



MACON-BIBB COUNTY, GEORGIA

Request for Proposals (RFP)

FOR

Facilities Maintenance Services for Macon-Bibb County

27-004-LH

91060

96880

96883

96884

MACON-BIBB COUNTY

ISSUE DATE: 8/10/26

DUE DATE: 9/10/26

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 cstephens@maconbibb.us

1. GENERAL

A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses to the Request for Professional Services **(original plus 4 copies and 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 **September 10, 2026**, for **Facilities Maintenance Services for Macon-Bibb County**.

NO LATE RESPONSES WILL BE CONSIDERED

The names of responding firms will be publicly read on **Thursday, September 10, 2026, at 2:00 P.M.** in the Macon-Bibb County Procurement Department Conference Room, located at 700 Poplar Street, Suite 308, Macon, Ga 31201.

The deadline to submit questions is Friday, August 14, 2026, by 3:00 p.m. Questions must be emailed to 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

Announcement of this Request for Professional Services may also be posted on the Macon-Bibb County website at www.maconbibb.us/purchasing and on the Georgia Procurement Registry website https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp

D. 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

E. Submittals

Responses must be sealed and identified on the outside of the package as and delivered to

27-004-LH

Facilities Maintenance Services for Macon-Bibb County

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 on date of 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 by in response to the RFP shall become the property of Macon-Bibb County.

F. Responsiveness

In order to be considered “*responsive*” the submission must 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

G. Responsibility

In order to be considered “*responsible*” the submitting firm must meet the following minimum qualifications:

- Three (3) 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

H. Local Preference

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.

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 award.

II. BACKGROUND

Macon Bibb County government has a legislative branch which composes of ten Commissioners and employs approximately 1,708 individuals. The County provides a variety of services, that include facility maintenance, public works, engineering services, building and fire safety, and a host of other essential services to maintain the development of the community and the County’s infrastructure.

III. SCOPE OF SERVICES.

Macon-Bibb County Facility Maintenance Department is soliciting requests for proposals from highly skilled contractors to perform a broad spectrum of facility maintenance and operational services. The Contractors must be certified in his/her trade and licensed in the State of Georgia. The services required include both preventive maintenance, routine maintenance, and on-call emergency repairs. The Scope of Work for this Request for Proposal will include the following services to provide all equipment and materials, (Macon Bibb reserves the option to purchase and provide equipment and materials on a situational case by case basis) and labor required to perform the listed services:

Plumbing:

1. Emergency repairs, replacement and troubleshooting of all plumbing matters in/on MBC properties.
2. Installation, testing, repair and replacement of plumbing fixtures, pumps, and all other plumbing aspects as well as backflow devices.

General Contracting:

1. All aspects of General Contracting, General Maintenance, Technical Services and Repairs and Maintenance.
2. Perform building maintenance repairs in the construction, alteration, preparation, painting, and repair to structures made of wood, plaster, concrete or brick, assist in the installation and/or set-up of various types of furnishings.
3. Repair and assist in the repair and maintenance of lockable hardware such as doors, automatic electric doors, windows, lockers, and magnetic keying systems, maintains records on keys made and issue and lock replacements.
4. Assists in troubleshooting, inspection, repair, and maintenance of building service requests that may include roofing repairs, fire alarms, clock systems, electric controls, pumps, valves and boiler systems, refrigeration systems, etc.

Traffic Signal:

1. Preventive Maintenance (quarterly)
2. Troubleshooting and repairing signal malfunctions
3. Repair damaged, destroyed, broken, etc. signal, poles, cabinets and all other items in signal systems, flashers, school flashers, RFBs, HAWK systems, etc.
4. All types of vehicle detection repair/replacement as needed.
5. All work to GDOT and NHSA standards

Interstate Lighting

Macon-Bibb County Facility Management Dept. is soliciting requests for proposals from highly skilled contractors to perform all necessary maintenance and repairs on the interstate lighting systems throughout Macon-Bibb County. Contractors must be licensed in the State of Georgia. The services required include preventative maintenance and repairs. The scope of work for this request for proposal will include the following services, and the contractor to provide all equipment, materials, permits, work zones and labor required to perform the listed services. All work to be completed in accordance with the N.E.C. and G.D.O.T. standards. Examples of, but not limited to, the tasks required under this scope of work.

