COLUMBUS CONSOLIDATED GOVERNMENT

Georgia's First Consolidated Government

FINANCE DEPARTMENT
PURCHASING DIVISION

COLUMBUS CITY HALL
1111 1ST AVE, 1ST FLOOR, COLUMBUS, GEORGIA 31902-1340
P. O. BOX 1340, COLUMBUS, GEORGIA 31902-1340
706-225-4087 | www.columbusga.org

Date: November 25, 2026

REQUEST FOR BIDS: **RFB No: 27-0001**	Qualified vendors are invited to submit sealed bids, subject to conditions and instructions as specified for the furnishing of: **LEATHER ITEMS (ANNUAL CONTRACT)**
GENERAL SCOPE	To provide assorted leather items on an "as needed" basis for the Public Safety Departments of the Columbus Consolidated Government. The contract period shall be for two (2) years, with the option to renew for three (3) additional twelve-month periods.
DUE DATE	**December 30, 2026 – 2:30 PM (EASTERN)** Responses must be submitted via DemandStar on or before the due date. **A virtual opening will be held during the 3:00 PM hour of the due date.** *Responding vendors are not required but are invited to attend the opening.* If you wish to attend the virtual opening, use one of the Microsoft Teams meeting options**:** Click here to join the meeting **or call in (audio only)** +1 478-239-0725,,855808406# United States, Macon Phone Conference ID: 855 808 406# Find a local number | Reset PIN. ***Note: Columbus Consolidated Government is not responsible for technical issues that may arise during the virtual opening.***
BID SUBMISSION REQUIREMENTS	**See Appendix A (page 24) for information and instructions on how to register and submit a proposal through OpenBids.**
ADDENDA	**IMPORTANT INFORMATION** Any and all addenda will be posted on the Purchasing Division's web page, at https://www.columbusga.gov/finance-2/bid-opportunities. **It is the vendors' responsibility to periodically visit the web page for addenda before the due date and prior to submitting a quote.**
"NO BID" RESPONSE	Refer to the form on **page 3** if you are not interested in this invitation.

Andrea J. McCorvey
Purchasing Division Manager

IMPORTANT INFORMATION

E-Notification

The City uses the Georgia Procurement Registry enotification system. You must register with GA@WORK (formerly Team Georgia Marketplace) to receive future procurement notifications via: https://doas.ga.gov/statepurchasing/getting-started-supplier.

If you have any questions or encounter any problems while registering, please contact the State Purchasing Division:

Telephone: **404-657-6000**

Email: **procurementhelp@doas.ga.gov**

STATEMENT OF "NO BID"

Complete and return this form immediately if you do not intend to Bid:

Email: bidopportunities@columbusga.org
Attn: **Ryky Decembre, Buyer**

Mail: Columbus Consolidated Government
Purchasing Division
P. O. Box 1340
Columbus, GA 31902-1340

We, the undersigned decline to bid on your **RFB No. 27-0001** for **Leather Items (Annual Contract)** for the following reason(s):

___Specifications too "tight", i.e., geared toward one brand or manufacturer only (explain below)
___There is insufficient time to respond to the Invitation for Bids.
___We do not offer this product or service.
___We are unable to meet specifications.
___We are unable to meet bond requirements.
___Specifications are unclear (explain below).
___We are unable to meet insurance requirements.
___Other (specify below)

Remarks:_____

_____

_____

_____

COMPANY NAME: _____

AGENT: _____

DATE: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

GENERAL PROVISIONS

THESE GENERAL PROVISIONS SHALL BE DEEMED AS PART OF THE BID SPECIFICATIONS.

The provisions of the Procurement Ordinance for the Consolidated Government of Columbus, Georgia as adopted and amended by Council shall apply to all invitations for bids and award of all contracts and is specifically incorporated herein by this reference. A copy of the ordinance is on file in the Purchasing Division.

1. TERM "CITY". The term "City" as used throughout these documents will mean Consolidated Government of Columbus, Georgia.

2. PREPARATION OF FORM. Bid proposals shall be submitted on the forms provided by the City. All figures must be written in ink or typewritten. Figures written in pencil or erasures are not acceptable. However, mistakes may be crossed out, corrections inserted adjacent thereto, initialed in ink by the person signing the proposal. If there are discrepancies between unit prices quoted and extensions, the unit price will prevail. Failure to properly sign forms, in ink, will render bid incomplete.

3. EXECUTION OF THE BID PROPOSAL. Execution of the bid proposal will indicate the bidder is familiar and in compliance with all local laws, regulations, ordinances, site inspections, licenses, dray tags, etc.

4. BID DUE DATE. The bid submission must arrive in the Purchasing Division on or before the stated due date and time. Upon receipt, bids will be time and date stamped. Bids will remain sealed and secured until the stated due date and time for the bid opening.

5. BID OPENING. Bids shall be opened publicly in the presence of one or more witnesses at the time and place stated in the public notice. The amount of each bid, the bidder's name and such other relevant information as the Purchasing Manager deems appropriate shall be recorded and retained in accordance with Georgia law. The record and each bid shall be open to the public in accordance with Article 3. 301A of the Procurement Ordinance (Public Access to Procurement Information).

6. LATE BIDS. It is the responsibility of the bidder to ensure bids are submitted by the specified due date and time. Bids received after the stated date and time will be returned, unopened, to the bidder. The official clock to determine the date and time will be the time/date stamp located in the Finance Department. All bids received will be time and date stamped by the official clock. The City will not be held responsible for the late delivery of bids due to the U.S. Mail Service, or any other courier service.

7. RECEIPT OF ONE SEALED BID. In the event only one sealed bid is received, no formal bid opening shall take place. First, the Purchasing Division shall conduct a survey of vendors to inquire of "no bid" responses and non-responsive vendors. If, from the survey, it is determined by the Purchasing Division that specifications need revision, the one bid received will be returned, unopened, to the responding vendor, with a letter of explanation and a new bid solicitation prepared. If it is determined that other vendors need to be contacted, the bid due date will be extended, and the one bid received will remain sealed until the new bid opening date. The vendor submitting the single bid will receive a letter of explanation.

If it is determined the one bid received is from the only responsive, responsible bidder, then the bid shall be opened by the Purchasing Division Manager or designee, in the presence of at least one other witness. The single bid will be evaluated by the using agency for award recommendation.

8. RECEIPT OF TIE BIDS. In the event multiple responsive, responsible bidders are tied for the lowest price and all other terms and requirements are met by all tied bidders, the award recommendation shall be resolved in the order of the preferences listed below:

1. Award to the local bidder whose principal place of business is located in Columbus, Georgia.
2. Award to bidder previously awarded based on favorable prior experience.
3. Award to bidder whose principal place of business is located in the State of Georgia.
4. If feasible, divide the award equally among the bidders.
5. If it is not feasible to award equally and only two bidders are tied, perform a coin toss in the presence of the two bidders, either in person or virtually.
6. *If the above preferences are insufficient to resolve the tie, all bid responses will be rejected and the bid will be re-advertised.*

9. RECEIPT OF MULTIPLE BIDS. **Unless otherwise stated in the bid specifications, the City will accept one and only one bid per vendor.** Any unsolicited multiple bid(s) will not be considered. If prior to the bid opening, more than one bid is received from the same vendor, the following will occur: (1) the bidder will be contacted and required to submit written acknowledgment of the bid to be considered; (2) the additional bid(s) will be returned to the bidder unopened. If at the bid opening more than one bid is enclosed in a single bid package, the City will consider the vendor non-responsive and bids will be returned to the bidder.

10. CONDITIONS AND PACKAGING. Unless otherwise defined in the bid specifications, it is understood and agreed that any item offered or furnished shall be new, in current production and in first class condition, that all containers shall be new and suitable for storage or shipment, and that prices include standard commercial packaging.

11. FREIGHT/SHIPPING/HANDLING CHARGES. All freight, shipping, and handling charges shall be included in the bid price. The City will pay no additional charges.

12. CORRECTION OR WITHDRAWAL OF BIDS; CANCELLATION OF AWARDS
Correction or withdrawal of inadvertently erroneous bids before bid opening, or cancellation of awards or contracts based on such bid mistakes, may be permitted where appropriate. Mistakes discovered before bid opening may be modified or withdrawn by written notice received in the Purchasing Division.

After bid opening, corrections in bids shall be permitted only to the extent that the bidder can show by clear and convincing evidence that a mistake of a nonjudgmental character was made, the nature of the mistake and the bid price actually intended. After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the City or fair competition shall be permitted. In lieu of bid correction, a low bidder alleging a material mistake of fact may be permitted to withdraw its bid if the mistake is clearly evident on the face of the bid document but the intended correct bid is not similarly evident, or if the bidder submits evidence which clearly and convincingly demonstrate that a mistake was made.

All decisions to permit correction or withdrawal of bids or to cancel awards of contracts based on bid mistakes will be supported by the Purchasing Manager's written determination.

13. ADDENDA AND INTERPRETATIONS. If it becomes necessary to revise any part of this bid, a written addendum will be provided to all bidders. The City is not bound by any oral representations, clarifications, or changes made to the written specifications by City employees, unless such clarification or change is provided to the bidders in written addendum form from the Purchasing Officer. Bidders will be required to acknowledge receipt of the addenda (if applicable) in their sealed bid proposal. The vendor may provide an initialed copy of each addendum or initial the appropriate area on the bid form (pricing page). Failure to acknowledge receipt of the addenda (when applicable) will render bid incomplete. **It is the bidder's responsibility to ensure that they have received all addenda.**

14. BID RECEIPT AND EVALUATION. Bids shall be unconditionally received without alteration or correction except as authorized in the City's Procurement Ordinance. Bids shall be evaluated based on requirements set forth in the Invitation for Bid, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable, such as discounts, transportation cost, and total or life-cycle costs. The specifications presented in the Invitation for Bids shall represent the evaluation criteria. No other criteria may be used to evaluate bids.

15. TIME FOR CONSIDERATION. Bids must remain in effect for at least ninety (90) days after date of receipt to allow for evaluation.

16. BID SECURITY
(1) Requirement for Bid Security. Bid security shall be required for all competitive sealed bids for construction contracts when the price is estimated by the Purchasing Manager to exceed $50,000. Bid security shall be a bond provided by a surety company authorized to do business in the State, or other form satisfactory to the City. Such bonds may also be required on construction contracts under $50,000 or other procurement contracts when circumstances warrant.

(2) Amount of Bid Security. Bid security shall be in an amount equal to at least five percent (5%) of the bid amount.

(3) Rejection of Bids for Noncompliance with Bid Security Requirements. When the invitation for Bids requires security, noncompliance with such requirement shall force rejection of a bid.

(4) Withdrawal of Bids. If a bidder is permitted to withdraw its bid before award as provided in Section 3-108 Subsection (G) (Competitive Sealed Bidding – Correction or Withdrawal of Bids: Cancellation of Awards), no action shall be had against the bidder or the bid security.

17. CONTRACT PERFORMANCE AND PAYMENT BONDS
(1) When Required: Amounts. When a construction contract is awarded in excess of $50,000, the following bonds or security shall be delivered to the City, and shall be binding on the parties upon the execution of the contract:

a. a performance bond satisfactory to the City executed by a surely company authorized to do business in the State, or otherwise secured in a manner satisfactory to the City, amounting to one hundred percent (100%) of the price specified in the contract; and

b. a payment bond satisfactory to the City executed by a surety company authorized to do business in the State or otherwise secured in a manner satisfactory to the City, to protect all persons supplying labor and material to the contractor or its subcontractors for the performance of the work provided for in the contract, amounting to one hundred percent (100%) of the price specified in the contract.

At the discretion of the Purchasing Manager, this same condition may be placed on awards of any amount.

(2) Authority to Require Additional Bonds. Nothing in this Section shall be construed to limit the authority of the City to require a performance bond or other security in addition to the bonds, in circumstances other than the circumstances described in Subsection (1) above.

18. SUBCONTRACTING. Should bidder intend to subcontract all or any part of the work specified, name(s) and address(es) of sub-contractor(s) must be provided in bid proposal (use additional sheet if necessary). The bidder shall be responsible for subcontractor(s) full compliance with the requirements of the bid specifications. **THE COLUMBUS CONSOLIDATED GOVERNMENT WILL NOT BE RESPONSIBLE FOR PAYMENTS TO SUBCONTRACTORS.**

19. DISQUALIFICATION OF BIDDERS AND REJECTION OF BIDS. Bidders may be disqualified and rejection of bid proposals may be recommended by the City for any (but not limited) to the following reasons:

(A) Receipt after the time limit for receiving bid proposals as stated in the bid invitation.
(B) Any irregularities contrary to the General Provisions or bid specifications.
(C) Unbalanced unit price or extensions.
(D) Unbalanced value of items.
(E) Failure to use the proper forms furnished by the Consolidated Government.
(F) Failure to complete the proposal properly
(G) Omission of warranty, product literature, samples, acknowledgment of addenda or other items required to be included with bid proposal.
(H) Failure to properly sign forms in ink.

The City reserves the right to waive any minor informality or irregularity. The City reserves the right to reject any and all bids.

20. BRAND NAMES "OR EQUAL". Whenever in this invitation any particular material, process and/or equipment are indicated or specified by patent, proprietary or brand name of manufacturer, such wording will be deemed to be used for the purpose of facilitating description of the material, process and/or equipment desired by the City. It is not meant to eliminate bidders or restrict competition in any bid process. Any manufacturers' names, drawings, trade names, brand names, specifications and/or catalog numbers used herein are for the purpose of description and establishing general quality levels. Bidders may propose equivalent equipment, services or manufacturer. Any proposal that is equivalent to or surpasses stated specifications will be considered. Determination of equivalency shall rest solely with the City. **Please Note: Due to existing equipment, specific manufacturers may be required to facilitate compatibility.**

21. ASSIGNMENT OF CONTRACTUAL RIGHTS. It is agreed that the successful bidder will not assign, transfer, convey or otherwise dispose of the contract or its right, title or interest in or to the same, or any part thereof, without previous consent of the City and any sureties.

