



Request for Information

RFI Item #26-300

Fueling Services

Augusta-Richmond County (herein "Augusta")–Central Services Department-
Fleet Management

RFI Due: Wednesday, February 11, 2026 @ 11:00 a.m.

Until further notice

All bid openings and conferences will be open to the public.

Instructions are enclosed.

Sec. 1-10-50. Sealed bids selection method:

Bid acceptance and bid evaluation. Provided that the bids are delivered to the Procurement Director at the time, place, and under the conditions contained in the Invitation for Bids, the bids shall be conditionally accepted without alteration or correction pending evaluation.

All Submittals MUST Be Received During Our Normal Office Hours From 8:30 A.M. To 5:00 P.M., Monday Through Friday.

***One Original Hard Copy Plus One Electronic Version of RFI
on a USB Drive shall be submitted***

Thanks for doing business with us. . .

Andy Penick, Procurement Director

535 Telfair Street, Room 605

Augusta, Georgia 30901



Request for Information (RFI) 26-300
Augusta Fueling Services

RFI INFORMATION AT A GLANCE:

Contact Person

Jamye Mortley
PHONE: 706-821-2422
procbidandcontract@augustaga.gov

How to obtain the RFI
documents

ARCBid, EUNA OpenBids, Georgia Procurement Registry
and procbidandcontract@augustaga.gov

HOW TO FULLY RESPOND TO THIS
RFI BY SUBMITTING A PROPOSAL

As instructed within this RFI, submit
1 (one) original hard copy and 1 electronic copy on USB
drive to:

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

PROPOSAL SUBMITTAL &
DEADLINE

Wednesday, February 11, 2026, AT 11:00 a.m.
Andy Penick, Procurement Director

QUESTIONS

IN WRITING ONLY:
By email to procbidandcontract@augustaga.gov to the
office of the Procurement Department no later than
Friday, January 30, 2026 @ 5:00 P.M.

Request for Information

Requests for Information will be received at this office until **Wednesday, February 11, 2026 @ 11:00 a.m. and will be opened publicly.**

RFI Item #26-300 Fueling Services for Augusta, GA – Central Services Department/Fleet Management

RFIs will be received by Augusta, GA Commission hereinafter referred to as the OWNER at the offices of **Andy Penick, Procurement Director. No RFI will be accepted by email; all RFIs must be received by mail or hand delivered.** All submittals must be received during our normal office hours from 8:30 a.m. to 5:00 p.m., Monday through Friday.

RFI documents may be obtained through the Augusta Georgia web site under the Procurement Department **ARCBid, Euna OpenBids, or Georgia Procurement Registry.** RFI 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.

Questions, requests for clarifications or interpretations regarding this RFP 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**

All request for clarifications or interpretations must be for this RFI and submitted in writing by electronic email to procbidandcontract@augustaga.gov to the Procurement Department on or before the close of business Friday, January 30, 2026 @ 5:00 P.M.

No RFI may be withdrawn for a period of 90 days after proposals have been opened, pending the execution of contract with the successful proposer(s).

Request for information (RFI) and specifications. An RFI shall be issued by the Procurement Office and shall include specifications prepared in accordance with Article 4 (Product Specifications), and all contractual terms and conditions, applicable to the procurement. **All specific requirements contained in the request for information including, but not limited to, the number of copies needed, the timing of the submission, the required financial data, and any other requirements designated by the Procurement Department are considered material conditions of the proposal which are not waivable or modifiable by the Procurement Director.** All requests to waive or modify any such material condition shall be submitted through the Procurement Director to the appropriate committee of the Augusta, Georgia Commission for approval by the Augusta, Georgia Commission. Please mark RFI number on the outside of the envelope.

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

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

Publish:

Augusta Chronicle January 8, 15, 22, 29, 2026



Attachment B

Augusta, Georgia, Augusta Procurement Department

ATTN: Procurement Director

535 Telfair Street, Suite 605

Augusta, Georgia 30901

Name of Vendor: _____

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 Proponent

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

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

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

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

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:



**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.

SECTION 1 INSTRUCTIONS TO SUBMIT

Augusta, GA is issuing this Request for Information (RFI) from qualified vendors regarding available solutions and services for a fleet fuel management program. Your submittal should respond to, and be based on, the information included in this RFI.

Should Augusta issue a Request for Proposal (RFP) after receiving and evaluating vendor responses, your company will be allowed to participate in the RFP. Responses to this RFI will assist Augusta in drawing up the scope of work for an RFP to be issued. Responses to this RFI will ensure that your products and services are not excluded from consideration. **No award will be made by the RFI. The request is to gain information about industry capabilities, technology options, and cost structures to support the management, monitoring and reporting of fuel usage for the organization's fleet.**

Responses will be received in the office of the Director of Procurement at 535 Telfair Street, Room 605, Augusta, GA until **Wednesday, February 11, 2026 @ 11:00 a.m.** The RFI must be submitted in a sealed package and labeled with the firm's name and the name of the project, **RFI 26-300 Fueling Services. You are required to submit one (1) marked unbound original and one (1) electronic copy of the RFI on USB drive.**

RFI opening will be held publicly.

No RFI will be accepted by email; all submittals must be received by mail or hand delivered. If RFI is forwarded by mail or other second party delivery, the sealed envelope containing the submittal must be enclosed in an 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.

All firms responding are cautioned to read this RFI carefully for understanding and request clarification from Augusta, Georgia on any questions pertaining to this RFI. The Proposer should examine all documents and requirements of the services requested to become fully informed. Failure to examine these areas will not relieve the successful Proposer of its obligation to furnish all products and services necessary to carry out the provisions of the contract. After RFIs have been submitted, the vendor shall not assert that there was a misunderstanding concerning the quantities of work or of the nature of the work to be done.

