



Invitation To Bid

ITB #26-400

May 28, 2026

For the Provision of

FIRE ALARM SYSTEM REPLACEMENT
Charles B. Webster Detention Center
located at 1941 Phinizy Rd., Augusta, GA, 30906

Augusta-Richmond County (herein "Augusta", "Owner")
on behalf of the Richmond County Sheriff's Office

Bid Due Date: Thursday, June 30, 2026, at 11:00 a.m.

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

Invitation to Bid

Bid Item #26-400 Fire Alarm System Replacement for Charles B. Webster Detention Center, located at 1941 Phinizy Rd., Augusta, GA 30906, is issued by the Augusta Procurement Department on behalf of the Richmond County Sheriff's Office.

Sealed bids will be received until Tuesday, June 30, 2026, at 11:00 a.m. Bid openings are open to the public in the Augusta Procurement Department located at 535 Telfair Steet, Suite 605, Augusta, GA 30901, or virtually via Microsoft Teams: Meeting ID: 250 863 378 936 1; Passcode: wR6NM6zP. No bids may be withdrawn for a period of ninety (90) days after bids have been opened. 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.

Bid documents, and all Addenda, may be obtained on the Augusta, Georgia web site under the Procurement Department's ARCBid tab at <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 also be obtained at the office of the Augusta Procurement Department.

To schedule an optional site visit of the facility, contact Major C.V. Huffman, at (706) 821-1442 or at cvhuffman@augustaga.gov for arrangements no later than Friday, June 12, 2026.

All Bidder's questions, request for clarifications, or interpretations must be submitted in writing solely to Procurement by emailing procbidandcontract@augustaga.gov no later than Monday, June 15, 2026, by 5:00 P.M.

All bids must be received by mail, courier or hand delivered to the Procurement Department, Attn: Andy Penick, 535 Telfair Street - Suite 605, Augusta, Georgia 30901, Phone: 706-821-2422.

Performance and Payment Bonds are required at 100% of the Awarded Amount.

Bidders are cautioned that obtaining Bid documents through any source other than the Procurement Department is not advisable, as documents from unauthorized sources places the bidder at risk of receiving incomplete or inaccurate information.

Publish: Augusta Chronicle May 28, June 4, June 11th, 2026

PROCUREMENT DEPARTMENT

BID OPENING INFORMATION

Augusta conducts Bid openings that are open to the public in the Procurement Department conference room located at 535 Telfair Street, Suite 605, Augusta, GA 30901. Bidders may attend but are not required to do so.

Public Bid Openings may also be viewed via virtual teleconference using Microsoft TEAMS located at <https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting>. Enter Meeting ID #: 250 863 378 936 1 and use Passcode: wR6NM6zP.

Bid openings may have one or more witnesses either in person, or virtually via Teams, which shall be considered valid as one and the same.

INSTRUCTIONS TO SUBMIT

- 1.1 Purpose: The purpose of this document is to provide general and specific information for use by Bidders in submitting a Bid to supply Augusta, Georgia with equipment, supplies, and or services as listed above. All bids are governed by the Official 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 Official Code, which can be located at <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.

1.6 Local Vendor Preference: Not Applicable

1.7 Augusta, Georgia License Requirement: For further information contact the License and Inspection Department at 706 312-5050.

General Contractors' License Number: If applicable, provide in accordance with O.C.G.A. §43-41, 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



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 at 706 312-5050.

Acknowledgement of Addenda: Bidders Must acknowledge all Addenda. See Page 1 of Exhibit A.

E-Verify * User Identification Number (Company I.D.): Bidder 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 their 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, W-9, and copy of your General Contractor License with the following:

Class LV-A (Alarm) Low Voltage Contractors License - MUST BE LISTED ON FRONT OF ENVELOPE

Acknowledgement of Addenda: (#1) ____: (#2) ____: (#3) ____: (#4) ____: (#5) ____: (#6) ____
(Add Additional Numbers As Applicable)

Statement of Non-Discrimination

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

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

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

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

1. By submission of a bid, the responding firm certifies, under penalty of perjury, that to the best of its knowledge and belief:
2. No circumstances exist which cause a Conflict of Interest in performing the services required by this BID, and
3. 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 arrived 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 from the Contractor.
- g) 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 Printed Name and Title of Authorized Officer

NOTARY COMMISSIONING

Subscribed and sworn before me on this _____ day of _____, 20____

Notary Public
NOTARY SEAL

My Commission Expires:

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 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

Bid #26-400 Fire Alarm System Replacement Charles B. Webster Detention Center

[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



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]

Date: _____

[Signatory's Title]

NOTARY COMMISSIONING

Subscribed and sworn before me on this _____ day of _____, 20_____

Notary Public

My Commission Expires: _____

NOTARY SEAL

Bid Item 26-400 Fire Alarm System Replacement

Notary Public: Tuesday, June 30, 2026, by 11:00 a.m.