22. DISCOUNTS. Terms of payments offered will be reflected in the space provided on the bid proposal form. Cash discounts will be considered net in the bid evaluation process. All terms of payment (cash discounts) will be taken and computed from the date of delivery of acceptable material or services, or the date of receipt of the invoice, whichever is later.

23. TAXES. The City is exempt from State Retail Tax and Federal Excise Tax. Tax Exemption No. GA Code Sec. 48-8-3. Federal ID No. 58-1097948.

24. FEDERAL, STATE AND LOCAL LAWS. All bidders will comply with all Federal, State, and Local laws and ordinances, relative to conducting business in Columbus, Georgia.

25. BID INCLUSIONS. When bid inclusions are required, such as warranty information, product literature/specifications, references, etc. The inclusions should reference all aspects of the specific equipment or service proposed by the bidder. Do not include general descriptive catalogs. References to literature or other required inclusions submitted previously does not satisfy this provision. Bids found to be in non-compliance with these requirements will be subject to rejection.

26. NON-COLLUSION. By signing and submitting this bid, bidder declares that its agents, officers or employees have not directly or indirectly entered into any agreements, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this bid. In the event, said bidder is found guilty of collusion, the company and agents will be removed from the City's bid list for one full year and any current orders will be canceled.

27. INDEMNITY. The successful bidder agrees, by entering into this contract, to defend, indemnify and hold City harmless from any and all causes of action or claims of damages arising out or under this contract.

28. DISADVANTAGED BUSINESS ENTERPRISE. Disadvantaged Business Enterprises (minority or women owned businesses) will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, creed, sex, sexual orientation, gender identity or national origin in consideration for an award. It is the policy of the City that disadvantaged business enterprises and minority business enterprises have an opportunity to participate at all levels of contracting in the performance of City contracts to the extent practical and consistent with the efficient performance of the contract.

29. AFFIRMATIVE ACTION PROGRAM - NON-DISCRIMINATION CLAUSE. The Consolidated Government of Columbus, Georgia ("the City") is committed to using Disadvantaged Business Enterprises (DBEs) (small, women-owned and minority business enterprises) to the greatest extent practical in all solicitations and day-to-day procurement needs of the City and to taking specific affirmative actions to meet these commitments.

The City has an Affirmative Action Program in connection with Equal Employment Opportunities. The successful bidder will comply with all Federal and State requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, and will not discriminate between or among them by reason of race, color, age, religion, sex, sexual orientation, gender identity, national origin or physical handicap.

30. AWARDS TO LOCAL BUSINESSES. Except for construction contracts, Federally funded projects, Request for Proposals and Request for Qualifications, awards will be made to responsive and responsible local businesses proposing a cost not more than two percent (2%) above the low bid or quote for contracts involving an expenditure less than or equal to $50,000.00; and made to responsive and responsible local businesses proposing a cost not more than one percent (1%) above the low bid or quote for contracts involving an expenditure greater than $50,000.00.

31. RIGHT TO PROTEST.

(1) Right of Protest. Any actual or prospective bidder offeror, or contractor who is aggrieved in connection with a solicitation or award of a contract may protest to the Purchasing Manager initially. All protests shall be filed in the manner prescribed herein. Protests that do not comply with the following rules shall be deemed invalid and of no effect.

(2) The protest must be in writing, executed by a company officer that is authorized to execute agreements on behalf of the bidder or offeror or provided by an authorized legal representative of the protestor.

(3) A protest with respect to an invitation for Bids or Request for Proposals shall be submitted in writing no less than five (5) business days prior to the opening of bids or the closing date of proposals or qualification statements.

(4) Stay of Procurement During Protests. If there is a timely protest submitted as described above, the Purchasing Manager shall not proceed further with the solicitation or award of the contract until all administrative remedies have been exhausted or until the City Council, Mayor, or City Manager makes a determination on the record that the award of the contract without delay is necessary to protect substantial interests of the City.

32. FAILURE TO BID. Vendors choosing not to submit a bid are requested to return a **Statement of "No Bid".**

33. PRODUCT/EQUIPMENT DEMONSTRATION - SITE VISIT. During the evaluation of bids, the City reserves the right to request a demonstration or site visit of the product, equipment or service offered by a bidder. The demonstration or site visit shall be at the expense of the bidder. Bidders who fail to provide demonstration or site visit, as requested, will be considered non-responsive.

34. CANCELLATION PROVISIONS. An Invitation for Bid, Request for Proposal, or other solicitation may be canceled, or any or all bids, proposals or responses rejected in whole or in part, at the discretion of the City for any reason whatsoever. The reasons for the cancellation shall be sent to all businesses solicited or that responded. The notice shall identify the solicitation, give the reasons for the cancellation, and when appropriate state that an opportunity will be given to compete on any re-solicitation or similar procurement in the future. Reasons for rejection will be provided to unsuccessful bidders or offerors.

When such action is in the best financial interest of the City, contracts for supplies to be purchased or services to be rendered under an annual (term) contract basis may be canceled and re-advertised at the discretion of the Purchasing Officer and in accordance with contract terms.

After the receipt of a product or piece of equipment, it is found that said item does not perform as specified and required, payment for said product or equipment will be withheld. The successful vendor will be notified of the non-performance in writing. After notification, the successful vendor will have ten (10) calendar days, from the date of notification, to deliver product or equipment which performs satisfactorily. If a satisfactory product is not delivered within 10 calendar days, from the notification date, the City will cancel the contract (purchase order) and award to the next low, responsive, responsible bidder. The vendor will be responsible for the pick-up or shipment of the unsatisfactory equipment or product.

35. QUESTIONS: Questions concerning specifications must be submitted, in writing, at least 5 (five) working days (Monday-Friday) prior to receipt date. Questions received less than five working days prior to receipt date will not be considered.

36. SAMPLES: When samples are required to be included with the proposal response, the bidder will be responsible for the following:

1) **Unless otherwise specified**, bidders are required to submit exact samples of item(s) bid. Do not submit sample of "like" item(s).
2) Affix an identification label to each individual sample to include bidder's name, bid name and number.
3) Make arrangements for the return of sample after the bid award. All shipping costs will be the responsibility of the bidder. If bidder does not make arrangements for return of sample, within 60 days after award, the sample will be discarded.

37. GOVERNING LAW: The parties agree that this Agreement shall be governed by the laws of Georgia, both as to interpretations and performance.

38. PAYMENT DEDUCTIONS: The City reserves the right to deduct, from payments to awarded vendor(s), any amount owed to the City for various fees, to include, but not limited to: False Alarm fees, Ambulance fees, Occupation License Fees, Landfill fees, etc.

39. PAYMENT TERMS: The City's standard payment term is usually net 30 days, after successful receipt of goods or services. Payment may take longer if invoice is not properly documented or not easily identifiable, goods/services are not acceptable, or invoice is in dispute.

40. FINAL CONTRACT DOCUMENTS: If a formal contract is required as a result of the Request for Bid; the final contract shall include the following: 1) The RFB; 2) Addenda; 3) Awarded Vendors(s) Bid response; 4) Awarded Vendor(s) Clarifications; and 5) Awarded Vendor(s) Business Requirements.

NOTICE TO VENDORS

Sec. 2-3.05. - Submitting bids to Consolidated Government, etc.—By mayor or councilmembers.
Neither the mayor nor any member of the Columbus Council shall submit any bid to the consolidated government, nor shall the mayor or any member of the Columbus Council own or have a substantial pecuniary interest in any business that submits a bid to the consolidated government. (Ord. No. 92-60, 6-23-92)

Sec. 2-3.06. - Same—By members of boards, authorities, commissions.
No member of any board or authority or commission or other independent or subordinate entity of the consolidated government shall submit any bid to the consolidated government or have a substantial pecuniary interest in any business that submits a bid to the consolidated government if such bid pertains to the board or authority or commission on which such person holds such membership. (Ord. No. 92-61, 6-23-92)

DO YOU HAVE QUESTIONS, CONCERNS OR NEED CLARIFICATION ABOUT THIS SOLICITATION?

COMMUNICATION CONCERNING ANY SOLICITATION CURRENTLY ADVERTISED MUST TAKE PLACE IN WRITTEN FORM AND ADDRESSED TO THE PURCHASING DIVISION.

ALL QUESTIONS OR CLARIFICATIONS CONCERNING THIS SOLICITATION SHALL BE SUBMITTED IN WRITING. THE CITY WILL NOT ORALLY OR TELEPHONICALLY ADDRESS ANY QUESTION OR CLARIFICATION REGARDING BID/PROPOSAL SPECIFICATIONS. IF A VENDOR VISITS OR CALLS THE PURCHASING DIVISION WITH SUCH QUESTIONS, HE OR SHE WILL BE INSTRUCTED TO SUBMIT THE QUESTIONS IN WRITING.

ALL CONTACT CONCERNING THIS SOLICITATION SHALL BE MADE THROUGH THE PURCHASING DIVISION.

BIDDERS SHALL NOT CONTACT CITY EMPLOYEES, DEPARTMENT HEADS, USING AGENCIES, EVALUATION COMMITTEE MEMBERS OR ELECTED OFFICIALS WITH QUESTIONS OR ANY OTHER CONCERNS ABOUT THE SOLICITATION. QUESTIONS, CLARIFICATIONS, OR CONCERNS SHALL BE SUBMITTED TO THE PURCHASING DIVISION IN WRITING. IF IT IS NECESSARY THAT A TECHNICAL QUESTION NEEDS ADDRESSING, THE PURCHASING DIVISION WILL FORWARD SUCH TO THE USING AGENCY, WHO WILL SUBMIT A WRITTEN RESPONSE.

THE PURCHASING DIVISION WILL FORWARD WRITTEN RESPONSES TO THE RESPECTIVE BIDDER OR IF IT BECOMES NECESSARY TO REVISE ANY PART OF THIS SOLICITATION, A WRITTEN ADDENDUM WILL BE ISSUED TO ALL BIDDERS.

THE CITY IS NOT BOUND BY ANY ORAL REPRESENTATIONS, CLARIFICATIONS, OR CHANGES MADE TO THE WRITTEN SPECIFICATIONS BY CITY EMPLOYEES, UNLESS SUCH CLARIFICATION OR CHANGE IS PROVIDED TO THE BIDDERS IN A WRITTEN ADDENDUM FROM THE PURCHASING MANAGER.

BIDDERS ARE INSTRUCTED TO USE THE ENCLOSED "QUESTION/CLARIFICATION FORM" TO FAX OR EMAIL QUESTION.

ANY REQUEST, AFTER A SOLICITATION HAS CLOSED AND PENDING AWARD, MUST ALSO BE SUBMITTED IN WRITING TO THE PURCHASING DIVISION.

QUESTION/CLARIFICATION FORM

DATE: _____

TO: Ryky Decembre, Buyer
Email: BidOpportunities@ColumbusGA.org

RE: RFB No. 27-0001; Leather Items (Annual Contract)

Questions/clarification requests must be submitted at least five (5) business days before the due date:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

From: _____

Company Name | Website

_____

Representative | Email Address

_____

Complete Address | City | State | Zip

_____

Telephone Number

GENERAL SPECIFICATIONS
LEATHER ITEMS (ANNUAL CONTRACT)
RFB No. 27-0001

I. SCOPE

Provide assorted leather items to Public Safety employees of the Columbus Consolidated Government (City).

The City reserves the right to add additional related items during the term of the contract. Quotes will be obtained from contracted vendor(s) for any add-on items.

II. TERM OF CONTRACT

A. The term of contract shall be for two (2) years, with the option to renew for three (3) additional twelve-month periods. Contract renewal will be contingent upon the mutual agreement of the City and the Contractor.

Notice of intent to renew will be given to the contractor in writing by the Purchasing Division Director, normally sixty days before the expiration date of the current contract. This notice shall not be deemed to commit the City to a Contract renewal.

It should be noted that multi-year contracts may be continued each fiscal year only after funding appropriations and programs approval has been granted by the Council of the Consolidated Government of Columbus, Georgia. In the event that the necessary funding is not approved, then the affected multi-year contract becomes null and void, effective July 1st of the fiscal year for which such approval has been denied.

B. Termination for Convenience

For the protection of both parties, either party giving 60 days prior notice in writing to the other party may cancel this contract.

III. ESCALATION CLAUSE

Contract pricing shall remain fixed for the initial two (2) year term of the contract. After the initial term, Contractor may request a price escalation by submitting a fully documented request (i.e., documentation from manufacturers illustrating the necessity to implement price increases). ***Request for price increases, without documentation, shall not be considered.*** Such escalation shall not exceed a five percent (5%) increase. The using department(s) and the Purchasing Manager will review the request and shall approve or disapprove the increases based on budget constraints and other price comparisons.

If for any reason the contractor has a price increase that exceeds five percent (5%), the price increase will be evaluated on a case-by-case basis. The City and the Contractor will have the option to discuss and make adjustments to the requested increase. If either party declines approval of the adjustments, the contract will be considered cancelled on the scheduled expiration date of the contract.

IV. BRAND NAMES

It is not the intent of Columbus Consolidated Government (City) to restrict competition in any purchasing process**.** Any manufacturers' names, drawings, trade names, brand names, information and/or catalog numbers used herein are for purpose of description and establishing general quality levels. Such references are not intended to be restrictive; any equivalent products of any

manufacturer may be offered. Any bid that is equivalent to or surpasses these specifications will be considered; determination of equivalency shall rest solely with the City. ***However, due to the leather items already worn by the Departments, it is requested that bid responses be submitted in accordance with the specifications provided.***

The City's Public Safety Departments have standardized to ***Don Hume, Safariland, Gould & Goodrich, Red Dog, Bianchi, Galls and Blackhawk*** leather items. Therefore, the City will consider only those leather items for this solicitation.