All questions must be submitted in writing by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by Friday, January 30, 2026 @ 5:00 P.M. Issues and responses addressed in any other manner will not be considered valid or binding in consideration of proposals or any subsequent contract negotiations.

Failure to provide all the requested information may cause the RFI to be rejected as non-responsive. An official authorized to bind the firm to the terms and provisions of the RFI must sign.

The proposal shall be no more than sixty (60) pages in length, excluding cover letter, required forms, tabs and appendices. All documents will be typewritten on standard 8 x 11 white paper. Exceptions would be schematics, exhibits, photographs or other information necessary to facilitate Augusta's ability to accurately evaluate the proposal.

The vendor must package and seal its RFI so that they will not be damaged in mailing. Proposers are reminded that under Georgia law, all opened documents fall under the Open Records Act and are subject to inspection by the public. Accordingly, proprietary information and/or data cannot be withheld from public inspection. All proposals and supporting documents will be submitted in accordance with the Instructions to Proposers Section.

SECTION 2 SUMMARY AND BACKGROUND

2.1 Purpose

The City of Augusta, Georgia is seeking information from qualified vendors regarding available solutions and services for a fleet fuel management program. The purpose of the RFI is to gather information about industry capabilities, technology options, and cost structures to support the management, monitoring, and reporting of fuel usage for the organization's fleet. No award will be made by the RFI, the request is to gain information only.

2.1.1. Disclaimer

This RFI is solely for information and planning purposes. Responding to this RFI is voluntary and does not constitute a solicitation or commitment to issue a formal Request for Proposal (RFP) or Request for Quotation (RFQ) and will not affect participation in any future solicitation with the City of Augusta, Georgia.

2.2 Background

The City of Augusta, Georgia operates a fleet of approximately 2,500 vehicles and pieces of equipment, both small and heavy duty, used for maintenance, law enforcement and transportation. Currently, fuel is purchased using individual fuel cards and data tracking is performed through a software system.

The organization is exploring improved methods for managing fleet fuel operations that will increase accountability, efficiency, and cost control across all departments.

SECTION 3 SCOPE OF SERVICES

3.1 Requested Information

Vendors are requested to provide information on the following topics:

3.1.1 Program Overview

- Description of your fleet fuel management solution.
- Available fuel card programs and accepted fueling networks.
- Ability to integrate with existing fleet management system (Faster Web).
- Ability to integrate with existing electric vehicle management system (ChargePoint) and provide RFID cards for charging.
- Capability to manage and track fuel dispensed from onsite fueling stations or bulk tanks, including card or key based controls.
- Account management and customer support options.
- Availability of open APIs or standard file formats (CSV, XML, etc.) for data exchange with other City systems.

3.1.2 Reporting and Data Management

- Real – time reporting capabilities (e.g., fuel usage, cost per vehicle, mileage tracking, transactions).
- Ability to monitor and restrict unauthorized purchases.
- Integration with GPS or telematics systems.
- Customizable dashboards and audit reports.

3.1.3 Security and Compliance

- Fraud prevention and card control measures.
- Data protection and cybersecurity practices.
- Compliance with federal, state, or local fuel tax regulations.

3.1.4 Cost Structure

- Overview of pricing model to include the per card fee, transaction fee and discount structure.
- Any rebates, incentives, and discounts available.
- Startup costs, implementation cost and customer support cost

3.1.5 Implementation and Support

- Estimated timeline for transition, implementation and onboarding.
- Training and support options for staff.
- Examples of similar government clients.
- Hours of operations, emergency support and

3.1.6 Future Capabilities and Sustainability

Vendors are encouraged to provide information on future ready capabilities including:

- Support for alternative fuels (biodiesel, CNG, propane, hydrogen).
- EV energy reporting and sustainability tracking (e.g., emissions, energy use, carbon reduction).
- Roadmap for incorporating future fleet technologies or renewable energy integration.

3.1.7 Response Format-Please structure your response as follows:

- a. Company Overview
- b. Responses to Requested Information
- c. Additional Information or Recommendations
- d. References from comparable programs (if available)

SECTION 4 RESPONSES

Vendors are required to submit one (1) marked unbound original and one (1) electronic copy on USB drive of the RFI. The proposal shall be no more than sixty (60) pages in length, excluding cover letter, required forms, tabs and appendices. All documents will be typewritten on standard 8 x 11 white paper. Exceptions would be schematics, exhibits, photographs or other information necessary to facilitate Augusta's ability to accurately evaluate the RFI AND MAY be submitted as appendices.

Responses to this RFI should follow the general structure and address the points below:

4.1.1. Cover letter

- a. Executive summary of company
- b. Mission statement and business philosophy

4.1.2. Company Overview

- a. How many years has your company been in the fuel industry?
- b. Experience of senior leadership team
- c. How many agencies do you currently service in the fuel industry?

4.1.3. Additional Information or Recommendations

- a. Software and System Requirements Chart
- b. Number of years your current fueling system has been in use.
- c. Added features that make your system unique.

4.1.4 References:

Please include references for three (3) customers who have implemented your company's system. Please include current contact information.

Augusta, GA, is issuing this Request for Information (RFI) to identify Fueling Systems. Your submittal should respond to, and be based on, the information included in this RFI. Should Augusta issue a Request for Proposal (RFP) after receiving and evaluating vendor responses, your company will be allowed to participate in the RFP. Responses to this RFI will assist Augusta in drawing up the scope of work for an RFP to be issued. Responses to this RFI will ensure that your products and services are not excluded from consideration. NO AWARD will be made from the RFI, the request is to gain information only.