



Request for Proposals

To provide

**Fuel Management System and Fuel Dispensing
Equipment**

To the

Houston County Board of Commissioners

200 Carl Vinson Pkwy

Warner Robins, Georgia 31088

For

Bid #FY27-01

FUEL MANAGEMENT SYSTEM UPGRADE

September 1, 2026, 2 pm

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I. Request for Proposals

The Houston County Board of Commissioners is requesting sealed proposals from qualified firms to evaluate, furnish, install, configure, test, train, and provide ongoing support for upgraded fuel management and fuel dispensing systems at the County facilities identified in the Project Overview.

The County intends to select the firm whose proposal provides the best overall value and most effectively meets the County's operational, technical, and financial requirements. The Houston County Board of Commissioners reserves the right to reject any or all proposals, waive informalities or technicalities, request additional information, negotiate with one or more proposers, and make an award determined to be in the best interest of Houston County.

Houston County shall not be responsible for any costs incurred by a person or firm in preparing, submitting, presenting, or negotiating a proposal. Any resulting agreement may be terminated in accordance with the terms and conditions established in the final agreement.

II. Project Overview

Houston County operates fleet fueling facilities that serve public safety, public works, and other County departments. The existing fuel management equipment was installed or substantially upgraded in 2014 and has experienced increasing reliability, maintenance, and serviceability concerns. The County seeks to implement a modern, reliable, and fully supportable system that improves fuel availability, transaction accuracy, user accountability, reporting capabilities, and long-term serviceability.

The selected firm shall provide a complete turnkey solution, including all labor, equipment, materials, software, licensing, programming, configuration, installation, testing, training, documentation, and support necessary to provide fully operational fuel management and fuel dispensing systems.

Proposals shall separately identify:

- The total cost for each County fueling site;
- The cost of replacing the fuel management controllers and related software;
- The cost of replacing fuel dispensing equipment;
- The cost of any recommended or optional equipment and features;
- All software licensing, subscription, hosting, maintenance, and support charges; and
- Any other one-time or recurring costs required for the proposed system.

A. Project Locations

1. Sheriff's Office Fueling Facility;

200 Carl Vinson Parkway, Warner Robins, Georgia 31088

The existing facility generally includes:

- **One fuel management controller;**
- **Two electronic, dual-hose, single-product fuel dispensers;**
- **Four fueling positions; and**
- **Associated electrical, communications, and related infrastructure.**

2. Public Works Fueling Facility;

2020 Kings Chapel Rd, Perry, Georgia 31069

The existing facility generally includes:

- **One fuel management controller;**
- **One dual-hose, single-product suction pump;**
- **Two single-hose suction pumps;**
- **Four fueling positions; and associated electrical, communications, and related infrastructure.**

The descriptions above are provided for general informational purposes. Proposers shall verify existing site conditions, equipment quantities, dimensions, utility requirements, and all other conditions that may affect the proposed work during the mandatory pre-proposal meeting and site inspection.

B. Project Delivery and System Standardization

This project shall be delivered as a complete turnkey equipment, software, and installation contract. The selected firm shall be responsible for verifying all existing site conditions, evaluating the County's operational requirements, recommending the final system configuration, and supplying all labor, equipment, materials, software, licenses, programming, and related components necessary to complete the project.

The selected firm's responsibilities shall include coordinating installation activities, removing or properly disposing of replaced equipment when required, completing system configuration and startup, performing all required testing, correcting deficiencies, training County personnel, and delivering fully operational fuel management and fuel dispensing systems at both locations.

The County prefers the use of standardized equipment, software, operating procedures, reporting functions, and support services at both fueling facilities when practical. Standardization is intended to simplify County operations, employee training, maintenance, troubleshooting, inventory requirements, and long-term technical support.

A proposer recommending different equipment, software, or system configurations for the two locations shall clearly explain the operational, technical, or financial benefits of the proposed approach. The explanation shall also identify any differences in operation, maintenance, training, licensing, reporting, warranties, and ongoing support requirements.

C. Project Schedule and Continuity of Fueling Operations

The selected firm shall provide a proposed project schedule with its response. All final project dates and milestones will be established by addendum, notice to proceed, or contract.

The proposed schedule shall include, at a minimum:

- Equipment and material lead times;
- Site preparation activities;
- Delivery and installation;
- System configuration and programming;
- System cutover;
- Testing and troubleshooting;
- County staff training; and
- Final inspection and acceptance.

The work shall be planned and coordinated to provide little to no interruption in the County's ability to fuel emergency vehicles and other essential fleet units. The selected firm shall describe its proposed cutover plan, temporary fueling arrangements, phased installation approach, after-hours work, or other measures intended to maintain fueling availability throughout the project.

Any anticipated interruption in fueling service shall be identified in advance and coordinated with the County. No shutdown affecting emergency fueling operations shall occur without prior written approval from the County's designated project representative.

D. Form of Agreement

The resulting agreement shall be a fixed-price contract based on the accepted proposal, the final negotiated scope of work, and all applicable Houston County terms and conditions. The contract price shall include all labor, equipment, materials, software, licensing, delivery, installation, configuration, testing, training, documentation, and other services required to provide a complete and fully operational turnkey system, except for items specifically identified and accepted by the County as optional or recurring costs.

