



Bid Specifications

Bid Item #16-201

Utility Tractor

For

Augusta, Georgia – Fleet Department

Bid Due: Friday, July 8, 2016 @ 11:00 a.m.

Thanks for doing business with us . . .

*Gerri A. Sams, Procurement Director
535 Telfair Street, Room 605
Augusta, Georgia 30901*



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Bid Specifications

Invitation To Bid

Sealed bids will be received at this office until Friday, July 8, 2016 @ 11:00 a.m. for furnishing:

Bid Item #16-201 Utility Tractor for Augusta Fleet Department

Bids will be received by Augusta, GA Commission hereinafter referred to as the OWNER at the offices of:

Geri A. Sams, Director
Augusta Procurement Department
535 Telfair Street - Room 605
Augusta, Georgia 30901

Bid documents may be viewed on the Augusta, Georgia web site under the Procurement Department ARcbid. Bid documents may be obtained at the office of the Augusta, GA Procurement Department, 535 Telfair Street – Room 605, Augusta, GA 30901. Documents may be examined during regular business hours at the offices of Augusta, GA Procurement Department.

All questions must be submitted in writing by fax to 706 821-2811 or by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by Friday, June 24, 2016 @ 5:00 P.M. No bid will be accepted by fax, all must be received by mail or hand delivered.

No bids may be withdrawn for a period of sixty (60) days after bids have been opened, pending the execution of contract with the successful bidder.

The local bidder preference program is applicable to this project. To be approved as a local bidder and receive bid preference an eligible bidder must submit a completed and signed written application to become a local bidder at least thirty (30) days prior to the date bids are received on an eligible local project. An eligible bidder who fails to submit an application for approval as a local bidder at least thirty (30) days prior to the date bids are received on an eligible local project, and who otherwise meets the requirements for approval as a local bidder, will not be qualified for a bid preference on such eligible local project.

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

Bidders are cautioned that acquisition of 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 qualifications.

Correspondence must be submitted via mail, fax or email as follows:

Augusta Procurement Department
Attn: Geri A. Sams, Director of Procurement
535 Telfair Street, Room 605
Augusta, GA 30901
Fax: 706-821-2811 or Email: procbidandcontract@augustaga.gov

No bid will be accepted by fax, all must be received by mail or hand delivered.

GERI A. SAMS, Procurement Director

Publish:

Augusta Chronicle June 2, 9, 16, 23, 2016

Metro Courier June 8, 2016

cc: William Rhinehart Deputy Administrator
 Ron Crowden Fleet Management
 Russell Sanders Fleet Management

INSTRUCTIONS TO SUBMIT

- 1.1 **Purpose:** The purpose of this document is to provide general and specific information for use by vendors in submitting a bid to supply Augusta, Georgia with equipment, supplies, and or services as listed above. All bids are governed by the Augusta, Georgia Code.
- 1.2 **Viewing the Augusta Code:** All bids are governed and awarded in accordance with the applicable federal and state regulations and the Augusta, Georgia Code. To view the Code visit Augusta's website at www.augustaga.gov or <http://www.augustaga.gov/index.aspx?NID=685> **Guidelines & Procedures.**
- 1.3 **Compliance with laws:** The Proponent 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 Proponent and Augusta, Georgia. Any such requirement specifically set forth in any contract document between the Proponent and Augusta, Georgia shall be supplementary to this section and not in substitution thereof.
- 1.4 **Bid's For All Or Part:** Unless otherwise specified by Augusta, Georgia or by the proponent, **AUGUSTA, GEORGIA RESERVES THE RIGHT TO MAKE AWARD ON ALL ITEMS, OR ON ANY OF THE ITEMS ACCORDING TO THE BEST INTEREST OF AUGUSTA, GEORGIA.** Proponent may restrict his bid to consideration in the aggregate by so stating, but must name a unit price on each item submitted upon.
- 1.5 **All protest shall be made in writing to:**
- Attn: Geri A. Sams**
Director of Procurement
535 Telfair Street, Room 605
Augusta, GA 30901
Fax: 706-821-2811 or
Email: procbidandcontract@augustaga.gov
- 1.6 **Local Vendor Preference:** The Local Vendor Preference policy shall only be applied to projects of one-hundred thousand dollars (\$100,000) or less and only when the lowest local qualified bidder is within 10% or \$10,000, whichever is less of the lowest non-local bidders.c
- 1.7 **Minority/Women Business Enterprise (MWBE) Policy:** *Court Order Enjoining Race-Based Portion of DBE Program Augusta, Georgia does not have a race or gender conscious Disadvantaged Business Enterprises (DBE) program for projects having Augusta, Georgia as the source of funding. Augusta does enforce mandatory DBE requirements of federal and state agencies on contracts funded by such agencies and has a DBE Program to comply with U.S. Department of Transportation (DOT), Federal Transit Administration (FTA), Federal Aviation Administration (FAA) and other federal and state mandated DBE requirements for certain DOT, FTA, FAA, and other federal and state assisted contracts as required by 49 C.F.R. Part 26, et. seq. and/or 49 C.F.R. Part 23, et. seq. This DBE program is only for DOT, FTA and FAA assisted contracts and other federal or state funded contracts having mandatory DBE requirements. (See Article 13 of the Augusta, GA. Code.)*
- Augusta, Georgia prohibits any language in any solicitation, bid or contract that is inconsistent with the July 21, 2011 Court Order in the case, Thompson Wrecking, Inc. v. Augusta Georgia, civil action No. 1:07-CV-019. Any such language appearing in any Augusta, Georgia solicitation, bid or contract is void and unenforceable.*
- A copy of this Order can be reviewed at www.augustaga.gov home page.*
- 1.8 **Augusta, Georgia License Requirement:** For further information contact the License and Inspection Department @ 706 312-5050.
- General Contractors License Number:** If applicable, in accordance with O.C.G.A. §43-41, or be subjected to penalties as may be required by law.
- Utility Contractor License Number:** If applicable, in accordance with O.C.G.A. §43-14, or be subjected to penalties as may be required by law.
- 1.9 **Terms of Contract:** (Check where applicable)
- [] (A) Annual Contract
[X] (B) One time Purchase.
[] (C) Other



