



**REQUEST FOR PROPOSAL
FOR
SOURCING SOFTWARE FOR ELECTRONIC BIDDING
(RFP 2023-0001)**

**PROPOSAL SUBMITTAL DEADLINE
5:00 P.M. (EST)
Thursday, June 22, 2023**

LOCATION:

**SAVANNAH AIRPORT COMMISSION
400 AIRWAYS AVENUE
SAVANNAH, GA 31408**

REQUEST FOR PROPOSAL

SOURCING SOFTWARE FOR ELECTRONIC BIDDING

Proposals for an Electronic Bidding Software will be received by the Savannah Airport Commission until 5:00 P.M. (EST), on June 22, 2023, at which time they will be opened by the Commission's Purchasing Manager, whose contact information is below.

Christy Dixon
Purchasing Manager
cdixon@flySAV.com
Savannah Airport Commission
400 Airways Avenue
Savannah, GA 31408

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SECTION 1: BACKGROUND AND GENERAL INFORMATION

1.1 Purpose of Request for Proposals

The Commission issues this Request for Proposal (“RFP”) for an Electronic Bidding Software to achieve a timely solution for an effective solicitation process, along with bid management. Currently, the Commission does not have an existing electronic bidding software.

SECTION 2: SCOPE OF WORK

2.1 Minimum Requirements

The proposer must meet the minimum requirements of this RFP inside of their response. Proposers not meeting the minimum requirements will not continue in the process. The Savannah Airport Commission requires five (5) copies of EACH Proposal in hard-copy form. Email or facsimile proposals will NOT be accepted. To be considered, the proposers must have the required, completed documents as noted in section 4.3 of this RFP.

2.2 General Requirements

The scope of services is an outline of the services which the Commission anticipates the successful Proposer to perform. The outline in this section is presented for the primary purpose of allowing SAC to evaluate proposals. The precise scope of service to be incorporated into the contract service agreement will be based upon the submitted Proposal and may be the subject of negotiations between SAC and the successful Proposer. The general scope/requirements of work must at the least meet the following specifications and organizational goals.

1. Detailed Specifications: SAC Requests that the software encompass the following:

- (a) Capability to communicate with vendors throughout the bidding process.
- (b) Dashboard alerts to ensure zero compromise on compliance.
- (c) Self-Registration of vendors.
- (d) Capability to conduct cross-departmental collaboration throughout the bidding process.
- (e) Customizable categories and settings.
- (f) Capability to track statistical and historical data pertaining to each solicitation.
- (g) Cloud-Based Software

2.3 Evaluation Criteria

The evaluation criteria will be divided into 6 primary categories: (1) Software Functionality, (2) Software Customization, (3) Data Security, (4) Technical Support, (5) Proposer Information, and (6) DBE Certification / Local Participation. Each criterion is assigned a weight. Based upon how well the vendor’s proposal addresses each criterion, the evaluator will assign a score of 0 – 10, and multiply the points by the designated weight to get the total weighted points for the item.

(a) Software Functionality (Weight:30) – The functions of the software must meet the requirements of the Commission to seamlessly aggregate the Commission’s data.

(b) Software Customization (Weight:25) – Software with the existing capability to be modified to suit the needs of the Commission

(c) Data Security (Weight:20) – It is critical that the software has the capability to protect SAC's data from unauthorized access and data corruption throughout its lifecycle.

(d) Technical Support (Weight:12) – The Commission requests the easy accessibility and availability of technical support whenever needed.

(e) Proposer Information (Weight:8) – SAC requests the Proposer's experience and capabilities, system history, and references as supporting documents to the proposal.

(f) DBE Certification / Local Participation (Weight:5) – State DBE Certification Documentation is required to be considered as a DBE Company for this RFP. A proposer or business shall be considered a local vendor if it meets all of the following requirements:

- a. The proposer or business must operate and maintain a headquarters, distribution point, division, office, or locally-owned franchise with a physical address within the corporate limits of the city, and
- b. The proposer or business must, at the time of bid, proposal, or quotation submission, have a current city business tax certificate issued by the city for at least one year prior to the issuance of the requested competitive quote, bid, or proposal by the city (a post office box or temporary office shall not be considered a place of business);
- c. The business owner must serve a commercially useful function, meaning performance of real and actual service in the discharge of any contractual endeavor. The contractor/vendor must perform a distinct element of work for which the business owner has the skills, qualifications and expertise, as well as the responsibility for the actual performance, management and supervision of the work for which he/she has been contracted to perform.