All recurring software licensing, cloud hosting, cellular or other communications, system maintenance, technical support, data storage, subscription, and related charges shall be separately and clearly identified in the proposal.

Proposers shall state:

- The amount and frequency of each recurring charge;
- The services and features included in each charge;
- The period for which the proposed pricing is guaranteed;
- Any anticipated annual price increases or escalation terms;

- The term of any required subscription or service agreement; and
- The consequences of discontinuing a recurring service, including any effect on system operation, access to County data, reporting, or technical support.

No additional fees, subscriptions, or recurring charges shall be assessed unless they are clearly disclosed in the accepted proposal or subsequently approved in writing by the County.

III. Scope of Services

The services described below represent the County's minimum requirements and are not intended to limit the proposer's responsibility for delivering a complete, properly functioning turnkey solution.

The selected firm shall provide all labor, supervision, project management, equipment, software, licenses, subscriptions, materials, freight, tools, programming, configuration, testing, training, permits, documentation, and incidental items necessary to furnish, install, and place into service fully operational fuel management and fuel dispensing systems at the specified County facilities.

Any component, service, accessory, interface, license, or other item necessary for proper operation of the proposed system shall be included in the proposal, whether or not specifically identified in this Scope of Services. Any exclusions, assumptions, or County-furnished requirements shall be clearly stated in the proposal.

A. Mandatory Pre-Proposal Meeting and Site Inspection

A mandatory pre-proposal meeting and site inspection will be held on:

August 21, 2026, at 10 am

The meeting will begin at the:

Sheriff's Office Fueling Facility

200 Carl Vinson Parkway

Warner Robins, Georgia 31088

and will conclude at the

Public Works Fueling Facility

2020 Kings Chapel Rd

Perry, Georgia 31069

Transportation between the two locations shall be the responsibility of each proposer. Proposers must attend the meeting and inspect both fueling facilities to be eligible to submit a proposal. Attendance will be documented by the County.

The County will provide access to the existing equipment and site areas reasonably necessary for proposers to evaluate existing conditions. Proposers shall take all measurements, verify equipment quantities and configurations, and identify any site conditions that may affect their proposed system, installation method, schedule, or pricing.

Questions arising from the meeting or site inspection shall be submitted in writing in accordance with the solicitation instructions. Verbal statements made during the meeting or site inspection shall not modify the solicitation unless confirmed by written addendum issued by the County.

B. Site Assessment and Design

The selected firm shall:

- Inspect both fueling facilities and verify the type, quantity, configuration, age, condition, and compatibility of all existing fuel management controllers, dispensers, suction pumps, pulse devices, hoses, nozzles, hanging hardware, electrical service, conduit, communications infrastructure, equipment foundations, and related components.
- Identify any existing equipment that may be safely and economically reused. For each item proposed for reuse, state its estimated remaining service life, compatibility with the proposed system, availability of replacement parts, manufacturer support status, and any effect its reuse may have on system performance or warranty coverage.
- Identify all electrical, communications, concrete, paving, excavation, drainage, permitting, regulatory compliance, equipment protection, and site-restoration work required to complete the installation.

- Provide a site-specific system design, equipment schedule, and detailed list of components for County review and approval before ordering equipment.
- Identify any assumptions, exclusions, or work that the proposer expects the County or another contractor to perform.
- Coordinate the final system design with County Purchasing, the affected County departments, County Information Technology, and any other personnel designated by the County.

C. Equipment and Installation

The selected firm shall provide new, current-production, commercial fleet-fueling equipment suitable for continuous outdoor use by governmental, public-safety, public-works, and other essential fleet operations.

1. Fuel Management Controllers

Fuel management controllers shall include, at a minimum:

- A daylight-readable display;
- A durable, weather-resistant, and vandal-resistant input device;
- Secure vehicle and driver identification;
- Odometer or hour-meter entry capabilities;
- Configurable authorization and validation rules;
- Offline transaction storage;
- Automatic transmission of stored transactions when communications are restored;
- Remote system monitoring and diagnostic capabilities;
- Surge protection, proper grounding, and weather protection appropriate for the installation; and
- All mounting equipment, wiring, communication devices, power supplies, and accessories required for complete operation.

The proposed system shall support key fobs, vehicle tags, manual entry, or other secure credential methods. The County would prefer the ability to use or add fueling access to the County's existing employee access-control key fobs used for building and door access, when technically and economically practical.

The proposer shall:

- Describe whether the proposed system can integrate with or recognize the County's existing access-control credentials;
- Identify any additional readers, software, licensing, credential encoding, or coordination required;
- Explain any cybersecurity or operational limitations associated with shared credentials;
- Provide alternative credential options when existing fob integration is not available; and
- Recommend the identification method that will best reduce manual-entry errors, credential sharing, unauthorized fueling, and incorrect vehicle assignments.