V. COOPERATIVE CONTRACT PURCHASE OPTION

The City reserves the right to make purchases via any comparable Cooperative Contract, if the contract cost is lower and meets the City's requirements.

VI. QUESTIONS / ADDENDA

Questions and requests for clarification must be submitted **within five (5) business days of the due date** (see pages 9 & 10)**.** Changes to the specifications (if any) will be provided in the form of an addendum, which will be posted on the web page of the Finance Department/Purchasing Division of Columbus Consolidated Government at https://www.columbusga.gov/finance-2/bid-opportunities. **It is the vendors' responsibility to periodically visit the web page for addenda before the due date and prior to submitting a quote.**

VII. INDEMNIFICATION

The Contractor covenants to save, defend, hold harmless, and indemnify the City, and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the Contractor's intentional, negligent, or grossly negligent acts or omissions in performance or nonperformance of its work called for by the Contract Documents.

VIII. BID SUBMISSION REQUIREMENTS

Bid responses must be submitted via DemandStar. **See *APPENDIX A* for: *Submission Requirements; Submission Requirements Checklist; and DemandStar Registration and Submission Instructions.***

Each bidder shall include the following information with bid submission. Bidder shall submit **ONE (1) ELECTRONIC BID RESPONSE VIA OPENBIDS.** Submissions will be deemed incomplete/non-responsive if the following required documents are not included, as prescribed within the specifications: **Conflict of Interest Affidavit, and Communication Concerning This Solicitation form.** However, the City reserves the right to request any other omitted information, **WHICH DOES NOT AFFECT THE SUBMITTED BID PRICE.** Bidders shall be notified, in writing, and shall have two (2) days, after notification to submit the omitted information. If the omitted information is not received within two (2) days, the Bidder shall be deemed non-responsive and the Bid Submission will be deemed **"Incomplete"**:

A. Bid Form (Form 1)
B. Pricing Page (Form 2) This page must be included in bid submission.
C. Communication Concerning This Solicitation (Form 3) This page must be included in bid submission.
D. Conflict of Interest Affidavit (Form 4) This page must be included in bid submission.
E. Federal Compliance (Form 5)

F. Addenda Acknowledgement (Form 6) Vendors must include acknowledgment of receipt of addenda **(if any)** in their sealed bid. Provide an initialed copy of each addendum or initial the appropriate area on bid form (pricing page). Addenda will be posted at https://www.columbusga.gov/finance-2/bid-opportunities. ***Vendors are responsible for periodically visiting the web page, to check for addenda, prior to the bid due date and before submitting a bid.***

G. Contract Signature Page (Form 7)

H. Product Literature: Bidder shall submit with their bid the latest printed specifications and advertising literature on the units they propose to furnish.

I. Warranty: Warranty Information printed on the manufacturer's letterhead.

J. Business License: Vendors located in Muscogee County shall submit a current copy of their City of Columbus Business License (Occupation License). If the business is not located in Muscogee County and has proof of being properly licensed by a municipality in Georgia, and paid applicable occupation taxes in that city, the vendor will not be required to pay occupation taxes in Columbus, Georgia. If the business location is not in Georgia, vendor must provide a current copy of their active Articles of Incorporation from the State and/or a current business license from the City/State in which business is located. If you have questions regarding this requirement, please contact the Revenue Division at 706-225-3780.

K. Form W-9: Complete and return **Page 1** of Form W-9 (**https://www.irs.gov/pub/irs-pdf/fw9.pdf**) *Form revised March 2024*.

IX. AWARD / ORDERING / DELIVERY / INVOICING

A. Award: The City may award the contract to one vendor or make an award by sections to multiple vendors. The award of the contract will be in the best interest of the City. The City reserves the right to reject any and all bids.

B. Ordering: The items will be procured on an "as needed" basis by purchase order, by phone, email, or the vendor's website.

C. Delivery: All shipping, delivery, and/or freight charges must be included in the Unit Price. Columbus Consolidated Government will pay no additional shipping, delivery, and/or freight charges. Deliveries shall be made to the applicable address.

D. Invoicing After receipt of goods/services and upon satisfactory delivery, the successful vendor shall forward invoice(s) to the following address:

Columbus Consolidated Government
Accounting Division
P. O. Box 1340
Columbus, Georgia 31902-1340

Invoice(s) shall reference the bid number ***(RFB No. 27-0001)*** and/or purchase order number.

Failure to reference the bid or purchase order number will delay payment of the invoice.

X. TERMINATION OF CONTRACT

Default: If the contractor refuses or fails to perform any of the provisions of this contract with such diligence as will ensure its completion within the time specified in this contract, or any extension thereof, otherwise fails to timely satisfy the contract provisions, or commits any other substantial breach of this contract, the Purchasing Division Director may notify the contractor in writing of the

delay or non-performance and if not cured within ten (10) days or any longer time specified in writing by the Purchasing Division Director, such director may terminate the contractor's right to proceed with the contract or such part of the contract as to which there has been delay or a failure to properly perform.

In the event of termination in whole or in part the Purchasing Division Director may procure similar supplies or services, from other sources, in a manner and upon terms deemed appropriate by the Purchasing Division Director. The contractor shall continue performance of the contract to the extent it is not terminated and shall be liable for excess costs incurred in procuring similar goods or services.

Compensation: Payment for completed supplies delivered and accepted by the city shall be at the contract price. The City may withhold from amounts due the contractor such sums as the Purchasing Director deems to be necessary to protect the City against loss because of outstanding liens or claims of former lien holders and to reimburse the City for the excess costs incurred in procuring similar goods and services.

Excuse for Nonperformance or Delayed Performance: Except with respect to defaults of subcontractors, the contractor shall not be in default by reason of any failure in performance of this contract in accordance with its terms, if the contractor has notified the Purchasing Division Director within 15 days after the cause of the delay and the failure arises out of causes such as: acts of God; acts of public enemy; acts of the City and any other governmental entity in its sovereign or contractual capacity; fires; floods; epidemics; quarantine restrictions; strikes or other labor disputes; freight embargoes; or unusually severe weather. If the failure to perform is caused by the failure of a subcontractor to perform or to make progress, and if such failure arises out of causes similar to those set forth above, the contractor shall not be deemed to be in default, unless the supplies or services to be furnished by the subcontractor were reasonably obtainable from other sources in sufficient time to permit the contractor to meet the contract requirements.

Upon request of the contractor, the Purchasing Division Director shall ascertain the facts and extent of such failure, and, if such director determines that any failure to perform was occasioned by any one or more of the excusable causes, and that, but for the excusable cause, the contractor's progress and performance would have met the terms of the contract, the delivery schedule shall be revised accordingly.

FORM 1

BID FORM
LEATHER ITEMS (ANNUAL CONTRACT)
RFB No. 27-0001

IMPORTANT INFORMATION:

PLEASE SUBMIT ONE (1) ELECTRONIC BID RESPONSE VIA OPENBIDS

Each bidder shall include the following information with bid submission. Bidder shall submit **ONE (1) ELECTRONIC BID RESPONSE VIA OPENBIDS.** Submissions will be deemed incomplete/non-responsive if the following required documents are not included, as prescribed within the specifications: **Communication concerning This Solicitation form, and Conflict of Interest Affidavit.** However, the City reserves the right to request any other omitted information, **WHICH DOES NOT AFFECT THE SUBMITTED BID PRICE.** Use the following checklist to verify the items are included in sealed bid:

□ Bid Form □ Pricing Page □ Communications Concerning this Solicitation form
□ Conflict of Interest Affidavit □ Federal Compliance form □ Addenda Acknowledgement
□ Contract Signature Page □ Product Literature □ Warranty Information
□ Business License □ W-9 (Rev March 2024)

The undersigned hereby agrees that he/she has carefully examined the specifications herein referred to and will provide all furnish, all necessary labor, equipment, services and terms to the Consolidated Government of Columbus and will perform said work in the manner specified.

***All shipping, delivery, and /or freight charges must be included in unit price. Columbus Consolidated Government will pay no additional shipping, delivery, freight charges or any other additional fees.**

Vendor's Name _____ Website _____

Vendor's Street Address (P. O. Boxes will Render Bid Incomplete) _____ City _____ State _____ Zip _____

Vendor's Remittance or Mailing Address (If different) _____ City _____ State _____ Zip _____

Phone Number _____ Email Address _____

Signature of Authorized Representative _____ "Print" Name and Title _____ Date of Signature _____

If certified as a DBE or WBE, list the certifying agency:_____

FORM 2

PRICING PAGE
LEATHER ITEMS (ANNUAL CONTRACT)
RFB No. 27-0001

VENDOR NAME:				
	DESCRIPTION	**EST QTY**	**UNIT PRICE**	**EXT. COST**
COLUMBUS POLICE DEPARTMENT				
1	**INNER BELTS; B-111 Belt BB/W Nickel Buckles, (Don Hume Brand Only)** **SIZE: 32" need 30** **34" need 30** **36" need 30** **38" need 10** **40" need 10** **46" need 10**	120		
2	**OUTER BELTS; B-101 Belt BB/W Nickel Buckles, (Don Hume Brand Only)** **SIZE: 32" need 10** **34" need 20** **36" need 15** **40" need 10** **44" need 5** ****NEED 15 Gold Belt Buckles**	60		
3	**BELT KEEPERS**; S-502-1 BB/W w/Hidden Double Snaps, ***(Don Hume Brand Only)***	500		
4	**HANDCUFF CASES; C305M BB/W, Open for 2 ¼" Belt, (Don Hume Brand Only)**	50		
5	**HANDCUFF CASES; C305M Open for 2 ¼" Belt, Color Black, (Don Hume Brand Only)**	74		
5A	**HANDCUFF CASES** (Color Brown) Size 1 ½ inch belts Don Hume Brand	50		
6	**D106 FLASHLIGHT HOLDERS; Black BW and Plain Black, (Don Hume Brand Only)**	75		
6A	**D106-M-4-P SBRN 1 3.4" Black Flashlight Holders**	50		
7	**SPRAY HOLDERS**; C309-BG-F-BW 3 oz. w/Flap/Hidden Snap, ***(Don Hume Brand Only)***	150		
8	**SPRAY HOLDERS**; C309-BG-F Plain Black, 3 oz. w/Flap Hidden Snap. ***(Don Hume Brand Only)***	63		
9	**BATON HOLDERS**; 21A ASP Sur-release, BB/W 21", ***(Don Hume Brand Only)***	100		
10	**MAGAZINE POUCHES**; D407, for Smith & Wesson M&P 45 Magazines w/Hidden Double Snap, BB/W, ***(Don Hume Brand Only)***	100		

11	**MAGAZINE POUCHES**; D407 for Smith & Wesson M&P 45 Magazines w/Hidden Double Snap. Plain Black, ***(Don Hume Brand Only)***	40		
11A	**MAGAZINE POUCHES (Brown)**	50		
12	**BADGE HOLDERS;** C3077 (C312) Clip on, Black, **(Don Hume Brand Only)**	45		
13	**GLOVE POUCHES**; C321 - B- BW, ***(Don Hume Brand Only)***	70		
	COLUMBUS POLICE DEPARTMENT TOTAL			**$**
	MUSCOGEE COUNTY PRISON			
1	**INNER DUTY BELTS;** Leather Basketweave, Inner Duty Belt w/Loo 1.5", (**Red Dog Brand – or equivalent**)	130		
2	**OUTER BELTS;** Model 7960, Accumold Elite Sam Browne Belt, Black, Basketweave, Brass Buckle (**Bianchi Brand Only**)	130		
3	**BELT KEEPERS;** Model 7906, Accumold Elite Belt Keeper 4 Pack, Black, Basketweave, Hidden Snap (**Bianchi Brand Only**)	600		
4	**HANDCUFF CASES**; Model 7900, Accumold Elite Covered Handcuff Case, Black, Basketweave, Hidden Snap (***Bianchi Brand Only***)	130		
5	**BADGE HOLDERS;** Model C3077, Clip-on, Black Don Hume Plain Black Badge Holder	210		
6	**MAGAZINE POUCHES**; Model 7902, Accumold Elite Double Magazine Pouch, Glock 21, Black, Basketweave, Hidden Snap, (***Bianchi Brand Only***)	114		
7	**HOLSTERS;** Model 44H113BW, Serpa Level 3 Duty Holster, Glock 21, Black, Basketweave Finish, (**Blackhawk Brand Only**)	134		
	MUSCOGEE COUNTY PRISON TOTAL			**$**
	SHERIFF'S OFFICE			
1	**INNER DUTY BELTS**; Model B125 Belt Black Basketweave (***Don Hume Brand Only***) (All Sizes)	100		
2	**INNER DUTY BELTS**; Model B111 Belt Black Basketweave Brass Buckles (***Don Hume Brand Only***) (All Sizes)	100		
3	**OUTER BELTS;** Model B101 BB/W Sam Browne Duty Belt, Black Basketweave, Brass Buckle (MCSO) **(Don Hume Brand Only)** (All Sizes)	100		
4	**BELT KEEPERS;** Model S502-1-HS Belt Keepers, Black Basketweave, Hidden Snap **(Don Hume Brand Only)**	200		
5	**HANDCUFF CASES;** Model C304-HS, Black Basketweave, Hidden Snap, Fits Standard Cuffs **(Don Hume Brand Only)**	100		
6	**SPRAY HOLDERS;** Model 38-3-4HS, OC/Mace Spray Pouch, Black, Basketweave, Hidden Snap. **(Safariland Brand Only)**	50		

7	**BATON HOLDERS;** Model C121, Open Top Baton Holder, Black Basketweave, Closed Bottom, Fits 21" ASP **(Don Hume Brand Only)**	50		
8	**MAGAZINE POUCHES;** Model 78-83-48PB2, Slimline Double Magazine Pouch, Fits Glock Model 45, Black Basketweave, Hidden Snap **(Safariland Brand Only)**	100		
9	**HOLSTERS;** Model M990437BW (Left & Right), T-Series Level 3 Duty Light-Bearing Black Basketweave Holster, Glock 17/19/23/31/32/45/47 TLR 1&2 **(Blackhawk Brand Only)**	50		
10	**Glove Pouches;** Model CS321-B-BW, Black Basketweave **(Don Hume Brand Only)**	100		
11	**Radio Holder;** Model DH Radio Holder, Black Basketweave, Fits Motorola APX6000,	50		
	SHERIFF'S OFFICE TOTAL			**$**
	VENDOR GRAND TOTAL BID:		$	

THE CITY MAY PURCHASE ADDITIONAL ITEMS NOT LISTED ON THE PRICING PAGE. VENDOR SHALL PROVIDE A PERCENTAGE DISCOUNT OFF LIST PRICE FOR ITEMS NOT LISTED: _____%

Orders will be delivered within_____days after receipt of purchase order.

