



Request for Quotation
For Vehicle Wraps and Installation
(RFQ 2022-0010)

Due Date: Wednesday, May 18, 2022 at Close of Business (COB) (5:00 PM)

Vendor must fill in the information below:

Company Name: _____

Address: _____

City/State/Zip: _____

Contact Name: _____

Title: _____

Contact Phone & Cell: _____

Fax: _____

Email: (Point of Contact): _____

☐ **NO RESPONSE – To submit a NO RESPONSE, please complete and return this page.**

The address for submission of this RFQ is as follows:

Mailing Address

Mrs. Christy Dixon
Savannah Airport Commission
400 Airways Avenue
Savannah, GA 31408

RFQs must be date and time stamped by the Savannah Airport Commission ("SAC", or "Commission") no later than the due date and time specified for RFQs to be considered. It is the sole responsibility of the Vendor to make sure the submitted RFQ is received in the SAC Administration Department by the due date and time. The Commission assumes no responsibility for delivery of RFQs.

- Addendum 1	Not Applicable	Yes	No
- Addendum 2	Not Applicable	Yes	No
- Addendum 3	Not Applicable	Yes	No

1.0 INTRODUCTION

- 1.1 Purpose:** The Savannah Airport Commission (SAC) is requesting quotes from qualified vendors interested in providing Vehicles Wraps and Installation for the Commission's Airport Police Department per section 2.0 of this RFQ.
- 1.2 Pre-Conference:** A pre-conference for all vendors will take place on May 4, 2022. The physical address to the pre-conference will be 460 Gulfstream Road, Savannah, GA 31408. The actual vehicles needing wrap requirements will be onsite from 10:00am-10:30am. Please ensure that you promptly arrive, as these are active service vehicles. The pre-bid conference will also serve as a time for all vendors to verify measurements and validate any questions that need to be answered. From the hours of 10:30-11:30am, the Chief of the Airport's Police Department, along with the Airport's Marketing Team will be available to answer pertinent questions. Please RSVP with Christy Dixon @ cdixon@flysav.com for the pre-conference NLT May 2, 2022.
- 1.3 Receipt for RFQ and Addendum(s):** It is the sole responsibility of the Vendor to ensure that they have received the entire RFQ or any Addendum(s) issued. The Commission reserves the right to, and may amend, modify or cancel this RFQ at any time, at its sole discretion. In the event it becomes necessary to revise or supplement any part of this RFQ, written addenda will be emailed to the Vendors using the contact information provided to SAC. It is the Vendors responsibility to check their email daily, and as such, the Vendor will be held accountable for any clarifications or amendments to the RFQ. Vendors will acknowledge receipt of any Amendments to this RFQ by signing and returning the Addendum with the RFQ submittal.
- 1.4 RFQ Submittal:** One complete hard copy of the RFQ with responses must be received in the SAC Administration Offices by the due date and time specified to be considered.
- 1.5 RFQ Opening:** The opening of this RFQ will be a public opening. No RFQ information will be available until after an award has been made. Once an award is made, the awarded Vendor(s) will be notified via U.S. Postal Service.
- 1.6 Contract Term:** N/A
- 1.7 Force Majeure:** If by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement then such party shall give notice and full particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.
- 1.8 Certification/Experience:** A valid state, business license is required. Please submit a copy along with your bid response. The vendor is also required to have a minimum of three (3) years of experience in producing and installing vehicle wraps and graphics, in accordance with industry standards and best practices.