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

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

Minority and Women Owned Business Enterprise Program (Continued)

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

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

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

Good Faith Efforts (GFE) Requirements and Guidance

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

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

Bid Documents

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

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

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

Sec. 1-10-154.Exceptions

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

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

For questions and or additional information, please contact:

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

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

SECTION I

INFORMATION FOR BIDDERS

Augusta is seeking to secure a vendor to provide Fire Alarm System Replacement at the Charles B. Webster Detention Center. Bids must be submitted in a sealed package and labeled with Bidder's Company's name, and the name of the project "Bid Item #26-400 Fire Alarm System Replacement for Charles B. Webster Detention Center". You are required to submit one (1) unbound original bid, and one (1) digital copy of the same on a USB Flash Drive in the sealed bid envelope.

The Bid opening is open to the public. The Bid opening may be viewed via Microsoft TEAMS Meeting ID: 250 863 378 936 1; Passcode: wR6NM6zP.

If the bid is delivered 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
Procurement Department
535 Telfair Street – Suite 605
Augusta, Georgia 30901

Bid Packages may be obtained from the Augusta website, at the Augusta Procurement Department, the Georgia Procurement Registry, and Euna OpenBid.at

To schedule an optional site visit of the facility, contact Major C.V. Huffman, at phone (706) 821-1442 or at cvhuffman@augustaga.gov for arrangements no later than Friday, June 12, 2026.

Bidders are to communicate only with the Procurement Office, except at the optional site visit. No pricing discussions will be permitted during the site visit. Such discussion may disqualify your bid.

Do not contact any Elected Official, nor Administration, nor Department Head, or other employee of the City, to discuss the Bid specifics. Any such contact will be interpreted as conclusion and will immediately disqualify the bid. Furthermore, the City retains the right to bar the bidder from bidding on future bids.

The Bid Package contains provisions required for the specifications. All firms responding are cautioned to read this Bid Solicitation carefully, and request clarification from Procurement. All questions must be submitted in writing via email addressed to procbidandcontract@augustaga.gov by Monday, June 15, 2026 by 5:00 P.M.

All bid quotes must be made on the Bid Form provided. All blank spaces for bid prices must be fully completed and executed when submitted. Failure to provide all requested information may cause the bid to be rejected as non-responsive.

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 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 shall determine the length of time to issue a Notice of Award and additionally post such publicly.

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.

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

The Owner reserves the right to consider bids or modification thereof received at any time before the award is made if such action is in the interest of the Owner.

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.

Bid award will be made to the lowest, most responsive and responsible bid meeting all specifications.

Augusta reserves the right to reject any or all bids, or any parts thereof.

SECTION II

PROJECT DESCRIPTION:

PURPOSE: The Augusta, Richmond County Sheriff's Office intends to establish a contract for the replacement/repair of the existing fire alarm system, field addressable devices and AV devices as per Attachment 1 - 2025 Annual Fire Alarm Inspection and Testing Certificate, dated Friday, June 13, 2025, for the Charles B. Webster Detention Center, located at 1941 Phinizy Rd., Augusta, Georgia, 30906.

1. Please do not contact any member of the Augusta Richmond County Sheriff's Office, Commission or any member of the selection committee during this process.
2. Anticipated start date is Monday, August 3, 2026. Vendor is required to have all materials and staff available to begin services on or before this date.
3. If an award of contract is made because of this solicitation, the contract will be made based on the response which best satisfies the intent of this Request.
4. The Owner reserves the right to negotiate with any firm, as necessary, to serve the best interests of the Owner.
5. The Owner will not be liable for any costs incurred by the firm prior to the signing of a contract.
6. For a proposal to be considered it must remain valid for at least 90 days from the time that the Owner receives it.
7. Augusta, Georgia assumes no responsibility for proposals received after the advertised deadline, or at locations other than as specified herein.