2. Fuel Dispensing Equipment

Where included in the awarded scope, the selected firm shall provide electronic dispensers or suction pumps equipped with all necessary components, including:

- Pulse outputs or other required transaction interfaces;
- Backlit or daylight-readable displays;
- Hoses and nozzles;
- Swivels and breakaways;
- Splash guards;
- Hanging hardware;
- Hose reel assemblies, where applicable;
- Filters;
- Valves and fittings;

- Emergency shutoff and safety components; and
- All other accessories required for safe and complete operation.

The selected firm shall interface the new system with all equipment approved by the County for continued use. The selected firm shall provide all converters, pulse devices, resistors, wiring, communication modules, adapters, programming, and related components required for proper operation.

3. Minimum Equipment Requirements

All proposed equipment shall:

- Be new and of current production;
- Be currently supported by the original equipment manufacturer;
- Not be obsolete, discontinued, or formally scheduled for discontinuation;
- Be designed and rated for outdoor commercial use and for the environmental conditions of the installation location;
- Be listed, certified, or approved by the appropriate testing, safety, and regulatory organizations;
- Meet all applicable federal, state, and local requirements;
- Permit the repair or replacement of individual modules and components when reasonably available;
- Include appropriate surge protection, grounding, weather protection, and electrical protection;
- Be compatible with the proposed software and communications platform; and
- Be installed in accordance with manufacturer requirements and applicable codes.

4. Removal, Disposal, and Site Restoration

The selected firm shall remove equipment replaced under the contract and dispose of it in accordance with applicable laws and regulations unless the County directs that specific equipment be retained.

The selected firm shall repair or restore any pavement, concrete, landscaping, electrical service, conduit, structures, or other property disturbed during installation. Restored areas shall match surrounding conditions as closely as practical and shall be acceptable to the County.

5. Continuity of Fueling Operations

Fueling availability shall be maintained to the greatest extent practical throughout the project, with little to no interruption in the County's ability to fuel emergency vehicles and other essential fleet units.

Before beginning installation, the selected firm shall submit a detailed cutover and continuity-of-operations plan identifying:

- The proposed sequence of work;
- The anticipated duration of each shutdown;
- Temporary fueling procedures or alternate fueling arrangements;
- Phased installation activities;
- Communication procedures for planned outages;
- Contingency measures for equipment, software, or communication failures; and
- Procedures for restoring the existing system if the planned cutover is unsuccessful.

No shutdown affecting emergency fueling operations shall occur without prior approval from the County's designated project representative.

D. Software and System Configuration

The selected firm shall provide a centralized, supported software platform capable of managing both County fueling locations through a single administrative interface.

The system shall provide, at a minimum:

- Management of vehicles, equipment, employees, drivers, departments, fuel types, authorization rules, credentials, sites, pumps, and reporting groups;
- Assignment of allowable fuel types, fueling limits, site access, time restrictions, and other configurable authorization controls;
- Odometer and hour-meter validation;
- Exception identification for invalid, missing, duplicate, or unreasonable entries;
- Centralized monitoring of system and communication status;
- Searchable transaction history;
- Exception and unauthorized-use reporting;
- Fuel-consumption and vehicle-use reporting;
- Scheduled and automated reporting;
- Export to CSV, Microsoft Excel-compatible, or other commonly supported formats; and
- Compatibility or data-integration options for the County's Tyler ERP environment.

Each fueling transaction shall record, at a minimum:

- Date and time;
- Fueling site;
- Pump or fueling position;
- Vehicle or equipment identifier;
- Driver or employee identifier;
- Fuel type;
- Quantity dispensed;
- Odometer or hour-meter entry;
- Credential method;
- Transaction status; and
- Any applicable exception, denial, or authorization information.

1. Tyler ERP Compatibility

The proposer shall describe the proposed system's compatibility with the County's Tyler ERP environment, including:

- Available standard exports;
- Application programming interfaces;
- Scheduled data transfers;
- File formats and field layouts;
- Existing Tyler integrations;
- Required middleware or third-party services;
- Implementation or configuration fees;
- Ongoing support or subscription fees; and
- Any County Information Technology resources required.

The proposer shall not represent the system as directly integrated with Tyler ERP unless the proposer can clearly identify the supported integration method and its associated requirements.

2. Security, Hosting, and Data Management

The proposer shall describe:

- Whether the proposed system is locally hosted, cloud hosted, or available under either arrangement;
- Cybersecurity safeguards;
- Encryption of data in transit and at rest;
- Multifactor authentication capabilities;
- Role-based access permissions;
- Administrative and user audit logs;
- Password and account-management requirements;
- Backup and recovery procedures;
- System uptime commitments;
- Disaster-recovery capabilities;
- Data-retention periods;
- Software update and patch procedures;
- Security-notification procedures;
- Data export and retrieval processes; and
- All one-time and recurring hosting, communications, storage, licensing, and support charges.

All County data shall remain the property of Houston County. The County shall be able to retrieve its data in a commonly usable electronic format upon request and upon termination or expiration of the agreement.

3. Data Conversion and Configuration

When technically feasible, the selected firm shall convert, import, or recreate existing:

- Vehicle and equipment records;
- Driver and employee records;
- Department and cost-center assignments;
- Credential information;
- Fuel authorization rules;
- Odometer or hour-meter settings;
- Site and pump information; and
- Other configuration information identified by the County.