- 1.9 **Prices to be Firm:** Prices offered will remain firm for the term of the contract unless otherwise specified in this document.
- 1.10 **Cancellation:** In the event of a service failure or default of the Vendor, the contract may be cancelled by SAC with a (30) day written notice, unless otherwise specified. The Vendor will be given an opportunity to cure the default within the 30-day written notice period.
- 1.11 **Basis of Award:** Contract award, if any, will be made on the basis of the lowest responsive bidder complying with all the conditions of the bids, specifications, and instruction. If awarded at all, the bid may be awarded to the bidder whose total price is lowest, whose bid is responsive to the invitation thereof, and who is determined to be technically and financially responsible to perform as required. The Savannah Airport Commission reserves the right to accept another bid, if it is in the best interest of the Commission. Conditional bids and any bid taking exception to these instructions or conditions, to the contract conditions or specifications, or to other contract requirements may be considered non-responsive and may be rejected.
- 1.12 **GA Statewide Contracts:** N/A
- 1.13 **Payment Terms:** Payment terms are net 30 days upon receipt of goods and validation of services by the Commission. All invoices must reference the purchase order number and will be addressed to SAC's Accounting Department @ accountspayable@flysav.com. The Commission will not provide prepayment for any order.
- 1.14 **Timeline:** The bidder must specify the timeframe for all pertinent factors for the said projects to include printing of signs and installation time.
- 1.15 **Place of Installation:** The installation will take place at the vendor's place of business.
- 1.16 **Contract PO Document:** The Commission will consider its executed Purchase Order (PO), or executed contract between the Vendor and SAC as the primary and binding contract document between SAC and the awarded Vendor.
- 1.17 **Warranty:** Contractor must specify warranty coverage of vehicle wraps and signage.

2.0 **SCOPE**

2.1 The scope of services is an outline of the services which the Commission anticipates the successful bidder to perform. The outline in this section is presented for the primary purpose of allowing SAC to evaluate quotes. The precise scope of service to be incorporated into the contract service agreement will be based upon the submitted bid and may be the subject of negotiations between SAC and the successful bidder. The general scope/requirements of work must at the least meet the following specifications. The pricing worksheet is in Exhibit A.

2.2 **Detailed Specification and Standards:** SAC Requests the following specifications/requirements for vehicle wraps and installation.

- a. The contractor will provide police vehicle wraps with industry standard material.
- b. There is a requirement of 12 vehicles needing to be wrapped in correspondence of this RFQ. Please see the vehicles needing wrap requirements below:
 1. **AP10 - 2017 FORD TAURUS AWD**
 2. **AP11 - 2019 FORD EXPLORER AWD/POLICE INTERCEPTOR**
 3. **AP12 - 2019 FORD EXPLORER AWD/POLICE INTERCEPTOR**
 4. **AP13 - 2020 FORD EXPLORER AWD/POLICE INTERCEPTOR**
 5. **AP15 - 2015 FORD EXPLORER AWD/POLICE INTERCEPTOR**
 6. **AP17 - 2017 FORD EXPLORER XLT 4X4**
 7. **AP18 - 2017 FORD F150 4X4**
 8. **AP37 - 2019 FORD F150 XL 4WD SUPERCREW**
 9. **AP41 - 2016 FORD EXPLORER**
 10. **AP42 - 2018 FORD EXPLORER XLT 4X4**
 11. **AP47 - 2016 FORD EXPLORER**

Number Unknown - 2021 FORD EXPLORER
- c. Please refer to Attachment 1 for the required Wrap Design Artwork.
- d. The contractor will be responsible for verification that all vehicle measurements are accurate prior to production of the wrap (e.g., the Contractor will measure the vehicle for proper fit for the wrap and make any adjustments needed to the Artwork to have it properly fit the vehicle). The vehicles will be available onsite, during the preconference on May 4, 2022 for contractors to conduct measurements if needed (as stated in 1.2 of this RFQ). The address to the onsite location is 640 Gulfstream Road, Savannah, GA. 31408.
- e. Reflective Vinyl Stripe: Vinyl strip must be reflective as shown in Attachment 1.
- f. The vehicle wraps will be in the following colors listed below:

Blue – PMS 541

Red – PMS 208 for the Caution K-9 Writing; The red writing also needs to be reflective. The K-9 logo will be placed on 3 vehicles. The 3 vehicles will be identified at the pre-conference.
- g. APD's Logo – Details of the logo will be discussed at the pre-conference.
- h. Installer must pay close attention to how the gray stripe follows the body of the vehicle (see front view for more details in Attachment (PDF 1)).

- i. **For consideration of this bid, all contractors are required to provide a proof sample sheet of the wrap material to be used to the Savannah Airport Commission's Marketing Department. The sample sheet should also include the required graphic design as shown on Attachment 1 of this RFQ.** All sample sheets will be addressed to the below address:

Attention: Christy Dixon (RFQ 2022-0010), 400 Airways Avenue, Savannah, GA 31408.

- j. After a contractor is awarded, deviations from the sample sheets initially sent in will not be accepted. If the ordered wraps received deviates from the approved proof sample, then the Commission reserves the right to reject the wrap order and require the contractor, at the contractor's expense, to replace the wraps.