_____ _____

Vendor Name Authorized Signature

_____ _____

Print Name of Signatory Date

FORM 3

COMMUNICATION CONCERNING THIS SOLICITATION

THIS PAGE MUST BE SIGNED AND RETURNED WITH THE VENDOR'S BID/PROPOSAL. FAILURE TO INCLUDE THIS FORM WILL AUTOMATICALLY RENDER VENDOR'S RESPONSE NON-RESPONSIVE.

ALL QUESTIONS OR CLARIFICATIONS CONCERNING THIS SOLICITATION SHALL BE SUBMITTED IN WRITING. THE CITY WILL NOT ORALLY OR TELEPHONICALLY ADDRESS ANY QUESTION OR CLARIFICATION REGARDING BID/PROPOSAL SPECIFICATIONS. IF A VENDOR VISITS OR CALLS THE PURCHASING DIVISION WITH SUCH QUESTIONS, HE OR SHE WILL BE INSTRUCTED TO SUBMIT THE QUESTIONS IN WRITING.

ALL CONTACT CONCERNING THIS SOLICITATION SHALL BE MADE THROUGH THE PURCHASING DIVISION. BIDDERS SHALL NOT CONTACT CITY EMPLOYEES, DEPARTMENT HEADS, USING AGENCIES, EVALUATION COMMITTEE MEMBERS, INCLUDING NON-CCG EMPLOYEES, CONTRACTED PERSONNEL ASSOCIATED WITH THIS PARTICULAR PROJECT (I.E. ARCHITECTS, ENGINEERS, CONSULTANTS), OR ELECTED OFFICIALS WITH QUESTIONS OR ANY OTHER CONCERNS ABOUT THE SOLICITATION. QUESTIONS, CLARIFICATIONS, OR CONCERNS SHALL BE SUBMITTED TO THE PURCHASING DIVISION IN WRITING. IF IT IS NECESSARY THAT A TECHNICAL QUESTION NEEDS ADDRESSING, THE PURCHASING DIVISION WILL FORWARD SUCH TO THE USING AGENCY, WHO WILL SUBMIT A WRITTEN RESPONSE.

THE PURCHASING DIVISION WILL FORWARD WRITTEN RESPONSES TO THE RESPECTIVE BIDDER. IF IT BECOMES NECESSARY TO REVISE ANY PART OF THIS SOLICITATION, A WRITTEN ADDENDUM WILL BE ISSUED TO ALL BIDDERS.

THE CITY IS NOT BOUND BY ANY ORAL REPRESENTATIONS, CLARIFICATIONS, OR CHANGES MADE TO THE WRITTEN SPECIFICATIONS BY CITY EMPLOYEES, UNLESS SUCH CLARIFICATION OR CHANGE IS PROVIDED TO THE BIDDERS IN A WRITTEN ADDENDUM FROM THE PURCHASING MANAGER.

BIDDERS ARE INSTRUCTED TO USE THE ENCLOSED "QUESTION/CLARIFICATION FORM" TO FAX OR EMAIL QUESTION. **QUESTIONS AND REQUESTS FOR CLARIFICATION MUST BE SUBMITTED AT LEAST FIVE (5) *BUSINESS* DAYS BEFORE THE DUE DATE.**

ANY REQUEST/CONCERN/PROTEST, AFTER A SOLICITATION HAS CLOSED AND PENDING AWARD, MUST ALSO BE SUBMITTED IN WRITING TO THE PURCHASING DIVISION.

I agree to forward all communication about this solicitation, in writing, to the Purchasing Division. I understand that communication with other persons, other than the Purchasing Division, will render my Bid/Proposal response non-responsive and I will no longer be considered in the solicitation process.

Vendor Name: _____

Print Name of Authorized Agent: _____

Signature of Authorized Agent: _____

FORM 4 CONFLICT OF INTEREST AFFIDAVIT:

THIS PAGE MUST BE SIGNED, NOTARIZED/STAMPED AND RETURNED WITH THE VENDOR'S BID/PROPOSAL. FAILURE TO INCLUDE THIS FORM WILL AUTOMATICALLY RENDER VENDOR'S RESPONSE NON-RESPONSIVE.

Pursuant to Columbus Georgia Code Part I – Charter, Appendix Two Code of Ethics and Prohibited Practices:

I hereby declare that any person(s) employed by the City of Columbus, who has direct or indirect personal or financial interest in this solicitation, has been identified and the interest disclosed below. (Please include in your disclosure any interest which you know of).

An example of a direct interest would be a City of Columbus employee, City of Columbus City Council Member, who would be paid to perform services if awarded the contract.

An example of indirect interest would be a City of Columbus employee who is related to any officers, employees, principal, or shareholders of your firm or to you. (If in doubt as to status or interest, please disclose to the extent known).

CONFLICT OF INTEREST: ☐ **YES** ☐ **NO**

Disclosed Conflict of Interests:

_____

_____

_____

I hereby certify that the information on this form is complete and accurate. If necessary, I will provide the information required to verify this data (e.g., pay stubs, bank account statements, etc.). I, therefore, authorize such verification, and I will provide the supporting documentation, if necessary.

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 20 _____ in _____ (city), ____ (state).

Vendor Name: _____

_____
Signature of Authorized Officer or Agent

_____
Printed Name and Title of Authorized Officer or Agent

Subscribed and sworn before me on this the __ day of _____, 20___.

_____
NOTARY PUBLIC SIGNATURE

_____
PRINT NAME OF NOTARY PUBLIC

My Commission Expires: _____

FORM 5

FEDERAL COMPLIANCE

In the event a procurement under this contract is federally funded, the Contractor agrees to comply with all federal statutes relating to nondiscrimination, labor standards, and environmental compliance. The Contractor will be notified if the procurement is federally funded.

With regards to **"Rights to Inventions Made Under a Contract or Agreement,"** If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Contractor agrees to be wholly compliant with the provisions of **2 CFR 200, Appendix II**. Additionally, for work to be performed under the Agreement or subcontract thereof, including procurement of materials or leases of equipment.

Contractor shall comply and shall notify each potential subcontractor or supplier of the Contractor's federal compliance obligations. These may include, but are not limited to:

(a) **Title VII of the Civil Rights Act of 1964 (P.L. 88-352)** which prohibits discrimination on the basis of race, color or national origin;
(b) **Title IX of the Education Amendments of 1972**, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex;
(c) the **Fair Labor Standards Act of 1938 (29 USC 676 et. seq.**),
(d) **Section 504 of the Rehabilitation Act of 1973, as implemented by Executive Orders 11914 and 11250)**, which prohibits discrimination on the basis of handicaps and the Americans with Disabilities Act of 1990;
(e) the **Age Discrimination in Employment Act of 1967 (29 USC 621 et. seq.)** and the Age Discrimination Act of 1974, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age;
(f) the **Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255)**, as amended, relating to nondiscrimination on the basis of drug abuse;
(g) the **Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616)**, as amended, relating to the nondiscrimination on the basis of alcohol abuse or alcoholism;
(h) **§§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3)**, as amended, relating to confidentiality of alcohol and drug abuse patient records;
(i) **Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.)**, as amended, relating to nondiscrimination in the sale, rental or financing of housing;
(j) any other nondiscrimination provisions in any specific statute(s) applicable to any Federal funding for this Agreement;
(k) the requirements of any other nondiscrimination statute(s) which may apply to this Agreement;
(l) applicable provisions of the **Clean Air Act (42 U.S.C. §7401 et seq.)**, the **Federal Water Pollution Control Act, as amended (33 U.S.C. §1251 et seq.)**, **Section 508 of the Clean Water Act (33 U.S.C. 1368),** Permits required by **Section 404 of the Clean Water Act**, **Executive Order 11738**, **Endangered Species Act (P.L. 93-205)**, and the **Environmental Protection Agency regulations at 40 CPR Part 15**;
(m) **DBE requirements** found at **40 CFR Part 33**, **Executive Order 11246**, and **Equal Employment Opportunity** regulations at **41 CFR § 60-4**;
(n) applicable provisions of the **Davis-Bacon Act (40 U.S.C. 276a - 276a-7**) as it relates to cleanup activities, the **Copeland Act (40 U.S.C. 276c)**, the **Anti-Kickback Act (40 USC § 3145)**, the **OSHA Worker Health & Safety Standard (29 CFR § 1910.120)**, and the **Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333)**, as set forth in Department of Labor Regulations at 20 CPR 5.5a;
(o) applicable provisions of **Uniform Relocation Act (40 USC § 61)** and the **National Historic Preservation Act (16 USC § 470)**;
(p) the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the **Energy Policy and Conservation Act (P.L. 94-163).**
(q) the Buy America sourcing requirements in the **Build America, Buy America Act (41 U.S.C. § 8301-8305);**
(r) the general provisions of **Section 3** offering economic opportunities for low-income persons **(12 U.S.C. 1701u).**

To demonstrate acknowledgement and understanding of the above listed Federal Requirements, vendor is required to sign below and return with bid response:

Vendor Name:_____

Signature of Authorized Agent: _____

Print Name and Title of above Agent: _____

FORM 6

ADDENDA ACKNOWLEDGEMENT
LEATHER ITEMS (ANNUAL CONTRACT)
RFB NO. 27-0001

The Purchasing Division will post addenda (if any) on the Bid Opportunities page: https://www.columbusga.gov/finance-2/bid-opportunities. It is the vendors' responsibility to periodically visit the page to check for addenda, ***both before the due date and prior to submitting a response in DemandStar.***

IF ADDENDA WERE ISSUED:
By signing below, I acknowledge **1)** I have received the addenda (if any) as indicated below, **2)** my submittal reflects the changes to the specifications, and **3) my submittal includes the most recently revised forms (*if applicable)***:

Addendum No. _____ dated _____	Addendum No. _____ dated _____
Addendum No. _____ dated _____	Addendum No. _____ dated _____
Addendum No. _____ dated _____	Addendum No. _____ dated _____
Addendum No. _____ dated _____	Addendum No. _____ dated _____
Addendum No. _____ dated _____	Addendum No. _____ dated _____
Addendum No. _____ dated _____	Addendum No. _____ dated _____
Addendum No. _____ dated _____	Addendum No. _____ dated _____

IF NO ADDENDA WERE ISSUED:
By signing below, I acknowledge that I reviewed the Bid Opportunities page referenced above on _____ and did not see any addenda listed for this solicitation.

(date)

SIGN HERE:

_____
Business Name Date

_____
Authorized Signature Print Name

FORM 7

CONTRACT SIGNATURE PAGE
LEATHER ITEMS (ANNUAL CONTRACT)
RFB No. 27-0001

THE UNDERSIGNED HEREBY DECLARES THAT HE HAS/THEY HAVE CAREFULLY EXAMINED THE SPECIFICATIONS HEREIN REFERRED TO AND WILL PROVIDE ALL EQUIPMENT, TERMS AND SERVICES TO THE CONSOLIDATED GOVERNMENT OF COLUMBUS, GEORGIA.

Company Name	Signature of Authorized Representative Date
Title of Authorized Representative	Print Name of Authorized Signatory

(Corporate seal, if applicable)

Company Street Address	*Company Payment Address*
Contact:	Contact:
Email:	Email:
Telephone:	Telephone:

CONSOLIDATED GOVERNMENT OF COLUMBUS, GEORGIA

Accepted this___ day of _____20____

Tyson Begly, City Manager

ATTEST:

Lindsey G. McLemore, Clerk of Council

APPROVED AS TO LEGAL FORM:

Clifton C. Fay, City Attorney

APPENDIX A

OPEN BIDS
SUBMISSION INFORMATION
(Formerly DemandStar)

Responses must be submitted via OpenBids. See the following pages for Submission Requirements Checklist, Registering for OpenBids and Responding to an Electronic Bid in OpenBids.

There is no cost to submit responses electronically through OpenBids; you will only incur a fee if you opt to receive e-notifications directly from OpenBids. You must select "Columbus Consolidated Government" as your free agency (see registration instructions). Solicitations may be accessed thru the OpenBids link that is posted at: https://columbusga.gov/finance/bid-opportunities.

Per Georgia HB489, the Purchasing Division will continue to post solicitations on the Georgia Procurement Registry. To receive future procurement notifications, you must register with the Team Georgia Marketplace at https://doas.ga.gov/state-purchasing/gettingstarted-supplier.