The selected firm shall review converted data with the County and correct conversion errors before system acceptance.

4. Optional Fleet Maintenance Functions

Proposers shall provide separate optional pricing for available fleet maintenance and asset-management functions, including, where offered:

- Preventive-maintenance scheduling;
- Work-order management;
- Garage and technician management;
- Parts and inventory management;
- Vehicle service history;
- Warranty tracking;
- Telematics integration;
- GPS integration;
- Diagnostic trouble-code or fault-code integration;
- Vehicle replacement planning; and
- Total cost-of-ownership reporting.

Optional features shall be separately priced and shall identify all implementation, licensing, integration, subscription, hosting, training, and support costs.

E. Testing, Training, and Closeout

1. System Testing

The selected firm shall test and document the proper operation of:

- Every fueling position;
- Every fuel type;
- Each credential and identification method;
- Odometer and hour-meter prompts;
- Authorization and validation rules;
- Fueling limits and restrictions;
- Transaction records;
- Communications between field equipment and the central platform;
- Reporting functions;
- Data exports;
- Tyler ERP-related exports or interfaces included in the awarded scope;
- Offline operation;
- Restoration and transmission of stored transactions after communications are restored;
- Emergency shutoff equipment; and
- Any other equipment, interface, or function included in the project.

The selected firm shall correct all deficiencies before requesting final inspection or acceptance.

2. Training

The selected firm shall provide live, instructor-led training for County administrators, operators, and other designated personnel.

Training shall include, at a minimum:

- Normal fueling procedures;
- Credential use and management;
- Vehicle and employee setup;
- User roles and permissions;
- Fuel restrictions and authorization rules;
- Odometer and hour-meter validation;
- Transaction research;
- Exception review;
- Standard and custom reporting;
- Data exports;
- Backup and recovery procedures;
- System status review;
- Basic troubleshooting; and
- Procedures for requesting technical support.

The proposal shall identify the number of included training sessions, anticipated class duration, number of attendees permitted, training format, and cost of additional training.

3. Closeout Documentation

Before final acceptance, the selected firm shall provide complete electronic project documentation, including:

- Searchable operating and administrative manuals;
- Equipment manuals;
- Wiring diagrams;
- Network and communications diagrams;
- Model and serial-number lists;
- Final configuration records;
- Software and licensing information;
- Warranty documentation;
- Startup and testing reports;
- As-built drawings or installation information;
- Support and escalation contacts;
- Recommended maintenance procedures;
- Preventive-maintenance schedules;
- Replacement-parts information; and
- Copies of permits, inspection records, and approvals applicable to the work.

F. Warranty and Support

1. Installation Warranty

The selected firm shall provide a minimum one-year warranty on installation workmanship beginning on the date of final written acceptance by the County.

The workmanship warranty shall cover correction of installation-related defects at no additional cost to the County, including applicable labor, travel, materials, equipment, programming, and site restoration.

2. Manufacturer Warranties

The proposal shall identify the manufacturer warranty for each major component, including:

- Warranty duration;
- Covered parts and services;
- Effective date;
- Registration requirements;
- Exclusions;
- Labor charges;
- Travel charges;
- Shipping charges;
- Advance replacement availability; and
- Warranty claim procedures.

The selected firm shall assist the County with warranty claims during the applicable warranty periods.

3. Technical Support and Service

The proposer shall describe:

- Standard technical-support hours;
- Emergency and after-hours support;
- Telephone and remote-support availability;
- On-site response times;
- Severity or priority classifications;
- Escalation procedures;
- The location of the nearest service office;
- The number and availability of qualified technicians;
- Technician certifications;
- Standard labor rates;
- Emergency and after-hours labor rates;
- Travel rates and mileage charges;
- Minimum service-call charges;
- Replacement-parts availability;
- Typical parts-delivery timeframes;
- Remote monitoring capabilities; and
- Available preventive-maintenance agreements.

The proposer shall state whether support is provided directly by the proposer, the manufacturer, a subcontractor, or another third party.

4. Product Support Life

The proposer shall state:

- The expected support life of the proposed hardware and software;
- The manufacturer's typical product lifecycle;
- The current age or release date of the proposed product line;
- Software update and upgrade practices;
- Backward-compatibility limitations;
- Expected availability of replacement parts;
- Any known end-of-sale or end-of-support dates;
- Any proprietary components;
- Any required manufacturer subscriptions; and
- The effect of discontinuing any subscription, hosting, cellular, maintenance, or support service.

IV. Schedule of Events

The following Schedule of Events represents Houston County's anticipated procurement process. Houston County reserves the right to modify the schedule at its sole discretion. Any changes to the dates, times, locations, or requirements will be issued by written addendum.