Warranty On All Wraps

- k. The Commission requires minimum warranty terms of three (3) years for the wrap quality and that the wrap is free of defects. In addition, all wraps which are discovered to be defective or which do not conform to any warranty of the contractor upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection) may be rejected.

Installation Services for All Wraps

- l. The contractor will be responsible for the placement of full wraps on a variety of vehicle sizes.
- m. The contractor will be responsible for cutting out and trimming the wraps as appropriate for the various vehicle features (such as cutting out window and door entry areas; trimming around light fixtures trimming, around door handles, wheelchair access latches, emblems, etc.).
- n. The Commission will ensure that the vehicles are properly cleaned prior to releasing the vehicles to the installation contractor for wrap installation.
- o. The contractor will remove any decals and advertisements on the vehicles prior to placing the wraps on the vehicles. The contractor shall document what decals and advertisements were removed and inform the Commission's Point of Contact (POC) of this RFQ.
- p. Prior to proceeding with the initial wrap installation, the contractor will meet or discuss with the Savannah Airport Commission's Marketing Department representative to review the vehicle to be wrapped and receive any guidance instruction on the wrap layout.
- q. The awarded contractor will take full responsibility of the vehicles of the Savannah Airport Commission upon release for installation of the vehicle wraps. The responsibility of the vehicles will remain solely with the contractor until release back to the Commission for final inspection.
- r. All vehicles will not undergo installation simultaneously, as these are active service vehicles. The Commission, along with the winning Contractor will establish a detailed timeline for installation.

Warranty on Installation Services

- s. The Commission requires a minimum warranty term of 6 months from the date of installation for the wrap installation workmanship and must be free of defects pertaining to the provisions of installation services.
- t. If the contractor ruins the vehicle wrap during installation services, the contractor shall be responsible for the expense in replacing the vehicle wrap and shall not charge additional fees for re-installation of the new wrap.

Quality Assurance and Inspection

- u. During the performance of the installation services, if the contractor damages any features on the vehicle, the contractor shall notify the Commission immediately within two (2) hours of the discovery of the damage, and the contractor shall be responsible for replacing and/or repairing the feature(s) prior to continuing performance of the Scope of Work. The Contractor shall not be entitled to any adjustment in the contract RFQ 2022-0010, Vehicle Wraps & Installation Services.
- v. The Contractor shall allow authorized Savannah Airport Commission staff to perform quality control inspections of the vehicle wrapping installation services at any point and at multiple times throughout the installation process. The Quality Control inspections shall be for the purpose of ensuring that the installation services are performed in accordance with the RFQ requirements and vehicle wrap installation best practices for consistent quality that meets the Commission's needs and requirements.
- w. All vehicle wraps which do not comply with the specifications and/or requirements or which are otherwise unacceptable quality or color or defective may be rejected.
- x. Before payment of service is rendered, the Commission must complete a full inspection the vehicle. All requirements and standards of this RFQ must be satisfied before payment is considered. Inspection will take place within 2 calendar days of the vehicle wrap completion. Each vehicle shall receive an inspection and must be satisfied as a separate commodity before payment is rendered.

Attachment 1 (Graphic Design)



Gray Reflective Stripe on Top

Reflective K-9 Signage



GENERAL REQUIREMENTS:

- 3.0 Terms and Conditions:** By signing this document, the Vendor agrees to abide by all the terms and conditions contained in this RFQ. Any exceptions to the requirements of this RFQ, or the SAC terms and conditions of this RFQ will be noted in writing, with detailed explanation, and included with the RFQ submittal by using the attached exceptions sheet. The contractor acknowledges that taking exceptions to this RFQ may subject the response submittal to be rejected.
- 3.1 Discussions and Questions:** All questions must be submitted in writing and directed to the Savannah Airport Commission's Purchasing Department at purchasing@savannahairport.com to be considered.
- 3.2** The Vendor will not attempt to discuss any aspects of the request with any other party except for the email address described in 3.1 of this RFQ. No verbal agreements will be considered during the bid/quote process. The Commission reserves the right to reject the bid/quote of any Vendor violating this provision.
- 3.3 Supplemental Agreements:** The awarded vendor may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this contract (i.e. invoice requirements, ordering requirements, specialized delivery, etc). Any supplemental agreement developed as a result of this contract is exclusively between the participating entity and awarded vendor.
- 3.4 Completeness:** All requested information and required forms must be completed, signed, and submitted with this document to constitute a proper bid/quote. The entire package must be returned, complete with all required forms, signature, and information. Failure to complete or comply with any part of the specifications or requirements in this RFQ may constitute a basis of rejection. It is within the right of the Commission to reject any RFQ submittal in this solicitation document.

