



# MACON-BIBB COUNTY, GEORGIA

Request for Proposal (RFP)

FOR

## **Automated Parking System and Installation**

26-027-LH

### MACON-BIBB COUNTY

ISSUE DATE: MONDAY, JANUARY 7, 2026

DUE DATE: THURSDAY, FEBRUARY 12, 2026

MBE/WBE/DBE Participation: Minority, Women Owned, and other Disadvantaged Business Enterprises are encouraged to participate in the solicitation process. Additionally, respondents are encouraged to use M/W/DBE sub-consultants where possible. Small and other disadvantaged businesses requiring assistance with the competitive process can contact Cherise Stephens, Small Business Affairs at (478) 300-2297 or [csthepens@maconbibb.us](mailto:csthepens@maconbibb.us)

## GENERAL

### A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses to the Request for Proposal from qualified vendors to furnish and install an Automated Parking System. Macon-Bibb County will receive responses to this Request for Proposal (**original plus 5 copies & Flash Drive**) in the Procurement Department, 700 Poplar Street Suite 308, Macon, Georgia 31201, until **12:00 o'clock NOON** at the time legally prevailing in Macon, Georgia on **Thursday, February 12, 2026**, for the Automated Parking System.

This RFP defines minimum technical, operational, and contractual requirements and serves as the basis for vendor proposals addressing system design pricing, implementation, training, and long-term support.

### **NO LATE RESPONSES WILL BE CONSIDERED**

The names of responding firms will be publicly read on **Thursday, February 12, 2026, at 2:00 P.M.** in the Macon-Bibb County Procurement Department Conference Room, located on the 700 Poplar Street, Suite 308, Macon Georgia 31201.

**Deadline for submitting questions is Friday, January 23, 2026, at 3:00 p.m.** All questions must be submitted by email only to [lhardwick@maconbibb.us](mailto:lhardwick@maconbibb.us)

### B. Definitions

Wherever the term "Owner", "County", or "Macon-Bibb County" occur in this document, it shall mean Macon-Bibb County, a political subdivision of the State of Georgia acting through the Macon-Bibb County Board of Commissioners.

### C. Solicitation Documents

1. Bid documents may be examined and obtained on Macon-Bibb County website to be viewed and downloaded from one of the links included below:

Georgia Procurement Registry website

[http://ssl.doas.state.ga.us/PRSapp/PR\\_custom\\_index.jsp?agency=61100](http://ssl.doas.state.ga.us/PRSapp/PR_custom_index.jsp?agency=61100)

Macon-Bibb County Procurement Page [www.maconbibb.us/purchasing](http://www.maconbibb.us/purchasing)

- D. A Pre-Bid conference is scheduled for **10:00 a.m., Wednesday, January 21, 2026**, Procurement Conference Room, 700 Poplar Street, Suite 308, Macon, GA 31201. This Pre-bid is **not mandatory**.

### E. Insurance Requirements

Insurance coverage shall be carried with an insurance company licensed to do business in the State of Georgia. All coverage should be written with insurance companies with a Best Rating of A or better. Insurance shall be obtained prior to commencement of work and shall remain in force throughout the period of the contract. Macon-Bibb County shall be named as additional insured on the policy.

Workers' Compensation: Statutory

Errors and Omission: \$1,000,000

General Liability: \$1,000,000

### F. Submittals

Responses must be sealed and identified on the outside of the package as and delivered to  
**"26-027-LH, Automated Parking System and Installation"**

Macon-Bibb County Procurement Department

700 Poplar Street Suite 308

Macon, Georgia 31201

Telephone: (478) 803-0550

Submissions may not be withdrawn for a period of one hundred and twenty (120) days after the deadline for closing. Macon- Bibb reserves the right to reject any and all submissions and to waive technicalities and formalities. Respondents shall carefully read the information contained herein and submit a complete response to all requirements and questions as directed. Submittals and any other information submitted in response to the RFP shall become the property of Macon-Bibb County.

G. Responsiveness

To be considered “*responsive*” the submission should include completed copies of the following documents:

- Price Proposal Form
- Proposer Qualification Form
- List of Sub-Consultants
- Minority Participation Goal
- Financial & Legal Stability Statement
- Georgia Security and Immigration Compliance Act (E-Verify) Affidavit
- Non-Collusion Affidavit

H. Responsibility

To be considered “*responsible*” the submitting firm must meet the following minimum qualifications:

- Ten (10) years of experience providing the services included herein
- Licensed to do business in the State of Georgia
- Financially and legally responsible to perform the services included herein

I. Reservations

Macon-Bibb County will not provide compensation to Respondents for any expenses incurred by the Respondent(s) for submittal preparation or for any demonstrations that may be made, unless otherwise expressly stated or required by law.

Each submission should be prepared simply and economically, providing a straightforward, concise description of your firm’s ability to meet the requirements of this RFP. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the Owner’s needs.