Event	Date / Time	Location
RFP Issued	July 29, 2026, at 10 am	200 Carl Vinson Pkwy Warner Robins, GA 31088
Mandatory Pre-Proposal Meeting and Site Inspection	August 21, 2026, at 10 am	Start: 200 Carl Vinson Pkwy Warner Robins, GA 31088 Finish: 2020 Kings Chapel Rd Perry, GA 31069
Deadline for Written Questions and Requests for Clarification	August 25, 2026 Questions by 2 pm Addendums if needed by 5 pm	Email abraswell@houstoncountyga.gov
Deadline for Submission of Sealed Proposals	September 1, 2026, at 2 pm	200 Carl Vinson Pkwy Warner Robins, GA 31088
Proposal Evaluation	By September 8, 2026, at 5 pm	200 Carl Vinson Pkwy Warner Robins, GA 31088
Recommendation Presented to the Board of Commissioners	September 15, 2026, at 5 pm	200 Carl Vinson Pkwy Warner Robins, GA 31088

Dates shown for evaluation, recommendation, and award are anticipated dates only and may be changed without affecting the validity of the solicitation. Changes affecting proposer deadlines or solicitation requirements will be communicated by addendum.

V. Request for Clarification

Questions are permitted and encouraged when necessary to clarify the contents or requirements of this RFP. It is the proposer's responsibility to review the entire solicitation, examine all referenced documents, attend the mandatory pre-proposal meeting and site inspection, seek clarification of any uncertainty, and verify the completeness and accuracy of its proposal before submission.

Houston County will not accept telephone inquiries or unscheduled visits concerning this RFP. All questions, requests for clarification, and requests for additional information shall be submitted in writing by email to:

Aindrea Braswell

Houston County Purchasing Department

Email: abraswell@houstoncountyga.gov

Written questions must be received no later than the deadline identified in the Schedule of Events. Questions received after the deadline may not be answered.

Proposers shall clearly reference Bid # FY27-01 – Fuel Management and Fuel Dispensing System Upgrade in the email subject line.

Responses that clarify, modify, or materially affect the solicitation requirements will be issued by written addendum and made available to all known prospective proposers. Verbal discussions, statements, explanations, emails, presentations, or other communications shall not be binding upon Houston County unless incorporated into a written addendum issued by the County.

Proposers are responsible for obtaining, reviewing, acknowledging, and complying with all addenda issued before the proposal deadline.

VI. Submittal Requirements

Sealed proposals will be received until the date and time identified in the final Schedule of Events at the following location:

**Houston County Board of Commissioners
Purchasing Department
200 Carl Vinson Pkwy
Warner Robins, Georgia 31088**

Proposers shall submit:

- One clearly marked original proposal;
- Four copies of the proposal, for a total of five paper copies; and
- One electronic copy of the complete proposal on a USB flash drive in searchable PDF format.

The electronic copy shall be included inside the sealed proposal package. In the event of a discrepancy between the paper original and the electronic copy, the signed paper original shall govern.

The outside of the sealed package shall be clearly marked with the following information:

- Proposer's legal name;
- Proposer's mailing address;
- Proposer's telephone number;
- SEALED PROPOSAL – RFP NO. FY27-01;
- FUEL MANAGEMENT AND FUEL DISPENSING SYSTEM UPGRADE; and
- Proposer's federal E-Verify user identification number.

Each proposal shall be signed by a person authorized to bind the proposer to the terms of the proposal. All required forms, certifications, acknowledgments, pricing schedules, and supporting documentation shall be included.

It is the sole responsibility of the proposer to ensure that its proposal is complete and delivered to the Houston County Purchasing Department before the stated deadline. Proposals delivered to another County office, department, building, employee, or location will not be considered received by the Purchasing Department.

Late proposals will not be accepted or considered, regardless of the reason for the delay. Proposals submitted by email, facsimile, or other electronic transmission will not be accepted.

VII. Proposal Requirements

A. General Instructions

Each proposer shall prepare and submit a complete proposal in accordance with the following requirements:

- Include a completed Price Proposal Form as Attachment A.
- Follow the proposal format and order established below.
- Provide concise, clear, complete, and responsive information for each requested item.
- Use standard 8.5-inch by 11-inch paper.
- Number all proposal pages consecutively.
- Include a table of contents identifying each major section and attachment.
- Clearly identify all assumptions, exceptions, exclusions, alternatives, optional items, dependencies, and recurring charges.
- Clearly identify any work, equipment, services, utilities, or information expected to be provided by Houston County or another party.
- Include all required forms, certifications, affidavits, acknowledgments, insurance documentation, and supporting materials.
- Ensure that the proposal is signed by a person authorized to legally bind the proposer.

Proposals shall remain valid and may not be withdrawn for a minimum of 180 calendar days following the proposal submission deadline unless a different validity period is stated in the final solicitation or approved in writing by Houston County.

Failure to provide the requested information may result in the proposal being determined nonresponsive.

B. Proposal Format and Requirements

Proposals shall be organized in the following order.

1. Description of Firm

Provide information regarding the proposer's organization, including:

- Legal name and business address;
- Form of ownership;
- Parent company, subsidiaries, or affiliated entities, if applicable;
- History and organizational background;
- Office and service locations;
- Organizational structure;
- Number of years in business;
- Number of years providing fuel management and fuel dispensing systems;
- Number of full-time employees;
- Manufacturer or distributor relationships;
- Authorized sales and service territories; and
- Any active, pending, or recently resolved litigation, claims, regulatory actions, contract defaults, or other matters relevant to the proposer's ability to perform the work.