High-mast lighting systems – preventative maintenance and repairs as needed.

Streetlighting along the entrance and exit ramps to the interstate – repairs as needed to include re-standing streetlight poles knocked down by vehicle accidents

Median lighting, where present, – repairs as needed to include re-standing streetlight poles knocked down by vehicle accidents.

The bridge and underpass lighting that parts the interstate lighting systems – repairs as needed.

1. The interstate lighting circuits – maintenance and repairs to the service points as needed. Replacing stolen wiring.
2. Coordinate with GDOT and the GUPS permitting system when required.
3. Setting up and removal of work zones as required by GDOT.

Contractors Requirements

1. The Contractor shall provide routine scheduled preventative maintenance/operation services to all locations in Macon-Bibb County government facilities during the hours of operations. Preventative maintenance tasks shall include, but not limited to, furnishing all equipment, materials, and labor necessary to perform assigned activities described in this Scope of Work.
2. The Contractor shall provide an assigned manager/supervisor for Macon-Bibb County to ensure services are delivered consistent with the scope of services described herein. Management services shall include supervising, evaluate service delivery methods, and submit improvements/enhancement opportunities to improve quality.
3. Contractor shall prepare an invoice listing the expenses to be paid and submit each invoice to Macon-Bibb County Government for payment in a lump sum. All invoices shall be submitted with breakdown of (man hours) time and materials.
4. For on-call Services, the Contractor shall perform emergency services on an “as-needed basis” for building maintenance services. If an emergency arises, Macon-Bibb County designated personnel may contact the contractors on the County’s on-call emergency services list to obtain contractor’s availability. Upon notification by the County of the scope of a given project, Contractor shall later follow up with an invoice for on-call emergency service that shall consist of a narrative description of the task assigned, detailed scope of work to complete the task and cost for completion and any supporting information for work performed. The County reserves the right to request supporting documentation for the contractor’s original cost on parts and materials. All invoices for on-call emergency and non-emergency services must include a breakdown of the number of hours for all fixed rates charged and the original cost and markup price for all parts and materials charged.
5. The Contractor shall provide on-call emergency and non-emergency repairs on a time and material basis. Hourly rates paid under the agreement shall be only for actual productive hours on the job site. The County shall not be directly invoiced for the following: Travel and/or transportation of workers; parts and materials acquisition including freight, handling, and delivery; and movement of contractor owned or rented equipment.
6. The Contractor shall comply with all applicable local, state, and federal laws, and all code regulation, and safety regulations recommendations in relation to all work accomplished.

Key Dates:

- RFP Release Date: 8/7/2026
- Questions Due: 8/14/2026
- Proposal Due Date: 9/4/2026

IV. SUBMITTAL FORMAT AND REQUIREMENTS

Along with the required submitting documents included, bidders shall provide the following:

- A Statement of Qualifications on the company's history with similar project
- A cost proposal (to be submitted in a separate envelope from the technical proposal)
- A timeline for completion.

Proposals shall be submitted by mail or hand delivery by 12:00 noon on September 4, 2026. The address for submittals is:

Macon-Bibb County Procurement Department
27-004-LH
Facilities Maintenance Services for Macon-Bibb County
700 Poplar Street
Suite 308
Macon, Georgia 31201

Questions:

Any questions regarding this RFP shall be submitted to Laura Hardwick, Procurement Director in via email at Lhardwick@maconbibb.us. All questions will be aggregated, and answers shared with all interested bidders via addendum

V. SCORING (total possible number of points = 100)

Expérience/Qualifications – Maximum 40 points
Capacity /Ressources - 40 Points
Price – Maximum 15 Points
Local Approach – Maximum 5 Points

To clarify, when calculating hourly rates for duties, it is recommended to base or calculate them per man-hour. This approach ensures that the costs reflect the actual time spent performing tasks. You can list the hourly rates separately for different personnel categories, such as technicians and helpers, to provide clear and detailed cost breakdowns. List any equipment quantities and rates needed to perform duties on separate line items. List any lane closure or traffic control sub-contractor rates needed to perform the task at safely as separate line item.

