



# ITB Item #26-265

March 5, 2026

## Scissor Lift

For

Augusta-Richmond County (herein "Augusta")  
On behalf of the Augusta Transit Department  
Located at 2844 Regency Blvd, Augusta, GA 30904

**Bid Due: Wednesday, April 15, 2026 @ 11:00 a.m.**

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

## Invitation to Bid

Sealed bids will be received until **Wednesday, April 15, 2026 @ 11:00 a.m.** Bid openings are open to the public in the Procurement Department located at 535 Telfair Street, Suite 605, Augusta, GA 30901, and via Teams: Meeting ID: 212 297 783 101 12; Passcode: kJ7cG3w2 for furnishing:

### **Bid Item #26-265 Scissor Lift for Augusta, GA – Augusta Transit 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 No bids may be withdrawn for a period of ninety (90) days after bids have been opened.

Bid documents, and all Addenda, may be obtained on the Augusta, Georgia web site under the Procurement Department ARCBid (<http://appweb2.augustaga.gov/NewARCBid/ARCBid.html>), Euna OpenBids (<https://network.demandstar.com>) and Georgia Procurement Registry (<https://ssl.doas.state.ga.us/gpr/index>). Bid documents may be obtained at the office of the Augusta, GA Procurement Department, 535 Telfair Street – Suite 605, Augusta, GA 30901. Addenda will also be posted on the above listed website.

Optional Pre-bid conference will be held on **Wednesday, April 1, 2026 @ 10:00 a.m.** via Teams Meeting ID: 231 558 382 981 00 Passcode: vy3q8WA6. Optional site visit to follow. Please contact Dr. Oliver Page at (706) 823-4400 in advance for details.

Questions, request for clarifications or interpretations regarding this Bid must be submitted to the Procurement Department:

Augusta Procurement Department  
Attn: Jamye Mortley  
535 Telfair Street - Suite 605  
Augusta, Georgia 30901  
Phone: 706-821-2422  
Email: [procbidandcontract@augustaga.gov](mailto:procbidandcontract@augustaga.gov)

All request for clarifications or interpretations for this bid must be submitted in writing by electronic email to [procbidandcontract@augustaga.gov](mailto:procbidandcontract@augustaga.gov) to the Procurement Department on or before the close of **Thursday, April 2, 2026 by 5:00 P.M.**

### **The local vendor preference program is applicable to this project.**

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

No bid will be accepted by email; all bids must be received by mail or hand delivered.

Publish:

Augusta Chronicle March 5,12,19, 26, 2026

# PROCUREMENT DEPARTMENT

## ELECTRONIC TEAMS INFORMATION

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

### ELECTRONIC BID INSTRUCTIONS

Optional Pre-Bid Conference Bid Item #26-265  
Scissor Lift for Augusta, GA –  
Transit Department

**Wednesday, April 1, 2026 @ 10:00 a.m.**

TEAMS Meeting:

1. Go to <https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting> and enter meeting ID:  
231 558 382 981 00
2. Password: vy3q8WA6

Bid Opening – Bid Item #26-265 Scissor Lift  
for Augusta, GA – Transit Department

Bid openings are open to the public in the Procurement Department located  
at 535 Telfair Steet, Suite 605, Augusta, GA 30901

**Wednesday April 15, 2026 @ 11:00 a.m.**

TEAMS Opening (optional):

3. Go to <https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting> and enter meeting ID:  
212 297 783 101 12
4. Password: kJ7cG3w2

