



Invitation to Bid Item #27-002

September 24, 2026

For the provision of

Van Rentals for Master - Annual Contract

for

Augusta, GA - on behalf of Augusta Regional Airport

Bid Due: Wednesday, October 21, 2026, at 11:00 a.m.

Local Bidders Preference Is Applicable

One Original and One Electronic Version of ITB
on a USB Drive shall be submitted

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

Invitation to Bid

Sealed bids will be received at this office until **Wednesday, October 21, 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 additionally via Teams: Meeting ID: 237 968 043 206 029; Passcode: wo2VH3Hc

BID ITEM AUGUSTA REGIONAL AIRPORT - ANNUAL CONTRACT
COMMODITY CODE (Bid Items may have more parent codes)

Bid Item Description	COMMODITY CODE (Bid Items may have more parent codes)
27-002 Van Rentals for Masters	023-975-16, 004-071-90, 004-071-91

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 No bids may be withdrawn for a period of ninety (90) days after bids have been opened.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 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. No bids may be withdrawn for a period of ninety (90) days after bids have been opened.

All request for clarifications or interpretations for this bid must be submitted in writing by electronic email to procannualbids@augustaga.gov to the Procurement Department on or before the close of business Friday, October 13, 2026 @ 5:00 p.m.

Augusta Procurement Department
Attn: April Payne
535 Telfair Street - Suite 605
Augusta, Georgia 30901
Phone: 706-821-2422
Email: procannualbids@augustaga.gov

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

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

Publish:

Augusta Chronicle September 24, 2026, and October 1, 5, 8, 12, 2026

BID OPENINGS:

All bid openings are open to the public, either in person in the Procurement Department located at 535 Telfair Steet, Suite 605, Augusta, GA 30901, or via virtual teleconferencing. Augusta uses the Microsoft Teams application for those wanting to attend virtually. The application is free to use. The Bid Opening is Wednesday, October 21, 2026, at 11:00 a.m.

Follow these instructions to attend virtually via TEAMS:

1. Go to: <https://teams.microsoft.com/meet/237968043206029?p=Au0im4OSVYVNoV56Ey>
2. Enter meeting ID: 237 968 043 206 029
3. Use Passcode: wo2VH3Hc

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, materials, supplies, and or services as listed above. All bids are governed by the Augusta, Georgia Code.
- 1.2 Viewing the Augusta Code: All bids are governed and awarded in accordance with the applicable federal and state regulations and the Augusta, Georgia Code. To view the Code visit Augusta's website at www.augustaga.gov or <http://www.augustaga.gov/index.aspx?NID=685> Guidelines & Procedures.
- 1.3 Compliance with laws: The 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 Any 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 Bidders Preference: The Local Bidders 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 at (706) 312-5050.

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



NOTICE TO ALL BIDDERS

Exhibit A – Bidders Information, is a consolidated document consisting of:

1. Copy of Business License
2. W-9 Form
3. Acknowledgement of Addenda (if any)
4. Statement of Non-Discrimination
5. Non-Collusion Affidavit of Prime Bidder/Offeree
6. Conflict of Interest Statement

Exhibit B - Bidder Affidavit for E-Verify

Bidder's must provide their E-Verify affidavit along with their bid on the attached form. E-Verify User ID Number must be provided

Exhibit C - Systematic Alien Verification for Entitlements Program

Business License Requirement: Bidder must be licensed in the Governmental entity (state or local) for where they do the majority of their business. The company's business license number must be provided. If your Governmental entity does not require a business license, your company will be required to obtain an Augusta, GA business license if awarded a contract. For further information contact the License and Inspection Department phone number (706) 312-5050.

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

1. Georgia Security and Immigration Subcontractor Affidavit
2. Non-Collusion Affidavit of Sub-Bidder
3. E-Verify MOU (Memorandum of Understanding)



Exhibit A

Augusta, Georgia
ATTN: Procurement Director
535 Telfair Street, Suite 605
Augusta, Georgia 30901

Company of Bidder: _____

Street Address: _____

City, State, Zip Code: _____

Phone: _____ Email: _____

Where/How did you hear about this solicitation? _____

Instructions:

1. Attach a copy of your Business License
2. Attach your Federal W-9 Form.
3. Provide a copy of your General, or other Bidder License, for the following (If applicable),
Utility Bidders License # _____
General Bidder License # _____
Additional Specialty License # _____
4. Acknowledgement of Addenda: (#1) ____ (#2) ____ (#3) ____ (#4) ____ (#5) ____ (#6) ____ (#7) ____ (#8) ____
Check the appropriate box(es) to acknowledge receipt of addenda

Statement of Non-Discrimination

1. 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.
2. 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.
3. 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.
4. 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;
5. 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;
6. 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;
7. 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

1. By submission of a bid, the bidder certifies, under penalty of perjury, that to the best of their 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 bidders 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 bidders prior to opening, directly or indirectly, to any other bidders or to any competitor.