PLUMBING SERVICES COST PROPOSAL

DO YOU PROVIDE 24 HOURS, 7 DAYS PER WEEK SERVICE _____ YES _____ NO

Labor Rates - Per Hour

Enter Hourly Rates for labor services used in performing all work which may be required. Labor rates shall be paid on the basis of Time on the Job Site. Labor rates shall include all direct and indirect costs such as transportation, G&A, contractor supervision, and profit, etc.

	Labor Rate - Regular time - 8:00 a.m. to 5:30 p.m., Monday - Friday				
1.	On-Call Hourly Labor Rate (24-hour response)	HR	\$		
	Labor Rate - Overtime 5:30 p.m. to 8:00 a.m., Mon. - Fri., Weekends & Holidays				
1	Labor Rate, Overtime (24-hour response)	HR	\$		
	Emergency Service				
	Rate charge for work performed during regular or overtime hours.				
			2 Hour Response Time	4 Hour Response Time	
1	Emergency Service - Regular Time	HR	\$	\$	
2	Emergency Service - Overtime, weekends, holidays	HR	\$	\$	
	Parts and Materials				
1	Mark Up Over Cost (markup not to exceed 25%)	EA	%		

GENERAL CONTRACTING Cost Proposal

DO YOU PROVIDE 24 HOURS, 7 DAYS PER WEEK SERVICE _____ **YES** _____ **NO**

Labor Rates - Per Hour

Enter Annual and Hourly Rates for labor services used in performing all work which may be required. Labor rates shall be paid on the basis of **Time on the Job Site**. Labor rates shall include all direct and indirect costs such as transportation, G&A, contractor supervision, and profit, etc.

Labor Rate - Regular time - 8:00 a.m. to 5:30 p.m., Monday - Friday

Hourly Labor Rate					

Labor Rate - Overtime 5:30 p.m. to 8:00 a.m., Mon. - Fri., Weekends & Holidays

1	Hourly Labor Rate, Overtime (24-hour response)	HR	\$		
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Emergency Service

Rate charge for work performed during regular or overtime hours.

2 Hour
Response
Time

4 Hour
Response
Time

1	Emergency Service - Regular Time	HR	\$	\$	
2	Emergency Service - Overtime, weekends, holidays	HR	\$	\$	

Parts and Materials

1	Mark Up Over Cost (markup not to exceed 25%)	EA	%		
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TRAFFIC SIGNAL COST PROPOSAL

DO YOU PROVIDE 24 HOURS, 7 DAYS PER WEEK SERVICE _____ YES _____ NO

Labor Rates - Per Hour

Enter Annual and Hourly Rates for labor services used in performing all work which may be required. Labor rates shall be paid on the basis of **Time on the Job Site**. Labor rates shall include all direct and indirect costs such as transportation, G&A, contractor supervision, and profit, etc.

<i>Labor Rate - Regular time - 8:00 a.m. to 5:30 p.m., Monday - Friday</i>					
1.	Annual Preventative Maintenance	YR	\$		
2.	On-Call Hourly Labor Rate (24-hour response)	HR	\$		
<i>Labor Rate - Overtime 5:30 p.m. to 8:00 a.m., Mon. - Fri., Weekends & Holidays</i>					
1	On-Call Hourly Labor Rate, Overtime (24-hour response)	HR	\$		

<u>Emergency Service</u>					
Rate charge for work performed during regular or overtime hours.			2 Hour Response Time	4 Hour Response Time	
1	Emergency Service - Regular Time	HR	\$	\$	
2	Emergency Service - Overtime, weekends, holidays	HR	\$	\$	

Parts and Materials

1	Mark Up Over Cost (markup not to exceed 25%)	EA	%		
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INTERSTATE LIGHTING
COST PROPOSAL

DO YOU PROVIDE 24 HOURS, 7 DAYS PER WEEK SERVICE _____YES_____NO

Labor Rates - Per Hour

Enter Annual and Hourly Rates for labor services used in performing all work which may be required. Labor rates shall be paid on the basis of **Time on the Job Site**. Labor rates shall include all direct and indirect costs such as transportation, G&A, contractor supervision, and profit, etc.

	<i>Labor Rate - For scheduled repairs</i>				
	Hourly Rate	\$			

Parts and Materials

1	Mark Up Over Cost (markup not to exceed 25%)	EA	%
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