Invitation to Bid

Item #26-284

October 23, 2026

For the provision of

Marquee Sign Replacement – Henry H. Brigham Community Center

for

Augusta, GA - on behalf of Recreation and Parks Department

Bid Due: Tuesday, December 1, 2026 @ 11:00 a.m.

One Original and One Electronic Version of Bid Submittal Shall be submitted on a USB Drive

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 Tuesday, December 1, 2026 @ 11:00 a.m. Bid openings are open to the public in the Procurement Department located at 535 Telfair Street, Suite 605 Augusta, GA 30901and additionally via Teams: Meeting ID: 280 668 727 846 307; Passcode: qm2YD6ex for furnishing:

Bid Item #26-284 Marquee Sign Replacement – Henry H. Brigham Community Center for Augusta, GA – Recreation and Parks Department

No bids will be accepted by email; all submittals must be received by mail or hand delivered. All submittals must be received during our normal office hours from 8:30 a.m. to 5:00 p.m., Monday through Friday.

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 No bids may be withdrawn for a period of ninety (90) days after bids have been opened, pending the execution of contract with the successful bidder.

Optional pre-bid conference Monday, November 9, 2026 @ 2:00 p.m. via teams: Meeting ID: 295 217 044 758 486, Passcode: 53qi9UL3 and the mandatory site visit be held on Tuesday, November 10, 2026 @ 10:00 a.m.

Questions, request for clarifications or interpretations regarding this bid must be submitted to the Procurement Department:

Augusta Procurement Department
Attn: Tywanna Scott
535 Telfair Street - Suite 605
Augusta, Georgia 30901
Phone: 706-821-2422
Email: procbidandcontract@augustaga.gov

All request for clarifications or interpretations for this bid must be submitted in writing by electronic email to procbidandcontract@augustaga.gov to the Procurement Department on or before the close of business Thursday, November 12, 2026 @ 5:00 P.M.

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 October 23, 29, 2026 and November 5, 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 teleconferencing. Augusta uses the Microsoft Teams application for those wanting to attend virtually. The application is free to use. The Bid Opening is Tuesday, December 1, 2026, at 11:00 a.m.

Follow these instructions to attend virtually via TEAMS:

1. Go to: https://teams.microsoft.com/meet/280668727846307?p=090MifxsMSXpjA0LwP
2. Enter meeting ID: 280 668 727 846 307
3. Use Passcode: qm2YD6ex

An optional pre-qualifications conference will be held on Monday, November 9, 2026 @ 2:00 p.m.

1. Go to: https://teams.microsoft.com/meet/271023887054151?p=EV88fDOD7vBiwHc3OW.
2. Enter meeting ID 295 217 044 758 486
3. Passcode: 53qi9UL3.

Mandatory Site visit will be held on Tuesday, November 10, 2026 @ 10:00 a.m. at Henry H. Brigham Community Center, 2463 Golden Camp Rd., Augusta, GA 30906. Please contact Yolanda Greenwood @ (706) 796-5025.

SECTION 1
INSTRUCTIONS TO SUBMIT A BID

1.1 Purpose: The purpose of this document is to provide general and specific information for use by Bidders in submitting a Bid for Marquee Sign Replacement – Henry H. Brigham Community Center.

1.2 How to view the Augusta Code: All proposals 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 All protests shall be made in writing to:

Attn: Andy Penick, Procurement Director
535 Telfair Street, Suite 605
Augusta, GA 30901
Email: procbidandcontract@augustaga.gov

1.6 Augusta, Georgia License Requirement: If applicable, For further information contact the License and Inspection Department at 706 312-5050. Include the following, if applicable.

A. General CONSULTANT's' License Number in accordance with O.C.G.A. §43-41
B. Utility CONSULTANT' License Number in accordance with O.C.G.A. §43-14
C. Any other license that may be required in this document

1.7 Terms of Contract: This is a one-time procurement, with no anticipated renewals.

1.8 For the purpose of this ITB, "Bidder", "Consultant", "CONSULTANT'", "Company", "Firm", "Agency", "Proposer", or "Offeror", shall all mean one-and-the same, with no distinction between them.