NOTICE TO ALL BIDDERS

(PLEASE READ CAREFULLY)

ADHERE TO THE BELOW INSTRUCTIONS AND DO NOT SUBSTITUTE FORMS

PLEASE READ CAREFULLY:

Attachment B 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)

Attachment B Must be Notarized & the 2 Pages Must be returned with your submittal - No Exceptions.

Business License Requirement: Contractor 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 on Page 1 of Attachment B. If your Governmental entity (State or Local) does not require a business license, your company will be required to obtain a Richmond County business license if awarded a Bid. For further information contact the License and Inspection Department @ 706 312-5050.

Acknowledgement of Addenda: You Must acknowledge all Addenda. See Page 1 of Attachment B.

E-Verify * User Identification Number (Company I.D.) The recommended awarded vendor will be required to provide a copy of Homeland Security's Memorandum Of Understanding (MOU)

Affidavit Verifying Status for Augusta Benefit Application (S.A.V.E. Program) (Must Be Returned With Your Submittal)

Return Only If Applicable:

1. The Exception Sheet (if applicable)

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

WARNING:

Please review "Notice to Bidders" regarding Augusta Georgia's Local Small Business Opportunity Program Bidder Requirements.

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

Bids are publicly opened. It is your responsibility to ensure that your company has met the Specifications and Licenses' requirements prior to submitting a Bid.



Attachment B

You Must Complete and Return the 2 pages of Attachment B with Your Submittal. Document Must Be Notarized.

Augusta, Georgia Augusta Procurement Department

ATTN: Procurement Director

535 Telfair Street, Suite 605

Augusta, Georgia 30901

Name of Proponent: _____

Street Address: _____

City, State, Zip Code: _____

Phone: _____ Fax: _____ Email: _____

Do You Have A Business License? Yes: _____ No: _____

Augusta, GA Business License # for your Company (Must Provide): _____

And/or Your State/Local Business License # for your Company (Must Provide): _____

Utility Contractors License # (Must Provide if applicable): _____ **MUST BE LISTED ON FRONT OF ENVELOPE**

General Contractor License # (Must Provide if applicable): _____

Additional Specialty License # (Must Provide if applicable): _____

NOTE: Company must be licensed in the Governmental entity for where they do the majority of their business. If your Governmental entity (State or Local) does not require a business license, please state above (Procurement will verify), your company will be required to obtain a Richmond County business license if awarded a RFP. For further information regarding Augusta, GA license requirements, please contact the License and Inspection Department @ 706 312-5050.

List the State, City & County that issued your license: _____

Acknowledgement of Addenda: (#1)____: (#2)____: (#3)____: (#4)____: (#5)____: (#6)____: (#7)____: (#8)____:

NOTE: CHECK APPROPRIATE BOX(ES)- ADD ADDITIONAL NUMBERS AS APPLICABLE

Statement of Non-Discrimination

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

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

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

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

That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;

That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;

That the failure of this Company to satisfactorily discharge any of the promises of nondiscrimination as made and set forth herein shall constitute a material breach of contract entitling Augusta, Georgia to declare the contract in default and to exercise any and all applicable rights remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on a contract.

