# Invitation to Bid Item #27-107

September 24, 2026

For the provision of

## *Emergency Standby Generator Maintenance Services 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 p.m**. Bid openings are open to the public in the Procurement Department located at 535 Telfair Street, Suite 605 Augusta, GA 30901and additionally via Teams: Meeting ID: 237 968 043 206 029; Passcode: wo2VH3Hc

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

| Bid Item Description | COMMODITY CODE *(Bid Items may have more parent codes)* |
|---|---|
| 27-107 - Emergency Standby Generator Maintenance Services | 016-936-39 |

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 No bids may be withdrawn for a period of ninety (90) days after bids have been opened.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 No bids may be withdrawn for a period of ninety (90) days after bids have been opened.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, 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 bidderss 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/Offeror
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 SubBidder 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 subBidder/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, not 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 subBidder(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___.

_____ My Commission Expires: _____

NOTARY PUBLIC (Seal or Stamp)

# Exhibit B

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

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 subBidders 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___.

_____ My Commission Expires: _____

NOTARY PUBLIC

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 #27-107 Emergency Standby Generator Maintenance Services – 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] [Company Name]

_____ Date: _____
[Signatory's Title]

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

_____ My Commission Expires: _____
NOTARY PUBLIC

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.

| | |
|---|---|
| Company Name_____<br>Address:_____<br>City:_____ State:_____ Zip:_____<br>Phone # _____<br>Email: _____<br>Owner's Name: _____<br>Owner's Signature: _____ | Sworn to and subscribed before me this _____ day of _____, 20___<br>Notary Signature_____<br>Notary Public: _____ (Print Name)<br>County: _____<br>State:_____<br>Commission Expires: _____<br>NOTARY SEAL & STAMP |

## 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 subBidder, bidders, or other business on each contract, and shall provide such payment affidavits, regarding payment to subBidders, 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 withing 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 SubBidder 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, Georgia is seeking bids for Emergency Standby Generator Maintenance Services for Augusta Regional Airport.

**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.
8. Bid Quote shall include F.O.B. destination. 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.
9. Items will be ordered on an as needed basis.
10. Brand Name Statement: Any reference to brand names, trade names, model numbers or other description peculiar to specific brand products is made to establish a required level of equality and functional capabilities; it is not intended to exclude other products of that level. Comparable products of other manufactures will be considered if proof of comparability is contained in the bid. It shall be the responsibility of the bidders to furnish with their bid such specifications, catalog pages, brochures, of the quality and functional capability of the

product offered. Augusta, Georgia may request samples of any bidders prior to bid award. Failure to provide this data or the requested samples may be considered valid justifications for the rejection of the bid.

## DETAILED SPECIFICATIONS

## SECTION ONE

Bidder are to denote agreement with each statement by placing a check mark within the parenthesis to the left.

1.0 GENERAL INFORMATION

[ ] 1.01 All services furnished will be subject to the approval of the Commission, Augusta Administrator, and the Procurement Director.

[ ] 1.02 The units may be inspected before the bid submittal. To arrange for an optional site visit, please contact Bruce Keller at 706-496-5336.

[ ] 1.03 Bidder is not an employee of Augusta.

2.00 SELECTION OF SUCCESSFUL BIDDER

[ ] 2.01 All warranties, expressed or implied, must be submitted in writing and will become a part of the vendor's formal bid offering.

3.00 GENERAL SPECIFICATIONS AND STANDARDS

[ ] 3.01 All services shall be as specified in Section Two.

4.00 PERFORMANCE STANDARDS

[ ] 4.01 Bidders are required to submit, at the time of the bid, a statement of qualification including information and contact information of key personnel, emergency contact numbers, and response time for emergency repairs. Augusta desires that all contractor technicians be EGSA certified, but not required.

[ ] 4.02 It is the responsibility of the contractor to ensure their technicians meet their background check requirements.

[ ] 4.03 Augusta is a drug free workplace. Visit http://www.augustaga.gov/643/Human-Resources Augusta, Georgia, Human Resources "Policy and Procedure Manual-Chapter IV-Substance Abuse: Section 900.016 Contractors (page 164).

5.00 Contract Term

[ ] 5.01 This maintenance contract is for a period of one year, from January 2, 2027, through December 31, 2027, with the option to renew for four (4) additional year terms.

[ ] 5.02 The owner has the right to extend this contract for an additional 12-month period upon confirmation by the contractor that they are willing to continue the agreement under the terms of the initial bid.

[ ] 5.03 If at any time during the initial, or subsequent contract terms, the owner deems the service of the contractor to be unsatisfactory and out of compliance with the criteria established in this ITB, the owner has the right to cancel the agreement with a 30-day written notice.

SECTION TWO

1.0 BIDDER INSTRUCTIONS

1.01 Bidders will place a check mark within the parenthesis provided at left margin as indication that item submitted meets or exceeds that portion of the specification.

