



**Request for Proposal (RFP)  
for External Financial Auditing  
Services**

**RFP 2022-0016**

**RFP Due Date: Tuesday, October 4, 2022 at Close of Business  
(5:00 PM EST)**

**Company 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 RFP is as follows:

Mailing Address

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

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

- |                       |                              |                             |   |
|-----------------------|------------------------------|-----------------------------|---|
| - Received Addendum 1 | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not Applicable |
| - Received Addendum 2 | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not Applicable |
| - Received Addendum 3 | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not Applicable |

## 1.0 INTRODUCTION

- 1.1 **Purpose:** The Savannah Airport Commission (the Commission) is requesting proposals from qualified firms for external financial auditing services rendered in connection with their Annual Comprehensive Financial Report (ACFR).
- 1.2 **Pre-Conference:** There will not be a pre-conference associated with this proposal.
- 1.3 **Receipt for RFP and Addendum(s):** It is the sole responsibility of the company to ensure that they have received the entire RFP or any Addendum(s) issued. The Commission reserves the right to, and may amend, modify or cancel this RFP at any time, at its sole discretion. In the event it becomes necessary to revise or supplement any part of this RFP, written addenda will be emailed to the companies using the contact information provided to SAC. It is the company's responsibility to check their email daily, and as such, the company will be held accountable for any clarifications or amendments to the RFP. Companies will acknowledge receipt of any Amendments to this RFP by signing and returning the Addendum with the RFP submittal and by acknowledge receipt of addendum on page 1 of this RFP.
- 1.4 **RFP Opening:** The opening of this RFP will take place at the Savannah Airport Commission. No RFP information will be available until after an award has been made. Once an award is made, the awarded company will be notified via U.S. Postal Service.

|   |   |
|---|---|
| RFP Opens   | Friday, September 2, 2022                     |
| Questions From Bidders Are Due                                  | No Later Than (NLT) 2pm on September 16, 2022 |
| SAC Issues Final Addendum to Answered Questions (if applicable) | September 21, 2022                            |
| Final Responses Are Due to SAC                                  | COB, Tuesday, October 4, 2022                 |
| SAC Evaluates Responses   | October 5, 2022 – November 22, 2022           |
| SAC Makes Contact With the "Successful Bidder"                  | NLT November 29, 2022                         |
| SAC Makes Contact With the "Unsuccessful Bidder(s)"             | NLT November 29, 2022                         |
|   |   |

## GENERAL INFORMATION

The Savannah Airport Commission (the Commission) is requesting proposals for services rendered in connection with their Annual Comprehensive Financial Report (ACFR). The following package of data is presented to solicit external financial auditing services to the Savannah Airport Commission's Finance Department for FY 22-26.

### **SUBMISSION OF PROPOSALS**

Proposals submitted in advance of the time set for opening should be delivered to the Savannah Airport Commission, 400 Airways Avenue, Savannah, GA 31408, Attn. Christy Dixon. Proposers are fully responsible for delivery of proposals. Reliance upon mail or public carrier is at Proposer's risk. Late proposals, as solely determined by the Savannah Airport Commission's clock, will not be opened or considered. **The Savannah Airport Commission requires five (5) copies of EACH Proposal in hard-copy form, including a completed and properly signed copy of the Proposer's Certification as included in this proposal package. Email or facsimile Proposals will NOT be accepted.** Proposals should be in a sealed envelope marked "External Financial Auditing Services, RFP 2022-0016" in the lower left corner.

The Commission reserves the right to:

- a. Accept and/or reject any and/or all proposals for any reason(s) or no reason.
- b. Seek additional information on policies and options being proposed after proposals have been received.
- c. Update/modify/change specifications in the proposal by addendum prior to the proposal deadline.
- d. To waive any irregularities, formalities and/or technicalities if it's in the best interest of the Commission to do so.