Excluding responses to Requests for Proposals (RFP), a tabulation of responses will be available on OpenBids shortly after the solicitation closes. The Purchasing Division will also continue to https://www.columbusga.gov/finance-2/Bid-Tabulations.

Failure to submit electronic responses, via OpenBids, will result in the rejection of your response. Submittals received via U.S. Postal Service, FedEx, UPS, etc., will be returned unopened at the expense of the sender. The Purchasing Division will not accept hand-delivered submittals and will immediately discard any submittal left in the reception area of the Finance Department.

The Purchasing Division sincerely appreciates your cooperation.

ELECTRONIC BID SUBMISSION CHECKLIST
LEATHER ITEMS (ANNUAL CONTRACT)
RFB No. 27-0001
Please submit your electronic response as indicated below:

IMPORTANT NOTICE:

1. Vendors shall submit **only** the required documents listed using the **"Bidder Response ALL Documents"** function. **The City will not consider any information submitted as "Supplemental Documents".**

2. **Zip files with multiple files are not acceptable**; vendors shall submit one PDF file of their submittal.

3. Due to file size limitations, please **do not resend the City's full specifications** as this information is already on file.

4. **In the event OpenBids requires a dollar value for your submittal, enter "0".**

This checklist is for informational prposes only and is not intended to be part of the formal RFB Specifications. Refer to Page 12, VIII. BID SUBMISSION REQUIREMENTS.

- ☐ BID FORM (FORM 1)
- ☐ PRICING PAGE (FORM 2)*
- ☐ COMMUNICATION CONCERNING THIS SOLICITATION (FORM 3)*
- ☐ CONFLICT OF INTEREST AFFIDAVIT (FORM 4)*
- ☐ FEDERAL COMPLIANCE (FORM 5)
- ☐ ADDENDA ACKNOWLEDGEMENT (FORM 6)
- ☐ CONTRACT SIGNATURE PAGE (FORM 7)
- ☐ PRODUCT LITERATURE
- ☐ WARRANTY NFORMATION
- ☐ BUSINESS LICENSE (OCCUPATION LICENSE)
- ☐ **PAGE 1** OF FORM W-9: https://www.irs.gov/pub/irs-pdf/fw9.pdf (Rev March 2024)

**Denotes mandatory submission requirements*

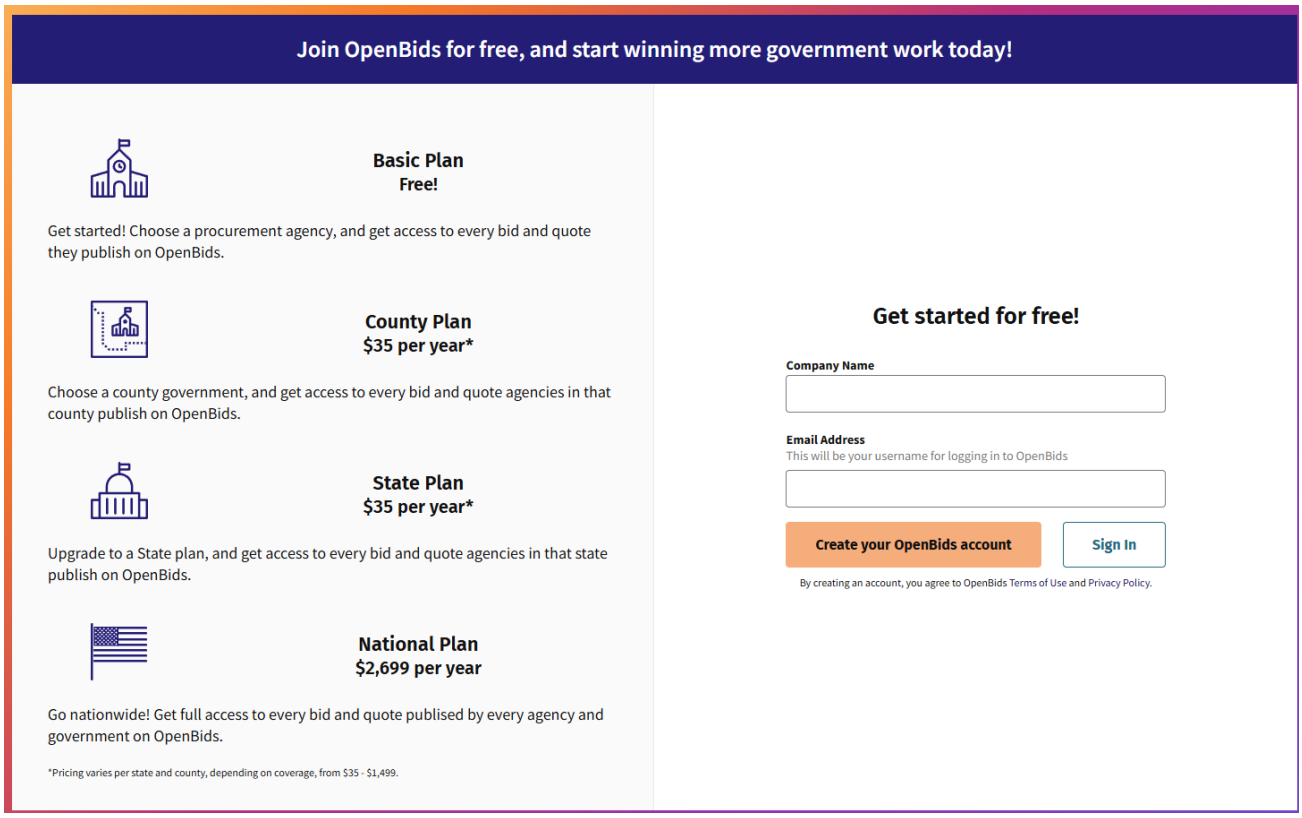
Please note: After award of contract by Columbus City Council, awarded vendor will be notified to provide one (1) hard copy of submitted bid with original signatures. The awarded vendor will receive a digital copy of the executed contract.

Registering for OpenBids
(formerly DemandStar)

The following pages provide the steps for registering with OpenBids and submitting electronic responses.

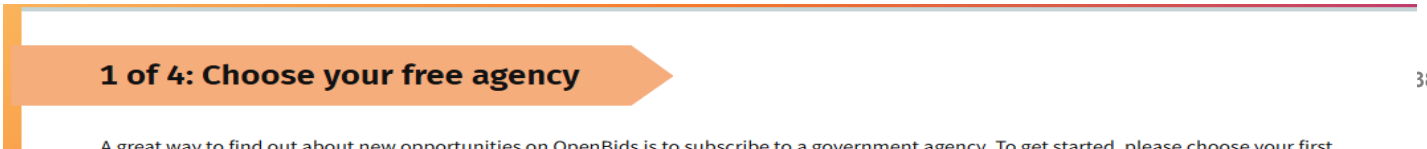
It's **free** to register with the **Basic Plan**.

Go to: https://www.demandstar.com/registration

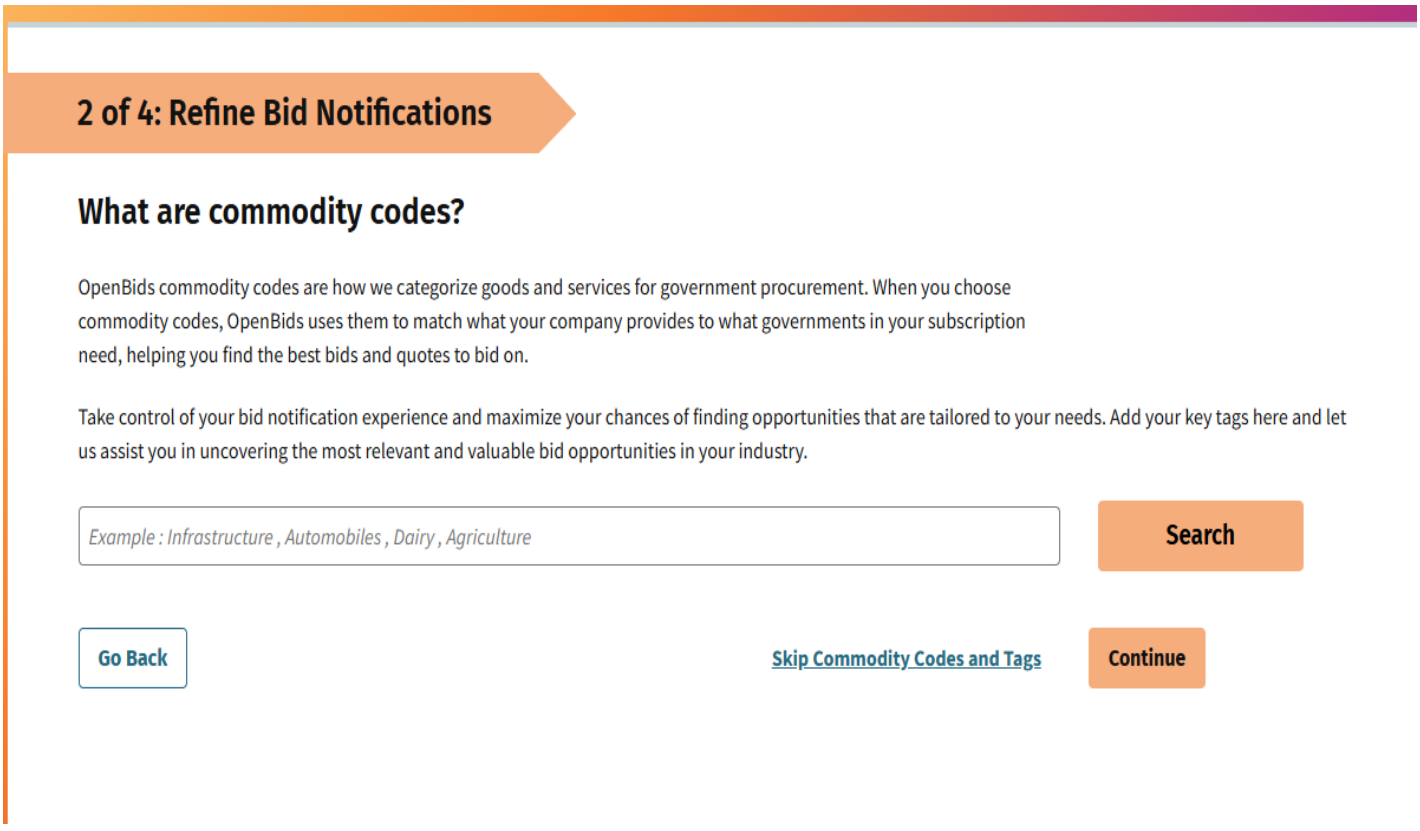


Step 1: Choose your free agency

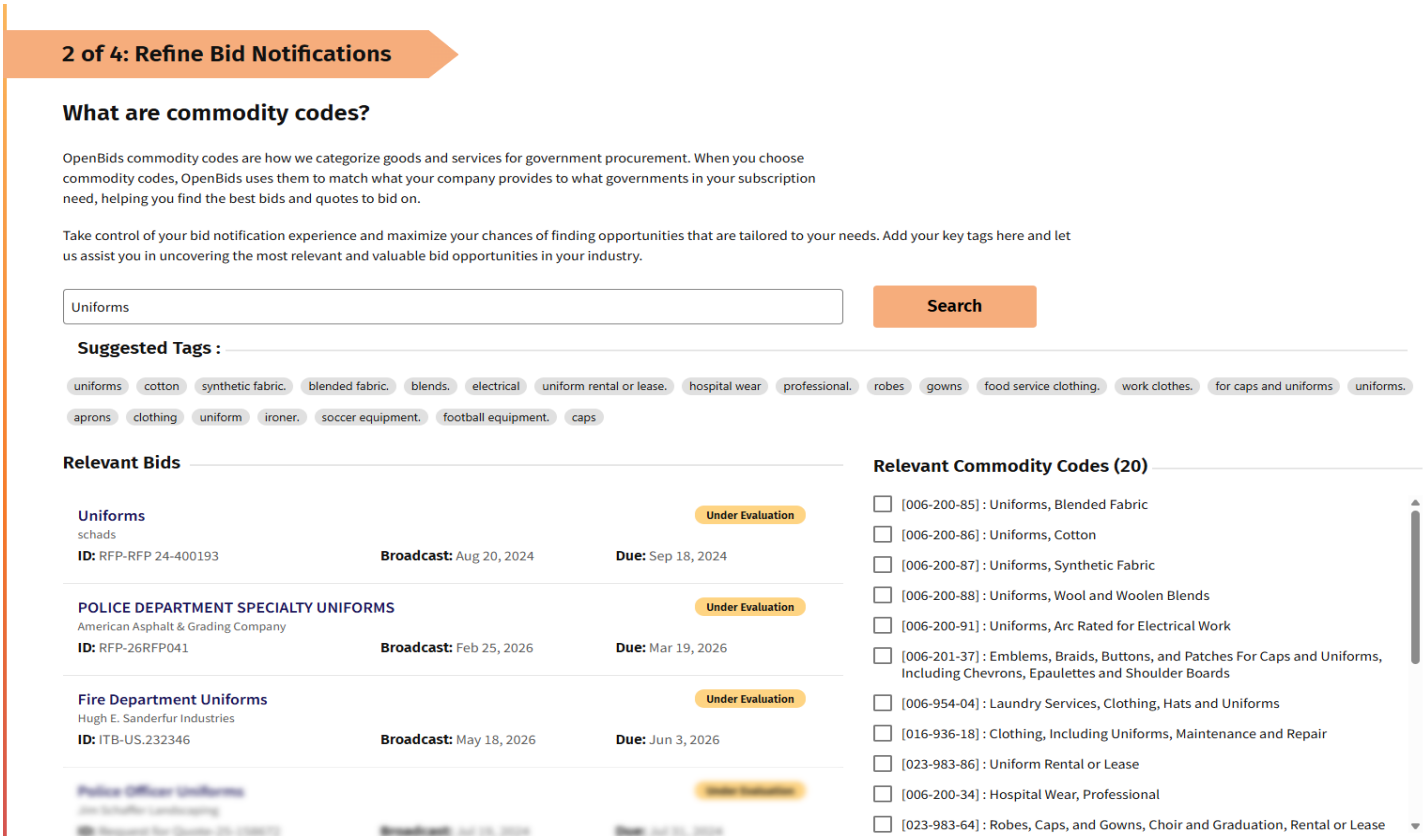
- Search by Agency Name: Columbus Consolidated Government
- or search by State (GA) and County (Muscogee)
- Select "Columbus Consolidated Government" as your free agency



Step 2: Select commodity codes (this step can be skipped).



