgia Department of Transportation (GDOT) or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to Augusta, GDOT, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.
- Sanctions for Noncompliance – In the event of the Contractor’s noncompliance with the nondiscrimination provisions of this contract, Augusta shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to withholding of payments to the contractor under the contract until the contractor complies and/or cancellation, termination, or suspension of the contract in whole or in part.
- Incorporation of Provisions – The Contractor shall include the provisions of paragraphs (2) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto.
- The Contractor shall use suppliers on the appropriate GDOT Qualified Products List.
- During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:
  - Title VI of the Civil Rights Act of 1964 and 49 CFR Part 21,
  - The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970,
  - Federal-Aid Highway Act of 1973,
  - Section 504 of the Rehabilitation Act of 1973, as amended, and 49 CFR Part 27,
  - The Age Discrimination Act of 1975, as amended,
  - Airport and Airway Improvement Act of 1982,
  - The Civil Rights Restoration Act of 1987,
  - Titles II and III of the Americans with Disabilities Act,
  - The Federal Aviation Administration’s Non-discrimination statute,
  - Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations,
  - Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency,
  - Title IX of the Education Amendments of 1972, as amended.

## **2.12 E-Verify**

It is the policy of Augusta that unauthorized aliens shall not be employed to perform work on contracts involving the physical performance of services. Therefore, Proposer shall not enter into a contract for the performance of services within the State of Georgia unless they provide an affidavit stating they comply with E-Verify.

## **2.13 Responsibility of Proposer**

Responses to a Request for Proposals must be signed by an authorized official to bind the proposer, and it shall contain a statement to the effect that the Request for Proposals is firm for a period of at least 90 days from the closing date of submission.

## **2.14 Ownership of Material**

Ownership of all data, material, and documentation originated and prepared for Augusta pursuant to this contract shall belong exclusively to Augusta.

## **2.15 Prohibition of Gratuities**

Firms shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the Augusta Board of Commissioners for the purpose of influencing consideration of this proposal.

## **2.16 Cost of Proposal**

Augusta shall assume no liability for costs incurred by proposers to prepare and/or submit a proposal. The entire cost of preparation, submission, and any work in connection therewith shall be borne by the proposer(s).

## **2.17 Open Records**

In accordance with The Georgia Open Records Act, §50-18-72, the contents of proposals shall not be made public until such time as the final award of a contract is made.

## **2.18 Assignment of Contractual Rights**

It is agreed that the successful proposer shall not assign, transfer, convey, or otherwise dispose of a contract that results from this RFP or their right, title, or interest in or to the same, or any part thereof, without written consent by Augusta.

## **2.19 Contract Award**

Following review of the proposals, a Selection Committee will rank the respondents in accordance with the weighted evaluation criteria. Failure of a Proposer to provide any portion of the requested information may result in declaration that the Proposer was non-responsive. Augusta reserves the right to reject any and all proposals.

## **2.20 Independent Contractors**

The proposer represents to Augusta that they are fully experienced and qualified to perform the functions described herein, and that they are properly equipped, organized, and financed to do the same. The proposer shall finance their own operations, shall operate as an independent contractor and not as the agent of Augusta. Nothing contained in this RFP or a contract resulting from the same shall be construed to constitute the proposer or any of their employees, agents, or subcontractors as a partner, employee, servant, or agent of Augusta, nor shall either party have any authority to bind the other in any respect. It is intended that each shall remain an independent contractor.

## **2.21 Augusta Confidential Information**

While performing services for Augusta, selected proposer(s) shall not disclose any confidential business information which may become known while performing business services. Personnel shall be instructed that they shall not remove any Augusta documents or other materials, and that they shall not disclose any confidential information to anyone outside of Augusta personnel unless permission is provided in writing.

## **2.22 Compliance with Laws**

The Proposer 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 County statute, ordinances and rules during the performance of any contract between the Proposer and Augusta.

## **2.23 Debarred Firms and Pending Litigation**

Any potential proposer/firm listed on the Federal or State of Georgia Excluded Parties Listing (Barred from doing business) will not be considered for contract award. Proposers must notify Augusta immediately if they become disbarred at any time during the proposal process and while under contract. Proposers shall disclose any record of pending criminal violations and/or convictions, pending lawsuits, etc. and any actions that may be a conflict of interest occurring within the past 5 years to include any staff utilized in the bid process or designated to perform services as part of this contract.