## ARTICLE I – INSTRUCTIONS TO PROPOSERS

### **RECEIPT AND OPENING OF PROPOSALS**

The Savannah Airport Commission will receive Proposals until **Tuesday, October 4, 2022, at 5:00 PM (EST)** for the purpose of selecting a firm to provide external financial auditing services.

#### **1. DELIVERY OF PROPOSALS**

An original and four (4) copies of EACH Proposal and all required supplemental material listed on the Proposal Form must be submitted **SEPARATELY** in a sealed package. The package should be labeled to read: “**External Financial Auditing Services, RFP 2022-0016**” addressed or delivered to the Savannah Airport Commission, Attn. Christy Dixon, Third Floor Administrative Offices, 400 Airways Avenue, Savannah, GA 31408.

Each Proposal package submitted must clearly show the Proposer’s company name on the outside. This RFP does not commit the Savannah Airport Commission to pay costs or expenses of any kind incurred by the various Proposers during proposal preparation, submittal or presentations, if any.

#### **2. EXAMINATION AND OBLIGATION OF PROPOSERS**

The Proposer must fully learn of the Commission’s requirements for the services to be provided. Failure to do so will not relieve a successful Proposer of its obligation to carry out the provisions of the RFP. The Proposer must be familiar and comply with all federal, state and local laws, ordinances, rules and regulations that in any manner affect the services. In addition, the Proposer will be held responsible for having examined the details of the proposed Scope of Services. The Proposer will use its personal knowledge and experience or professional knowledge as to the character of the proposed services, and any other conditions surrounding and affecting the proposed services. The submittal of a Proposal will be construed as evidence that all Proposer obligations have been satisfied and no subsequent allowance will be made in this regard.

#### **3. ADDENDUM – CHANGES WHILE PROPOSING**

No interpretation of the meaning of any part of the RFP, nor corrections of any apparent ambiguity, inconsistency or error therein, will be made to any Proposer orally. All requests for written interpretations, questions, or corrections **MUST** be in writing and emailed to [cdixon@flysav.com](mailto:cdixon@flysav.com).

The Savannah Airport Commission may issue an addendum to this Request for Proposal, which officially amends the Request for Proposal and may be used to modify, correct or add to the information contained herein. It is the responsibility of each Company to assure that the Commission has the name, address and phone number of the person to whom such addenda should be sent.

An “Acknowledgment of the Addendum” form is included as Exhibit B in this Request for Proposal. This form must be completed after each Addendum is received and a signed copy returned to the Savannah Airport Commission along with submission of proposals.



Failure to acknowledge receipt of any Addendum on the Acknowledgment of Addenda form provided may result in the disqualification of your proposal.

**All requests for additional information or questions must be received by 2:00 p.m. on Friday, September 16, 2022, and will be answered by email through an addendum.** Any supplemental instructions will be in the form of a written Addenda to the RFP documents, which, if issued, will be e-mailed to all known prospective Proposers. However, it is the responsibility of each Proposer, before submitting its Proposal, to contact the Savannah Airport Commission via e-mail to find out if any Addenda were issued and to make such Addenda a part of its Proposal. Only the interpretation or correction so given by the Savannah Airport Commission in writing will be binding, and prospective Proposers are advised that no other source is authorized to give information concerning, or to explain or interpret the RFP documents.

**4. PREPARATION OF PROPOSALS**

The emphasis should be on completeness and clarity of content and ease of locating responses to requested information. Any information thought to be relevant, but not applicable to the enumerated Scope of Services, should be provided as an Appendix to the Proposal. If publications are supplied by a Proposer, the Proposal should include reference to a document number and/or page number of that Appendix material. Proposals not providing this reference will be considered to have no additional material to be considered during the evaluation process.

If the Proposal is made by an individual, he or she must sign his or her name therein and state his or her address. If the Proposal is made by a firm or partnership, the Proposal must be signed by an authorized officer or Agent and affix the Corporate Seal. Proposer must provide a copy of their business license and address of their local office.