- C. No attempt has been made, or will be made, by the bidders 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 bidders 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 bidders 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 bidders prior to opening, directly or indirectly, to any other bidders or competitor.
 - C. No attempt has been made, or will be made, by the bidders 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.

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.

Signatory Name in Print

Company Name

Signatory's Title

Signature of Authorized Officer or Agent

DATE: _____

SUBSCRIBED AND SWORN BEFORE
ME ON THIS _____ DAY OF
_____, 202____.

NOTARY PUBLIC (Seal or Stamp)

My Commission Expires: _____

Exhibit B

Bidder Affidavit under O.C.G.A. § 13-10-91(b)(I)

The undersigned Bidder ("Bidder") executes this Affidavit to comply with O.C.G.A § 13-10-91 related to any contract to which Bidder 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 Bidder 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 Bidder will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;
- c) The Bidder will notify the public employer in the event the Bidder ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;
- d) The Bidder understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;
- e) The Bidder will contract for the performance of services in satisfaction of such contract only with subcontractor who present an affidavit to the Bidder with the information required by O.C.G.A. § 13-10-91(a), (b), and (c);
- f) The Bidder 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 Bidder is a party after the date hereof without further action or consent by Bidder; and
- g) Bidder acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

Federal Work Authorization User Identification Number

Date of Authorization

Name of Bidder

Project Name and Number

Signatory Name in Print

Signature of Authorized Officer or Agent

Signatory's Title

Date

SUBSCRIBED AND SWORN BEFORE
ME ON THIS ____ DAY OF
_____, 202__.

NOTARY PUBLIC

My Commission Expires: _____

Exhibit C

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 #27-002 Van Rentals for Master – Annual Contract

[ITB Project Number and Project Name]

Print name of 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

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. § 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 Bidder _____ 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]

[Signatory's Title] [Company Name]

Date: _____

SUBSCRIBED AND SWORN BEFORE
ME ON THIS _____ DAY OF
_____, 202_.

NOTARY PUBLIC

My Commission Expires: _____

Return Page Only if Applicable



BIDDER COMPLIANCE AND EXCEPTIONS FORM

1. The Bidder certifies that the commodity(ies) and/or service(s) proposed in response to this solicitation fully comply with all requirements, specifications, terms, and conditions of the solicitation, except for any deviations or exceptions specifically identified below.
2. If the Bidder proposes any commodity(ies) and/or service(s) that differ in any manner from the requirements of this solicitation, the Bidder must clearly identify each deviation or exception by specification section number and provide a detailed description below.
3. Failure to identify any deviation or exception shall be deemed an affirmative representation that the Bidder's offer is in full and complete compliance with all requirements, specifications, terms, and conditions of the solicitation.
4. 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.

Exceptions/Deviations:

☐ NO EXCEPTIONS: The Bidder certifies that its offer is in full compliance with all requirements of this solicitation.

☐ EXCEPTIONS IDENTIFIED ABOVE: The Bidder certifies that all exceptions and deviations from the solicitation have been fully and accurately identified above.

BIDDER CERTIFICATION

I certify that I am authorized to submit this response on behalf of the Bidder and that the information provided on this form is true, complete, and accurate. I understand that failure to disclose an exception or deviation may result in the Bidder's offer being evaluated as fully compliant with the solicitation requirements.