Revised 1/29/26

## INSTRUCTIONS TO SUBMIT

- 1.1 **Purpose:** The purpose of this document is to provide general and specific information for use by vendors in submitting a bid to supply Augusta, Georgia with equipment, supplies, and or services as listed above. All bids are governed by the Augusta, Georgia Code.
- 1.2 **Viewing the Augusta Code:** All bids are governed and awarded in accordance with the applicable federal and state regulations and the Augusta, Georgia Code. To view the Code visit Augusta's website at [www.augustaga.gov](http://www.augustaga.gov) or <http://www.augustaga.gov/index.aspx?NID=685> **Guidelines & Procedures.**
- 1.3 **Compliance with laws:** The Bidder 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 Bidder and Augusta, Georgia. Any such requirement specifically set forth in any contract document between the Bidder 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 **Local Vendor Preference:** The Local Vendor Preference policy shall only be applied to projects of one-hundred thousand dollars (\$100,000) or less and only when the lowest local qualified bidder is within 10% or \$10,000, whichever is less of the lowest non-local bidders.
- 1.7 **Augusta, Georgia License Requirement:** For further information contact the License and Inspection Department @ 706 312-5050.
- General Contractors' License Number:** If applicable, in accordance with O.C.G.A. §43-41, or be subjected to penalties as may be required by law.
- Utility Contractor License Number:** If applicable, in accordance with O.C.G.A. §43-14, or be subjected to penalties as may be required by law.
- 1.8 **Terms of Contract:** (Check where applicable)
- (A) Annual Contract  
 (B) One time Purchase.  
 (C) Other

Revised 11/24/25



## 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 Procurement Department

**ATTN: Procurement Director**

535 Telfair Street, Suite 605

Augusta, Georgia 30901

Name of Bidder: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ 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 Bidder**

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..

For additional information or to enroll your company, visit the **State of Georgia** website:

<https://www.e-verify.gov/employers/enrolling-in-e-verify>

**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**  
**NOTARY COMMISSIONING**

\_\_\_\_\_  
**Printed Name and Title of Authorized Officer or Agent**

**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 bid for an Augusta, Georgia contract for

\_\_\_\_\_  
[ITB 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 THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_**

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

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

**NOTARY SEAL**

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



TRADE SECRET STATUS AFFIDAVIT
Augusta, Georgia

All documents, data, letters and generated information received by Augusta, Georgia constitutes a "public record" and is subject to disclosure under the Georgia Open Records Act ("GORA").

O.C.G.A. § 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]

Date: [Signatory's Title]

NOTARY COMMISSIONING

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

Notary Public

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

NOTARY SEAL

RETURN FORM ONLY IF APPLICABLE.



**EXCEPTION SHEET**

If the commodity (ies) and/or services proposed in the response to this bid is in anyway different from that contained in this bid, the bidder is responsible to clearly identify by specification section number, all such differences in the space provided below. Otherwise, it will be assumed that bidder(s) offer is in total compliance with all aspects of the bid.

Below are the exceptions to the stated specifications:

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Signature

---

Date

---

Company

---

Title

Return with submittal if the commodity and/or services proposed in the response to this bid are in any way different from that contained in the specifications.



## Local Vendor Registration Form

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

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

**Please Check**                      **Criteria** (Subparagraph "e" of the AUGUSTA, GA. CODE)

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

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

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

<b>Company Name</b> _____ <b>Address:</b> _____ <b>City:</b> _____ <b>State:</b> _____ <b>Zip:</b> _____ <b>Phone #</b> _____ <b>Fax #:</b> _____ <b>Owner's Name:</b> _____ <b>Owner's Signature:</b> _____	Sworn to and subscribed before me this ____ day of _____, 20____  Notary Signature _____  Notary Public: _____ (Print Name)  County: _____ State: _____  Commission Expires: _____  <p style="text-align: center;"><b>NOTARY SEAL</b></p>
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## INVITATION TO BID:

Augusta, Georgia (hereinafter referred to as the Owner) intends to select a vendor to provide a scissor lift for the Augusta Transit Department. Your submittal should respond to, and be based on, the information included in this Invitation to Bid.

Bids will be received by the Augusta Commission, (hereinafter called the "Owner"), at the office of the Procurement Director, 535 Telfair Street, Suite 605, Augusta, GA 30901 until **Thursday, April 15, 2026 @ 11:00 a.m.**, and then, at said office, publicly opened and read aloud. Your bid must be submitted in a sealed package and labeled with the vendor's name and the name of the project, "Bid Item #26-265 Scissor Lift" for Augusta, GA. You are required to submit one (1) marked unbound original, one (1) electronic copy of your bid. No bid will be accepted by email; all must be received by mail or hand delivered.