3.5 RFQ Procurement Schedule

RFQ Opens	Tuesday, April 12, 2022
Questions From Bidders Are Due	No Later Than (NLT) 2pm on April 28, 2022
SAC Issues Final Addendum to Answered Questions (if applicable)	May 3, 2022
Pre-Bid Conference	May 4, 2022
Bidder' Final Responses Are Due to SAC	COB, May 18, 2022
SAC Evaluates Responses	May 19, 2022 – July 1, 2022
SAC Makes Contact With the "Successful Bidder"	NLT July 8, 2022
SAC Makes Contact With the "Unsuccessful Bidder(s)"	NLT July 8, 2022

- 3.6 Errors:** Vendors or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting bids/quotes. Vendors are cautioned not to obliterate, erase, or strike-over any printed material as set forth in this RFQ. In quoting prices, wherever the Vendor has made an error and has corrected, all such corrections should be initialed by the person signing this RFQ. If errors occur in the extension of prices in the RFQ, the unit prices will govern. Failure to comply with this provision may result in rejection of Vendor's submittal. All documents submitted must be legible.
- 3.7 Changes/Modifications:** No changes or modifications will be made to any Savannah Airport Commission forms or your request may be considered null or void. If changes or modifications are noted by SAC, the bid submitted by Vendor may be rejected.
- 3.8 Compliance with Laws:** The Vendor will obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance, and maintain compliance with any other federal, state, or local requirements during the term of the contract with SAC.
- 3.9 Specifications:** Whenever mention is made of any article, material, or workmanship to be in accordance with any laws, ordinances, codes, regulations, etc., these requirements will be construed to be the minimum requirements of these specifications.
- 3.10 Multiple Request:** Depending upon product/service being requested, the Vendor may be required to submit more than one RFQ response. Any alternate responses to the RFQ must be brought to the Savannah Airport Commission's attention and noted on submitted documentation as a separate and alternative request.
- 3.11 Invoicing:** The Commission normally will pay properly submitted Vendor invoices within thirty (30) days of receipt providing goods and/or services have been delivered, installed (if required), and accepted as specified. Invoices presented for payment must be submitted in accordance with instructions contained on the purchase order (PO) with reference to the PO number and submitted to the correct address for processing.
- 3.12 Description of Materials:** Requests for materials, supplies, or office machinery equipment should be accompanied by copies of detailed factory specifications, ratings, technical data, including accurate descriptions on which requests are based.
- 3.13 Brand Name:** If and wherever brand names, make, manufacturers, trade names, Vendor catalogs, or model numbers are stated, they are for the sole purpose of establishing a grade or quality of material.
- 3.14 "OR EQUAL" Interpretation:** It is the Vendor's responsibility to prove to SAC that each item offered by the Vendor is equal to the grade or quality of material specified. The Vendor will clearly indicate the product, including brand, catalog, model number, etc. being offered and will supply sufficient data in detail to enable an intelligent comparison to be made with the brand or manufacturer specified. Failure to submit the required information may be sufficient grounds for rejection of bid/quote. The Commission will be the sole judge concerning the merits of the RFQ response submitted.