Minimum Requirements	Weight Pass/Fail
1. Minimum Requirements: Must complete the following forms in entirety • DBE Certification Form • Vendor Certification Form • Software Pricing Form • Exceptions Sheet • Acknowledgement of Addendum Form • Acknowledgement of Proposal • Reference Forms	

Proposal Criteria (1)	0 – 10 Score (2)	Weight (3)	Weighted Score (2 x 3)
Software Functionality		30	
Software Customization		25	
Data Security		20	
Technical Support		12	
Proposer Information		8	
DBE Certification / Local Participation		5	
Total Weighted Points		100	

Consensus Scoring: Once all proposals have been scored individually, the evaluation committee will meet to develop consensus scores for each vendor. This process may take a few hours or a few days, depending on the number and length of proposals and the availability of those on the evaluation committee. Scores are averaged to come up with the top highest scoring vendors for presentations/site visits. After presentations/site visits, the evaluation committee meets again to select the highest scoring vendor for contract negotiations. If no presentations/site visits are held, negotiations may begin with the highest scoring vendor. The negotiation process may take days or months, again depending on the scope of the project.

Vendor Demo: The Commission will request a demo from all proposers once all proposals are received and reviewed. A SAC Representative will contact the Point of Contact (POC) listed on the RFP for scheduling of the demo. All correspondence with the POC will be to address and coordinate for the demo ONLY. Demos will take place between the dates of June 23 – July 7, 2023 (Mon-Fri) and will not exceed 1 hour.

SECTION 3: GENERAL CONDITIONS

All proposals must comply with the following general terms and conditions during the term specified herein.

3.1 Technical Evaluation

It is the Commission's intent to solicit a qualified proposal and execute a contract to serve in the best interest of the Commission. Each submitted proposal will be evaluated equally.

3.2 RFP Schedule

The following schedule has been established for this process:

Scheduled Item	Scheduled Date
Issuance of RFP	May 22, 2023
All Questions Due	June 7, 2023
Last Addendum Released	June 14, 2023
Proposal Submission Deadline	June 22, 2023
Allocated Date for Demos	June 23 - July 7, 2023
SAC Contacts Successful Bidder	NLT Sept. 15, 2023
SAC Contacts Unsuccessful Bidder	NLT Sept. 15, 2023

3.3 Term and Termination

Proposals will be due on or before **June 22, 2023 at 5:00pm EST**. 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. Email or facsimile Proposals will NOT be accepted.

The Commission office is open Monday through Friday, 9:00 a.m. to 5:00 pm, EDT/EST, excluding major holidays. The delivery of the Proposal to the Commission prior to the deadline is solely and strictly the responsibility of the proposer. Proposals must be delivered to the physical location listed below. The Commission will in no way be responsible for delays caused by delivery services or for delays caused by any other occurrence. If you have any questions concerning the delivery of your Proposal, please call Christy Dixon at (912) 964-0514 extension 3368 or CDixon@flySAV.com.

All Proposals must be **sealed and labeled** as follows:
REQUEST FOR PROPOSAL FOR SOURCING SOFTWARE FOR ELECTRONIC BIDDING
ATTN: Christy Dixon, Purchasing Manager

3.4 Pre-Proposal Conference

N/A

3.5 Insurance

Qualified companies must provide evidence of and maintain the insurance coverage and limits outlined below throughout the term:

1. Insurance Terms and Conditions

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:

- a. 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:

- b. Umbrella - \$5,000,000 (covers all liability lines).
- c. Worker's Compensation in compliance with Georgia Statutory Limits, including all States Endorsements.

2. 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.

3. 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.

4. 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.

3.6 Disclosure of Commission Records

All proposals and other materials or documents submitted in response to this RFP will become the property of the Commission. All proposers agree that it will not, without written approval by the Commission, publicly disclose such records. The Commission is subject to the open records requirements of Georgia, and as such, all materials submitted by proposers to the Commission are subject to disclosure. Proposers Company waive any claims against Commission related to the disclosure of any materials if made under a public records request.

3.7 Compliance

Proposers will comply with all Commission, local, state and federal directives, orders, policies, laws as applicable to this RFP and any subsequent agreement.