Non-Collusion of Prime Proponent

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

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

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

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

Conflict of Interest

By submission of a proposal, 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 RFP, and
2. That no employee of the County, nor any member thereof, nor any public agency or official affected by this RFP, 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 RFP.

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

- (a) The prices in the proposal have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.
- (b) Unless otherwise required by law, the prices which have been quoted in the proposal have not 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 proposal 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

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with Augusta, Georgia Board of Commissioners has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A §13-10-91. The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Augusta, Georgia Board of Commissioners, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A §13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the Augusta, Georgia Board of Commissioners at the time the subcontractor(s) is retained to perform such service.

Georgia Law requires your company to have an E-Verify*User Identification Number (Company I.D.) on or after July 1, 2009.

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

<https://e-verify.uscis.gov/enroll/> and/or http://www.dol.state.ga.us/pdf/rules/300_10_1.pdf

****E-Verify * User Identification Number (Company I.D.) _____**

NOTE: E-VERIFY USER IDENTIFICATION NUMBER (COMPANY I.D.) MUST BE PROVIDED: IN ADDITION, THE RECOMMENDED AWARDED VENDOR WILL BE REQUIRED TO PROVIDE A COPY OF HOMELAND SECURITY'S MEMORANDUM OF UNDERSTANDING (MOU)

The undersigned further agrees to submit a notarized copy of Attachment B 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.**

Company Name

BY: Authorized Officer or Agent
(Contractor Signature)

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 20____

NOTARY SEAL

Notary Public

My Commission Expires:_____

You Must Complete and Return the 2 pages of Attachment B with Your Submittal. Document Must Be Notarized.



You Must Complete and Return 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 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.

OR

2.) _____ I am a legal permanent resident 18 years of age or older.

OR

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**

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 20____

Notary Public

My Commission Expires: _____

NOTARY SEAL

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

REV. 2/17/2016



EXCEPTION SHEET

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

Below are the exceptions to the stated specifications:

Signature

Date

Company

Title

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



Local Vendor Registration Form

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

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

Please Check	Criteria (<i>Subparagraph "e" of the AUGUSTA, GA. CODE</i>)
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 _____ Address: _____ City: _____ State: _____ Zip: _____ Phone # _____ Fax #: _____ Owner's Name: _____ Owner's Signature: _____	Sworn to and subscribed before me this _____ day of _____, 20____ Notary Signature _____ Notary Public: _____ (Print Name) County: _____ State: _____ Commission Expires: _____ <div style="text-align: center;">NOTARY SEAL</div>
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Local Small Business Opportunity Program Ordinance Requirements

Notice To All Bidders (PLEASE READ CAREFULLY)

Shall apply to ALL Bids regardless of the dollar amount

In accordance with Chapter 10B of the AUGUSTA, GA. CODE, Contractors agree to collect and maintain all records necessary to for Augusta, Georgia to evaluate the effectiveness of its Local Small Business Opportunity Program and to make such records available to Augusta, Georgia upon request. The requirements of the Local Small Business Opportunity 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 Minority and Small Business Opportunities, 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 LSBO 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.

To print a copy of the Prime Contractor Data Collection Form

visit: <http://www.augustaga.gov/index.aspx?NID=1672>

Website: <http://www.augustaga.gov/index.aspx?nid=83>

SHALL APPLY TO PROJECTS \$100,000 & UP

Local Small Business Opportunity Program (Continued)

Sec. 1-10-129. Local small business opportunities program participation.

(a) **Sealed Bids** The following procedures and contract requirements will be used to insure that local small businesses are encouraged to participate in Augusta, Georgia contracts, including but not limited to construction contracts, requests for professional services and the performance of public works contracts. The Augusta, Georgia user department shall indicate goals for local small business in all solicitations for contracts over \$100,000 in value:

(1) Bid conditions for contracts awarded by Augusta, Georgia will require that, where subcontracting goal is utilized in performing the contract, the bidder or proponent, will make Good Faith Efforts to subcontract with or purchase supplies from local small businesses. Bid specifications will require the bidder or proponent to keep records of such efforts that are adequate to permit a determination of compliance with this requirement.

(2) Each bidder shall be required to provide documentation of achieving goal or provide documentation of Good Faith Efforts to engage local small businesses as subcontractors or suppliers, the names of local small businesses and other subcontractors to whom it intends to award subcontracts, the dollar value of the subcontracts, and the scope of the work to be performed, recorded on the form(s) provided or made available as part of the bid package. If there are no sub-contracting opportunities, bidder shall so indicate on the appropriate form.