1.9 All submittals must be received during our normal office hours from 8:30 a.m. to 5:00 p.m., Monday through Friday.

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

1.11 The CITY reserves the right to ask for additional information from all parties that have submitted bids.

1.12 Optional pre-bid conference **Monday, November 9, 2026 @ 2:00 p.m.** via teams: Meeting ID: 295 217 044 758 486, Passcode: 53qi9UL3 and the **Mandatory Site visit will be held on Tuesday, November 10, 2026 @ 10:00 a.m.** at Henry H. Brigham Community Center, 2463 Golden Camp Rd., Augusta, GA 30906. Please contact Yolanda Greenwood at (706) 796-5025.

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

1.14 All questions must be submitted in writing by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by **Thursday November 12, 2026 @ 5:00 p.m.** Issues and responses addressed in any other subsequent contract negotiations.

1.15 Augusta will respond to any Bidder's questions received in compliance with the above schedule. All relevant and significant questions that have been submitted in writing prior to the deadline will be compiled, and answers will be posted by addendum and emailed to Bidders. Failure to provide all of the requested information may cause the submittal to be rejected as non-responsive.

1.16 Interested and qualified firm(s) and/or party(ies) are requested to make a response to accomplish the Scope of Services described herein. The response is to be signed by a duly authorized official of the firm and must be submitted in the time, manner, and form prescribed. No bid may be withdrawn for a period of ninety (90) days after bids have been opened, pending the execution of contract with the successful bidder. Should there be reasons why the Contract cannot be awarded within the specified period; the time may be extended by mutual agreement between the Owner and the bidder.

1.17 The party to whom the contract is awarded will be issued a Notice of Award. Should there be reasons why the Notice to Award cannot be issued the time may be extended by mutual agreement between the Owner and the Contractor. The owner shall determine the length of time to issue a Notice of Award and additionally post such publicly.

1.18 The recommendation of award will be to the lowest most responsive and responsible vendor meeting all specifications. If an award of contract is awarded as a result of this solicitation, the contract will be made on the basis of the response which best satisfies the intent of this ITB and other factors considered in the best interest of Augusta.

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

1.20 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.

1.21 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.

1.22 The CITY will not be liable for any costs incurred by any firm prior to receiving the Notice of Award. and approval by the Board of Commissioners. Costs incurred in responding to the request for bids are the Bidder's alone and the CITY does not accept liability for any such costs.

1.23 Services must be provided by experienced personnel.

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

1.25 Selection shall not be based solely upon the fee proposal; however, the fee and maximum overhead proposals shall be a factor in the final selection. The CITY reserves the right, in its sole discretion, to reject any or all bids, re-solicit proposals (including a change in the method of project delivery), or terminate the project.

1.26 The CITY is not obligated to request clarifications or additional information but may do so at their discretion. The CITY reserves the right to extend the deadline for submittals.

1.27 Upon receipt of a bid by the CITY, the bid shall become the property of the CITY without compensation to the Bidder, for disposition or usage by the CITY at its discretion. See Trade Secret Affidavit.

1.28 Augusta's Terms & Conditions shall govern.

1.29 Bidder shall furnish their business street address. Any communications directed either to the address so given and deposited in the U.S. Postal Service by Certified Mail, shall constitute a legal service thereof upon the Proponent.

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

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

HOW TO PREPARE A BID FOR SUBMITTAL

Bids must be submitted in one (1) sealed envelopes. Augusta requires responses in both hard copy and on a USB drive. Instructions follow:

HARD COPY RESPONSE:

1. The envelope must contain Bidder's bid submittal and all mandatory documents listed herein. Bidders must clearly mark the outside of the envelope: **"ITB #26-284 Marquee Sign Replacement – Henry H. Brigham Community".** Include one (1) unbound original hard copy response.

DIGITAL RESPONSE ON USB DRIVE:

1. Additionally, Bidders are required to include one digital version of their response on one (1) USB drive.
2. Label one file **"ITB #26-284 Marquee Sign Replacement – Henry H. Brigham Community"** and include the Bidder's response and all mandatory documents listed herein.
3. The bid response should be prepared simply and economically, providing a straightforward, concise description of offeror's capabilities to satisfy the requirements of the ITB.