If no relevant litigation or claims exist, the proposer shall state this affirmatively.

2. Experience and References

Describe at least five comparable municipal, county, public-safety, governmental, institutional, or commercial fleet-fueling projects completed within the five years preceding the proposal deadline.

For each project, provide:

- Owner or customer name;
- Project location;
- Contact name;
- Contact title;
- Telephone number;
- Email address;
- Project scope;
- Number and type of fueling locations;
- Fuel management equipment installed;
- Dispensing equipment installed;
- Software platform provided;
- Integration or data-conversion services performed;
- Project completion date;
- Original contract value;
- Final contract value; and
- Explanation of any significant schedule delays, change orders, claims, or performance concerns.

Houston County reserves the right to contact any listed or independently identified reference.

3. Project Team

Identify the personnel and firms proposed for the project, including:

- Project manager;
- Installation supervisor;
- Software implementation lead;
- Service manager;
- Training personnel;
- Electrical, communications, concrete, paving, excavation, or other subcontractors;
- Manufacturer representatives; and
- Other key personnel who will perform or supervise the work.

For each key person, provide:

- Name and proposed role;
- Employer;
- Office location;
- Years of relevant experience;
- Relevant project experience;
- Professional licenses;
- Manufacturer certifications;
- Technical qualifications; and
- Expected level of participation in the project.

Identify all proposed subcontractors and describe the portion of the work each subcontractor will perform. The proposer shall remain fully responsible for the performance of all subcontractors.

4. Technical Proposal

Provide a complete description of the proposed solution, including:

- System manufacturer;
- Equipment manufacturer;
- Model numbers;
- Fuel management controllers;
- Dispensers or suction pumps;
- Identification and credential methods;
- Compatibility with existing County access-control key fobs;
- Software platform;
- Hosting approach;
- Communications method;
- Cybersecurity safeguards;
- Multifactor authentication;
- User permissions;
- Audit logging;
- Reporting capabilities;
- Data-export capabilities;
- Tyler ERP compatibility or integration approach;
- Offline operation;
- Transaction storage and synchronization;
- Remote monitoring and diagnostics;
- Backup and recovery;
- Software updates;
- Hardware and software support life;
- Equipment proposed for reuse;

- Equipment proposed for replacement; and
- Any recommended alternatives or options.

Provide manufacturer literature, technical data sheets, system diagrams, equipment schedules, and other supporting information necessary to evaluate the proposed system.

Clearly identify any deviations from the minimum requirements.

5. Implementation Plan

Describe the proposer's approach to completing the project, including:

- Site assessment and field verification;
- Final system design;
- County review and approval;
- Equipment ordering and lead times;
- Permitting;
- Site preparation;
- Delivery and staging;
- Installation sequence;
- Coordination with County departments and Information Technology;
- System configuration and programming;
- Data conversion;
- Cutover procedures;
- Continuity of fueling operations;
- Temporary or emergency fueling arrangements;
- Testing and commissioning;
- Deficiency correction;
- Training;
- Documentation;
- Final inspection;
- Closeout; and
- Final acceptance.

Provide a proposed project schedule identifying major milestones, anticipated durations, dependencies, and any required County decisions or resources.

6. Service and Warranty

Provide complete information regarding warranty and post-installation support, including:

- Installation workmanship warranty;
- Manufacturer warranties;
- Software warranty;
- Warranty exclusions;
- Warranty claim procedures;
- Standard support hours;
- Emergency and after-hours support;
- Remote-support availability;
- On-site response times;
- Nearest service location;
- Distance from each County fueling facility;
- Number of available technicians;
- Technician certifications;
- Replacement-parts availability;
- Typical parts-delivery times;
- Standard labor rates;
- Emergency labor rates;

- Travel charges;
- Mileage charges;
- Minimum service-call charges;
- Preventive-maintenance options;
- Software-maintenance options;
- Support agreements; and
- Escalation procedures.

Clearly identify which services are included in the proposed price and which are available at an additional cost.

7. Price Proposal

Complete and submit Attachment A – Price Proposal Form.

The price proposal shall identify all costs necessary to complete the project, including:

- Site-specific costs;
- Equipment;
- Software;
- Licensing;
- Hosting;
- Cellular or other communications;
- Materials;
- Freight;
- Delivery;
- Installation;
- Programming;
- Configuration;
- Data conversion;
- Interfaces or integrations;
- Permits;
- Testing;
- Training;
- Documentation;
- Warranty;
- Project management;
- Travel;
- Subcontractor costs;
- Optional items;
- Unit prices;
- Recurring charges; and
- Any other anticipated cost.

The proposer shall provide a five-year total cost of ownership showing all one-time and recurring costs for each year.

Any cost not clearly identified in the proposal may be considered included in the proposed fixed price.

8. Insurance, Proposal Security, and Required Forms

The proposer shall provide a current Certificate of Insurance (COI) with its proposal demonstrating compliance with the insurance requirements included in the solicitation.

At a minimum, the proposer shall certify that the firm maintains Commercial General Liability Insurance with limits of not less than \$1,000,000 per occurrence.