**5. WITHDRAWAL OF PROPOSAL**

Any Proposal may be withdrawn by written request of the Proposer until the execution of a formal contract.

**6. RESPONSIBLE PROPOSER CRITERIA**

In considering the responsibility of the Proposers, the Savannah Airport Commission will examine the factors listed below and will assign the defined point value on a scaled basis. Proposers must address each factor specifically in their Proposal. An evaluation committee consisting of Commission staff will review and evaluate all Proposals received by the submittal date as set forth in this RFP, or as amended by addenda.

The Commission reserves the right to request additional information and clarification of any information submitted, including any omission from the original Proposal. All Proposals will be treated equally with regard to this item. The Commission may schedule interviews as part of its evaluation process.

The following evaluation criteria have been established in determining which Proposer will best contribute to the overall goals of the Commission:

Evaluation Criteria

|   |     |
|---|-----|
| ✓ Firm's Experience with Airport Accounting | 40% |
| ✓ Firm's Qualifications and Experience      | 30% |
| ✓ Fee                                       | 15% |
| ✓ Local Office                              | 10% |
| ✓ DBE                                       | 5%  |

7. **DISQUALIFICATIONS OF PROPOSERS**

Any of the following causes may be considered sufficient for the disqualification of a Proposer or rejections of the Proposal:

- Submission of more than one Proposal for the same work by an individual, firm, partnership or corporation under the same or different names.
- Evidence of collusion among Proposers.
- Incomplete work for which the Proposer is committed by contract, which, in the judgment of the Savannah Airport Commission, might hinder or prevent the prompt completion of work under this Contract if awarded to such Proposer.
- Being in arrears on any existing agreement with the Savannah Airport Commission or having defaulted on a previous contract with the Savannah Airport Commission. For purposes of this section, corporations, partnerships or companies, or firms or other business entities created for the purpose of shielding any individual, firm, partnership, corporation or other business entity from the application of this provision may be considered for disqualification.

8. **EVALUATION OF PROPOSALS AND AWARD OF CONTRACT**

Evaluation factors to be considered are listed in Article 1, Paragraph 6. The Proposer with the highest score will be selected for contract award pending approval by the board of the Savannah Airport Commission and execution of a contract. In the event of a tie, the Commission reserves the right to select whichever Proposal is in the best interest of the Commission.



## ARTICLE II – GENERAL CONDITIONS

### 1. SCOPE OF SERVICES

#### Audit of Commission's Basic Financial Statements

- Full scope audit of the Commission's basic financial statements and related notes for the period ended December 31, 20XX, conducted in accordance with auditing standards generally accepted in the United States of America and standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.
- Preparation of the Commission's financial statements and related disclosures for the specified period(s) ended.
- Preparation of the entity's required supplementary information that is included as part of the financial section of the ACFR.
- Issuance of Auditor's Report in accordance with standards noted above.

#### Single Audit and Reporting Requirements Under Government Auditing Standards

- Perform single audit(s) over major programs of the Commission in accordance with the Uniform Guidance.
- Independent auditor's report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with Government Auditing Standards.
- Independent auditor's report on compliance for each major program and on internal control over compliance required by the Uniform Guidance.
- Independent auditor's report on compliance with requirement applicable to the passenger facility charge program and on internal control over compliance.
- Timely submission of the single audit reporting package to the Federal Audit Clearinghouse's Internet Data Entry System.

#### Annual Comprehensive Financial Report <sup>(1)</sup>

- Assist management with the preparation of the ACFR including:
  - Table of contents, formatting and numbering, and compiling full report
  - Assembly of the Introductory Section
  - Assembly of the Financial Section, including required supplementary information
  - Assembly of the Statistical Section
  - Assembly of the Compliance Section
  - Proofing the final draft of the ACFR, printing and binding, based on specifications from management.
  - Timely submission to the Government Finance Officers Association in accordance with the June 30, 20XX required deadline.