SECTION 4: STRUCTURE AND RESPONSE

4.1 General Instructions

To provide for ease and uniformity and to aid in the evaluation of proposals, proposers shall comply with the sequence outlined herein. In numbering Proposals, the same section numbers and titles and will be provided in responses in the same order as each question is numbered and ordered herein. Failure to comply may result in rejection of the proposal. The proposal shall be completed in sections, which are described below.

4.2 Proposal Format

This section outlines the minimum requirements for preparation and presentation of a proposal. The proposer shall define the capabilities of their organization to supply and maintain the services as requested in this RFP. The response should be specific and complete in every detail and prepared in a simple and straightforward manner. Proposers are expected to examine the entire RFP including all specifications, standard provisions, instructions, and attachments. Failure to do so will be at the proposer's risk. Proposers should provide their best pricing for the services set out herein. The RFP submittal must include the following. Each item must be separated and itemized as individual sections as described below.

4.3 Proposal and Proposal Forms

- (a) The full proposal will be submitted in its entirety.
- (b) The first item to be completed in your response will be the DBE Participation Form (page 12) of this RFP. If your company is not a DBE Company, please check the box noted as non-applicable). If your company is a certified DBE company, please complete the DBE Participation Form, while also including your DBE Certificate along with the form in this section.
- (c) The second item to be completed in your response will be the Vendor Certification Form (page 13) of this RFP. Please complete the form in its entirety.
- (d) The third item to be completed in your response will be the Software Pricing Sheet (Exhibit C), located on page 14 of this RFP.
- (e) The fourth item in your response will be the Acknowledgement of Addendum Form, (page 19). If applicable, please sign and complete the form in its entirety. If there is not an associated addendum with this RFP, the Addendum Form is not required to be submitted. The form must be submitted if there is an associated addendum.
- (f) The fifth item in your response will be the Acknowledgement of Proposal Form, (page 20). Please ensure that the form is completed and signed in its entirety.
- (g) The sixth item in your response will be the reference forms, (pp. 21-23). Please ensure that the forms are complete and legible.

4.4 Professional Services Agreement

A sample of the Professional Services Agreement ("Agreement") (Exhibit D) is included in the exhibit package. The chosen Proposer will be required to sign a similar

agreement, with the exception of certain terms and conditions which may be modified by the Commission prior to final execution of the Agreement.

SECTION 5: PROPOSAL REQUIREMENTS AND SUBMITTAL

5.1 Non-Exclusivity of RFP

All proposers agree and understand that any resulting contractual relationship is non-exclusive, and the Commission reserves the right to contract with more than one company or seek similar or identical services elsewhere if deemed in the best interest of the Commission.

5.2 Collusion

More than one proposal from the same company under the same or different names will not be considered. Reasonable grounds for believing that a company is submitting more than one proposal will cause the rejection of all Proposals in which the company is involved. Those proposals will be rejected if there is reason for believing that collusion exists among the companies, and no participant in such collusion will be considered in any future proposals for the provision of services for the next six months following the date of the Proposal submission.

5.3 RFP Process

This RFP will in no manner be construed as a commitment on the part of the Commission to award a contract. The Commission reserves the right to reject any or all Proposals, to waive minor irregularities in the RFP process or in the Proposals, to re-advertise this RFP, to postpone or cancel this process, to select and procure parts of services, and to change or modify the RFP schedule at any time.

5.4 Communications and Submission

Any communications regarding matters of process or procedure or questions for clarification or interpretation about this RFP from a potential proposer must be submitted in writing (email) to Christy Dixon, Purchasing Manager, Savannah Airport Commission (cdixon@flySAV.com). No verbal interpretation or clarification of the RFP will be made. If discrepancies or omissions are found by any prospective company, or there is doubt as to the true meaning of any part of the RFP, a written request for clarification or interpretation must be submitted. It is the responsibility of the proposer to verify that the Commission received the request. **To be given consideration, such requests must be received by 1:00 PM, June 7, 2023.** Questions may also be sent via email to:

Christy Dixon, Purchasing Manager
cdixon@flySAV.com

All such interpretations and any supplemental instructions will be in the form of a written addendum or clarification. The proposer will be responsible for including any such addenda in its submitted proposal. It is required that acknowledgement of all addendums received are submitted.

