



Administrative Services Committee Meeting

Meeting Date: April 14, 2026

2026 Annual Bid Award – Procurement Department

Department:	Procurement
Presenter:	Andy Penick, Director of Procurement / Ken Hinkle, Airport / Hameed Malik Engineering and Environmental Services
Caption:	Motion to approve of the following annual bid item, as the estimated annual purchases for these items are expected to exceed \$25,000.00. This request is in accordance with Sec. 1-10-58 of the Annual Contracts provision. Bid item 26-082A-Rebid - HVAC Maintenance for Engineering and Environmental Services to Gold Mech and 26-111A-Routine Maintenance Services & Emergency Maintenance Services to HVAC Systems for the Augusta Regional Airport to 1 st Mechanical Services. The recommendation for the award is for a one-year term with the option to extend for four (4) additional one (1) year terms upon mutual consent of both parties.
Background:	<p>Sec. 1-10-58 stipulates that upon approval of an annual contract by the Board of Commissioners, any using agency is authorized to order supplies or services under such annual contract as needed, up to the maximum amount approved in the annual bid. An annual contract is defined as any contract entered for a period of one year or multiple one-year periods, including options to renew for additional one-year periods, with a vendor or contractor. The purpose is to provide Augusta, Georgia, with specified products or services, such as paving, concrete, or office supplies, at a predetermined rate or price. These commodities or services are let in accordance with the Augusta Procurement Code. The Annual Bid Item for consideration includes the following items</p> <ol style="list-style-type: none">1) Engineering and Environmental Services Department – 2026 Budget \$30,000.00 – recommendation of award to Gold Mech2) Augusta Regional Airport – 2026 Budget \$95,000.00 – recommendation of award to 1st Mechanical Services. <p>The recommendation for the award is for a one-year term with the option to extend for four (4) additional one (1) year terms upon mutual consent of both parties. This aligns with the definition of an annual contract, as outlined in the Augusta Procurement Code.</p> <p>The annual bid items underwent a thorough and transparent sealed bid process, as mandated by the Augusta Procurement Code. Subsequent to this process, the respective User Departments diligently reviewed all submittals and have collaboratively formulated a comprehensive recommendation of award.</p> <p>The Procurement Department has worked closely with the User Departments to ensure a meticulous evaluation of the bids received. The outcome of this collaborative effort is the attached recommendation, which reflects a balanced consideration of factors such as cost-effectiveness, quality, and compliance with our procurement guidelines.</p>

Enclosed herewith, please find the detailed recommendation of award for your review and approval. We believe that the selected vendors not only meet but exceed the specified requirements, and their proposals align with the principles of fairness, competitiveness, and transparency upheld by the Augusta Procurement Code.

Analysis:

The reason for seeking your approval is rooted in the fact that the User Department may need to submit requisitions for the purchase of items that exceed the \$25,000 authority approval of the Administrator, as specified in accordance with the Procurement Code, Section 1-10-54.

Enclosed herewith are the comprehensive details of the bid submission, along with the User Department's recommendations. We believe that this bid not only meets but exceeds the required specifications, and its approval will facilitate the seamless acquisition of essential items for our organization.

Financial Impact:

User Departments within our organization are entrusted with the responsibility of procuring the items specified in the individual bids. Purchases are made on an as-needed basis, allowing for a flexible and efficient acquisition process that aligns with our operational requirements. This approach ensures that our organization can respond promptly to evolving needs while maintaining fiscal responsibility. The payment for requested items will be sourced from the appropriate budget line item associated with the specific department making the request.

Alternatives:

Deny and require the user departments to follow the Procurement for acquiring quotes for the services needed.

Recommendation:

The Procurement Department recommendation is to approve as submitted by the User Department and award the Annual Bid(s) as recommended per the Augusta Code.

Funds are available in the following accounts: User Department are responsible for the procurement of items within their approved 2026 Budget.

REVIEWED AND APPROVED BY:

N/A