<sup>(1)</sup> Please note that the Introductory Section, Management Discussion and Analysis, and applicable cover art for the ACFR will be provided by management of the Commission.



### Other

- Prepare communications to the Government Finance Officers Association addressing comments from prior ACFR submissions.
- Assist with correspondence from regulatory bodies as necessary to address comments on reporting inquiries.

Additionally, it is important to note that the Commission will be implementing GASB 87 in 2022. Please disclose any additional costs expected as a result of additional measures needed for the implementation and adoption of GASB 87 in its initial year. However, please list the additional fees associated with GASB 87 as a separate item, not bundled into the annual fee for 2022.

The audit of each prior year data should be conducted during early March of the following year.

The term of this contract will be for five (5) years as follows:

|             |                  |
|-------------|------------------|
| ▪ Year 2022 | Audit March 2023 |
| ▪ Year 2023 | Audit March 2024 |
| ▪ Year 2024 | Audit March 2025 |
| ▪ Year 2025 | Audit March 2026 |
| ▪ Year 2026 | Audit March 2027 |

A copy of the 2021 Annual Comprehensive Financial Report can be reviewed by going to the following link located on the Savannah Airport Commission's website: <https://savannahairport.com/business/about/financials/>.

## **2. PROPOSER'S CERTIFICATION**

The Proposer's Certification and Acknowledgment of Addenda may be included in the cover letter, or may be included as a stand-alone document on company letterhead, and signed by an authorized individual. **Completion of this certification is required.**

### **a. Certification and Representations of the Proposer**

By signing and submitting a proposal, the Proposer certifies and represents as follows:

- a. That it has carefully examined all available records and conditions, including sites if applicable, and the requirements and specifications of this proposal prior to submitting its Proposal.
- b. That every aspect of its submitted Proposal, including the Contract Price, are based on its own knowledge and judgment of the conditions and hazards involved, and not upon any representation of Savannah Airport Commission. The Savannah Airport Commission assumes no responsibility for any understanding or representation made by any of its representatives during or prior to execution of the Contract unless such understandings or representations are expressly stated in the Contract and the Contract expressly provides that the Savannah Airport Commission assumes the responsibility.

- c. That the individual signing the proposal is a duly authorized agent or officer of the firm.
- d. That the firm maintains in active status any and all licenses, permits, certifications, insurance, bonds and other credentials including not limited to Agent's license and occupational licenses necessary to perform the services. The Proposer also certifies that, upon the prospect of any change in the status of applicable licenses, permits, certifications, insurances, bonds or other credentials, the Proposer shall immediately notify the Savannah Airport Commission of status change.



### Proposer's Certification

Company of Record Annual Service Fee: \$ \_\_\_\_\_

Proposer Name: \_\_\_\_\_

**Authorized Agent's Signature:** \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Proposer is a:    ☐ Corporation    ☐ Partnership    ☐ Individual

Federal Identification Number: \_\_\_\_\_

Remittance Address: \_\_\_\_\_

a. \_\_\_\_\_

b. \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Facsimile Number: \_\_\_\_\_

Email Address: \_\_\_\_\_



## 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 Company is to clearly identify by specification section number and item, all such differences in the space below. Otherwise, it will be assumed that the Company's offer is in total compliance with all aspects of the bid/quote.