All bids will be opened publicly. Opening can be viewed via TEAMS Meeting ID: 212 297 783 101 12 Passcode: kJ7cG3w2.

If the bid is forwarded by mail, or other second party delivery service, the sealed envelope containing the bid must be enclosed in another envelope addressed to:

Andy Penick, Procurement Director  
Augusta Procurement Department  
535 Telfair Street - Suite 605  
Augusta, Georgia 30901

All submittals must be received during our normal office hours from 8:30 a.m. to 5:00 p.m., Monday through Friday.

The Bid Package contains provisions required for specifications. All firms responding are cautioned to read this information carefully for understanding and request clarification from Augusta on any questions pertaining to this request.

Optional pre-bid conference will be held on **Wednesday, April 1, 2026 @ 10:00 a.m.** via Teams Meeting ID: 231 558 382 981 00 Passcode: vy3q8WA6. An optional site visit is to follow. Please contact Dr. Oliver Page at (706)823-4400 in advance if interested.

All questions should be directed to Andy Penick, Director of Procurement, and must be in writing by email to [procbidandcontract@augustaga.gov](mailto:procbidandcontract@augustaga.gov). The last day to submit questions is **Thursday, April 2, 2026, @ 5:00 P.M.** Issues and responses addressed in any other manner will not be considered valid or binding in consideration of bids or any subsequent contract negotiations.

Interested firms are cautioned that acquisition of Bid Documents through any source other than the office of the Procurement Department is not advisable. Acquisitions of said documents from unauthorized sources place the bidder at the risk of receiving incomplete or inaccurate information upon which to base their proposal.

Correspondence must be submitted via mail or email as follows:

Augusta Procurement Department  
Attn: Andy Penick, Procurement Director  
535 Telfair Street, Suite 605  
Augusta, GA 30901  
Email: [procbidandcontract@augustaga.gov](mailto:procbidandcontract@augustaga.gov)

All bids must be received by mail or hand delivered. All bids must be made on the required Bid Form. All blank spaces for bid prices must be filled in with ink or typewritten, and the form must be fully completed and executed when submitted. Failure to provide all the requested information

may cause the bid to be rejected as non-responsive. An official authorized to bind the firm to the terms and provisions of the bid must sign the bid form.

Interested and qualified firm(s) and/or party(ies) are requested to make a response to accomplish the Scope of Services described herein.

If an award of contract is awarded as a result of this solicitation, the contract will be made on the basis of the response which best satisfies the intent of this Invitation and other factors considered in the best interest of the Owner.

All interested firms are required to meet Federal, State and Local laws and regulations.

The Owner may waive any informalities or minor defects or reject any and all bids. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No bids may be withdrawn for a period of **ninety (90) days** after bids have been opened, pending the execution of contract with the successful bidder. Should there be reasons why the Contract cannot be awarded within the specified period; the time may be extended by mutual agreement between the Owner and the bidder.

After bids have been submitted, the bidder shall not assert that there was a misunderstanding concerning the nature of the work to be done.

The Owner reserves the right to consider proposals or modification thereof received at any time before the award is made, if such action is in the interest of the Owner. The party to whom the contract is awarded will be issued a Notice of Award. Should there be reasons why the Notice to Award cannot be issued, the time may be extended by mutual agreement between the Owner and the Contractor.

The Owner may make such investigations as he deems necessary to determine the ability of the bidder to perform the work and the bidder shall furnish to the Owner all such information and data for this purpose as the Owner may request. The Owner reserves the right to reject any bid if the evidence submitted by or investigation of such bidder fails to satisfy the Owner that such bidder is properly qualified to carry out the obligations of the Agreement and complete the work contemplated therein. The Owner also maintains the right to negotiate with any firm, as necessary, to serve the best interests of the Owner. The Owner will not be liable for any costs incurred by any firm prior to the signing of a contract.

**A conditional or qualified bid will not be accepted. Award will be made as a whole to one bidder.**

Each bidder is responsible for reading and being thoroughly familiar with the specifications. The failure or omission of any bidder to do any of the foregoing shall in no way relieve any bidder from any obligation in respect to his bid.