(6) 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.

(i) Non-Discrimination Statement which shall affirm the bidder's: (a) adherence to the policies of Augusta, Georgia relating to equal opportunity in contracting; (b) agreement to undertake certain measures as provided in this policy to ensure maximum practicable

participation of local small businesses; and (c) agreement not to engage in discriminatory conduct of any type.

(ii) Proposed Local Small Business Subcontractor/Supplier Utilization Plan.

(iii) Documentation of Good Faith Efforts to use local small businesses.

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

(d) **Post Contract Award Requirements.** The purpose of this sub-section is to establish requirements for contractor compliance with the LSBOP after a contract has been awarded. This is incorporated into all Augusta, Georgia Contracts for which a local small business goal has been established or negotiated.

(1) Contractors shall have an affirmative, ongoing obligation to meet or exceed the committed local small business goal for the duration of the contract. The Augusta, Georgia may deem a contractor to be in violation of the LSBOP and in breach of its contract if at any time Augusta, Georgia determines that:

(a) The contractor will not meet the committed local small business goals; and

(b) the reasons for the contractor's failure are within the contractor's control. For example, if a contractor does not meet the local small business goal because the contractor terminated a local small business without cause or if the contractor caused and local small business to withdraw from the project without justification, then Augusta, Georgia is justified in finding the contractor to be in violation of the LSBOP.

(h) Compliance.

(4) The Director of minority and small business opportunities shall be responsible for evaluating good faith efforts documentation and subcontractor information submitted by bidders in conformance with, the AUGUSTA, GA. CODE and any State and Federal Laws applicable to any bid specifications for competitive sealed bid projects prior to award of the contract.

(i) Competitive Bids.

Nothing in this Policy is to be construed to require Augusta, Georgia to award a bid contract to other than the lowest responsible bidder, or to require contractors to award to subcontractors, or to make significant material purchases from local small businesses who do not submit the best overall pricing to Augusta, Georgia.

Sec. 1-10-130. Exceptions – federally funded projects.

In accordance with § 1-10-8 and Chapter 10B, the LSBOP shall only be utilized with federally funded projects, solicitations or contracts as authorized by federal (and Georgia) laws, regulations and conditions applicable to such projects. To the extent that there are any conflicts between any such laws, regulations or conditions and the LSBOP, the federal (and Georgia) laws, regulations and conditions shall control.

NOTE: All forms should be submitted in a separate, sealed envelope labeled Local Small Business Required Forms, Company's Name & Bid Number

For questions and or additional information please contact:

**Mrs. Yvonne Gentry
Local Small Business Opportunity Program
535 Telfair Street, Room 610
Augusta, Georgia 30901
(706) 821-2406**

Website: <http://www.augustaga.gov/index.aspx?nid=83>

SCOPE OF SERVICES:

The purpose of this bid is to select a vendor to supply a utility tractor for the Augusta Fleet Department. Your submittal should respond to, and be based on, the information included in this Invitation to Bid.

Bids will be received by the Augusta Commission, (hereinafter called the "Owner"), at the office of the Procurement Director, 535 Telfair Street, Room 605, Augusta, GA until **Friday, July 8, 2016 @ 11:00 a.m.**, and then, at said office, publicly opened and read aloud.

Each bid must be submitted in a sealed envelope, and must be plainly marked on the outside as a bid for "**Bid Item #16-201 – Utility Tractor**" and the envelope should bear, on the outside, the name of the bidder, his address and his license number, if applicable.

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

Geri A. Sams
Augusta Procurement Department
535 Telfair Street - Room 605
Augusta, Georgia 30901

Bid Packages may be obtained at the Augusta Procurement Department, at the address listed above.

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

All questions must be submitted in writing to the office of the Procurement Department by fax to 706-821-2811 or by email to procbidandcontract@augustaga.gov. **The last day to submit questions is Friday, June 24, 2016 @ 5:00 P.M.** No bid will be accepted by fax; all must be received by mail or hand delivered.

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

Correspondence must be submitted via mail, fax or email as follows:

Augusta Procurement Department
Attn: Geri A. Sams, Director of Procurement
535 Telfair Street, Room 605
Augusta, GA 30901
Fax: 706-821-2811 or Email: procbidandcontract@augustaga.gov

No bid will be accepted by fax, all must be received by mail or hand delivered. All bids must be made on the required Bid Form. All blank spaces for bid prices must be filled in with ink or typewritten, and the form must be fully completed and executed when submitted. Failure to provide all of the requested information may cause the bid to be rejected as non-responsive. An official authorized to bind the firm to the terms and provisions of the bid must sign the bid form.