SECTION III

SCOPE OF SERVICES

I. **PROJECT SUMMARY:**

- A. The requested services are for the Charles B. Webster Detention Center. All work; inspections and testing are to be conducted in accordance with applicable federal, state, and local laws, codes, and regulations.
- B. The successful Contractor shall be required to provide the minimum Fire System Replacement Services outlined in the Project Specifications attached hereto, which shall be subject to review.
- C. The Contractor shall be required to furnish all tools of the trade, materials, supplies, equipment, machinery, transportation, and other implements necessary to execute this Contract.
- D. The Contractor shall provide the schedule of services. The schedule will be provided to the Owner at the beginning of the project and shall be approved by the Owner.
- E. The Contractor shall perform work during regular business hours, Monday through Friday, excluding holidays, unless other scheduled times are approved in advance by an Authorized Representative for the Owner.
- F. The Contractor shall have in its employ, or under its control, sufficient qualified and competent personnel to perform work promptly and in accordance with a schedule or work program, as approved by the Owner. Contractors shall employ only such workers as are skilled in the tasks to which they are assigned. Contractor shall be responsible for overseeing the work of all workers. The Owner may require the Contractor not to assign any worker the Owner deems incompetent, careless, insubordinate, or otherwise objectionable to work on Owner's jobs.
- G. Each Contractor employee assigned to this location shall go through a mandatory background check required by the Richmond County Sheriff's Office. This process requires each technician to provide the following identifications: Drivers' License and Social Security Card.
- H. While working on Owner's property, all Contractors' employees shall wear clearly displayed photo identification badges at shirt pocket height showing they are employees of the Contractor. The badges shall be provided by the Contractor at the Contractor's expense.

- I. All of Contractor's maintenance service helpers or apprentices performing work must be under the onsite (physically located at the same site) supervision of a fully qualified technician.
- J. The Contractor must honor, at a minimum, the manufacturer's standard warranty on items and/or parts purchased for use under this Contract.

II. Project Specifications:

Areas for service to include:

Refer to the 2025 Annual Fire Alarm Inspection Report

1. Fire Alarm System Replacement/Repair
 - a) Existing Fire Alarm System
 - b) Field Addressable Devices
 - c) AV Devices
 - d) New System and Device Wiring
2. Inspection and testing of Fire Alarm system must be performed upon completion of project.
 - a) Deliverable – Full system report for Fire Alarm System
 - b) Deliverable – Final project report.
 1. System Name
 2. Part Number / Description / Quantity of devices installed

III. Firm's Tasks:

1. **CONTRACTOR** shall furnish all equipment, machinery, transportation and other implements necessary to execute this Contract.
2. **CONTRACTOR** will provide reports at the 30%, 60%, 90%, and 100% completion of project. Reports shall be sent to the Owner via email and regular mail. Reports must be legible, and computer generated. Each report must contain, at a minimum, the name of the system, location and part number/description/quantity of devices installed. It should also contain inspections and testing results upon completion..
3. **CONTRACTOR** will be responsible for notifying the Owner of deficiencies discovered during the project which were not documented in the 2025 Annual Fire Inspection reports. Deficiencies shall be documented in the final report and quote(s) to correct the deficiencies shall accompany the final report.
4. **CONTRACTOR** shall be responsible for obtaining all required licenses and permits to perform this service. The cost of these items is to be included in your bid. Proof of licenses and permits are to be supplied to the Richmond County Sheriff's Office prior to service.
5. **CONTRACTOR** should maintain documentation that all employees have been trained in appropriate safety measures to ensure contractor employees are performing their work in a safe manner.

6. The **CONTRACTOR** shall have a minimum of five (5) years' previous experience in Fire Alarm Services.
7. The **CONTRACTOR** shall include their responsibilities and relevant experience of the person(s) who will be actively engaged in the fire service.
8. The **CONTRACTOR** and **OWNER** will agree to the hours of service. Any exceptions must be approved by the Owner.

IV. OWNER'S TASKS:

1. The OWNER shall grant access to the premises at the specified day and time of services so that required services may be performed.
2. The Contractor will be held accountable for the removal of any unauthorized item(s) from the OWNER.
3. The Contractor will not allow employees to use any equipment located at this location.
4. The ownership of all data, drawings, reports, etc., which are prepared or produced under this contract shall be that of the Augusta, Georgia.

V. CONTRACT PAYMENT SCHEDULE:

CONTRACTOR shall forward invoices to Augusta, Georgia, Attn: Accounting Department, 535 Telfair Street, Suite 800, Augusta, GA 30901, with a copy to The Richmond County Sheriff's Office, Attn: Major Huffman, at 1941 Phinizy Road Augusta, GA 30906.

The Contractor shall provide an invoice which provides detailed billing for services provided no later than ninety (90) calendar days after the date services have been rendered. Invoices received after this time has elapsed may be considered null and void. The invoice shall reference the purchase order number assigned to this agreement.

Augusta agrees to pay accurate invoices Net 30 only, in arrears, after services are inspected.

All invoices must be itemized showing:

1. Contractor name
2. Remit to address
3. Purchase order number
4. Service location (street address, building name, etc.)

INDEMNIFICATION AND INSURANCE

The offeror shall carry general liability insurance coverage in the amount of One Million Dollars (\$1,000,000). This policy shall cover the firm and all of its employees and agents and shall indemnify and hold harmless Augusta-Richmond County and their representatives and employees, from any claim, demands, actions, and cause for actions arising from any act or non-act or the commission or omission of any act while under the terms of the bid award.

EXHIBIT B - BID FORM

I. BIDDER INFORMATION:

Names of Principal Owners: To include specifics on Related Experience and Qualifications of the firm (Attach additional sheets if more space is required).