- 3.15 Quality:** All equipment/materials used for the manufacture or construction of any supplies, materials, equipment, or service will be new unless otherwise specified. All materials will be of the best quality, and to the highest grade of workmanship that meet the specs in this document. Materials or service must comply with all applicable Federal, State, or OSHA requirements.
- 3.16 Acceptance of Material:** The equipment/materials delivered will remain the property of the Vendor pending physical inspection and acceptance to the satisfaction of SAC. In the event the material supplied to SAC is found to be defective or does not conform to specifications, the Commission reserves the right to cancel the order upon written notice to the Vendor and return the product(s) to the Vendor at the Vendor's expense, and to invoke the provisions of the section titled "Default".
- 3.17 Default:** Any contract made between SAC and the Vendor may be cancelled by SAC in whole or in part via written notice, upon the vendor's non-performance or violation of contract terms. An award may be made to the lowest quoting vendor for material or services specified, and purchases may be made on the open market. The defaulting vendor will be liable for costs to the Commission in excess of the defaulted contract prices. The Vendor will continue the performance of this contract to the extent any part is not terminated under the provisions of this clause.
- 3.18 Guarantee:** The vendor will unconditionally guarantee the equipment/materials and workmanship on all materials and/or equipment for the vendor's specified guaranteed period, unless otherwise stated. Within the guarantee period, if any defects occur which are due to faulty material and/or services to the complete satisfaction of the Commission. These repairs, replacements, or adjustments will be made only at a time less detrimental to the operation of the Commission's business.
- 3.19 Add/Delete Items:** During the term of the contract, items and or services may be added and/or deleted to the contract upon agreement between the successful Vendor and SAC.
- 3.20 Additional Information:** Prior to the final selection, Vendors may be required to submit additional information which may be necessary to further evaluate the Vendor's response and/or qualifications. If such information is required, the Vendor will be notified and will be permitted approximately seven (7) days to submit the information requested.
- 3.21 Reimbursement:** The Commission will not reimburse the Vendor for any costs associated with the preparation and submittal of any RFQ response, or for any travel and/or per diem costs that are incurred.
- 3.22 Gratuity:** The Vendors will not offer gratuities, favors, or anything of monetary value to any official, employee or agent of the Commission as a means of influencing consideration of this RFQ.
- 3.23 Cost:** The Commission is under no obligation to award this project to the Vendor offering the lowest cost request. Evaluation criteria in this document will be used in determining the award.

- 3.24 Submitted Material:** All requests, responses, inquiries, or correspondence relating to, or in-reference to this document submitted by Vendors will become the property of the Commission when received. Once an award is made, all excess copies the Vendor's request may be destroyed.
- 3.25 Outside Estimates:** The Commission reserves the right to obtain an outside estimate, or to have the product or service provided outside of this contract when it is in the best interest of the Commission.
- 4.0 SPECIAL CONDITIONS:**
- 4.1 Mandatory Requirements:** The Commission has established certain requirements with respect to solicitations to be submitted by Vendors. Whenever the terms "must", "will" or "is" are used in the package, the specifications being referred to is a mandatory requirement. Failure to meet any requirement(s) may cause rejection of the Vendor's submittal.
- 4.2 Tax Exempt:** The Commission is exempt from State Sales Tax. If a tax- exempt certificate is necessary, please contact the SAC Purchasing Department.
- 4.3 Demonstrated Capability:** N/A
- 4.4 References:** N/A
- 4.5 Minority Business:** The Commission encourages all small and minority business enterprises to participate. The Minority form must be completed and submitted with this RFQ.
- 4.6 Indemnification:** Seller/Vendor agrees for itself and its contractors, subcontractors, suppliers, employees, agents, servants, patrons, customers, visitor and licenses to indemnify, protect, save and hold harmless the SAC, its members, directors, officers, employees, and agents against any expense, loss or liability paid, suffered or incurred, including any environmental fines and/or penalties, as a result of any breach by Seller/Vendor, Seller/Vendor's agents, servants, employees, patrons, contractors or subcontractors, suppliers, customers, visitors or licenses of any covenant or condition of any agreement with Buyer/SAC or as a result of the seller's/buyer's work or a product or service provided by seller/vendor or the seller's/Vendor's use, occupancy or presence on SAC's property or the carelessness, negligence or improper conduct of seller/Vendor, seller's/Vendor's contractors, subcontractors, suppliers, employees, agents, servants, patrons, customers, visitors, or licenses. Such indemnification will be to the extent caused in whole or in part by negligent acts or omissions by the Seller/Vendor, its contractors, subcontractors, suppliers, employees, agents, servants, patrons, customers, visitors or licensees. Seller/vendor agrees to defend buyer/SAC from any legal or equitable actions brought against buyer/SAC based on the work or a product or service provided by seller/vendor or the carelessness, negligence or improper conduct of Seller/Vendor, Seller's/Vendor's contractors, subcontractors, suppliers, employees, agents, servants, patrons, customers, visitors, or licenses.
- 4.7 Basis of Award:** The basis of evaluation will be low bid/quote considering that all specifications are met. All other vendor accommodations that best suits the needs of the Commission will also serve as the basis of the award. Vendor availability to seek or exceed SAC's specifications and requirements will be considered. Any contract awarded as a result of a selection process is to be awarded to the most responsive and responsible Vendor whose bid is evaluated to be the most advantageous to the Commission, considering price and other factors.