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

The Owner may waive any informalities or minor defects or reject any and all bids. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No bids may be withdrawn for a period of sixty (60) 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 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 or qualified bid will not be accepted. Award will be made as a whole to one bidder.

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

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.

SECTION ONE

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

1.00 GENERAL INFORMATION

- 1.01 All equipment furnished will be subject to the approval of the Augusta Commission, Administrator, Finance Director, Fleet Manager, and Director of the user Department.
- 1.02 Specification information point of contact is Ms. Geri A. Sams, Procurement Director. All questions must be submitted in writing, by fax to 706 821-2811 or by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by **Friday, June 24, 2016 @ 5:00 P.M.**
- 1.03 Bid prices must be guaranteed for a minimum of sixty (60) days after bids have been opened, pending the execution of contract with the successful bidder.
- 1.04 Bidder is not an employee of the Augusta, Georgia, a political subdivision of the State of Georgia, or it's subordinate departments.

2.00 SELECTION OF SUCCESSFUL BIDDER

- 2.01 Data obtained from the actual field performance of equipment currently utilized either by various Augusta Departments or other Agencies/Departments with which Augusta exchanges information will also be considered in the selection of a successful bidder.
- 2.02 All warranties, expressed or implied, must be submitted in writing and will become a part of the vendor's formal bid offering.
- 2.03 The evaluation of the equipment field demonstration, component warranties, and delivery schedules may be an additional determining factor in the acceptance/rejection of all equipment considered for purchase.
- 2.04 Warranties offered by equipment manufacturers for the replacement and installation of component parts may be evaluated by the using and servicing departments.
- 2.05 In the event that the successful bidder's manufacturer is on strike at the time of the award of the bid, Augusta Georgia reserves the option to accept the first acceptable bid from a vendor whose manufacturer is not on strike.
- 2.06 The successful bidder shall have an available service center within 25 miles of Augusta, Georgia or a mobile service truck that can respond within 24 hours to service request.
- 2.07 The successful bidder shall have been housed in a permanent building structure as current commercial business for a minimum of three (3) consecutive years. Total time representing bided item also must be a minimum of three (3) consecutive years unless otherwise approved by Augusta Georgia.
- 2.08 The successful bidder will ensure that Augusta has access to all current and future Technical bulletins pertaining to the selected equipment.
- 2.09 Bidders are requested to acknowledge in writing receipt of any addendums to bid specifications.
- 2.10 In some instances a product demonstration by the proposing vendor may be required. The vendor is expected to demonstrate an exact replica of the bided item at a time and location determined by Augusta and bidding vendor. Failure to provide requested demonstration may result in loss of bid award upon determination by Augusta.

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3.00 GENERAL SPECIFICATIONS AND STANDARDS

- [] 3.01 All bided equipment shall be a 2017 or newer model unless otherwise specified. The body, finish, and fittings shall be of a model that has not been used as a demonstrator or for any other service, and shall be factory standard in all respects not in conflict with specific requirements (Augusta reserves the right to procure units used as a demonstrator or for any other service, if in the best interest of Augusta).
- [] 3.02 The design of the equipment must be such that it does not hamper or restrict subsequent installation and use of emergency/safety equipment. The driver's compartment width and seat-to-dash panel space requirements must be adequate to permit the safe, comfortable, and effective operation, to the satisfaction of Augusta.
- [] 3.03 All bidders are required to submit a complete copy of the manufacturer's specifications for the bided item to confirm compliance of all specification requirements in bid packet.
- [] 3.04 Equipment not capable of transporting an acceptable number of personnel comfortably (if applicable) may be disqualified. Determination as to this specification will be made by the Fleet Manager and the user department.
- [] 3.05 All standard equipment is to appear on the equipment as listed in the manufacturer's brochure.
- [] 3.06 All bid pricing will be submitted in even dollars. Any bids submitted in both dollars and cents will automatically be lowered to the next even dollar amount.
- [] 3.07 In the event of erroneous or conflicting bid specifications, it will be the bidder's responsibility to notify Augusta of such discrepancies. Any equipment provided to Augusta by successful bidder which does not meet Augusta's requirements due to the above conditions and notification was not made, may be rejected at the discretion of Augusta.
- [] 3.08 Bidder must furnish a completed Bill of Sale; Certificate of Origin and MV1 form (if required). For all title and invoice information, bidder must contact Augusta Fleet Management at 706-821-2894 prior to any equipment or vehicle delivery.
- [] 3.09 All Georgia Department of Motor Vehicle title documentation, odometer verification, and dealer invoicing must be delivered to Fleet Management, 1568C Broad Street, Augusta, GA 30904 for proper processing. Failure to submit paperwork directly to Fleet Management could delay invoice payment.
- [] 3.10 All vehicles will be delivered to Augusta Fleet Management with no more than 275 miles logged on the odometer unless otherwise approved prior to delivery by the Fleet Manager.
- [] 3.11 All vehicles will be delivered to Augusta Fleet Management with no less than 1/4 tank of gasoline or diesel fuel (depending on bided vehicle's requirements).
- [] 3.12 All equipment must have a data plate attached, listing the equipment make, model and identification number of the unit.
- [] 3.13 Training is to be offered at no cost to Augusta. The successful bidder is required to ensure the opportunity for future placement of Augusta service personnel to attend any local training/instruction, at the dealer's place of business, for equipment maintenance and repair. Augusta shall have access to review, at no cost, all training aids at the dealership's place of business, by appointment.