## **2.24 Miscellaneous**

The proposer agrees that they presently have no interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services hereunder. The proposer further agrees that no person having any such known interest shall be employed or conveyed an interest, directly or indirectly, in the contract. All respondents must provide a statement of disclosure, which will allow Augusta to evaluate possible conflicts of interest.

Proposals submitted are not publicly available until after award by the Augusta Board of Commissioners. All proposals and supporting material, as well as correspondence relating to this RFP, becomes the property of Augusta when received. Any proprietary information contained in the proposal should be so indicated. However, a general indication that the entire contents, or a major portion, of the proposal is proprietary will not be honored.

## **2.25 Evaluation of Proposals**

After the proposal packages have been opened, Augusta's Evaluation Committee will evaluate the proposers' responses including financial data, proposers' references, proposers' experience, and other data relating to the proposers' responsibility and qualifications to perform the project satisfactorily. Proposers may be required to submit additional or supplemental information to Augusta, if necessary, for Augusta to determine whether the proposer(s) meet all the standards outlined.

## **2.26 Completeness of Answers**

All questions and requests for specificity must be answered. All specifications incorporating "shall," "must," etc., are requirements and failure to comply with these must be specifically noted as exceptions. All specifications incorporating "should," "desires," etc., are highly desirable features. In the case of a specific requirement not followed by a request for an explanation, proposer must explicitly affirm that the system or component meets that requirement. Simply taking exception to a requirement without providing an explanation, and where appropriate alternative specifications and language, shall be deemed non-responsive, and may result in rejection of the proposal.

Requesting a discussion of a requirement or provision of this RFP without providing explicit alternative language may also be deemed non-responsive and may result in rejection of the proposal.

Proposers shall be required to submit, in writing, the names, addresses and telephone numbers of any proposed major subcontractors or equipment manufacturers, and to submit other material information relative to proposed major subcontractors or equipment manufacturers.

Augusta's Evaluation Committee will determine which proposers are responsive to the material terms and conditions of the RFP. Augusta will then determine who is technically, financially and otherwise responsible to

perform the project satisfactorily and who has the capacity to meet all other requirements of the proposed project.

## **2.27 Evaluation Criteria**

Discussions may be conducted with proposers determined to be reasonably qualified, and Augusta reserves the right to reject any and all proposals. As part of the evaluation process, the evaluation committee may interview proposer references and other parties to confirm proposer's performance on previous projects.

Augusta reserves the right to terminate this process at any time, and no guarantee is expressed or implied that obligates Augusta to contract for the proposed project. Augusta will negotiate a contract with the highest evaluated respondent, as determined by its evaluation committee.

Proposers shall be treated fairly and equally with respect to any opportunity for discussion and revision of their offer. To obtain the best and final value offers, revisions may be requested after submissions and before award of the contract.

The weighted evaluation criteria will be assigned for each proposal in order to determine the proposal most advantageous to Augusta. Respondents with a low qualification or score will be eliminated from further consideration, as identified in the evaluation criteria document.

## **2.28 Technical Proposal**

Technical proposals shall be submitted in a separate, sealed envelope with the proposer's name and "Technical Proposal for RFP 26-151" on the outside of the envelope. For each category a proposer chooses to submit for, they shall provide at a minimum an affirmative response or a textual response as they deem appropriate to each technical requirement or shall clearly respond that they do not comply with a requirement and address the non-compliance in a separate "Exception to Proposal Requirements" document.

Technical proposals shall not exceed fifty (30) single-sided pages in length. Dividers and required forms will not count towards the page limit. Literature and technical documents for meters proposed shall be included in an appendix of the proposal, appendices will also not count towards the page limit.

## **2.29 Cost Proposal**

One (1) unbound original Cost Proposal and one (1) electronic copy of cost proposal on USB flash drive are to be submitted in a separately sealed envelope with the following information on the outside of it: Fee Proposal for RFP 26-151 Water Meter Test Equipment. Electronic versions of the pricing must be submitted in Excel format. The cost proposal shall be submitted on the provided Cost Proposal worksheet. The cost proposal worksheet is included as an attached file for proposers.