The Owner will not be liable for any costs incurred by any firm prior to receiving the Notice of Award.

The Owner will evaluate all bids received with respect to compliance with Procurement Procedures and to determine the lowest responsive bid. The Owner will then make their recommendation to the Augusta-Commission for their consideration and final approval.

# SECTION ONE

Bidder will denote check mark in block on left to indicate agreement with statement.

## 1.00 GENERAL INFORMATION

- [ ] 1.01 All equipment furnished will be subject to the approval of the Augusta Commission, Administrator, Finance Director, and Transit Director.
- [ ] 1.02 Specification information point of contact is Mr. Andy Penick, Procurement Director. All questions must be submitted in writing, by email to [procbidandcontract@augustaga.gov](mailto:procbidandcontract@augustaga.gov) to the office of the Procurement Department **no later than Thursday, April 2, 2026@ 5:00 p.m.**
- [ ] 1.03 Bid prices must be guaranteed for a **minimum of ninety (90) days** unless noted in other sections.
- [ ] 1.04 Bidder is not an employee of Augusta, Georgia, a political subdivision of the State of Georgia, or it's subordinate departments.

## 2.00 SELECTION OF SUCCESSFUL BIDDER

- [ ] 2.01 Data obtained from the actual field performance of equipment currently utilized either by various Augusta Departments or other Agencies/Departments with which Augusta exchanges information will also be considered in the selection of a successful bidder.
- [ ] 2.02 **All warranties, expressed or implied, must be submitted in writing and will become a part of the vendor's formal bid offering.**
- [ ] 2.03 The evaluation of the equipment field demonstration, component warranties, and delivery schedules may be an additional determining factor in the acceptance/rejection of all equipment considered for purchase.
- [ ] 2.04 Warranties offered by equipment manufacturers for the replacement and installation of component parts may be evaluated by the user and servicing departments.
- [ ] 2.05 In the event that the successful bidder's manufacturer is on strike at the time of the award of the bid, Augusta reserves the option to accept the first acceptable bid from a vendor whose manufacturer is not on strike.
- [ ] 2.06 The successful bidder shall have an available service center within 25 miles of Augusta, Georgia or a mobile service truck that can respond within 24 hours to service request.

**Name and Location of Service Center is required:**

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

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

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

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- [ ] 2.07 **The successful bidder shall have been housed in a permanent building structure as current commercial business for a minimum of three (3) consecutive years. Total time representing bid item also must be a minimum of three (3) consecutive years unless otherwise approved by the city of Augusta.**
- [ ] 2.08 The successful bidder will ensure that Augusta has access to all current and future Technical Bulletins pertaining to the selected equipment.
- [ ] 2.09 Bidders are requested to acknowledge in writing receipt of any addendums to bid specifications
- [ ] 2.10 In some instances a product demonstration by the proposing vendor may be required. The vendor is expected to demonstrate an exact replica of the bid item at a time and location determined by the city of Augusta and bidding vendor. Failure to provide requested demonstration may result in loss of bid award upon determination by the city of Augusta.
- [ ] 2.11 Past Performance: Vendor's past performance shall be taken into consideration in the evaluation and award of this solicitation.