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- [] 3.14 Dealer must have access to information regarding all specialized tools and equipment needed for the repair of the equipment, if called for by the manufacturer, for review by Augusta service personnel.

4.00 SAFETY AND EMISSION STANDARDS

- [] 4.01 Manufacturer's standard equipment and all devices necessary to comply with the Federal Motor Vehicle Safety Standards will be included.
- [] 4.02 Vehicles and equipment must comply with all current Federal Emission Standards and applicable Georgia State laws on crankcase, exhaust and fuel emissions.

5.00 WARRANTY

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

6.00 PERFORMANCE STANDARDS

- [] 6.01 Bidders are required to submit, at the time of the bid, a delivery schedule of the equipment based on the bidder's best knowledge of the conditions and manufacturing dates of the manufacturer. If the delivery cannot be completed on or before the time stipulated it is mutually agreed by and between the successful bidder and Augusta:
- [] 6.01a A delay in delivery would seriously affect the public and the operation of Augusta departments. Should the successful bidder be obstructed or delayed in the work required to be done herewith by changes in the work or by any default, act, or omission of Augusta, or by strikes, fires, acts of God. or by the inability to obtain materials, equipment, or labor due to Federal Government restrictions arising out of the defense or war program, then the time of completion shall be extended for such periods as may be agreed upon by Augusta and the successful bidder.
- [] 6.01b If the bidder fails to provide delivery of the unit on or before the date specified by the bidder, and none of the subjects have been addressed in the previous paragraph, Augusta has the right to either cancel the purchase order or charge a per diem penalty, after hearing evidence to the reasons for such delay and making a finding as to the cause of same.

7.00 DELIVERY

- [] 7.01 The equipment delivered to Augusta by the successful bidder will have the dealer preparation service work normally performed by the dealer completed before delivery.
- [] 7.02 Equipment, upon delivery, will be ready for service.

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[] 7.03 Cost of delivery must be included in bid.

[] 7.04 Delivery site of the equipment will be to:

Augusta Fleet Management
1568C Broad Street
Augusta, GA
706-821-2894/2892

or as directed by Fleet Management.

Successful bidder must contact Fleet Management prior to any delivery.

[] 7.05 Delivery will be made between the hours of 8:00 AM and 3:00 PM, Monday through Friday, excluding Augusta's recognized holidays.

8.00 DEALER ADVERTISEMENT

[] 8.01 There shall be NO PERMANENT OR TEMPORARY advertisement attached to the vehicle or equipment. It is the dealer's responsibility to remove any such advertisement prior to delivery of vehicle/equipment and to leave the vehicle/equipment in new condition.

[] 8.02 Bidder will be required to cover all expenses in removing said advertisement.

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SECTION TWO

SPECIFICATIONS FOR: TRACTOR, UTILITY, NEW HOLLAND T4.100, OR APPROVED EQUIVALENT

- 1.01 For the purpose of continuity and to simplify the review process, a manufacturer's brand and model may be used as an example for bid quoting. Use of a manufacturer's brand and model in gathering bid quotations for this does not eliminate other brands or models from the selection process. It is the intent of Augusta to accept bid quotes from all qualified manufacturers then select the best item that meets or exceeds specified requirements.
 - 1.02 Bidders will use the area in parenthesis provided at left margin, a check mark therein will be considered by the Augusta as indication that bidders are meeting or exceeding that portion of the specification
 - 1.03 Bidders will list the single unit price offered for each item
 - 1.04 Order quantity of this type of equipment for this model year is estimated at one (1) unit
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2.00 WARRANTY