The cost proposal must include each of the below items, and clearly identify if they are mandatory or optional costs:

- Initial hardware costs for all hardware, required and optional
- Shipping, freight, and installation costs
- Training for AUD personnel
- Annual hardware maintenance and calibration costs
- Annual software costs

All prices should include the initial and/or year one prices, as well as the total price over the expected 5-year length of the contract.

Do not include fees or costs in any area outside of the cost proposal. Inclusion of any information regarding specific or generalized amounts for fees or costs outside of the sealed cost proposal will result in the proposal being deemed non-responsive.

## **SECTION 3**

### **Technical Specifications**

The specifications herein state the minimum requirements. It shall be the proposer's responsibility to carefully examine each item of the specifications.

#### **3.1 Equivalent Product**

Bids will be accepted for consideration on any make and model that is equal to or superior to the specified gravimetric water meter test bench system, as interpreted by Augusta. A blanket statement that equipment proposed will meet all requirements will not be sufficient to establish equivalence but will require an explanation at each deviation or substitution.

#### **3.2 General Specifications**

Units proposed shall be new, unused, and of the current year's production. The unit shall be of the latest design and in current production, ready for work, and shall include all standard and optional equipment as specified herein.

Proposers must have a fully stocked parts and a service facility within the Southeast region of the United States. Proposer must also provide documentation that on-site hardware and software support and service offerings are an established, on-going operation for a minimum of the past five (5) years.

**Schedule of Work** – Please include a timeline of the schedule of work for the proposed project. Vendors are to provide adequate staff to complete the task included in the proposal. The schedule is to address all knowledgeable phases of the project/service, in accordance with the general requirements of this RFP.

Upon request by Augusta, proposers must be prepared to review their specifications with AUD staff. These services, if requested, are considered as part of the bidder's proposal and will be provided without cost or obligation to Augusta.

#### **3.3 Minimum Design Requirements**

The gravimetric water test bench system shall be fully compliant with AWWA standards. The system must be able to test, but not limited to, all listed meter categories in the AWWA Manual M6, specifically in Table 5-3. The system must be able to test ultrasonic and electromagnetic meters and be fully AWWA C715 compliant, as per the November 2018 Manual M6 Addendum. Proposer must provide documentation for full compliance to the C715 specification, including compliance with full-bore (straight-pipe) C715 requirements to minimize potential disturbance.

The test bench metering accuracy shall be +/-0.1 % with repeatability at 0.25%.

The test bench system dimensions should accommodate up to (24) 5/8-inch & 1-inch meter positions or (16) 1-1/2-inch & 2-inch meter positions. The system will test one (1) meter size at a time.

Each meter station shall include all adapters needed to fill that position if empty (no meter present) and allow continued testing of meters located at other positions.

The test bench shall include meter supports that ensure proper meter alignment during clamping.

Bench and drip pan shall be made of corrosion-resistant material or coated to provide corrosion resistance. The drip pan shall include a drain line.

The test bench shall include three (3) volumetric stainless steel calibrated tanks with sight glass: one 100-gallon, one 500-gallon, and one 10-gallon capacity for Ultra-Low Flows as specified in AWWA Manual M6, Table 5-3.

The gravimetric scales shall be calibrated in accordance with NIST traceable standards.

Automated control valves shall be designed to prevent water hammering.

Flow rates should be operator adjustable to achieve AWWA requirements for different meter types, to include positive displacement, electromagnetic, and ultrasonic flow meters ranging from 5/8-inch to 2-inch.

The bench shall feature a 2-inch test discharge line, capable of accommodating a maximum flow rate of 160GPM.

Safety features shall include overflow prevention and a warning signal for clamping and unclamping prevention during testing operation.

The test bench shall include valves that are electronically controlled.

The test bench system shall have the option of an annual maintenance program provided by the manufacturer that includes, but is not limited to, yearly calibration of tanks and scales and software updates.

The test bench shall include an IP67 water-resistant computer with touch screen display utilizing Windows 11 operating system.