Company Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

Local Bidders Registration Form

- A. Augusta, Georgia encourages the use of local suppliers of goods, services and construction products whenever possible. Augusta, Georgia also vigorously supports the advantages of an open competitive marketplace. Nothing in this Section shall be interpreted to mean that Augusta, Georgia Administrator or Procurement Director are restricted in any way from seeking formal bids or proposals from outside the Augusta market area.
- B. The Local Bidders 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

- Yes ____ No ____ 1. Has had a fixed office or distribution point in and having a street address within the geographic limits of Richmond County, Georgia for at least six (6) months immediately prior to the issuance of the request for bids or quotes by Augusta; and
- Yes ____ No ____ 2. Holds any business license required by the AUGUSTA, GA. CODE; and
- Yes ____ No ____ 3. Employs at least one full-time employee, or two part-time employees whose primary residence is within the geographic limits of Richmond County, Georgia or if the business has no employees, the business shall be at least fifty percent (50%) owned by one or more persons whose primary residence is within the geographic limits of Richmond County, Georgia.
- C. Nothing in this section shall be interpreted to mean that the Augusta, Georgia Administrator or Commission may decline to follow the provisions of O.C.G.A. §§ 36-91-1 through 36-91-95, Public Works Contracts. O.C.G.A. § 36-91-22 requires that all Augusta, Georgia public works contracts of one-hundred thousand dollars (\$100,000) or more, as defined therein, be publicly advertised before letting out the contract to the lowest bidder. Further, nothing in this section shall be interpreted to mean Augusta, Georgia Administrator or Board of Commissioners may decline to follow the provisions of the AUGUSTA, GA. CODE requiring public advertising before letting certain contracts.

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

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

Notice To All Bidders (PLEASE READ CAREFULLY)

Shall apply to ALL Bids regardless of the dollar amount

In accordance with the Commission Action on 7/25/24 and the adoption of Ordinance No. 7945 Chapter 10C of the AUGUSTA, GA, CODE, Bidders 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, Bidders shall report to Augusta, Georgia the total dollars paid to each subcontractor, bidders, 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 Bidder and/or collecting liquidated damages.

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

Minority and Women Owned Business Enterprise Program (Continued)

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

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

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

Good Faith Efforts (GFE) Requirements and Guidance

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

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

Bid Documents

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

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

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

Sec. 1-10-154.Exceptions

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

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

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

INTRODUCTION:

Augusta Regional Airport Aviation Services (Airport) is soliciting sealed bids from qualified vehicle rental companies to provide passenger van rentals in support of Airport operations during the annual Masters Tournament.

The Masters Tournament is traditionally held during the first full week of April. Rental vehicles will be used to transport passengers, flight crews, and operational staff throughout the event. The Airport anticipates renting up to twenty (20) passenger vans during each event.

GENERAL INFORMATION:

1. The term of this bid is for one (1) year, with four (4) one (1) year renewal options. Prices must remain fixed, and firm as submitted in the bid.
2. Price Escalation Clause: Suppliers may request a price escalation adjustment, at least sixty (60) days prior to the renewal date. Price escalations will not be considered throughout the year. Increase request may not exceed three percent (3%) per item. The bidders will be required to provide sufficient documentation to justify the requested price escalation(s). Also, evaluation and/or audit will be performed on the cost proposal as well as other submitted documentation to determine if the requested price increase(s) is fair and reasonable.
3. Bidder(s) will be required to provide sufficient documentation to justify the requested price escalation(s). Also, evaluation and/or audit will be performed on the cost proposal as well as other submitted documentation to determine if the requested price increase(s) is fair and reasonable.
4. Termination of Award: Either Augusta or Bidder 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 bidders shall be paid for any validated services under this award up to the time of termination.
5. Failure to Perform/Breach of Contract: in the event non-performance or unsatisfactory performance by the Bidder of any obligation of this contract or the Bidder 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 Bidder of said non-performance or unsatisfactory performance or substantial non-compliance. provided further, the Bidder shall have five (5) days after such notice to cure said failure or non-compliance.
6. Companies that require a minimum order amount will not be accepted.
7. Bids For All Or Part: Unless otherwise specified, Augusta 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. Augusta reserves the right to reject any and/or all bids, or any part thereof. No substitutes will be accepted where no sub is listed. Successful bidder agrees that no additional shipping charges, delivery charges, tariff charges, restocking fees and or service charges will be assessed against Augusta for the listed rates associated with this bid.

DETAILED SPECIFICATIONS:

SCOPE OF SERVICES

1. The successful bidder shall furnish, deliver, and retrieve passenger vans meeting the specifications contained herein.
2. The contractor shall provide all labor, equipment, maintenance, roadside assistance, and customer support necessary to furnish vehicles that are safe, reliable, and ready for continuous daily operation throughout the rental period.
3. Completed bid packet, company Information, proof of licensing and Certificate of Insurance.
4. Must provide references for similar contracts, price schedule and any exceptions to specifications.