### **3.00 GENERAL SPECIFICATIONS AND STANDARDS**

- [ ] 3.01 All bid equipment shall be **2026** model unless otherwise specified. The body, finish, and fittings shall be of a model that has not been used as a demonstrator or for any other service, and shall be factory standard in all respects, not in conflict with specific requirements (Augusta reserves the right to procure units used as a demonstrator or for any other service, if in the best interest of the city).
- [ ] 3.02 The design of the equipment must be such that it does not hamper or restrict subsequent installation and use of emergency/safety equipment. The driver's compartment width and seat-to-dash panel space requirements must be adequate to permit the safe, comfortable, and effective operation, to the satisfaction of the city.
- [ ] 3.03 All bidders are required to submit a complete copy of the manufacturer's specifications for the bid item to confirm compliance of all specification requirements in bid packet.
- [ ] 3.04 Equipment not capable of transporting an acceptable number of personnel comfortably (**if applicable**) may be disqualified. Determination as to this specification will be made by the User department.
- [ ] 3.05 All standard equipment is to appear on the equipment as listed in the manufacturer's brochure.
- [ ] 3.06 All bid pricing will be submitted in even dollars. Any bids submitted in both dollars and cents will automatically be lowered to the next even dollar amount.
- [ ] 3.07 In the event of erroneous or conflicting bid specifications, it will be the bidder's responsibility to notify the city of such discrepancies. Any equipment provided to the city by the successful bidder, which does not meet the city's requirements due to the above conditions and notification was not made, may be rejected at the discretion of the city.

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- [ ] 3.08 Bidder must furnish a completed Bill of Sale; Certificate of Origin and MV1 form (if required). For all title and invoice information, bidder must contact Augusta Transit Department at 706-821-1818 prior to any equipment delivery.
- [ ] 3.10 Training is to be offered at no cost to the city. The successful bidder is required to ensure the opportunity for future placement of Augusta service personnel to attend any local training/instruction, at the dealer's place of business, for equipment maintenance and repair. Augusta shall have access to review, at no cost, all training aids at the dealership's place of business, by appointment.
- [ ] 3.11 Dealer must have access to information regarding all specialized tools and equipment needed for the repair of the equipment, if called for by the manufacturer, for review by Augusta service personnel.

#### **4.00 WARRANTY**

- [ ] 4.01 Warranty is to be the standard manufacturer's warranty as supplied with all equipment sold by manufacturer.
- [ ] 4.02 Warranty work will be performed at a dealership in the area in which the equipment is assigned.
- [ ] 4.03 All warranty card(s) are to be delivered to Transit Department.
- [ ] 4.04 If any equipment components are substituted or changed after bid is awarded, the manufacturer for the substitution part, must warranty any component deviations with the same or better warranty initiated at the time of the bid.
- [ ] 4.05 Component change notification must be sent to Transit Department and the appropriate City Department prior to the component change or delivery of the equipment.

#### **5.00 PERFORMANCE STANDARDS**

- [ ] 5.01 Bidders are required to submit, at the time of the bid, a delivery schedule of the equipment based on the bidder's best knowledge of the conditions and manufacturing dates of the manufacturer. Should the delivery not be completed on or before the time stipulated, it is mutually agreed by and between the successful bidder and the city of Augusta.
- [ ] 5.01a A delay in delivery would seriously affect the public and the operation of Augusta departments. Should the successful bidder be obstructed or delayed in the work required to be done herewith by changes in the work or by any default, act, or omission of Augusta, or by strikes, fires, acts of God, or by the inability to obtain materials, equipment, or labor due to Federal Government restrictions arising out of the defense or war program, then the time of completion shall be extended for such periods as may be agreed upon by Augusta and the successful bidder.
- [ ] 5.01b If the bidder fails to provide delivery of the unit on or before the date specified by the bidder, and none of the subjects have been addressed in the previous paragraph, Augusta has the right to either cancel the purchase order or charge a per diem penalty, after hearing evidence to the reasons for such delay and making a finding as to the cause of same.

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## 6.00 DELIVERY

- [ ] 6.01 The equipment delivered to Augusta by the successful bidder will have the dealer preparation service work normally performed by the dealer completed before delivery.
- [ ] 6.02 Equipment, upon delivery, will be ready for operations.
- [ ] 6.03 **Cost of delivery must be included in bid.**
- [ ] 6.04 Delivery site of the equipment will be to:  
  
Augusta Transit Department  
2844 Regency Blvd,  
Augusta, GA 30904  
706-821-1818  
  
or as directed by Transit Department.  
  
Successful bidder must contact Transit Department to any delivery.
- [ ] 7.05 Delivery will be made between the hours of 8:00 AM and 3:00 PM, Monday through Friday, excluding the City's recognized holidays.