The Certificate of Insurance shall identify:

- The insurance carrier;
- Policy number;
- Type of coverage; to include worker's comp & auto
- Policy limits;
- Policy effective date;
- Policy expiration date.

The insurance carrier shall be authorized to transact insurance business in the State of Georgia. Where required by the final solicitation or resulting agreement, the Houston County Board of Commissioners shall be named as an Additional Insured.

The successful proposer shall maintain all required insurance coverage throughout the contract term and any applicable installation, warranty, maintenance, or service period. Before contract execution, and whenever requested by the County, the successful proposer shall provide an updated Certificate of Insurance and any endorsements or supporting documentation needed to verify the required coverage and Additional Insured status.

The proposer shall include the following with its proposal:

a. Bonds

Bid Bond in an amount equal to five percent (5%) of the total proposed contract price, provided in one of the following forms:

- A bid bond issued by an acceptable surety authorized to conduct business in the State of Georgia; or
- An irrevocable letter of credit issued by a federally or state-chartered financial institution and in a form acceptable to Houston County.

The bid bond or letter of credit shall be payable to the Houston County Board of Commissioners and shall remain valid for at least the same period as the proposal.

The proposal security guarantees that the proposer will not withdraw its proposal during the stated proposal-validity period and, if selected, will execute the resulting agreement and furnish all required insurance, affidavits, bonds, and other documents within the time established by the County.

b. Performance and Payment Bonds

The successful proposer shall furnish a **Performance Bond** and a **Payment Bond**, each in an amount equal to one hundred percent (100%) of the initial contract price, before beginning work or within the period specified by Houston County following notice of award.

The Performance Bond shall guarantee the faithful performance and completion of all work required by the contract. If approved change orders increase the contract price, the Performance Bond shall be increased as necessary to maintain coverage equal to one hundred percent (100%) of the revised contract amount.

The Payment Bond shall guarantee payment to all subcontractors, laborers, material suppliers, equipment suppliers, and other persons or entities furnishing labor, materials, equipment, or services for the project.

All bonds shall:

- Be payable to the Houston County Board of Commissioners;
- Be issued by a surety authorized to conduct business in the State of Georgia;
- Be in a form acceptable to Houston County;
- Remain in effect for the period required by the contract and applicable law; and
- Include all notices, claim procedures, and other requirements applicable to the bond.

The cost of all required bonds shall be included in the proposer's contract price.

Houston County may, when permitted by applicable law and approved in writing by the County, allow an acceptable irrevocable letter of credit to be substituted for a required Performance Bond for a contract amount not exceeding \$750,000. A cashier's check, certified check, or cash may be accepted in place of a Payment Bond only when expressly approved by Houston County and permitted by applicable law.

Failure of the selected proposer to furnish the required Performance Bond, Payment Bond, Certificate of Insurance, affidavits, or other required documents may result in withdrawal of the award and forfeiture of the proposal security.

c. Required Forms and Documentation

The proposal shall also include:

- A current Certificate of Insurance;
- The required five-percent bid bond or irrevocable letter of credit;
- A completed Contractor Affidavit pursuant to O.C.G.A. § 13-10-91;
- The proposer's federal work authorization or E-Verify user identification number;
- The date the proposer was authorized to use E-Verify;
- Subcontractor affidavits, when applicable;
- Acknowledgment of all addenda;
- Required licenses and certifications;
- Evidence of bonding capacity, when requested;
- Required performance and payment bonds, if applicable after award;
- Conflict-of-interest disclosures;
- Non-collusion certification;
- Debarment or suspension certification;
- A clearly identified list of exceptions to County terms and conditions; and
- All other forms and documents included in the solicitation.

Failure to submit the required Certificate of Insurance, proposal security, affidavits, or other mandatory forms may result in the proposal being declared nonresponsive and rejected.

VIII. Additional Conditions

- The Owner reserves the right to reject any or all proposals, extend deadlines, waive informalities, and request additional information.
- Proposals become the property of Houston County upon receipt and are subject to the Georgia Open Records Act.
- The County will not reimburse costs associated with proposal preparation, demonstrations, interviews, site visits, or contract negotiations.
- No substitution of key personnel or major proposed equipment shall be made after award without written County approval.
- Any contract award is contingent upon funding, approval by the Houston County Board of Commissioners, execution of an agreement, receipt and approval of the required Certificate of Insurance, completion of the Contractor E-Verify Affidavit, and receipt of any other required bonds and affidavits.

IX. Evaluation of RFP

The Respondents must be qualified contractors and demonstrate the capability to provide services required in accordance with the Project specifications. The RFP will be considered based on the following:

- Project approach and demonstration of understanding of the project.
- Familiarization with the site and demonstration of knowledge of site constraints. Site visits will be conducted during the mandatory pre-proposal meeting.
- Functionality of the fuel tank monitoring system.
- Software administration for the fuel system.
- Functionality of the software and reporting for the fuel dispensing system.
- Experience with similar projects, including specific examples of recent project experience.
- Company or firm information, including size, location, history, and resources.
- Schedule and demonstration of the ability to complete the work in a timely manner.
- Qualifications and résumés of personnel assigned to the project team.
- Compliance with the Scope of Work.
- Compliance with submittal requirements.
- Technical compliance

- Verification of references.
- Warranty support
- Project Price.
- Reoccurring cost
- Demonstration of an understanding of applicable County and State codes.
- Life-cycle support for the fuel management system, tanks, and dispenser equipment.