5.4.1 Cost of Preparation of Proposals

The cost of preparing the Proposal will be the responsibility of the proposer. The Commission will not compensate the proposer or anyone thereof for any expenses incurred as a result of this RFP process.

5.4.2 RFP Compliance

It is the responsibility of each proposer to carefully examine this RFP and to judge for itself all the circumstances and conditions that may affect its response. Any data furnished by the Commission is for informational purposes only. Proposers' use of any such information will be at the proposer's risk. Failure on the part of any proposer to examine, inspect and to be completely knowledgeable of the terms and conditions of the RFP, operational conditions, or any other relevant documents or information will not relieve the proposer from fully complying with this RFP. Neither the Commission nor its representatives will be responsible for any error or omission in this RFP. Proposals submitted early may be withdrawn or modified prior to the response deadline. Such requests must be in writing. Modifications received after the response deadline will not be considered.

5.4.3 Opening

There will be no "formal" opening for this RFP. The proposals will be opened and evaluated after the published deadlines listed in the RFP at the Savannah Airport Commission, 400 Airways Avenue, Savannah, Georgia 31408.

5.4.4 Supplemental Information

The Commission reserves the right to request any supplementary information it deems necessary to evaluate the company's experience or qualifications and to clarify or substantiate any area contained in the proposal.

5.5 Disadvantaged Business Enterprise (DBE) Participation

It is the policy of the Commission that DBE Companies as defined herein will have full and fair opportunities to compete for and participate in the performance of non-federally funded contracts or in the purchase of goods and services procured by the Commission. Business companies certified as Disadvantaged Business Enterprises under the Georgia Unified Certification Program will be eligible to participate on Commission funded contracts.

In advancing this opportunity for DBEs, neither the Commission nor those companies doing business with the Commission will discriminate based on race, color, national origin, religion or sex in the award and performance of any Commission contract. The Commission will take all necessary and reasonable steps to ensure nondiscrimination in the award and administration of Commission contracts. Under its DBE policy and program, the Commission will recognize and encourage DBEs to participate as prime contractors or as subcontractors in its construction contracts, architectural and engineering contracts, professional services contracts, and goods and services purchases and contracts.

No specific expectancy for participation DBEs has been established in this RFP. However, companies will be strongly encouraged to utilize DBEs to perform commercially useful functions of the work required in this RFP. Qualified proposers will be encouraged to propose DBE participation if applicable with their quote.

SECTION 6: EVALUATION AND SELECTION PROCESS

6.1 Evaluation and Recommendation

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 regarding this item.

6.2 Payment Method and Schedules

Payments due for all services rendered will be made by the Commission approximately thirty (30) days after receipt and acceptance of the Professional Services Agreement and invoice.

EXHIBIT A - DISADVANTAGED BUSINESS ENTERPRISE

All businesses 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.

Proof of certification from a certifying agency is required to accompany this bid. To expedite verification, please provide accurate phone numbers and ensure firms understand contact will be made following bid submittal.

Name of Business: _____

Associated NAICS: _____

Associated Project Title: _____

NOTE: Proof of Disadvantaged Business Enterprise (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: _____

☐ Not Applicable

EXHIBIT B – VENDOR CERTIFICATION

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

- A. 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
- B. That the Vendor has read the specifications and requirements shown or referenced in this RFP and that the Vendor's response is made in accordance with the provisions of such specifications and requirements; and
- C. 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.
- D. 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
- E. 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.
- F. Bidder's Prices are guaranteed for **90 days**.

Vendor Name: _____

Address: _____

Contact Name/Title: _____

Contact Phone & Cell: _____

Fax: _____

Email: _____

Authorized Signature: _____

Printed Name of Signature: _____

Title: _____

**EXHIBIT C: SOFTWARE PRICING SHEET
SOURCING SOFTWARE FOR ELECTRONIC BIDDING
REQUEST FOR PROPOSALS (RFP 2023-0001)**

The vendor will provide a Firm-Fixed-Price (FFP), to include the price of delivery and all other associated costs.

Bidder's Prices are guaranteed for **90 days**.

Specified Delivery Time Frame after award of this RFP is as follows:

EXHIBIT D: SAMPLE PROFESSIONAL SERVICES AGREEMENT



CONTRACT FOR PROFESSIONAL SERVICES

THIS CONTRACT FOR PROFESSIONAL SERVICES (this "Contract"), is made and entered into as of the ____ day of _____, 202__, 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 Sourcing Software for Electronic Bidding described in the attached Exhibit A and further described in the Scope of Services.