If selecting codes, the following screen will appear:

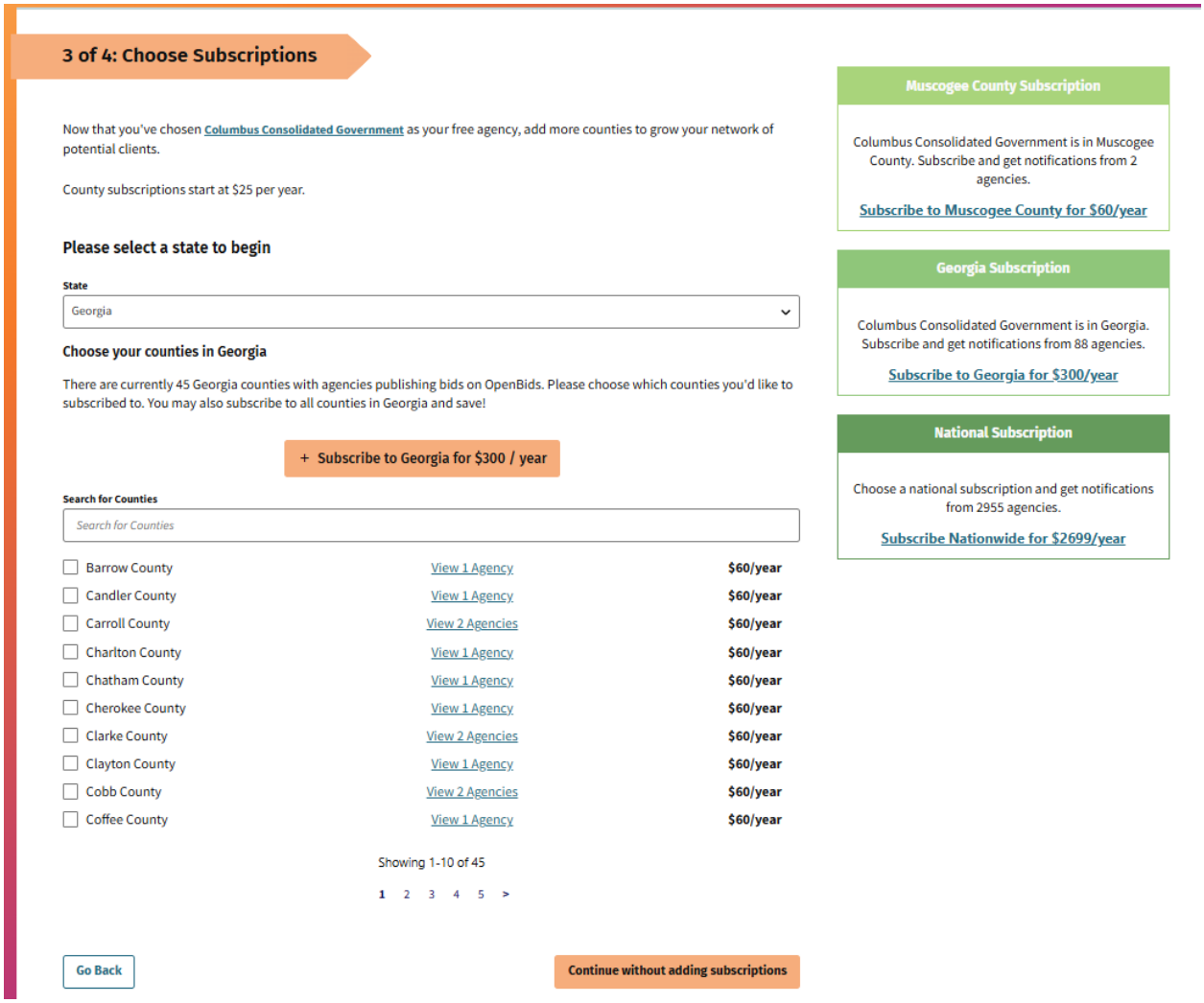


Selecting commodity codes will narrow down results to ensure you are receiving notifications for the most applicable bids only.

Step 3: Choose Subscriptions

- You've already selected Columbus Consolidated Government as your **free** agency.

- There is a fee to add additional subscriptions. However, you can continue without adding any additional subscriptions.



Step 4: Complete your profile

- Add your contact information and finish registration.
- Check your email for a link to set a password.

4 of 4: Complete your profile

We've saved your selections. Now that you've set up your subscriptions on OpenBids, tell us a little bit more about yourself.

Your contact information

First Name

Last Name

Phone Number

Test Company for CCG Information

Company Phone Number

Website (Optional)

Address

Suite, Floor, etc. (Optional)

Postal Code

City

State

Select...

County (Optional)

Select...

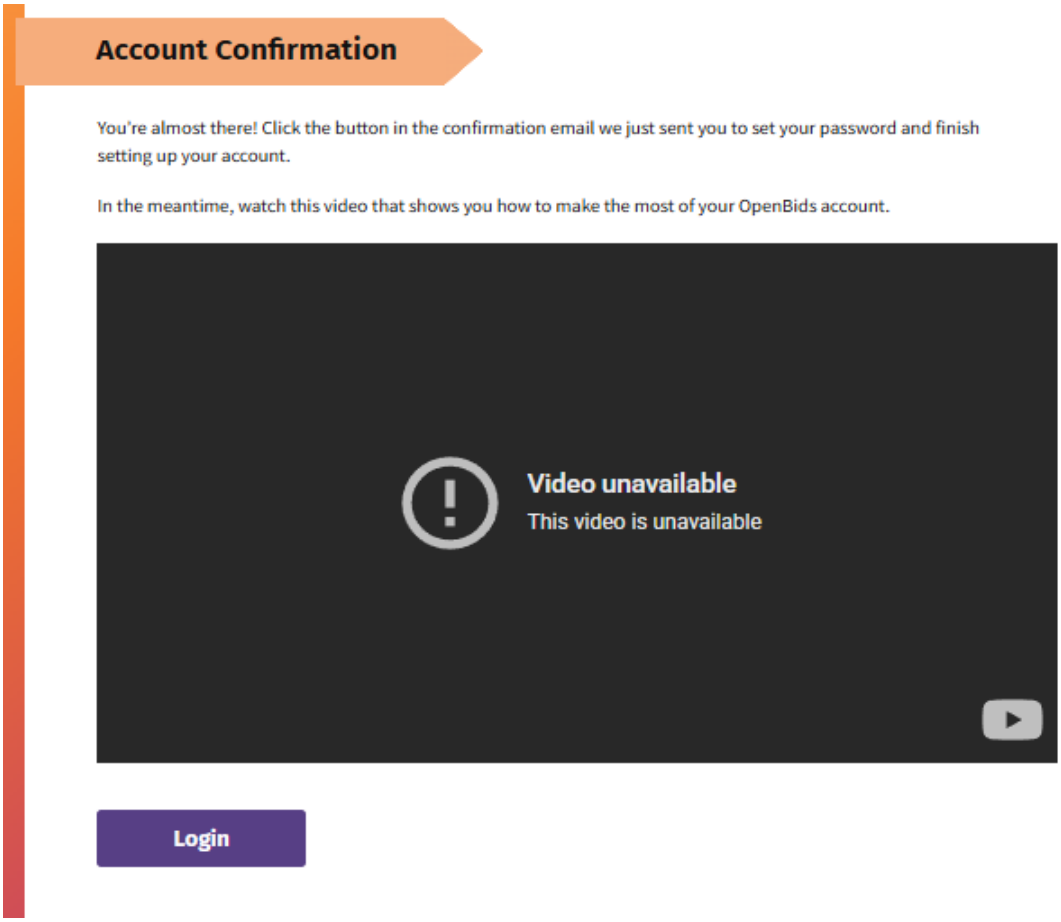
Country

Select...

Go Back

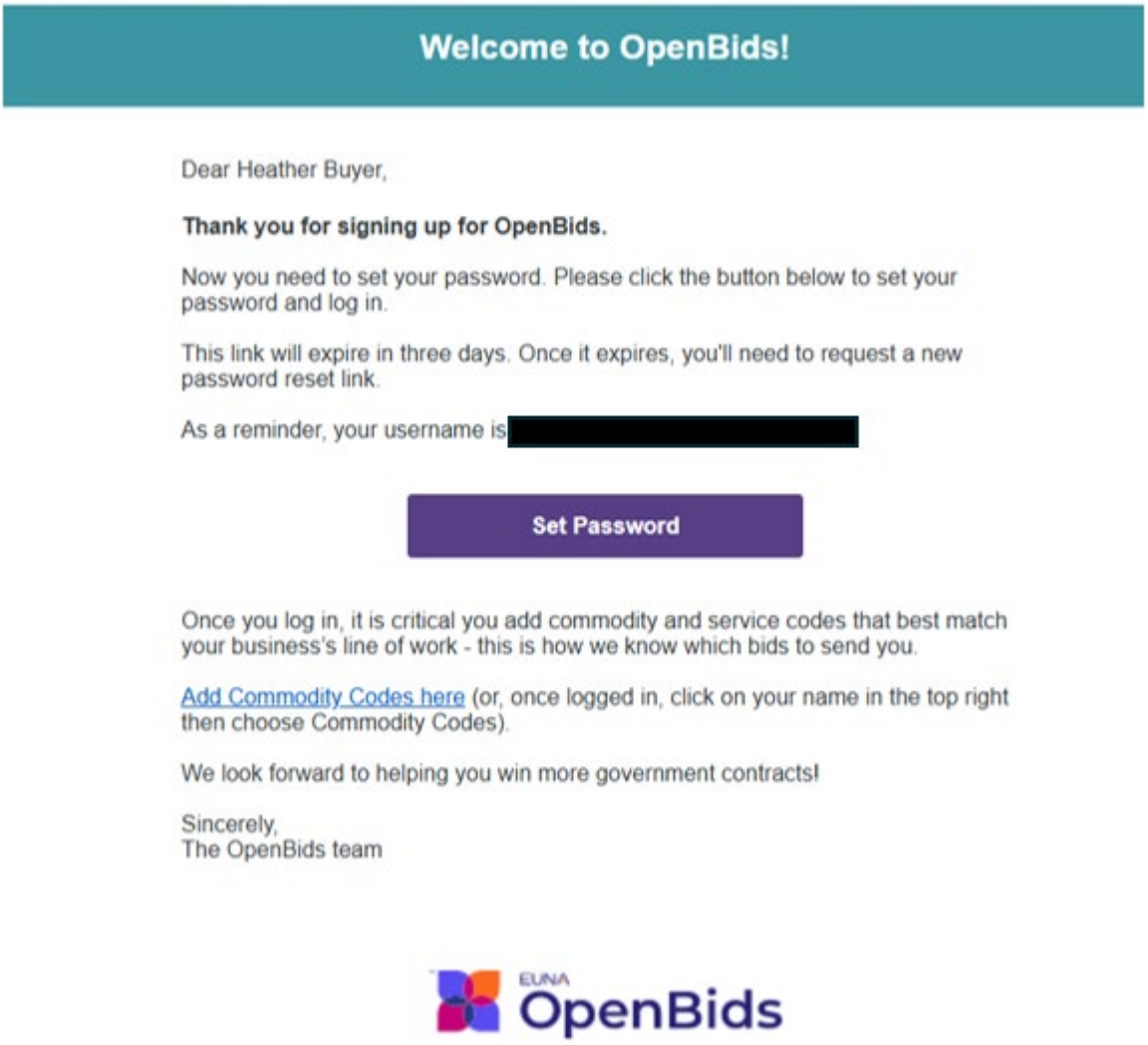
Finish registration

After finishing, the **Account Confirmation** screen will appear. However, you should also have an email from OpenBids to set your password.



Check your email for instructions to set password.

Sample email:



Welcome to OpenBids!

Dear Heather Buyer,

Thank you for signing up for OpenBids.

Now you need to set your password. Please click the button below to set your password and log in.

This link will expire in three days. Once it expires, you'll need to request a new password reset link.

As a reminder, your username is [redacted]

Set Password

Once you log in, it is critical you add commodity and service codes that best match your business's line of work - this is how we know which bids to send you.