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

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

Exhibit A

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

Company Name: _____

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 Contractor License, for the following (If applicable),
   Utility Contractors License # _____
   General Contractor License # _____
   Additional Specialty License # _____
4. Acknowledgement of Addenda: (#1) ____ (#2) ____ (#3) ____ (#4) ____ (#5) ____ (#6) ____ (#7) ____ (#8) ___
   Check the appropriate box(es)to acknowledge receipt of addenda

Statement of Non-Discrimination

1. The undersigned understands that it is the policy of Augusta, Georgia to promote full and equal business opportunity for all persons doing business with Augusta, Georgia. The undersigned covenants that we have not discriminated against on the basis of race, religion, gender, national origin, or ethnicity, with regard to prime contracting, subcontracting, or partnering opportunities.
2. The undersigned covenants and agrees to make good faith efforts to ensure maximum practicable participation of local small businesses on the proposal or contract awarded by Augusta, Georgia. The undersigned further covenants that we have completed truthfully and fully the required forms regarding good faith efforts and local small business subcontractor/supplier utilization.
3. The undersigned further covenants and agrees not to engage in discriminatory conduct of any type against local small businesses, in conformity with Augusta, Georgia's Local Small Business Opportunity Program. Set forth below is the signature of an officer of the proposer/contracting entity with the authority to bind the entity.
4. The undersigned acknowledge and warrant that this Company has been made aware of understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunity to do business with this Company;
5. That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
6. That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;
7. That the failure of this Company to satisfactorily discharge any of the promises of nondiscrimination as made and set forth herein shall constitute a material breach of contract entitling Augusta, Georgia to declare the contract in default and to exercise any and all applicable rights remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on a contract.

Non-Collusion of Prime Bidder

1. By submission of a bid, the bidder certifies, under penalty of perjury, that to the best of their knowledge and belief:
   A. The prices in the proposal have been arrived independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidders or with any competitor.
   B. Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the bidders prior to opening, directly or indirectly, to any other bidders or to any competitor.

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

Conflict of Interest

By submission of a bid, the responding firm certifies, under penalty of perjury, that to the best of its knowledge and belief:

1. No circumstances exist which cause a Conflict of Interest in performing the services required by this Bid, and
2. That no employee of the County, nor any member thereof, 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 subcontractor(s) as requested and or required. I further understand that my submittal will be deemed non-compliant if any part of this process is violated.

_____ _____

Signatory Name in Print Company Name

_____ _____

Signatory's Title Signature of Authorized Officer or Agent

DATE: _____

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

_____ My Commission Expires: _____

NOTARY PUBLIC (Seal or Stamp)

Exhibit B

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

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

a) The Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;

b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;

c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;

d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;

e) The Contractor will contract for the performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10-91(a), (b), and (c);

f) The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10- 91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and

g) Contractor 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 Contractor 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 #26-284 Marquee Sign Replacement – Henry H. Brigham Community Center
[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

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: _____

Minority and Women Owned Business Enterprise Program Ordinance Requirements

Notice To All Bidders (PLEASE READ CAREFULLY)

Shall apply to ALL Bids regardless of the dollar amount

In accordance with the Commission Action on 7/25/24 and the adoption of Ordinance No. 7945 Chapter 10C of the AUGUSTA, GA, CODE, Contractors agree to collect and maintain all records necessary to Augusta, Georgia to evaluate the effectiveness of its Minority and Women Owned Business Enterprise Program and to make such records available to Augusta, Georgia upon request. The requirements of the Minority and Women Owned Business Enterprise Program can be found at www.augustaga.gov. In accordance with AUGUSTA, GA. CODE, Contractors shall report to Augusta, Georgia the total dollars paid to each subcontractor, bidders, or other business on each contract, and shall provide such payment affidavits, regarding payment to subcontractors, if any as required by Augusta, Georgia. Such utilization reports shall be in the format specified by the Director of Compliance and shall be submitted at such times as required by Augusta, Georgia. Required forms can be found at www.augustaga.gov. If you need assistance completing a form or filing information, please contact the M/WBE Program office at (706) 821-2406. Failure to provide such reports 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 Contractor and/or collecting liquidated damages.