VEHICLE REQUIREMENTS

The contractor shall furnish up to twenty (20) passenger vans, meeting the following minimum requirements:

- Seating capacity of 12 or 15 passengers
- Mid-roof or high-roof configuration
- Current model year or no more than four (4) model years old at the time of delivery
- Automatic transmission
- Gasoline-powered engine
- Air conditioning and heating
- Power steering
- Power brakes
- Power windows
- Power door locks
- Backup camera
- Bluetooth-enabled AM/FM radio
- Cruise control
- Anti-lock braking system (ABS)
- Electronic Stability Control
- Tires in safe operating condition
- Fully serviced and mechanically sound
- Clean interior and exterior
- Free of significant cosmetic damage
- All manufacturer recalls completed
- Unlimited mileage

The Airport reserves the right to inspect and reject any vehicle that does not meet these specifications.

VEHICLE QUANTITY

- The Airport anticipates renting up to twenty (20) passenger vans.
- The number of vehicles ordered will depend upon operational needs and available funding.
- The quantities listed are estimates only and do not constitute a guaranteed minimum purchase.

RENTAL PERIOD

- The rental period is from April 2, 2026, through April 13, 2026 for use during the Masters Tournament.
- The Airport will notify the successful vendor of the required quantity and rental dates no later than sixty (60) days before the scheduled delivery date.
- Rental period may be extended per the Airport's request.

DELIVERY AND PICKUP

The contractor shall:

- Deliver all vehicles directly to Augusta Regional Airport.
- Retrieve all vehicles from Augusta Regional Airport upon completion of the rental period.
- Coordinate delivery and pickup with Airport Operations.
- Deliver all vehicles with a full tank of fuel.
- Ensure vehicles are available by the requested delivery date and time.

Delivery Location

Augusta Regional Airport
1501 Aviation Way
Augusta, Georgia 30906

VEHICLE CONDITION

- Each vehicle shall:
- Be professionally cleaned prior to delivery.
- Be in excellent operating condition.
- Be free from warning lights or mechanical defects.
- Have no significant dents, broken glass, or damaged interiors.
- Have current registration and all required documentation.
- Include owner's manual.
- Include one full-size spare tire or manufacturer-approved roadside assistance.

BREAKDOWN AND ROADSIDE ASSISTANCE

- The contractor shall provide:
- 24-hour roadside assistance.
- Emergency towing.
- Tire service.
- Battery service.
- Lockout assistance.

If a vehicle becomes inoperable due to mechanical failure, the contractor shall replace the vehicle as soon as practicable, but no later than twenty-four (24) hours after notification.

PRICING

Bidders shall provide pricing for an individual rental for the time frame of April 2, 2026 through April 13, 2026, and is to include the following cost:

- Rental Rate
- Delivery charges
- Pickup charges
- Fuel charges
- Cleaning fees
- Any additional fees (Are required to be listed on the exception form)
- Pricing shall remain firm for the contract term.

Cost shall be inclusion of all associated fees. No additional fees may be added.

CONTRACTOR RESPONSIBILITIES

The successful contractor shall:

- Maintain sufficient fleet inventory.
- Provide a dedicated customer service representative.
- Coordinate directly with Airport Operations.
- Respond promptly to service requests.
- Replace defective vehicles when required.
- Comply with all applicable federal, state, and local laws.

AIRPORT RESPONSIBILITIES

The Airport shall:

- Identify the required quantity of vehicles.
- Identify rental dates.
- Provide an authorized point of contact.
- Return vehicles in substantially the same condition, excluding normal wear and tear.
- Refuel vehicles prior to return unless otherwise agreed.

TERM OF AGREEMENT

The agreement shall be for the Masters Tournament rental period identified in the solicitation.

Exhibit D - Cost worksheet

Rental Cost (per van, per day) \$ _____
(Cost shall be inclusion of all associated fees to include deliver charges, pickup charges, driver's fees, fuel charges, cleaning fees – No additional fees will be paid)

BID SUBMITTED BY:

NAME: _____

COMPANY: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE: _____ EMAIL: _____

SIGNATURE: _____

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR SUBMITTAL

NO RESPONSE LETTER

Please submit by response due date

Bid Item #27-002	Van Rentals for Master Annual Contract	Due: Wednesday, October 21, 2026 at 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____