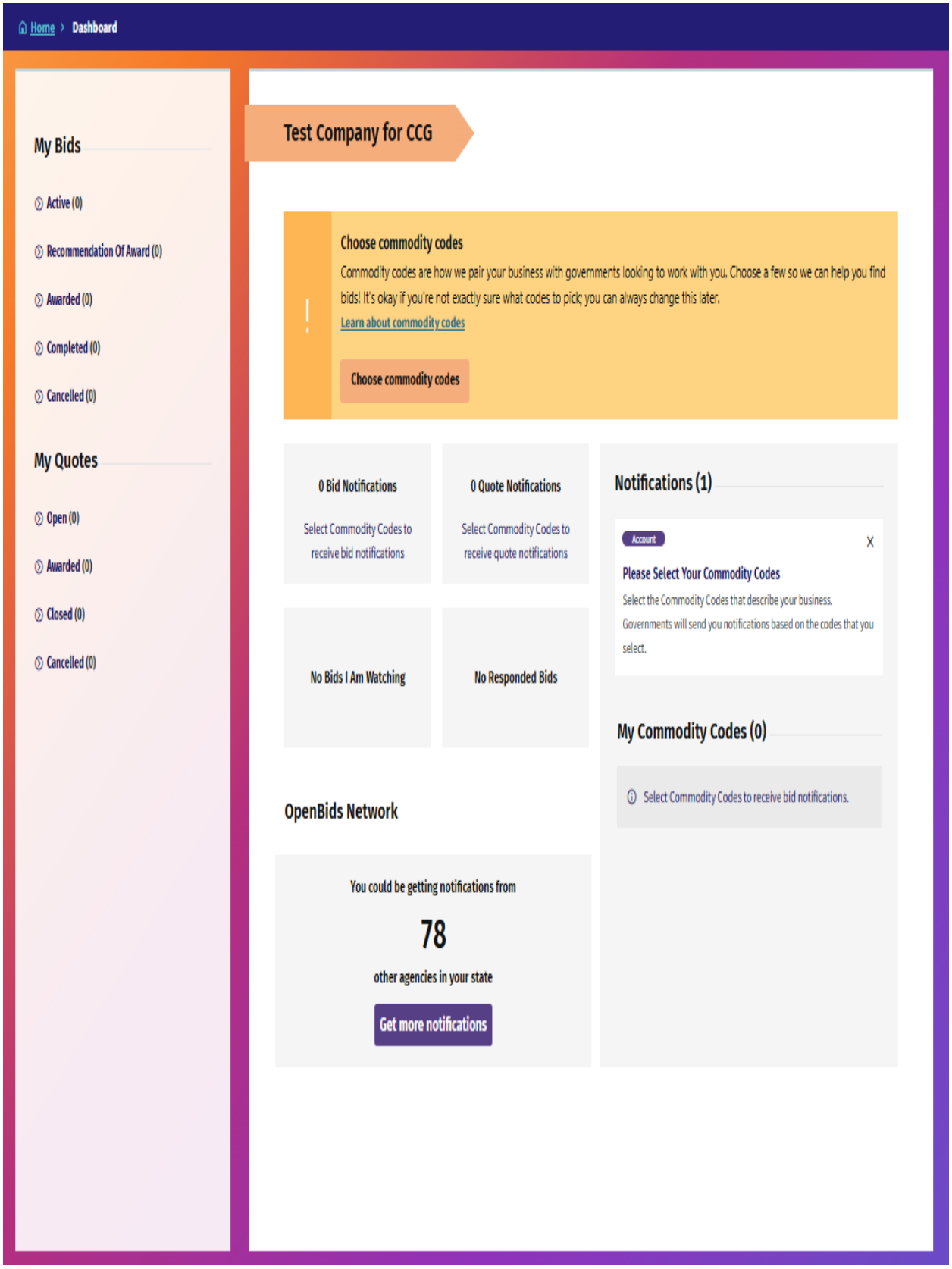
Add Commodity Codes here (or, once logged in, click on your name in the top right then choose Commodity Codes).

We look forward to helping you win more government contracts!

Sincerely,
The OpenBids team

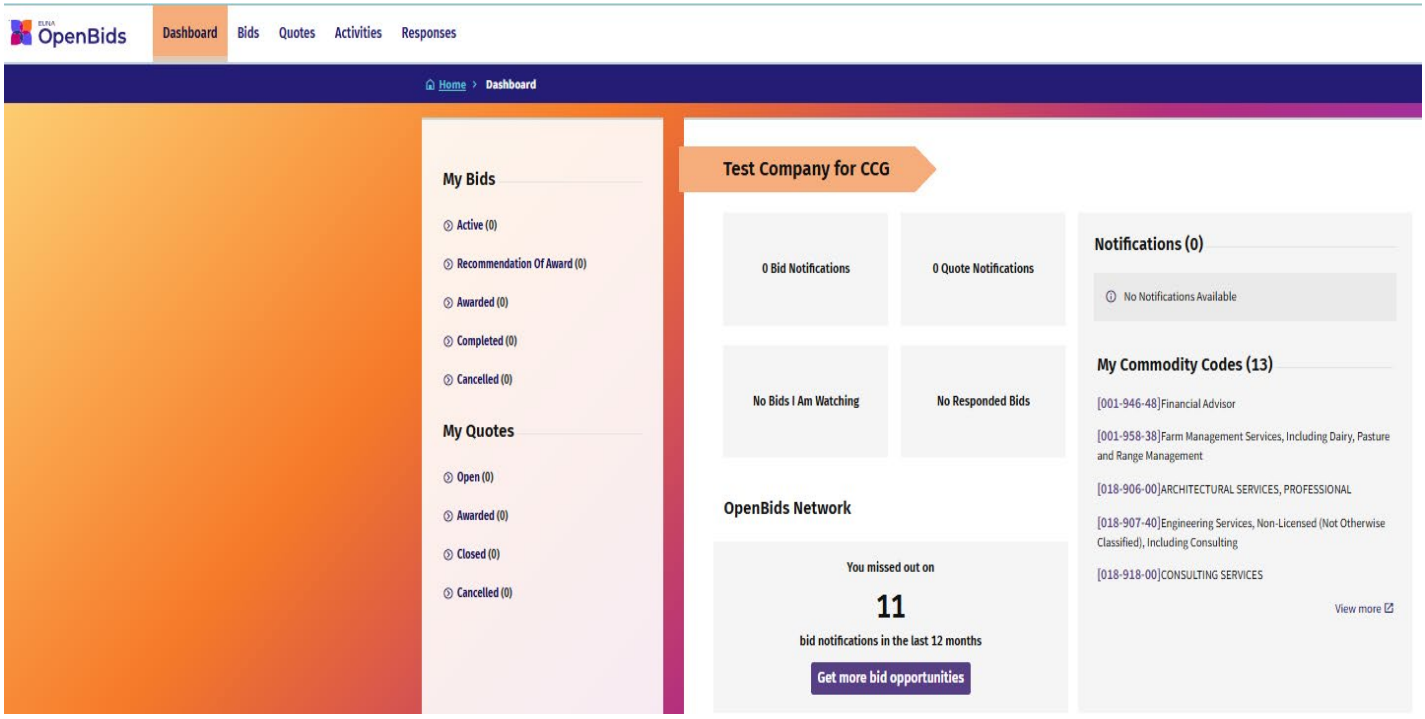
EUNA OpenBids

Create password and login to view the dashboard.


Home › Dashboard
My Bids
Active (0)
Recommendation Of Award (0)
Awarded (0)
Completed (0)
Cancelled (0)
My Quotes
Open (0)
Awarded (0)
Closed (0)
Cancelled (0)
Test Company for CCG
Choose commodity codes
Commodity codes are how we pair your business with governments looking to work with you. Choose a few so we can help you find bids! It's okay if you're not exactly sure what codes to pick; you can always change this later.
Learn about commodity codes
Choose commodity codes
0 Bid Notifications
Select Commodity Codes to receive bid notifications
0 Quote Notifications
Select Commodity Codes to receive quote notifications
No Bids I Am Watching
No Responded Bids
OpenBids Network
You could be getting notifications from
78
other agencies in your state
Get more notifications
Notifications (1)
Account
Please Select Your Commodity Codes
Select the Commodity Codes that describe your business. Governments will send you notifications based on the codes that you select.
My Commodity Codes (0)
Select Commodity Codes to receive bid notifications.

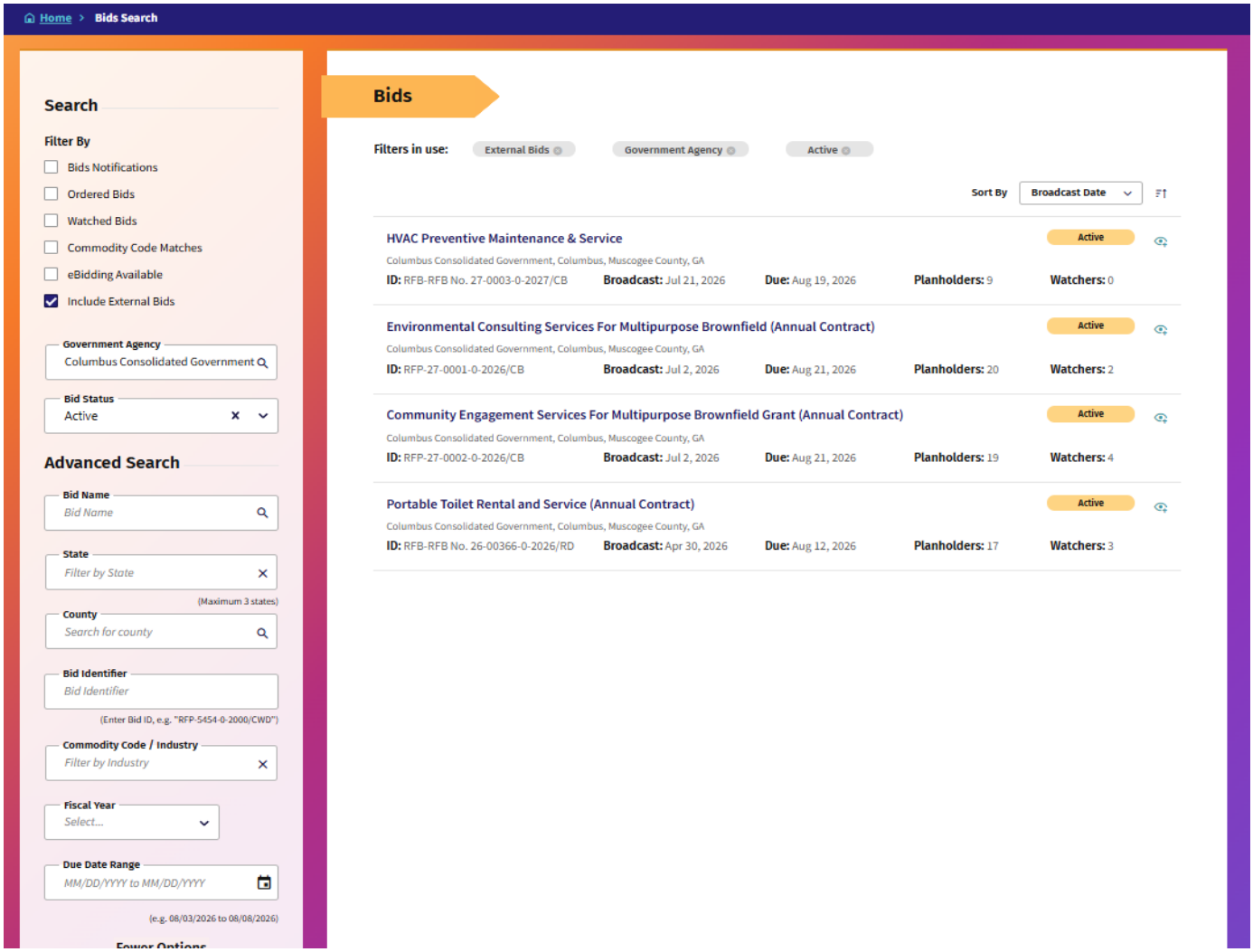
To submit a response on OpenBids

From the Home screen, select "bids" at the top of the screen:

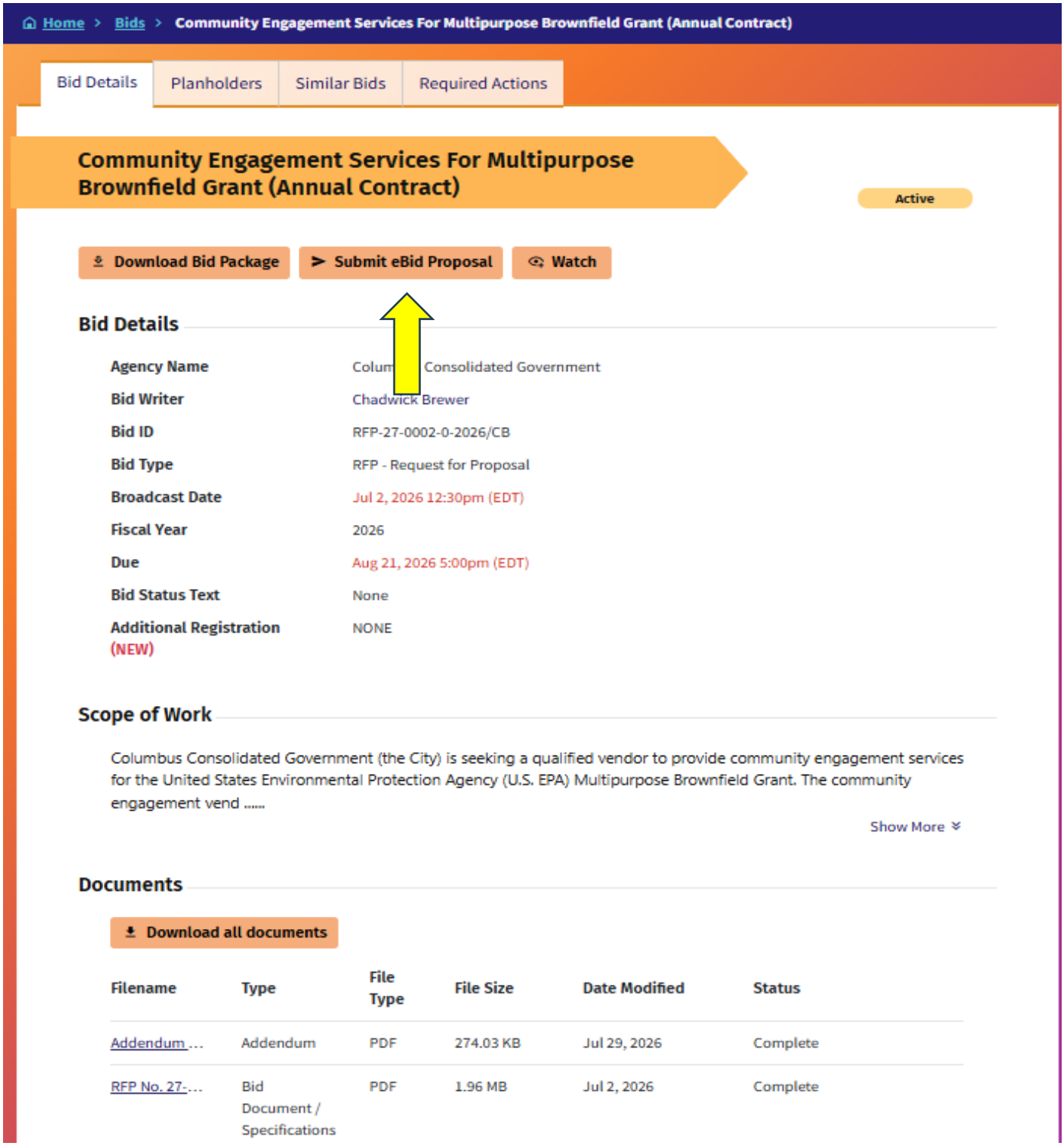


In the Bids Search page, search by Government Agency, Columbus Consolidated Government.