The County, at its discretion, may choose to conduct interviews with Respondents to clarify any points in the proposal and gain a better understanding of how the Respondent can provide the best value to the County for the Project.

XI. Equal Opportunity

Houston County provides equal opportunity to all qualified businesses and does not discriminate against any person or business on the basis of race, color, religion, sex, national origin, disability, veteran status, or any other status protected by applicable law.

This policy is intended to ensure that all segments of the business community have fair and meaningful access to opportunities to provide goods and services to Houston County. All proposers, subcontractors, suppliers, and other participants in the resulting contract shall comply with all applicable federal, state, and local equal opportunity and nondiscrimination requirements.

XII. Attachments & Exhibits

Attachment A

PRICE PROPOSAL FORM

Submit this form in the manner required by the final solicitation. All prices shall include labor, equipment, materials, freight, travel, tools, programming, startup, testing, training, documentation, warranty, overhead, profit, and all other costs necessary for a complete installation unless specifically identified as an exclusion.

Item	Description	Price
Base Bid	Sheriff's Office fuel management controller, software, installation, testing, training, and closeout	\$ _____
Base Bid	Sheriff's Office dispensers and related equipment	\$ _____
Base Bid	Public Works fuel management controller, software, installation, testing, training, and closeout	\$ _____
Base Bid	Public Works suction pumps, dispensers, and related equipment	\$ _____
Base Bid	Combined turnkey project for both locations	\$ _____
Base Bid	Fleet maintenance software implementation	\$ _____
Annual Cost 1	Fuel management software, hosting, and support for both sites	\$ _____
Annual Cost 2	Fleet maintenance software and support	\$ _____
Optional Item 1	Automatic vehicle identification equipment	\$ _____
Optional Item 2	Extended warranty or preventive maintenance	\$ _____

Five-Year Total Cost of Ownership: \$ _____

Proposed completion period after Notice to Proceed: _____

Proposal valid through: _____

Respondent: _____

Mailing Address: _____

City/State/ZIP: _____

Phone: _____

Email: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

Attachment B

ADDENDUM ACKNOWLEDGMENT

The proposer has examined and carefully studied the RFP and all addenda and agrees to provide the required goods and services in accordance with the proposal. The proposer further certifies that it is not currently debarred from submitting proposals by any agency of the State of Georgia or the federal government.

Addendum No. _____ Dated _____ Acknowledged _____

Addendum No. _____ Dated _____ Acknowledged _____

Addendum No. _____ Dated _____ Acknowledged _____

Company: _____

Authorized Signature: _____

Printed Name and Title: _____

XI. REQUIRED COUNTY FORMS

The final solicitation package should include the County's current approved versions of the following forms:

- S.A.V.E. Affidavit
- Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)
- 5% Bid Bond, or Letter of Credit
- Performance and Payment bond
- Non-Conflict of Interest Certification
- Certificate of Insurance (COI) and Insurance Requirements

Dates and project numbers on all forms shall remain blank until the final solicitation is issued.

EXHIBIT "A"

S.A.V.E AFFIDAVIT VERIFY STATUS FOR BUSINESS TRANSACTION WITH
THE HOUSTON COUNTY BOARD OF COMMISSIONERS

By executing this affidavit under oath, as a vendor for the Houston County Board of Commissioners for public benefits as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my "public benefit" for _____

(Name of Natural Person Applying on behalf of) - _____

_____(Name of Offeror)

- 1. _____ I am a United States Citizen
- 2. _____ I am a legal permanent resident 18 years of age or older.
- 3. _____ I am a qualified alien of non-immigrant under the Federal Immigration and
Nationality _____

Act, 18 years of age or older and lawfully present in the Unites 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 O.C.G.C. 16-10-20, and face criminal penalties as followed by such criminal statue.

Signature of Applicant

Date

Print Name

Alien Registration # for Non-Citizens

Vendor's E-Verify Number

SUBSCRIBED AND SWORN BEFORE ME ON THIS _____ DAY OF _____, 2025.

NOTARY PUBLIC _____

My Commission Expires: _____

MUST BE NOTARIZED

EXHIBIT “B”

CONTRACTOR AFFIDAVIT UNDER O.C.G.A. § 13-10-91(b)(1)

Project #: _____

Project Name: _____

Contractor: _____

STATE OF GEORGIA **COUNTY OF:** _____

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the Georgia State Financing and Investment Commission has registered with, is authorized to use and used the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. §13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical 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(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization Number (E-Verify Number)

Date of Authorization

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

Executed on this _____ Day of _____, 2025 in (City) (State).

Signature of Applicant Date

Print Name

SUBSCRIBED AND SWORN BEFORE ME ON THIS _____ DAY OF _____, 2025.

NOTARY PUBLIC _____

My Commission Expires: _____

MUST BE NOTARIZED