Exhibit A: xxxxxxxxxxxxxxxx

2. Term. This Contract shall remain in effect from the execution date hereof until terminated upon completion of services, unless extended by mutual agreement in writing.
3. Compensation. Consultant will receive _____ for providing the services described herein.
4. Invoice Procedure. The Consultant shall submit invoices to Commission requesting payment for work accomplished or at completion of services. Invoices shall be addressed to:

Savannah Airport Commission

Attention: Accounts Payable

400 Airways Avenue

Savannah, Georgia 31408

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

5. Indemnification. Consultant shall indemnify and hold harmless Commission and its officers, agents, and employees from and against any and all liabilities, losses, suits, claims, judgements, 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 property of Commission 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 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 paragraph shall survive the expiration or early termination of this Contract.
6. 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.
7. Termination. Commission may terminate this Contract at any time for any or no reason. In the event of such termination, Commission shall pay Consultant for the services performed up to the date of termination, provided that such services hereunder are satisfactory to Commission.
8. Entire Agreement. This Contract, including exhibits attached hereto at the time of its execution, constitutes the entire agreement between the Parties, and all prior agreements covering the rights and privileges set out herein are superseded by and merged into this Contract.
9. Amendment. This Contract may be amended only by a written instrument executed by both Parties.
10. 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.
11. 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 or relating to this Contract and further agrees and consents that venue of any legal action regarding or relating to this Contract shall be exclusively in the County of Chatham.
12. 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 performed by Consultant 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, provided that any substantial expansion of the Scope of Services shall require the approval of Consultant.

13. Order of Precedence. In the event of any conflict or inconsistency between the terms and provisions of this Contract and the terms and provisions of any exhibit or attachment to this Contract, the terms and provisions of this Contract shall control over the terms and provisions of such exhibit or attachment.

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 _____, 202__.

Commission:

SAVANNAH AIRPORT COMMISSION

Stephen S. Green

Chairman

ATTEST:

Gregory B. Kelly

Secretary

[OFFICIAL SEAL]

[Commission signature page]

[to Contract for Professional Services dated as of _____, 202__, by and between the Savannah Airport Commission and XXXXX, as Consultant]

Consultant:

XXXXXXXXXXXX

By: _____

Name: _____

Title: _____

ATTEST:

Name: _____

Title: _____

[Consultant signature page]

[to Contract for Professional Services dated as of _____, 202__, by and between the Savannah Airport Commission and XXXXX, as Consultant]

EXHIBIT E: SAMPLE ACKNOWLEDGEMENT ADDENDUM FORM

To: NAME
TITLE
FROM: Christy Dixon
Purchasing Manager
DATE: TBD
SUBJ: Addendum No. ____
Request for Proposal – Sourcing Software for Electronic Bidding
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
SOURCING SOFTWARE FOR ELECTRONIC BIDDING

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:

END ADDENDUM NO. 1

EXHIBIT F: 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 _____, 2023.

COMPANY: _____

BY: _____
(Signature)

(Print Name and Title)

ATTESTED TO:

(Signature)

(Print Name and Title)

EXHIBIT G: REFERENCE CHECK FORM
REFERENCE CHECK FORM

Exhibit G– REFERENCE CHECK FORM

Proposers must provide three (3) references.

Proposer Name: _____

Reference #1

Reference Entity: _____

Address: _____

Reference Contact Name: _____

Contact Telephone Number: _____

Contact Email Address: _____

Dates of Services: _____

Description of Services Provided:

EXHIBIT G: REFERENCE CHECK FORM
CONTINUATION OF REFERENCE CHECK FORM

Proposers must provide three (3) references.

Proposer Name: _____

Reference #2

Reference Entity: _____

Address: _____

Reference Contact Name: _____

Contact Telephone Number: _____

Contact Email Address: Dates _____

Dates of Services: _____

Description of Services Provided: _____

EXHIBIT G: REFERENCE CHECK FORM
CONTINUATION OF REFERENCE CHECK FORM

Proposers must provide three (3) references.

Proposer Name: _____

Reference #3

Reference Entity: _____

Address: _____

Reference Contact Name: _____

Contact Telephone Number: _____

Contact Email Address: Dates _____

Dates of Services: _____

Description of Services Provided: _____