Below are the exceptions to the stated specifications:

Name of Company: \_\_\_\_\_

Printed Name of Authorized Person: \_\_\_\_\_

Signature of Authorized Person: \_\_\_\_\_

Title of Authorized Person: \_\_\_\_\_ Date: \_\_\_\_\_

## 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<br>(City,<br>State) | Work<br>Category | Certification<br>of<br>Disadvantaged<br>Group | Certifying Agency?<br>(City of Sav. or<br>Other) |
|---------------|-------|---------|-----------------------------|------------------|---|--|
|               |       |         |                             |                  |   |  |

Printed name (company officer or representative): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

## SAVANNAH AIRPORT COMMISSION INSURANCE REQUIREMENTS

- A. With no intent to limit Company's liability or the indemnification provisions set forth herein, Company 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. Company must maintain on file in the Commission office during the term of this agreement an original signed copy of Company'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 Company within ten (10) days of request by Commission.
- C. Indemnification

Company 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 Company's officers, agents, employees, Companies, sub-Companies, 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, Companies or agents. The Commission



will give to Company reasonable notice of any such claims or actions. The Company 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 Company in Company's operations on the premises. Such policies will also insure Company against the risks to which it is exposed as the Company 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.

Exhibits:

Exhibit A: Sample Contract

Exhibit B: Acknowledgement of Addenda

Exhibit C: Acknowledgement of Proposal

RFP  
FOR EXTERNAL  
FINANCIAL  
AUDITING  
SERVICES  
(EXHIBITS)



## EXHIBIT A: SAMPLE PROFESSIONAL SERVICES AGREEMENT

### CONTRACT FOR PROFESSIONAL SERVICES

THIS CONTRACT FOR PROFESSIONAL SERVICES (this "Contract"), is made and entered into by and between **SAVANNAH AIRPORT COMMISSION**, a public body corporate organized under the laws of the State of Georgia (hereinafter, "Commission"), and **BUSINESS NAME** (hereinafter, "Consultant"). Commission and Consultant are hereinafter collectively referred to as the "Parties" and singularly as a "Party".

Agency:                   NAME  
                                ADDRESS  
                                PHONE NUMBER  
                                EMAIL ADDRESS

1. Nature of Services. Consultant will provide financial auditing contracting services to Savannah Airport Commission.
2. Scope of Services. Consultant will work under the direction of the Executive Director of Commission ("Executive Director") on behalf of Commission as the financial servicing agent of record. Consultant will be responsible for services rendered to Commission in connection with the Annual Comprehensive Financial Report (ACFR). Services include the following during the term of the contract.

Attachment: RFP/Scope of Services

3. Term. The Initial Term of this Contract shall be for five (5) years effective \_\_\_\_\_, through \_\_\_\_\_. This Contract may be renewed annually at the sole discretion of the Executive Director, not to exceed three additional one (1) year terms (each a "Renewal Term"). As used in this Contract, "Term" shall refer to the Initial Term together with any Renewal Terms (if exercised).
4. Compensation. During the Initial Term, Consultant will receive \_\_\_\_\_, paid monthly, for providing the services described herein. The rate for a Renewal Term will be determined thirty (30) days prior to the completion of the Initial Term or any subsequent Renewal Term.
5. Invoice Procedure. The Consultant shall submit monthly invoices to Commission requesting payment for work accomplished during each calendar month. Invoices shall be addressed to:

Savannah Airport Commission  
Attention: Accounts Payable  
400 Airways Avenue  
Savannah, Georgia 31408

Commission may withhold payment or submission of the Consultant's invoice if the Consultant's services hereunder are not satisfactory to Commission.