- 4.8 Changes and Alterations:** The Commission reserves the right to make any alterations in the RFQ and/or contract as may be necessary due to changing conditions found during the project. The Vendor will not claim forfeiture of contract by reasons of such changes by the SAC representative. If such changes increase or decrease the amount of the work or materials, the Vendor will be paid according to the quantity of product delivered at the prices established for such work under the contract. Any alterations or changes that diminish the scope of work or materials will not constitute a claim for damages or for the loss of anticipated profits. Any alterations from the original job estimate provided by vendor must be submitted in writing and must be approved by the designated SAC Representative.
- 4.9 Bonding:** N/A
- 4.10 Statutory Affidavit:** N/A
- 4.11 Cure and Cover Clause:** If a successful Vendor fails, or SAC concludes that there is a reasonable likelihood that the Vendor will not be able to timely perform its obligations under this RFQ and/or contract, SAC may (in addition to any other contractual, legal, or equitable remedies) proceed to take any of the following actions after a five (5) day written notice to the Vendor.
- (a) Withhold any monies then or next due to the Vendor; or
 - (b) Terminate the contract and obtain the deliverables (or equivalent) or portion thereof (or equivalent) from a third party, pay the third party for the same, and withhold the amount so paid from any money then or thereafter due party Vendor and hold Vendor liable for any amounts paid to the third party (or parties) to the extent that withholding payments to the Vendor does not cover SAC's cost of cover.
- 4.12 The Savannah Airport Commission Reserves the Right:**
- (a) to reject any or all RFQs or any part thereof; and
 - (b) to waive any irregularities and/or technicalities on the RFQ; and
 - (c) to accept the Vendor that is in the best interest of SAC; and
 - (d) to obtain clarification or additional information; and
 - (e) to purchase either selected items, or to not select any Vendor or purchase any goods and/or services resulting from this request; and
 - (f) to reject any Vendor who has previously failed to perform properly or complete on time projects of a similar nature, or
 - (g) to reject any Vendor whom investigation shows Vendor is not in a position to perform the project and/or service as specified in this RFQ.

SECTION 5.0 – Vendor’s Profile

Please provide the following information about your company:

- Company’s official registered name.
- Provide 3 Commercial References (with contact information) that you have provided service to within the last 2 years.
- Please provide a general timeline of installation for 1 vehicle (i.e.-please specify how long each vehicle will be out of service due to installation).
- Define your standard terms of payment.

SECTION 6.0 – Exceptions Sheet

Deviations and/or exceptions from original text, terms, conditions, or specifications will be described fully. If the commodity(ies) and/or service proposed in the response to this bid/quote is in any way different from that contained in this bid/quote, the Vendor is to clearly identify by specification section number and item, all such differences in the space below. Otherwise, it will be assumed that the Vendor's offer is in total compliance with all aspects of the solicitation. Please list all accommodating/added specifications offered within the price of the vehicle. You may also attach a specification sheet, along with pricing to this RFQ (Exhibit A) as an attachment to this exceptions sheet.

Below are the exceptions to the stated specifications:

Name of Vendor: _____

Printed Name of Authorized Person: _____

Signature of Authorized Person: _____

Title of Authorized Person: _____ Date: _____

SECTION 7.0 – DBE PARTICIPATION

All DBEs listed **must be certified** by a federally-recognized or state-level certifying agency (such as USDOT, State DOT, SBA 8(a) or GMSDC) that utilizes known certification standards **prior** to the due date of this bid. **Other business certifications that do not specify as a certified DBE can not be substituted.** **Proof of DBE certification from a certifying agency is required to accompany this bid.** A firm that has submitted an application for DBE certification but has **not** been certified is **not** qualified as a certified DBE and will not be recognized as such during the Commission's evaluation process. To expedite verification, please provide accurate phone numbers for all DBE's listed and ensure firms understand contact will be made following bid submittal.