The test bench shall include a handheld data collection device that is integrated with the database.

The recirculation system option must provide pump speed control via the test bench software package. The software package must provide water usage statistics for the testing of the water meters, and these statistics should be displayed on the software dashboard.

All controllers, relays, and electrical connections shall be housed in a NEMA 12 type enclosure.

Full “turnkey” installation must be performed by factory-certified personnel with Statement of Work; documentation of installation personnel’s factory training shall be provided. Installation is defined as:

- Uncrating of test bench components as specified within the bid specifications
- Place the equipment in the pre-determined locations
- Perform installation
  - Install test bench
  - Install tank and deck scales
  - Final electrical and plumbing connection(s) with assistance from Augusta
  - Install software and any required software components
  - Ensure system is configured with AWWA Manual M6 Table 5-3 specifications
  - Perform required accuracy verification
  - Initiate Start-Up and Training

The test bench shall include a software package that allows operators to perform automated testing, record data, and print to network printers or export to Augusta’s billing system.

Data reporting software shall include AWWA M6 standard test templates, along with customizable templates for user defined testing.

The test bench software must have a database, a visual dashboard to review test results, and the ability to run reports while testing.

Data reporting software shall include the ability to add custom fields into the test database.

It is required that the equipment and/or software have built-in capability, without customization, to perform the following:

- Data Analysis & Visualization
  - Witness Test Report – Single page report with results and Pass or Fail

- Dashboard – Automatically updating dashboard display showing key information including recently completed tests, meter performance by manufacturer, testing pass/fail history.
- Data Integration
  - Import and store existing testing data or meter manufacturer standards to streamline the post-test data compilation process.
  - Centralized database for storage, backup, and recovery.
- Test System Water Quality Management
  - Ability to track and maintain water quality within the meter testing system.
- Meter Testing Management
  - Capability to input and store custom meter testing protocols and procedures
  - Record and track how often each meter type is tested to improve efficiency and reduce missed targets
  - Utilize the data collected to identify, analyze and correct imbalances in meter testing schedules.
- Water Loss Audit Reporting
  - Capability to store and display water loss audit data to find trends and data analysis
  - This should be compatible with the M36 Water Audits and Loss Control Program
- Testing Data Integrity and Security
  - All testing data must be stored in a password-protected, secure database that prevents unauthorized alteration of test results.

All proposals should include:

- 5-Year pricing for annual maintenance, calibration, certification, and training for the test bench system.
- 5-Year pricing for annual software license for the test bench system.
- Cost of installation and shipping should be included for a turnkey solution.

### 3.4 Technical Literature

To evaluate bids, AUD requires product literature and specification sheets. Technical literature must be provided with the proposal submittal. Augusta requires the right to request clarifications, as needed, after the submittal.

The proposer must submit CAD drawings of the layout and wiring along with the Statement of Work (SOW).

### 3.5 Delivery

The entire assembled unit shall be delivered to AUD Metering offices at:

**1832 Wylds Road, Augusta GA, 30909**

within 60-90 calendar days of receipt of the purchase order / Notice to Proceed, with sufficient capabilities of the delivery vehicle to suitably off-load the assembled unit. Freight is to be included for a turnkey installation.

The system is to be installed by the manufacturer with fully certified employees of the manufacturer. Documentation of employee training shall be provided at time of installation.

### 3.6 Commissioning

Installation shall be carried out by manufacturer-factory-certified technicians and shall include the full scope of assembling the system onsite. Augusta shall be responsible for connecting specified electrical power and water to the test bench.

The proposer shall confirm the test bench's accuracy by conducting a Gage R&R analysis, ANOVA, Attribute Gage study, or similar study subject to approval by Augusta. This analysis will quantify the amount of variation attributed to repeatability and reproducibility. This will ensure that the test bench will provide reliable and consistent results.

Training shall incorporate both the hardware and software and shall be conducted by manufacturer-certified technicians. The proposer's offer shall include a one-time training after the water meter test bench is functional. Training shall be for up to ten (10) AUD employees who will operate or supervisor operators of the water meter test bench. Training shall be held at AUD's Metering division located at 1832 Wylds Road. Ongoing training shall be available as needed for new employees or as test standards are updated, or as software features are provided, or as annual hardware on-site maintenance is performed.