6. Indemnification. Consultant shall indemnify and hold harmless 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, damage to any property, or other liability, 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 Contract and/or the use or occupancy of the Premises or the acts or omissions of Consultant's officers, agents, employees, contractors, subcontractors, 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 willful misconduct of Commission, or any of its officers, employees, contractors or agents. Commission shall give to Consultant reasonable notice of any such claims or actions. Consultant shall also use counsel reasonably acceptable to Commission in carrying out its obligations hereunder. The provisions of this section shall survive the expiration or early termination of this Contract.
7. Assignability. Consultant shall not assign this Contract, or any part hereof, or interest herein, without the prior written consent of Commission. Any other attempted transfer or assignment shall be void and shall confer no rights upon any third party.
8. Termination. Commission may terminate this Contract for any or no reason. In the event of such termination, Commission shall pay Consultant for the work accomplished up to the date of termination.
9. Entire Agreement. This Contract, including exhibits attached hereto at the time of its execution, constitutes the entire Contract between the parties hereto, and all prior agreements covering the rights and privileges set out herein are superseded by and merged into this Lease.
10. Amendment. This Contract may be amended only by a written instrument executed by both Parties.
11. Non-Waiver of Rights. No waiver of default by Commission of any of the terms, conditions, covenants, or agreements hereof to be performed, kept, or observed by Consultant shall be construed or act as a waiver of any subsequent default of any of the terms, covenants, conditions, and agreements, herein contained to be performed, kept, or observed by Consultant, and Commission shall not be restricted from later enforcing any of the terms and conditions of this Contract.
12. Governing Law. This Contract shall be deemed to be governed by and construed in accordance with the laws of the State of Georgia. Consultant agrees and consents to the exclusive jurisdiction of the courts of the State of Georgia for all purposes regarding this agreement and further agrees and consents that venue of any action brought hereunder shall be exclusively in the County of Chatham.
13. Scope of Services. Consultant understands and agrees that the Scope of Services described in Item 2 hereof is not a guarantee of a specific amount of work to be signed under this Contract. Commission, at its option, may elect to expand, reduce or delete the extent of each work element described in the Scope of Services.
14. Order of Precedence. If attachments are included in this Contract and in the event of any inconsistency between the attachments and the terms of this Contract, the inconsistency will be resolved by giving preference to this Contract of the attachments.



**ATTACHMENT A – Scope of Services**

**IN WITNESS WHEREOF**, the Parties have caused these presents to be duly executed by their proper officers thereunto authorized and their corporate seals affixed this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

Commission:

**SAVANNAH AIRPORT COMMISSION**

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Stephen S. Green

Chairman

ATTEST:

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Gregory B. Kelly

Secretary

[CORPORATE SEAL]

**[Commission signature page]**

[to Contract for Professional Services dated as of \_\_\_\_\_, 2022, by and between the Savannah Airport Commission and XXXXX, as Consultant]





## EXHIBIT B: ADDENDUM

To: NAME  
TITLE  
FROM: Christy Dixon  
Purchasing Manager  
DATE: TBD  
SUBJ: Addendum No. \_\_\_\_  
Request for Proposal – Services for External Financial Auditing Services  
Savannah/Hilton Head International Airport

Dear Mr./Ms. \_\_\_\_\_:

Attached please find Addendum No. \_\_\_\_ to the above referenced RFP. Please acknowledge the receipt of this Addendum in the space provided below and return one company to this office for our records prior to \_\_\_\_\_.

I hereby acknowledge receipt of Addendum No. \_\_\_\_\_

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
(Name of Company)



**ADDENDUM NO. \_\_\_\_\_**  
**(DATE)**

**SAVANNAH/HILTON HEAD INTERNATIONAL AIRPORT**

**REQUEST FOR PROPOSALS**  
**EXTERNAL FINANCIAL AUDITING SERVICES**

**The following amendments, additions, deletions shall be made to the Contract Documents. Insofar as these documents are at variance with this Agreement, Addendum No. \_\_\_\_\_, dated \_\_\_\_\_, shall govern:**

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**END ADDENDUM NO. 1**



## EXHIBIT C: ACKNOWLEDGEMENT OF PROPOSAL

### ACKNOWLEDGEMENT OF PROPOSAL

The submittal of this Proposal is a duly authorized, official act of [Company], and the undersigned officer of said [Company] is duly authorized and designated by Resolution of [Company] to execute this Proposal on behalf of and as the official act of said [Company], this the \_\_\_\_ day of \_\_\_\_\_, 2022.

COMPANY: \_\_\_\_\_

BY: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name and Title)

ATTESTED TO:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name and Title)