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## SECTION TWO

### SPECIFICATIONS FOR: SCISSOR LIFT, GENIE GS-3232 SELF PROPELLED SCISSOR LIFT, OR APPROVED EQUIVALENT

#### 1.00 BIDDER INSTRUCTIONS

- 1.01 Bidders will use area in parenthesis provided at left margin; a check mark therein will be considered by Augusta as indication that bidders are meeting or exceeding that portion of the specification. For any questions, contact Russell Sanders.
- 1.02 Any deviations of specifications are to be noted by the bidder to right of specification form under "Bidder's Exceptions". Price will include delivery and setup to Augusta Transit Department.
- 1.03 Order quantity for Scissor Lift for this model year is for **one unit**.
- 

#### 2.00 WARRANTY

- 2.01 State warranty coverage and length \_\_\_\_\_
- 

#### 3.00 NAME BRAND OR EQUIVALENT

- 3.01 Equal products by anything other than the specified manufacturer must be approved by the owner in advance. It is the responsibility of the firm to demonstrate that their product is equal in quality and performance.

Approved equivalent request must be directed to Andy Penick, Director of Procurement, and must be in in writing by email to [procbidandcontract@augustaga.gov](mailto:procbidandcontract@augustaga.gov). The last day to submit request for equal product is **Thursday, April 2, 2026, @ 5:00 P.M.**

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#### 4.00 GENERAL SPECIFICATIONS:

- [ ] 4.1 38 FT. WORKING HEIGHT
- 500 LB. RATED
  - 89" X 32" STEEL PLATFORM
  - 36" EXTENSION DECK
  - FIXED RAIL WITH CHAIN ENTRY GATE
  - FOLDING RAILS WITH HALF HEIGHT SWING GATE
  - AUTOMATIC LEVELING OUTRIGGER
  - DUAL FRONT WHEEL DRIVE
  - UNIVERSAL 20 AMP SMART CHARGER
  - REAR RECESSED CHARGER RECEPTACLE
  - SMARTLINK PROPORTIONAL LIFT AND DRIVE

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- PLATFORM CONTROL WITH BATTERY CHARGE INDICATOR AND DIAGNOSTIC DISPLAY
- ON-BOARD DIAGNOSTIC SYSTEM
- AC POWER TO PLATFORM
- LANYARD ATTACHMENT POINTS
- MANUAL PLATFORM LOWERING VALVE
- EMERGENCY STOP AT PLATFORM AND GROUND CONTROL
- REAR WHEEL MULTIPLE DISC BRAKES
- FRONT WHEEL HYDRAULIC DYNAMIC BRAKING
- BRAKE RELEASE
- SWING OUT COMPONENT TRAYS
- SOLID NON-MARKING TIRES
- POTHOLE GUARDS
- TILT LEVEL SENSOR WITH AUDIBLE ALARM
- DESCENT ALARM
- ELECTRONIC HORN
- HOUR METER
- 24 VDC

**[ ] 4.2 REQUIRED OPTIONS**

- DUAL FLASHING BEACONS
- AGM MAINTENANCE FREE BATTERIES
- POWER INVERTER 120 VAC

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**BIDDER OFFER**

**SCISSOR LIFT**

**YEAR:** \_\_\_\_\_ **MAKE:** \_\_\_\_\_ **MODEL:** \_\_\_\_\_

**PRICE:** \_\_\_\_\_

**Price is to include all options and freight charges.**

**PROPOSED DELIVERY TIME:** \_\_\_\_\_

**BID SUBMITTED BY:**

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

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

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

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

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

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

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

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

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

**THIS FORM MUST BE RETURNED WITH YOUR SUBMITTAL**

**NO RESPONSE LETTER**

**Please submit by response due date**

<b>Bid Item #26-265</b>	<b>Scissor Lift</b>	<b>Due: Thursday, April 15, 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 Procurement Department.

Reason(s) for No Submission:

- Unavailability of required resources
- Prior commitments
- Inadequate anticipated funding Level
- Project Duration
- Potential conflict of interest
- Duplication of ongoing effort
- Other (please explain)

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**Authorized Representative:**

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

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

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

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