Name of Business: _____ Associated NAICS: _____
 Associated Project Title: _____

NOTE: Proof of DBE certification must be attached.

Business Name	Email	Address	Address (City, State)	Work Category	Certification of Disadvantaged Group	Certifying Agency? (City of Sav. or Other)

Printed name (company officer or representative): _____

Signature: _____ Date: _____

Title: _____

Telephone: _____

SECTION 8.0 – SAVANNAH AIRPORT COMMISSION INSURANCE REQUIREMENTS

- A. With no intent to limit Vendor's liability or the indemnification provisions set forth herein, Vendor will procure and maintain during the term of this Agreement the following minimum limits:
1. General Liability Insurance - no less than One Million (\$1,000,000) Dollars each occurrence, Combined Single Limit ("CSL"), bodily injury and property damage, including Employer's non-ownership liability, patent infringement and intellectual property rights protection, and hired auto coverages as applicable, which will not be subject to cancellation or change until after thirty (30) days written notice will have been given to Commission, as well as:
 2. Umbrella - \$5,000,000 (covers all liability lines).
 3. Worker's Compensation in compliance with Georgia Statutory Limits, including all States Endorsements.
- B. Vendor must maintain on file in the Commission office during the term of this agreement an original signed copy of Vendor's Certificate of Insurance reflecting the above limits and naming the Mayor and Aldermen of the City of Savannah and the Savannah Airport Commission, its directors, officers, employees, and agents as additional insured, and will be delivered to Commission by Vendor within ten (10) days of request by Commission.
- C. Indemnification
- Vendor will protect, defend, and indemnify Commission and its officers, agents and employees from and against any and all liabilities, losses, suits, claims, judgments, fines or demands arising by reason of injury or death of any person, or damage to any property, including all reasonable costs for investigation and defense thereof (including but not limited to attorney fees, court costs, and expert fees), of any nature whatsoever arising out of or incident to this Agreement and/or the use or occupancy of the Commission or the acts or omissions of Vendor's officers, agents, employees, Vendors, sub-Vendors, licensees, or invitees regardless of where the injury, death or damage may occur unless such injury, death or damage is caused by the sole negligence and the willful misconduct of the Commission or any of its officers, employees, Vendors or agents. The Commission will give to Vendor reasonable notice of any such claims or actions. The Vendor will also use counsel reasonably acceptable to Commission in carrying out its obligations hereunder. The provisions of this Section will survive the expiration or early termination of this Agreement.
- D. All insurance policies will contain a standard cross-liability provision and will stipulate that no insurance held by Commission will be called upon to contribute to a loss covered thereunder. Commission will have no liability for any premiums charged for such coverage, and the inclusion of Commission as an additional insured is not intended to and will not make Commission a partner or joint venture partner with Vendor in Vendor's operations on the premises. Such policies will also insure Vendor against the risks to which it is exposed as the Vendor of the business authorized under this Agreement, will be for full coverage and will contain provisions on the part of the respective insurers waiving the right of such insurers to subrogation.

SECTION 9.0 – Vendor Certification

By responding to this RFQ, the offeror understands and agrees to the following:

- E. That the submitted solicitation constitutes an offer, which when accepted in writing by SAC, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and SAC; and
- F. That the Vendor has read the specifications and requirements shown or referenced in this RFQ and that the Vendor's response is made in accordance with the provisions of such specifications and requirements; and
- G. That the Vendor guarantees and certifies that all items included in the Vendor's response must meet or exceed any/all such stated requested specifications and requirements; and that if rewarded a contract, the Vendor will deliver goods/services that meet or exceed the requested specifications and requirements.
- H. That the response is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a request for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. The Vendor understand and agrees that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards; and
- I. The Vendor response must be complete, signed in all spaces provided; returned in its entirety, and submitted with all required information, attachments, and forms to receive consideration for award.
- J. Vendor's Prices are guaranteed for **120 days**

Vendor Name: _____

Address: _____

Contact Name/Title: _____

Contact Phone & Cell _____

Fax: _____

Email: _____

Authorized Signature: _____

Printed Name of Signature: _____

Title: _____

Emergency Contact: _____

/////////////////////////////////NOTHING FOLLOWS////////////////////////////////