- 2.01 [] Warranty – standard equipment warranty shall include a minimum of 24 months or 2,000 hours full coverage on all components of bided model
 - 2.02 [] Auxiliary Equipment – bidder will provide a one year on-site warranty for all emergency equipment installed, response time will be no later than 72 hours of reported deficiency
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3.00 PRICE QUOTATION

- 3.01 [] Bidder will provide guaranteed pricing for a minimum of 60 days
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4.00 BIDDER'S EXCEPTIONS

- 4.01 Any deviations of specifications are to be noted by the bidder on a separate sheet included within the bid packet titled "*Exceptions Sheet*". The bidder will list the item number and the proposed change to the specification
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EQUIPMENT SPECIFICATIONS

Unit will be built and designed to pass ANSI/SAE safety requirements and testing. Engine emissions will be in strict compliance with all current state and federal EPD Tier certification codes. Unit will be the manufacturer's current standard production model, meeting or exceeding the terms of these specifications.

5.00 TRACTOR REQUIREMENTS

- 5.01 [] Type – wide front with heavy-duty axle and spindles, full flat deck platform, with factory installed utility cab and amenities
- 5.02 [] Operating weight – minimum 7,450 pounds with cab

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- 5.03 [] Wheelbase – approximately 90 inches
- 5.04 [] Drive – two wheel drive (4X2)
- 5.05 [] Engine type – four cylinder, minimum 99 gross HP @ 2300 rpm, turbo-charged diesel with air-to-air intercooler, high pressure common rail system, minimum 205 CI displacement, grid heater, 600 hours oil and filter service intervals capability, minimum 2.8 gallon DEF tank, electric engine shutoff, vertical exhaust, no diesel particulate filter required, cold start aid
- 5.06 [] Throttle control – hand operated with foot controlled override
- 5.07 [] Fuel system – standard diesel fuel, unit shall be approved for biodiesel, electronic injection, dual stage filtering system with water/sediment separator, minimum 30 gallon fuel capacity
- 5.08 [] Air cleaner – dry, dual element type with serviceable outer element and replaceable Inner safety element
- 5.09 [] Electrical – 12 volt standard system, minimum 120 amp alternator, minimum 800 CCA battery, safety start switch, keyed fuel shutoff, 7 pin outlet for trailer/implement lighting and signals, 3 pin 30 amp power outlet, single pin accessory power outlet in operator area, horn, individual circuit fuses and relays, all fuses shall be automotive type
- 5.10 [] PTO – 540 RPM, heavy duty, fully independent live type with interchangeable shaft , flip up PTO shaft guard, electrohydraulic switch control for engagement, wet clutch
- 5.11 [] PTO horsepower – minimum of 85 HP @ 2300 rpm
- 5.12 [] Steering – hydrostatic, powered with a dedicated pump
- 5.13 [] Transmission – minimum of 12 forward and 12 reverse speeds, with power shuttle, minimum of four (4) synchronized speeds with a minimum of three (3) constant mesh ranges, shuttle control lever shall be console mounted, minimum 19 MPH road speed
- 5.14 [] Clutch – electrohydraulic operated wet type for power shuttle
- 5.15 [] Brakes – equalizing and self-adjusting dual stage hydraulically activated wet disc brakes with automotive type park brake, two brake pedals shall operate independently for each side or lock together for simultaneous operation
- 5.16 [] Axles –
Front: class 1 heavy duty with minimum 6 bolt hub and dual steering cylinders, a single casting, minimum 55 degree steering angle, 11 degree axle oscillation capability, minimum 5,511 pounds static load capacity; adjustable tread width minimum 57 to 76 inches;
Rear: class 2 flange type with mechanically engaged differential lock, 10,000 pound load capacity, limited slip rear differential, adjustable tread width of 56 to 76 inches, epicyclical final drive
- 5.17 [] Hydraulics – open center system with minimum two (2) pumps, minimum implement flow of 16 gpm; minimum steering flow of 9 gpm, minimum total flow of 26 gpm
- 5.18 [] Hydraulic valves – unit must incorporate a minimum of one (1) dual function mid mount valve and joystick and a minimum of two (2) electro/hydraulic rear mounted live valves with four (4) couplers capable of operating all batwing type mowers