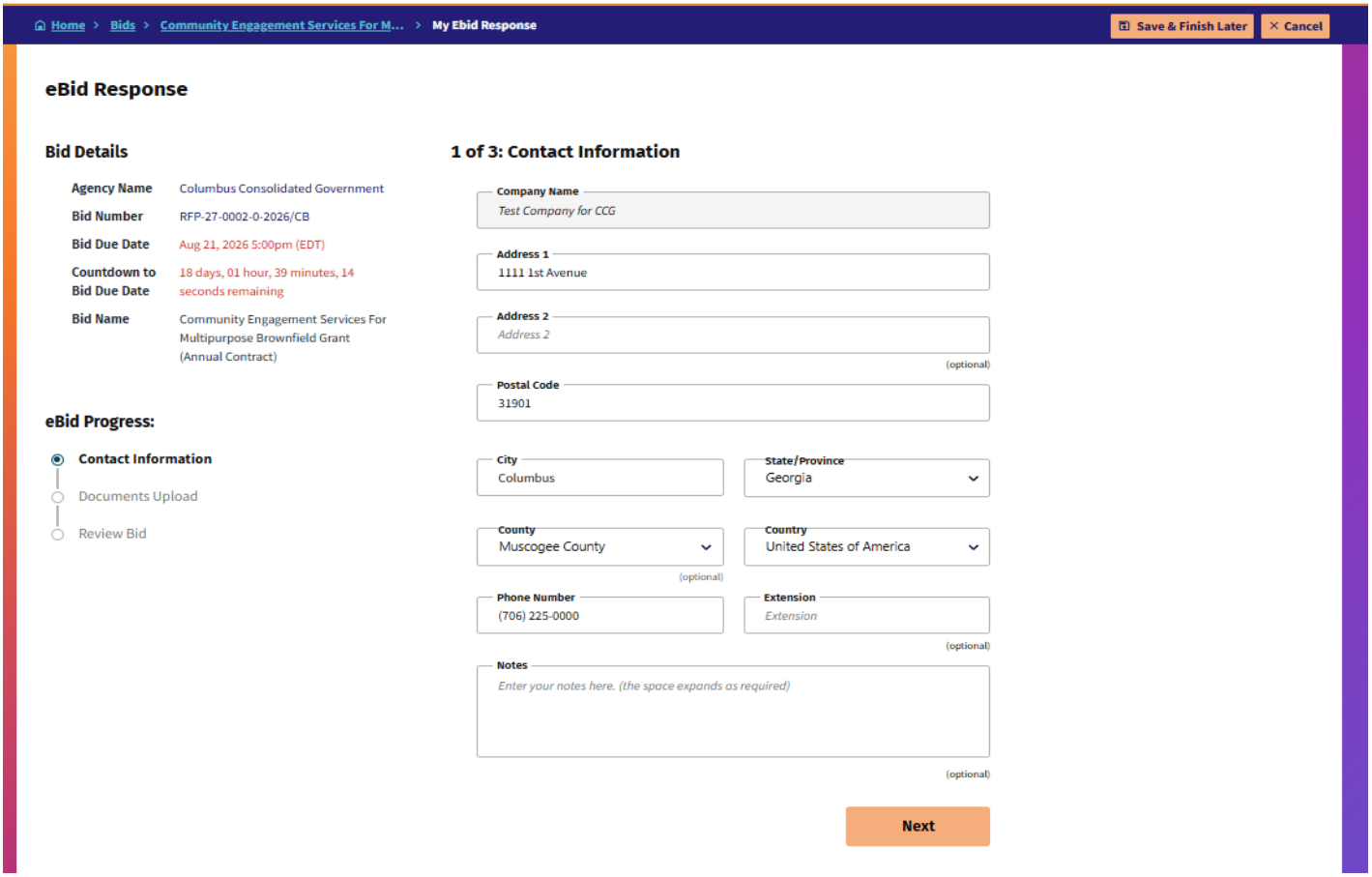
Note: Even though this is your selected agency, you can still search and submit responses for any bid/any agency.



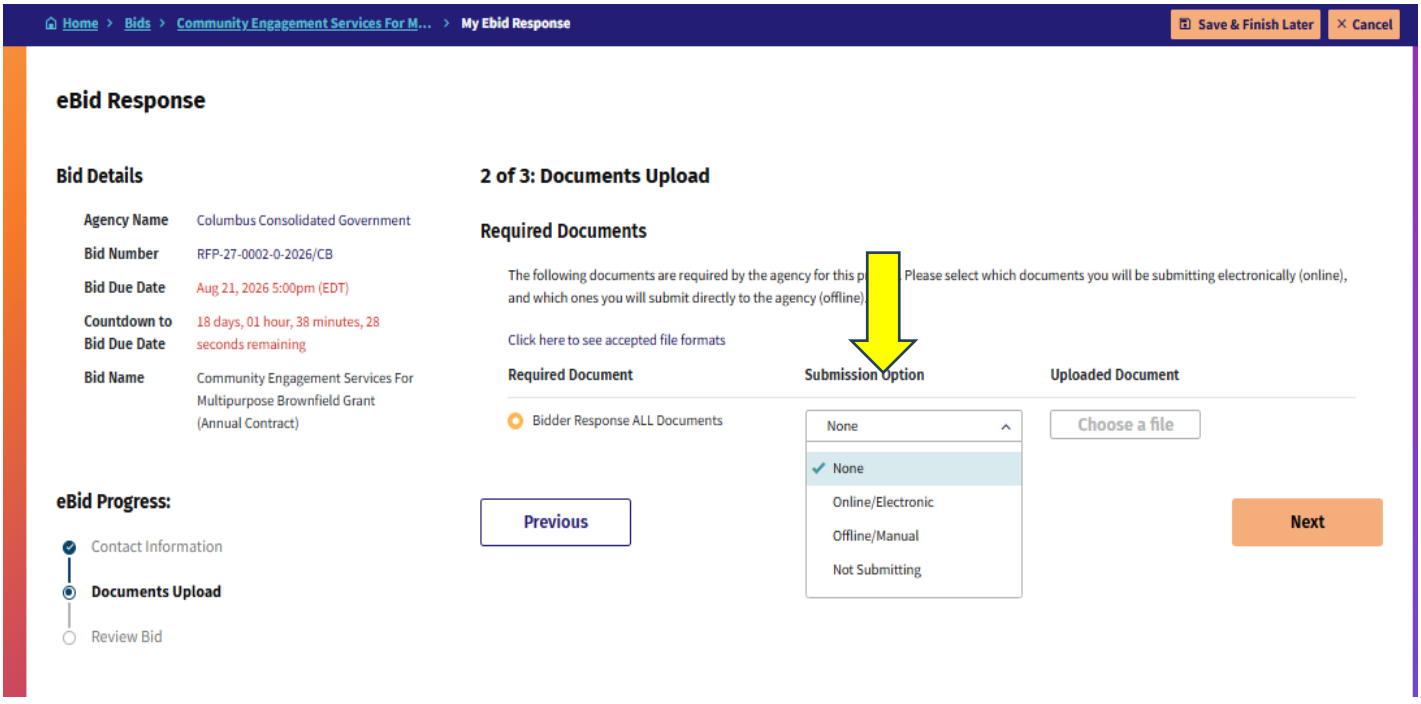
Select a solicitation to view documents and submit an electronic response.

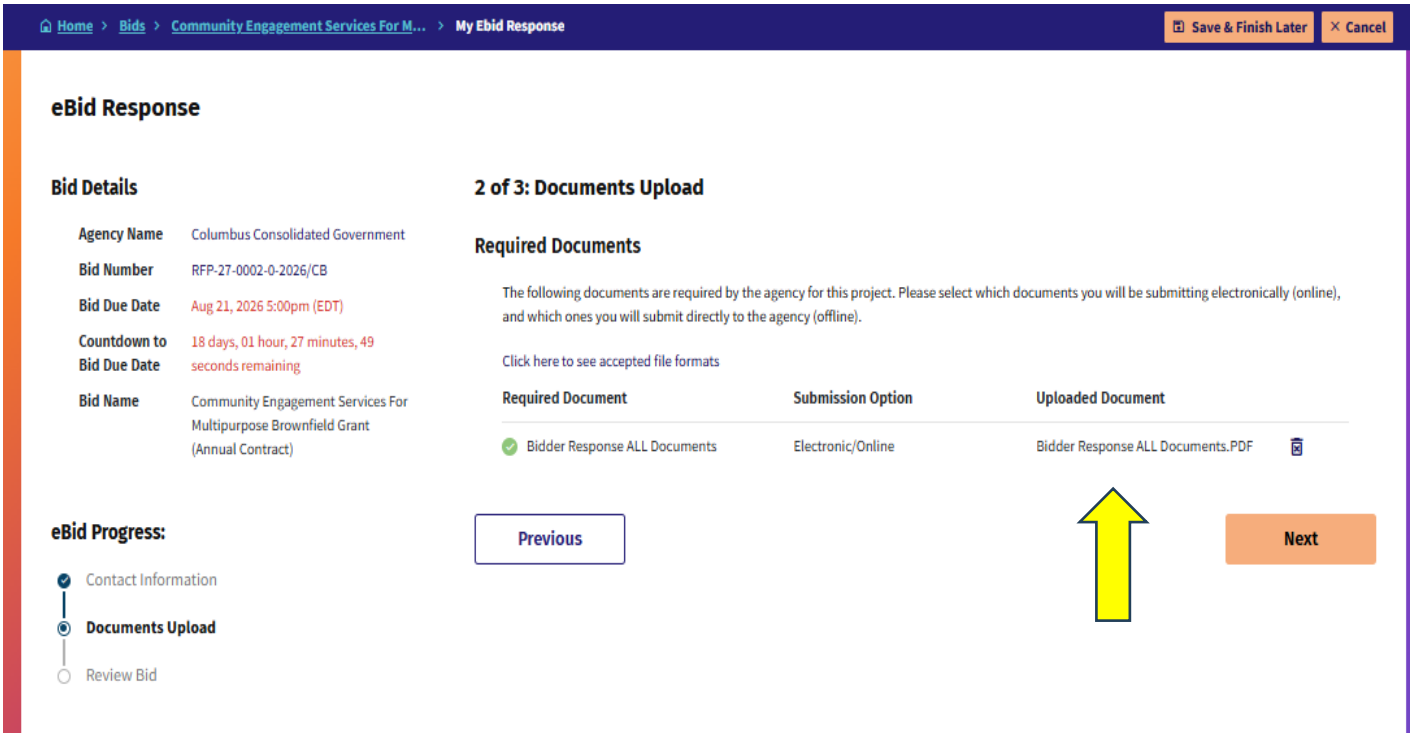

Home > Bids > Community Engagement Services For Multipurpose Brownfield Grant (Annual Contract)
Bid Details
Planholders
Similar Bids
Required Actions
Community Engagement Services For Multipurpose Brownfield Grant (Annual Contract)
Active
Download Bid Package
Submit eBid Proposal
Watch
Bid Details
Agency Name
Colum Consolidated Government
Bid Writer
Chadwick Brewer
Bid ID
RFP-27-0002-0-2026/CB
Bid Type
RFP - Request for Proposal
Broadcast Date
Jul 2, 2026 12:30pm (EDT)
Fiscal Year
2026
Due
Aug 21, 2026 5:00pm (EDT)
Bid Status Text
None
Additional Registration (NEW)
NONE
Scope of Work
Columbus Consolidated Government (the City) is seeking a qualified vendor to provide community engagement services for the United States Environmental Protection Agency (U.S. EPA) Multipurpose Brownfield Grant. The community engagement vend .....
Show More
Documents
Download all documents
Filename
Type
File Type
File Size
Date Modified
Status
Addendum ...
Addendum
PDF
274.03 KB
Jul 29, 2026
Complete
RFP No. 27-...
Bid Document / Specifications
PDF
1.96 MB
Jul 2, 2026
Complete

The contact information will auto-populate on this page. Select “next”.



In the “Submission Option” field, select “Online/Electronic” and choose a file to upload.





Review submission and “Submit”