### **3.7 Warranty**

The test bench system should have a minimum of twelve (12) months on materials and workmanship. The warranty period shall commence on the date Augusta officially accepts the completed item(s). When extended warranties are available as standard, they shall be included as a part of the bid for the benefit of Augusta. All documents necessary to effect warranty shall be properly applied for and submitted by the proposer, for any goods, materials, equipment, supplies, and parts furnished by it.

The Supplier warrants:

- That all items are new and free of defects in title, design, material, and workmanship.
- That each item meets or exceeds the manufacturer's specifications and requirements for the equipment structure, or other improvement in which the item is installed and conforms in all respects to the terms of the purchase order and specifications.
- That each replacement item is new, in accordance with original equipment.
- That manufacturer's specifications are of a quality of at least as good as the quality of the item that it replaces (when the replaced item was new).
- That no item or its use infringes any patent, copyright, or proprietary right. The supplier's product shall be supported by an authorized service facility that can provide warranty repair, service, and maintenance work within 24 hours of notification from Augusta. Any warranty work shall be completed without cost to Augusta. The supplier shall be responsible for all shipping and/or freight expenses from Augusta's designated location to the supplier's facility and for all warranty repair and/or maintenance and returns to Augusta designated location.

### **3.8 Service Support and Maintenance**

Optional support and maintenance shall include:

- Hardware Services & Maintenance
- Annual Equipment Calibration, Accuracy and Dependability Certification
- The test bench system shall have the option of an annual on-site calibration and maintenance program provided by the manufacturer's factory-certified technicians. This program includes, but is not limited to, yearly calibration of tanks and scales and software updates. Supplier must demonstrate accuracy using the Gage Repeatability and Reproducibility statistical process.
- Supplier must offer optional manufacturer provided services, including:
  - Remote Technical Assistance
  - 24/7 Remote Technical Assistance
  - Priority Return Service Calls
  - Instructor On-Site Training

Software Services and Maintenance shall meet the following requirements:

- The software will be updated at least once annually.
- Supplier must offer optional manufacturer-provided services, including:
  - Remote Technical Assistance
  - 24/7 Remote Technical Assistance
  - Priority Return Service Calls



## SECTION 4 Criteria for Evaluation

### RFP – Evaluation/Scoring Guidelines

#### 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 RFP. 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 RFP.

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 RFP 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 RFP.
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 RFP 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 RFP 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 RFP specification.

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

**1. Completeness of Response (Pass/Fail)**

- a. Responses to this RFP must be complete. Responses that do not include the proposal content requirements identified within this RFP 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 (20 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 RFP and adhering to all required license requirement for federal, state and local services.

**3. Organization & Approach (10 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 project/services. This person's time is appropriately committed to the project/service.
  - ii. Team successfully addresses all requirements of this RFP.
  - 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 to be Provided (25 points)**

Provide experience and approach to the following as requested in Section I Scope of Services and Section II Special Conditions. To include the following:

- Proposed test equipment meets all technical requirements

- Support for ultra-low flow testing for Ultrasonic water meters
- Manufacturer/factory support for maintenance and service

**5. Financial Stability (5 points)**

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

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

NOTE: Financial Stability is part of the evaluation criteria. Failure to include the requested information will impact your evaluation score. You may mark the information as confidential.

**6. Schedule of Work (5 points)**

Please include a timeline of the schedule of work for the proposed project. Vendors are to provide adequate staff to complete the task included in the proposal. The schedule is to address all knowledgeable phases of the project/service, in accordance with the general requirements of this RFP.

Upon request by Augusta, proposers must be prepared to review their specifications with AUD staff. These services, if requested, are considered as part of the bidder's proposal and will be provided without cost or obligation to Augusta.

**7. References (10 points)**

All proposers shall include the name, address, e-mail, fax, and telephone numbers of at least three (3) clients for whom projects similar in size and scope have been completed. Contact information should be current.