1. _____

2. _____

Date Business Established: _____

References: Provide three (3) references of clients who are provided with the same or similar type of services. Include current clients' which services have been provided within the past three (3) years and include a contact person and current telephone number for each reference. Augusta reserves the right to contact clients for reference checks.

Reference #1:

COMPANY NAME:			
ADDRESS:			
CITY/STATE/ZIP			
TELEPHONE:		EMAIL ADDRESS:	

Reference #2:

COMPANY NAME:			
ADDRESS:			
CITY/STATE/ZIP			
TELEPHONE:		EMAIL ADDRESS:	

Reference #3:

COMPANY NAME:			
ADDRESS:			
CITY/STATE/ZIP			
TELEPHONE:		EMAIL ADDRESS:	

NOTE: Complete and Return This Page

**SECTION II
PRICING**

Provide a lump sum with a detailed line-item list of equipment, including make, model, part # and description. If quoting any equipment that is different than that indicated on Attachment 1 - Inspection and Testing Certificate, then list each alternative device quoted. Augusta retains the right to evaluate alternative equipment as to Fit, Form and Function, and if said equipment meets the Center's needs.

LUMP SUM PRICING:

Location	Description	Lump Sum
Charles B. Webster Detention Center	Fire Alarm System Replacement	\$ _____

SUBMITTED BY:

COMPANY NAME:	
ADDRESS:	
CITY/STATE/ZIP	
TELEPHONE:	EMAIL ADDRESS:
***** BEFORE SIGNING PLEASE CHECK *****	
SIGNATURE:	DATE: TITLE:

BY SIGNING THIS DOCUMENT, THE BIDDER IS STATING THAT THEY ARE NOT AN EMPLOYEE, NOR FAMILY MEMBER OF AN EMPLOYEE, OF AUGUSTA, GEORGIA.

BIDS MUST BE SIGNED BY AN OFFICIAL AUTHORIZED TO BIND THE FIRM TO THE TERMS AND CONDITIONS OF THIS REQUEST FOR BIDS.

AUGUSTA, GEORGIA (OWNER) RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS.

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR SUBMITTAL

III: ACKNOWLEDGEMENT OF TERMS AND CONDITIONS:

Bidder shall acknowledge agreement

- 1. All materials and services furnished will be subject to the approval of the Commission, Administrator, Procurement Director, and Sheriff's Office.
- 2. All warranties, expressed or implied, must be submitted in writing and will become a part of the vendor's formal offering.
- 3. Proposed alternative products must be equal in Fit, Form and Function by 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.
- 4. Warranty is to be specified.
- 5. Proposer has reviewed the terms and conditions of this bid.
- 6. Termination of Award: Either Augusta or Contractor may terminate work under this award in the event the other party fails to perform in accordance with the specifications. Any party seeking to terminate this award is required to give a thirty (30) day prior written notice to the other party. The vendor shall be paid for any validated services under this award up to the time of termination.
- 7. FAILURE TO PERFORM/BREACH OF CONTRACT: In the event non-performance or unsatisfactory performance by the Contractor of any obligation of this contract or the Contractor is in substantial non-compliance with any of its terms to include but not limited to multiple acts of a similar nature, Augusta may terminate this contract under the TERMINATION FOR CAUSE clause. PROVIDED, Augusta shall provide written notice to the Contractor of said non-performance or unsatisfactory performance or substantial non-compliance. PROVIDED FURTHER, the Contractor shall have five (5) days after such notice to cure said failure or non-compliance.

I hereby certify that the responses to the above representations, certifications, and other statements are accurate and complete. I agree to abide by all conditions of this Invitation to Bid and certify that I am authorized to sign for the Offeror.

Signature: _____

Date: _____

Name (Printed): _____

Title: _____

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR SUBMITTAL

Local Small Business Program Preference

The Local Small Business Program provides for Local Small Business Program Preference on all applicable Augusta, Georgia procurements between \$101,000 and \$300,000 in value.

The Local Small Business Program Preferences for this procurement is:

Waived

There must be a minimum of three (3) certified firms in the Local Small Business Program that can provide the service or product, as specified by the user department, for the LSBP Preference to be considered. As a result of not meeting the minimum service/product requirement, the LSBP Preference is waived for this solicitation.

NO RESPONSE LETTER

Please submit by response due date

Bid Item #26-400	Fire Alarm System Replacement Charles B. Webster Detention Center	Due: Tuesday, June 30, 2026 @ 11:00 a.m.
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To: Augusta, Georgia - Procurement Department

This is to certify that _____, will not be submitting a response to the above referenced solicitation document prepared by Augusta Procurement Department.

Reason(s) for No Submission:

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

Authorized Representative:

Name: _____

Title: _____

Signature: _____

Date: ____/ ____/ 20____