Augusta GEORGIA

Procurement Department

Andy Penick, CPSM, GCPM, GCPA, MBA
Procurement Director

RFP ITEM #26-185
Fuel Card Services
for Central Services Department
ADDENDUM #001
Clarifications and Answer to Questions

November 3, 2026

TO: All Bidders

FROM: Andy Penick, Procurement Director

RFP DUE DATE: Thursday, November 12, 2026 @ 11:00 a.m.

This Addendum #001 shall form a part of the referenced RFP item and any agreement entered into in connection therewith equally as if bound into the original document. Please acknowledge receipt of all Addenda on Exhibit A of the RFP Solicitation Document. Questions and Answers are listed below;

Clarification to the Specifications:

1. **Delete the first paragraph on page 2**
   Sealed proposal will be received at this office until Thursday, November 12, 2026 @ 11:00 a.m. RFP openings are open to the public in the Procurement Department located at 535 Telfair Street, Suite 605, Augusta, GA 30901 and virtually via Teams: Meeting ID: 259 801 544 563 700 Passcode: E4sA7hS7

   And replace with:
   Sealed proposal will be received at this office until Thursday, November 12, 2026 @ 11:00 a.m. RFP openings are open to the public in the Procurement Department located at 535 Telfair Street, Suite 605, Augusta, GA 30901 and virtually via Teams: Meeting ID: **279 984 523 821 904 Passcode: bj3PT3ad**

2. **Delete the following instructions on page 3**
   Follow these instructions to attend virtually via TEAMS:
   1. Go to: https://teams.microsoft.com/meet/259801544563700?p=7Z8126dk0wF14cK60Y
   2. Enter Meeting ID: 259 801 544 563 700
   3. Passcode: E4sA7hS7

   And replace with:
   Follow these instructions to attend virtually via TEAMS:
   1. Go to: https://teams.microsoft.com/meet/279984523821904?p=v88l3r6ikMmrz78LYL
   2. Enter Meeting ID: **279 984 523 821 904**
   3. Passcode: **bj3PT3ad**

Vendor Questions:

1. **Question:** Our IT policy prohibits the use of external physical media (e.g., USB drives). In lieu of submitting a paper copy and USB digital copy, may we submit one digital copy via email?
   Response: No. Vendors are required to submit one original and one electronic version of RFP on a USB Drive.
2. **Question:** If the answer to (1) is no, what types of signatures are acceptable? Since our team is dispersed across the country, digital and/or scanned signatures are preferable (while still meeting the stated requirement that "the notary seal shall be visible on the original and all copies").
   Response: eSignature documents are acceptable

Please acknowledge this addendum in your submittal on Exhibit "A"

Andy Penick, Director 11/03/26

cc: Tywanna Scott, Procurement Assurance Analyst
Horace Green, Central Services Director