**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.

**10. Cost/Fee Proposal (10 points – Weighted Value 5) Enclosed in a separate sealed envelope.**

**Fee is to be submitted in a separately sealed envelope.**

- |    |            |    |
|----|------------|----|
| a. | Lowest Fee | 10 |
| b. | Second     | 6  |
| c. | Third      | 4  |
| d. | Fourth     | 2  |
| e. | Fifth      | 1  |

## Evaluation Criteria

Phase 1														
No.	Evaluation Criteria	Rating (0-5)	Weight	Score (Rating * Weight)										
1	<b>Completeness of Response</b> <ul style="list-style-type: none"> <li>• Package submitted by the deadline</li> <li>• Package is complete (includes requested information and current licensure as required per this solicitation)</li> </ul>	N/A	Pass/Fail	Pass/Fail										
2	<b>Qualifications &amp; Experience</b> <ul style="list-style-type: none"> <li>• Experience with customers of similar size and infrastructure</li> <li>• Ability to support proposed schedules and timelines</li> </ul>		20											
3	<b>Organization &amp; Approach</b> <ul style="list-style-type: none"> <li>• Proven experience working with customers of similar size</li> <li>• Logistical capability to meet requirements over life of project</li> </ul>		10											
4	<b>Scope of Services</b> <ul style="list-style-type: none"> <li>• Proposed test equipment meets all technical requirements</li> <li>• Support for ultra-low flow testing for Ultrasonic water meters</li> <li>• Manufacturer/factory support for maintenance and service</li> </ul>		25											
5	<b>Financial Stability</b> <ul style="list-style-type: none"> <li>• Financial strength &amp; stability</li> <li>• Contract fulfillment track record</li> </ul>		5											
6	<b>Schedule of Work</b>		5											
7	<b>References</b>		10											
<b>Phase 1 Total</b>														
<b>Phase 2 (Optional – Numbers 9 and 10)</b>		<b>Rating (0-5)</b>	<b>Weight</b>	<b>Score (Rating * Weight)</b>										
Any proposers that received a rating of lower than 3 in any category from Phase 1 will not be considered for Phase 2.														
8	<b>Presentation by Team</b>		10											
9	<b>Q&amp;A Response to Panel Questions</b>		5											
10	<b>Cost/Fee Proposal Consideration</b> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 40px;">Lowest Fee</td> <td style="text-align: right;">10 Points</td> </tr> <tr> <td style="padding-left: 40px;">Second</td> <td style="text-align: right;">6 Points</td> </tr> <tr> <td style="padding-left: 40px;">Third</td> <td style="text-align: right;">4 Points</td> </tr> <tr> <td style="padding-left: 40px;">Fourth</td> <td style="text-align: right;">2 Points</td> </tr> <tr> <td style="padding-left: 40px;">Fifth</td> <td style="text-align: right;">1 Point</td> </tr> </table>	Lowest Fee	10 Points	Second	6 Points	Third	4 Points	Fourth	2 Points	Fifth	1 Point		10	
Lowest Fee	10 Points													
Second	6 Points													
Third	4 Points													
Fourth	2 Points													
Fifth	1 Point													
<b>Phase 2 Total</b>														
<b>Total</b>														

## Selection Criteria

### SELECTION PROCESS

Using the qualification information presented by the firms in their proposal, the selection committee will first rank the firms based upon qualifications. Fee proposals will then be opened and evaluation as part of the complete evaluation process. Some firms may then be requested to make presentations to the Selection Committee and field any questions they might have.

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

A Selection Committee will review all QUALIFICATIONS submitted in response to this RFP. 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 responses received, Augusta may request select firms to make presentations to the Selection Committee and field any questions they might have to clarify their proposal and provide additional information.

#### **Evaluation Process:**

A Selection Committee will review all proposals submitted in response to this RFP. The selection committee will rank the firms based upon cost as well as the quality and content of their proposal.

Each response to this RFP shall be subject to the same review and assessment process. Proposals will be evaluated and ranked on the basis of points awarded by an evaluation committee. A description of the factors which will be analyzed, and the relative weight accorded is included in the specifications. Augusta will not consider the proposal of any Offeror who lacks accreditation or authorization to provide the Services requested.