1.02 Generators are as listed below:

1. Main Terminal
   Model: 5983570100
   S/N: 2086459
   KW: 500
   Fuel Capacity : Approx. 1500 Gal.
   Name: Generac
   Year: July 2004

2. ARFF Fire Station
   Model: 159EOZK
   S/N: SGM32NVJR
   KW: 16
   Fuel Capacity : Approx. 200 Gal.
   Name: Kohler
   Year: August 2018

3. Airfield Electrical Vault
   Model: D175-4
   S/N: CAT00C71VWG300545
   KW: 175
   Fuel Capacity : Approx. 400 Gal.
   Name: Caterpillar
   Year: October 2019

4. General Aviation (FBO)
   Model: 13637910200
   S/N: 2113274
   KW: 60
   Fuel capacity : Approx 200 Gal.
   Name: Generac
   Year: March 2012

5. Stem Building (former airfield vault)
   Model: 125DGEA
   S/N: L920495748
   KW: 125
   Fuel Capacity : Approx. 250 Gal.
   Name: Onan

6. AGS Fuel Farm
   Model : 60REOZK
   S/N : 33HMGMMG0007
   KW : 60
   Fuel Capacity : Approx. 400 Gal.
   Name : Kohler
   Year: 2024

7. AGS Portable Generator – Trailer Mounted
   Model : C200D6R – A041V559
   S/N : K130601061
   KW : 200 KW
   Fuel Capacity : Approx. 350 Gal.
   Name : Cummins Power

2.00 WARRANTY

[ ] 2.01 All work performed under this contract shall be warranted for 60 days after completion.

3.00 PRICE QUOTATION

[ ] 3.01 Bidder will provide guaranteed pricing for the time frame referenced in this ITB.

4.00 SERVICES REQUIRED

[ ] 4.01 Service is to be performed twice during the contract period as follows (unless otherwise noted). This ITB is for the annual service contract for stand-by generators located at Augusta Regional Airport as listed below:

1. Main Terminal
2. Arff Fire Station
3. Airfield Electrical Vault
4. General Aviation (Fbo)
5. Stem Building (former airfield vault)
6. Fuel Farm
7. Portable Genset – Trailer Mounted

All services shall be scheduled in advance with AGS Maintenance in effort to provide required escorts.

All reports, findings and individually labeled (before and after) fuel samples, must be turned in to the maintenance department upon completion.

Tax and freight is to be included in the bid price. No additional charges will be assessed against Augusta

Services to include the following:

[ ] 4.01A Semi Annual Service is to address the following items is to be completed in the month of February.

1. Check electrolyte level in battery
2. Load test battery set and record voltages. Notify owner of any issues.
3. Remove, clean, coat and reinstall battery terminals
4. Inspect the general condition of the wiring
5. Inspect transfer switch wiring
6. Inspect control panel indicator lights
7. Inspect transfer switch indicator lights
8. Check operation of transfer switch
9. Inspect engine safety pre-alarm
10. Test engine safety shutdown
11. Test remote annunciator
12. Inspect overall system on exhaust
13. Drain exhaust line
14. Check for water in fuel tank
15. Check transfer pump
16. Change fuel filters (REQUIRED DURNG BOTH SERVICES)
17. Check for leaks in fuel line and connections
18. Test antifreeze protection level
19. Check and adjust up to 1 gallon of coolant to maintain protection to -10 degrees Fahrenheit
20. Test DCA and the coolant additive for diesel engines
21. Inspect hoses and connections
22. Inspect jacket water heater
23. Inspect radiator and cap
24. Inspect for coolant leakage
25. Lubricate housing doors and hardware
26. Inspect and advise of oil leakage
27. Check lube oil heater
28. Check operation of diesel engine
29. Test run unit on actual load
30. Check and adjust voltage and frequency
31. Determine operating oil pressure, water temperature and voltage output on alternator
32. Record Values
33. Change Oil and filter
34. Provide an 3rd party analysis of the engine oil to identify problems that could shorten engine life
35. Provide an 3rd party analysis of the fuel source for all above described gensets – e.g., day tank/belly tank.
36. All services shall be scheduled in advance with AGS Maintenance in effort to provide required escorts.
37. ALL REPORTS MUST BE TURNED IN TO THE MAINTENANCE DEPARTMENT UPON COMPLETION.

[ ] 4.01 B Second Semi Annual Service shall address all items in 4.01a, plus the following items and is to be completed during the month of August.

1. Inspect and adjust belts
2. Change water filters
3. Inspect and lubricate rear bearing
4. Check and clean crankcase breather
5. General inspection of prime mover
6. Check distributor cap
7. Change Air Filter
8. Run four (4) hour load bank test on all Generators
9. Check time delay engine start
10. Check time delay normal to emergency
11. Check time delay emergency to normal
12. Check time delay cool down
13. Record exerciser clock day and time. Min. operation weekly
14. Restore system to automatic operation
15. All services shall be scheduled in advance with AGS Maintenance in effort to provide required escorts
16. ALL REPORTS TO BE TURNED IN TO THE MAINTENANCE DEPARTMENT UPON COMPLETION

[ ] 4.01 C Fuel Polishing: Shall perform fuel polishing to all above listed generator fuel tank locations (belly tanks). Services are to be performed every 3 years. First fuel polishing to begin on first year of contract and then every 3rd year in same month of valid contract. E.g., February 2027, February 2030.

Note: Fuel polishing final filtration range – (Absolute-Rated Filter) - 2-5 microns

# EXHIBIT D - COST SHEET

| ANNUAL COST YEAR ONE SERVICE | QUANTITY | COST |
|---|---|---|
| Annual Service Cost for Main Terminal | 1 | $_____ |
| Annual Service Cost for ARFF | 1 | $_____ |
| Annual Service Cost for Elect. Vault | 1 | $_____ |
| Annual Service Cost for General Aviation | 1 | $_____ |
| Annual Service Cost for Stem Building | 1 | $_____ |
| Annual Service Cost for Fuel Farm Genset | 1 | $_____ |
| Annual Service Cost for Portable Genset | 1 | $_____ |
| Total | | $_____ |

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 #27-107 | Emergency Standby Generator Maintenance Services Annual Contract | Due: Thursday, October 21, 2026 @ 11:00 a.m. |

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____