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- 5.19 [] Cab – factory installed, integrated ROPS/FOPS protected enclosed cab, flat deck platform with air conditioning and heat with defroster, tinted windshield, retractable sun screen, front wiper and washer, two doors with locks and steps on both sides, interior rear view mirror, two external mirrors, partially opening side windows, fully opening hinged rear window, radio ready (speaker, wiring and antenna), adjustable and tilt steering wheel, cloth covered seat with mechanical suspension and operator’s presence sensor, retractable seat belt, arm rests, suspended brake and clutch pedals, enclosed cab noise shall not exceed 75 decibels
- 5.20 [] Electrical – 12 volt, minimum 950 cca heavy duty battery, minimum 120 amp alternator, 7-pin outlet for trailer/implement lighting and signals, 4-pin 25 amp power outlet
- 5.21 [] Hitch – three point cat II with flex lower link ends and telescoping stabilizers, ASAE lift capacity of 5,620 pounds at 24 inches behind ball ends, stationary drawbar, fast raise/lower control, mechanical draft control
- 5.22 [] Instrumentation - shall be analog with warning lights and include but not limited to the following: air cleaner service, alternator, oil pressure, fuel sediment/water sensor, PTO engagement, head light beam, low fuel and parking brake; gauges shall include but not limited to: fuel level, engine temperature, tachometer, and hour meter
- 5.23 [] Tires – front tires will be minimum 7.50-16 inch (2WD), rear tires will be minimum 18.4-30
- 5.24 [] Lighting – unit will be equipped with two halogen headlights, two front work lights, two rear work lights, brake lights, turn signals

6.00 SPECIALTY ITEMS (TO BE INSTALLED ON BIDDED UNIT)

- 6.01 [] Keys – provided with three (3) steel keys
- 6.02 [] Manuals – two each operator’s manuals and one each parts and service manuals

7.00 ADDITIONL ITEMS (TO BE PRICED ON BID SHEET)

- 7.01 Cab top flashing light – unit will be equipped with one top cab mounted amber LED flashing light
- 7.02 Open platform with canopy – integrated ROPS/FOPS in lieu of factory cab
- 7.03 Fire extinguisher – one (1) DOT approved, 5 pound (ABC type) all-metal head, with current inspection tag, mounting bracket, installed in operator’s area
- 7.04 Air ride seat
- 7.05 Dual rear tires
- 7.06 Weight kit - installed, minimum 400 pounds of weights shall be included
- 7.07 4 x 4 drive with factory cab and manufacturer’s model standard sized tires
- 7.08 4 x 4 drive with open platform and manufacturer’s model standard sized tires

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- 7.09 DOT traffic warning flags – two DOT standard warning flags (orange) to be installed on mounts located each side midway on outside of cab rear corners
- 7.10 SMV Placard – DOT approved, stationary type, positioned in full view of rear approaching traffic
- 7.11 Hitch lift system with 7,350 pound lift capability

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BIDDER OFFER

4 X 2 UTILITY TRACTOR WITH CAB:

YEAR _____ MAKE _____ MODEL _____

BID PRICE: \$ _____

7.00 OPTIONAL ITEMS (MAY BE PURCHASED SEPERATELY FROM BASE UNIT)

7.01 CAB FLASHING LIGHT \$ _____

7.02 4 X 2 OPEN PLATFORM TRACTOR IN LIEU OF CAB \$ _____

7.03 FIRE EXTINGUISHER \$ _____

7.04 AIR RIDE SEAT \$ _____

7.05 DUAL REAR TIRES \$ _____

7.06 WEIGHT KIT \$ _____

7.07 4 X 4 DRIVE TRACTOR WITH CAB \$ _____

7.08 4 X 4 DRIVE TRACTOR WITH OPEN PLATFORM \$ _____

7.09 DOT TRAFFIC WARNING FLAGS \$ _____

7.10 SMV PLACARD \$ _____

7.11 HITCH LIFT SYSTEM \$ _____

PROPOSED DELIVERY TIME: _____

BID SUBMITTED BY:

NAME: _____

COMPANY: _____

ADDRESS: _____

CITY/STATE: _____

TELEPHONE: _____

FAX: _____ EMAIL: _____

SIGNATURE: _____

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

AUGUSTA RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS

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Local Small Business Goal

The Local Small Business Opportunity Program (LSBOP) provides for Local Small Business goals to be set on all applicable Augusta, Georgia procurements over \$100,000 in value. The Local Small Business goal for this procurement is:

0 %

As a result of the Local Small Business Goal on this procurement being ZERO, no LSBOP documents are required as part of the procurement process. However, even when a solicitation does not contain a Local Small Business goal (or the goal is set at zero), each Bidder must negotiate in good faith with each local small business that responds to the Bidder's solicitation and each local small business that contacts the Bidder on its own accord. All successful bidders are required to collect and maintain all records necessary for Augusta to evaluate the effectiveness of its LSBOP.