Macon-Bibb County makes no guarantee that an award will be made as a result of this RFP and reserves the right to accept or reject any or all submittals, with or without cause, waive any formalities or minor technical inconsistencies, or delete any item/requirement from this RFP or contract when deemed to be in the Owner’s best interest.

Macon-Bibb County will consider only representations made within the submission in response to this RFP. Owner will not be bound to act by any previous knowledge, communication, or submission by the firms other than this RFP.

Failure to comply with the requirements contained herein may result in the submission being deemed “non-responsive” or “non-responsible”. Non-responsive submissions will not be reviewed for potential awards.

J. Local Preference

1. Macon-Bibb County reserves the right to award bids to County businesses and merchants whose bid is within **5% (five percent)** of the lowest responsive and responsible bid which conforms to the Invitation to Bid.

## II. PROJECT OVERVIEW

This project involves the design, installation, integration and commissioning of a fully automated parking system at Middle Georgia Regional Airport (MGRA). The system will manage vehicular access and revenue collection for airport parking operations, with a focus on efficiency, user convenience, and no cash handling.

## III. SCOPE OF SERVICES

See attachment B for Scope of Services.

## IV. SUBMITTAL FORMAT AND REQUIREMENTS

Submissions must be organized in a manner to display the required information easily accessible to include a table of contents and labelled tabs:

Proposal Sections must include the following sections:

- Executive Summary
- Project Technical Approach
- Project Implementation Plan/Timeline
- Qualifications and References
- Required Forms and Certifications

Note: Technical and Cost Proposals must be submitted in separate envelopes and titled as “**Technical Proposal** and **Cost Proposal.**”

### Experience

- History of Company (including years in business)
- List of projects with similar scopes and size
- Contact information (including address(es), telephone/Fax numbers, email, etc.)
- Structure of the firm (include principal(s), project team, if applicable)

### Qualifications

- Proven experience working with automated parking systems
- Successful installations/ implementations for automated parking system
- Financial stability and long-term viability
- Ability to provide references upon request

### Price Proposal Structure

- Hardware Costs
- Software Licensing Fees
- Installation and Labor Cost
- Training Costs
- Recurring annual fees (maintenance, support, hosting)
- Optional modules and enhancements

(All pricing must be valid for a minimum of 120 days from proposal submissions)

VII SCORING/EVALUATION CRITERIA (total possible number of points = 100)

- Experience/Qualifications – Maximum 20 points
- Project Technical Approach – Maximum 25 Points
- Project Implementation Plan/Timeline – Maximum 25 Points
- Price Proposal – Maximum 30 Points

Note: Demo presentation of proposed product (s)  
Macon-Bibb County reserves the right to conduct interviews and negotiations.

VIII AWARD BASIS

Awards will be recommended to the respondent with the highest number of points.

VIII. SUBCONTRACTOR REPORTING REQUIREMENTS

- A. Contractor shall submit a “Subcontractor/Supplier Participation Report” on this contract quarterly to the Macon-Bibb County Office of Small Business Affairs which shall include the following:
  - 1. The name of each subcontractor or supplier participating in the contract.
  - 2. A description of the work to be performed, materials, supplies, and services provided by each subcontractor or supplier.
  - 3. Whether each subcontractor or supplier is a minority owned, woman owned, LGBTQIA+ owned, veteran owned, disabled person owned, Certified Disadvantaged Business Entity, non-profit, or local business.
  - 4. Whether each subcontractor is a supplier, subcontractor, or other.
  - 5. The dollar value of each subcontract or supply agreement.
  - 6. The actual payment to date of each subcontractor or supplier participating in the contract
- B. The report shall be updated during the applicable quarter by the Contractor whenever any of the approved subcontractors or suppliers have completed the portion of the work they were contracted to perform. Copies of this report should be transmitted promptly to the Macon-Bibb County Office of Small Business Affairs.
- C. The County may withhold any payment due to the Contractor on any project for failure to submit the Subcontractor/Supplier Report within thirty (30) days following the end of the calendar quarter or for the failure to submit updates to the quarterly report within thirty (30) days of any subcontractor or supplier having completed the portion of work they were contracted to perform.

**Automated Parking System  
and  
Installation**

**Cost Proposal  
Bid Form**

<b>Item</b>	<b>Title</b>	<b>Cost</b>
1.	Hardware Components	\$
2.	Software Licensing Fee	\$
3.	Installation and Labor	\$
4.	Training and Support	\$
5.	Recurring Annual Fee (maintenance, support, hosting)	\$
	<b>TOTAL COST</b>	\$

**ESTIMATED DELIVERY TIMEFRAME** \_\_\_\_\_

Please provide a fixed project cost to achieve the deliverables to complete the task listed in the Scope of Work/RFP.