SHALL APPLY TO PROJECTS IN EXCESS OF $300,000

Minority and Women Owned Business Enterprise Program (Continued)

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

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

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

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

SECTION II
INTRODUCTION

Recreation and Parks Department is soliciting bids from qualified manufacturers and installers to install an LED Illuminated sign at Henry H. Brigham Community Center located at:

Henry H. Brigham Community Center
2463 Golden Camp Rd.
Augusta, GA 30906

SECTION III
SCOPE OF SERVICES

SPECIFICATIONS:

The services requested are to include the following:

1) Remove and dispose of the existing empty sign cabinet from the existing sign pole.

2) Manufacture and install one new double-sided LED-illuminated sign cabinet, approximately 7'-2" x 11'-1".

3) Provide 3' tall flat Plex sign faces displaying "Henry H. Brigham Community Center."

4) Furnish and install one new Daktronics GT6X LED display or approved equivalent, approximately 4'-4" x 2'-11", with a 108 x 324 matrix, 10mm, four-color LED display.

   Augusta is requesting vendors to supply a bid for an LED display. The display is to meet the minimum specifications listed. The specifications listed are the minimum requirements and are based on the manufacturer Daktronics. Equal products by anything other than the specified manufacturer must be approved by the owner in advance. It is the responsibility of the firm to demonstrate that their product is equal in quality and performance.

   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 manufacturers 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.

   Equal products by anything other than the specified manufacturer must be approved by the owner in advance of the bid opening. It is the responsibility of the firm to demonstrate that their product is equal in quality and performance. Approved equivalent requests must be sent on or prior to the last day for questions, and directed to Andy Penick, Director of Procurement no later than **Thursday, November 12, 2026 @ 5:00 p.m.** and must be in writing by email to procbidandcontract@augustag.gov.
5) Provide cellular communication for the life of the sign. Bid Proposal is to include Daktronics (or approved equivalent) webinar training for designated staff.

PRODUCTION DESCRIPTION:

The successful bidder shall:

1) Remove and dispose of existing cabinet and utilize the existing foundation and pole.

2) Manufacture and install a new double sided, internally illuminated main ID cabinet faces dimension 27'-2" x 11'-1" to include 3' tall plex sign face displaying name of park "HENRY H. BRIGHAM COMMUNITY CENTER"

3) Procure and Install New Daktronics (or approved equivalent) GT6X LED Display, 4'-2" x 11'-1', 108 x 324 matrix Color Led Display

4) Vendor is to provide a new pole cover to wrap existing poles to include following imprint on both sides (Logo to be supplied by Owner):
   Augusta Georgia Recreation
   2463 Golden Camp Rd:

TERMS AND CONDITIONS

Vendor is to include the following services. Vendor is to include the cost for each requirement with bid. No additional cost will be allowed.

1) Vendor is required to submit with their bid the drawing specifications to include proposed details of requested sign. Details are to include dimensions and colors.
2) Vendor is required to survey the existing site prior to manufacturing.
3) Vendor is required to acquire all required permits.
4) Owner is to provide electrical hookup.
5) Vendor is to include warranty terms.
6) Vendor is required to include with their bid a proposed manufacturing and installation time frame.
7) Vendor is to provide the owner with a copy of design to include artwork, colors and drawings of sign details for approval prior to submitting the sign for manufacturing.

EXHIBIT D – COST WORKSHEET

Item	Description	Unit Price
1	Remove empty sign cabinet from sign poles	$
2	Manufacture and install a new double sided, internally illuminated main ID cabinet faces dimension 27'-2" x 11'-1" to include 3' tall plex sign face displaying name of park "HENRY H. BRIGHAM COMMUNITY CENTER"	$
3	Supply and install (1) New Daktronics or approved equivalent - Full Color LED displays	$
4	Cellular communication provided for the life of the sign. Daktronics or approved equivalent Webinar training provided.	$
5	Existing Pole Wrap	$
6	Survey	$
7	Permitting	$
Total		$

Warranty: _____

Manufacturing Time: _____

Installation Time: _____

Vendor Information:

Name of Vendor: _____

Contact Name: _____

Address: _____ Zip: _____

Phone: _____ E-mail:_____

Signature: _____

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR SUBMITTAL

Local Small Business Program Preference

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

The Local Small Business Program Preferences for this procurement is:

Waived

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

NO RESPONSE LETTER

Bid Item #26-284	Marquee Sign Replacement – Henry H. Brigham Community Center	Due Date: Tuesday, December 1, 2026, at 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____