#### **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 proposals are received by the 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 proposals received. The contract will be awarded to the proposer who submitted a proposal that is most advantageous to the Owner.

Your team will be evaluated on the basis of 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 proposal 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

(Rank the company that best address scope of service/ technical proposal 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 proposal and to develop a comprehensive assessment of the proposal. Offerors will present their proposals and demonstrate their offered products to the Evaluation Committee. This process will result in the selection of the successful vendor who, through contractual agreements, will undertake the scope of work.

## PRICE PROPOSALS

Price is not the driving factor of this award and shall be considered as follows: In making this decision, the Using Agency and the Procurement Director shall take into account the estimated value, 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 to be 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.

Price information shall be separated from the proposal in a sealed envelope and opened only after the proposals have been reviewed and ranked. The names of the respondents will be identified at the proposal opening; however, no proposal will be handled so as to permit disclosure of the detailed contents of the responses until after award of contract. A record of all responses shall be prepared and maintained for the files and audit purposes.

While cost is not the driving factor, the committee will also review qualifications and past performance.

**Final negotiations and letting the contract.** The Committee shall rank the technical proposals, open and consider the pricing proposal. Award shall be made or recommended for award through the Augusta, Georgia Administrator, to the most responsible and responsive offeror whose proposal is 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.

## Final Selections

The Evaluation Committee will present their recommendation to the appropriate oversight committee for review and recommendation. The Augusta Board of Commissioners will make the final decision.

Price shall be submitted in a separate sealed envelope with the following information on the outside of it:

**RFP 26-151 Water Meter Testing Equipment.**

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

# COST PROPOSAL

## Water Meter Test Equipment

**Manufacturer:** \_\_\_\_\_ **Model:** \_\_\_\_\_

The cost proposal must include a detailed breakout of pricing for the following listed items. Please clearly identify if they are mandatory or optional costs:

- Initial hardware costs for all hardware, required and optional for the equipment
- Included shipping, freight, and installation costs for a turnkey solution.
- Training for AUD personnel
- 5-Year pricing for annual software license for the test bench system.
- Provide a 5-Year pricing for annual maintenance, calibration, certification, and training for the test bench system.

All detail pricing should include the initial one-year price, as well as the total price over the expected 5-year length of the contract.

### SUBMITTED BY:

**NAME:** \_\_\_\_\_

**COMPANY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY/STATE:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

By signing this document, the bidder is stating that he is, or she is not an employee of Augusta, Georgia.

**AUGUSTA RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS**

**THIS FORM MUST BE RETURNED WITH YOUR SUBMITTAL IN A SEPARATELY SEALED ENVELOPE labeled FEE PROPOSAL – RFP 26-151 WATER METER TEST EQUIPMENT**

# Minority and Woman Owned Business Enterprise Program (M/WBE) Goal Waiver

The Minority and Woman Owned Business Enterprise Program (M/WBE) provides for goals to be set for Minorities and Women on all applicable Augusta, Georgia procurements over \$300,000 in value.

After careful review of the specific work categories available on this procurement and a review of the MBE and WBE firms available to perform a CUF on this procurement, the Goal Setting Committee has determined that neither a MBE nor WBE goal could be placed on this procurement. **As such, the M/WBE Waiver applies** and therefore, the M/WBE goal for this procurement is:

0 %

As a result of the M/WBE Goal on this procurement being ZERO, no M/WBE goal documents are required as a part of the procurement process. However, even when a solicitation does not contain a M/WBE goal (or the goal is set at zero), each Bidder must negotiate in good faith with each minority and woman owned business that responds to the Bidder's solicitation and each minority and woman owned business that contacts the Bidder on its own accord. All successful bidders are required to collect and maintain all records necessary for Augusta to evaluate the effectiveness of its M/WBE Program.

# NO RESPONSE LETTER

**Please submit by response due date**

<b>RFP 26-151</b>	<b>Water Meter Test Equipment</b>	<b>RFP Due: Monday, March 30, 2026 @ 11:00 a.m.</b>
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To: **Augusta, Georgia - Procurement Department**

This is to certify that \_\_\_\_\_, will not be submitting a response to the above referenced solicitation document prepared by Augusta, Georgia 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\_\_\_\_