



**REQUEST FOR PROPOSAL (RFP)  
FOR RENT-A-CAR OPERATIONS  
(RFP 2023-0025)**

**PROPOSAL SUBMITTAL DEADLINE  
5:00 P.M. (EST)  
Wednesday, January 10, 2024**

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

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## Airport Overview

The Savannah/Hilton Head International Airport (the “Airport”) is operated by Savannah Airport Commission (the “Commission”), a public body corporate organized under the laws of the State of Georgia (Georgia Code L-1952, Section 13) and an operating agency of the City of Savannah. Commission consists of five members, appointed by the Mayor and Aldermen of the City of Savannah, for a term of five years.

Commission is responsible for the improvements, maintenance, and operation of the Airport, and it is authorized to enter into contracts for the rental of buildings, land, office space and other property; to adopt rules and regulations for the operation of the Airport; and to have control, custody and direction of all lands, properties and improvements affixed thereto by the actions of the General Assembly, and to have general direction of the same. Commission meets monthly, usually at 9:00 a.m. on the first Wednesday of each month, in the Commission Conference Room, located on the third floor of the terminal building at 400 Airways Avenue, Savannah, Chatham County, Georgia. Commission acts by and through its Executive Director and staff on all matters pertaining to the management and operations of the Airport.

The Airport is a 3,681-acre site located approximately eight miles northwest of the business district of Savannah, only 45 minutes from Hilton Head Island, South Carolina, and less than two hours from the Golden Isles at Brunswick or Charleston, South Carolina. The following major airlines serve the airport: Allegiant Air, American Airlines, Avelo Airlines, Breeze Airways, Delta Air Lines, Frontier Airlines, JetBlue, Silver Airways, Southwest Airlines, Sun Country Airlines, and United Airlines. Collectively these airlines, along with affiliated regional air carriers, transported approximately 3,300,000 passengers to and from the Airport during 2022.

The Airport has two asphalt runways: Runway 10-28 at 9,351 feet long by 150 feet wide, and crosswind Runway 1-19 at 7002 feet long and 150 feet wide.

The Airport provides additional aeronautical services through two full service Fixed Base Operators (FBO’s).

Other non-aeronautical and aeronautical amenities of the Airport are summarized below:

- Approximately 3,681 acres
- Both Corporate and General Aviation Hangars
- Two Full Service FBOs
- Flight School
- Air Charter
- Avionics Maintenance Shop
- Georgia National Guard 165th Airlift Wing
- 14 Hotels
- Restaurants
- Professional Golf Course

## Available Opportunity

The purpose of this Request for Proposal (“RFP”) is to solicit proposals from qualified and experienced respondents (“Respondents”) to operate a Rent-A-Car business from property at the Airport. The available area includes two separate parcels of land: Parcel A at 3.42 acres, and Parcel B at 3.28 acres, both as depicted on Exhibit A-1 (“Service Center Area”). The Service Center Area is located on Ida J. Gadsden Drive, Savannah, Georgia 31408. Exact property limits will be surveyed as part of the lease process; proposals for a lease of less than the entire parcel will not be considered.

There are also two ticket counters available inside the Airport terminal, one two position counter on the north side of the terminal as depicted in Exhibit A-2, and one three position counter on the south side of the terminal as depicted in Exhibit A-3 (collectively, the “Ticket Counters”).

The selected Respondent will negotiate a land lease for the Service Center Area and a space lease for the Ticket Counter (“Agreement(s)”) with Commission that will serve as the basis for the development, construction, maintenance, and operation of the proposed facility, as applicable.

## Constraints

There are several constraints that Respondents need to be aware of while preparing their Proposal.

- There are no Ready/Return parking spaces available at the terminal. Any RAC operation must be carried out through a passenger shuttle service to the Service Center Area.
- The Service Center Areas are both unimproved, grass lots. Any required improvements will be at the sole cost of the Respondent.
- Terminal office space is not included as a part of this RFP, only the Ticket Counters and Service Center Areas.

## RFP Timeline Summary

**Note: Commission reserves the right to modify this timeline at any time. Please be sure to check the airport’s website after the final addendum is published (as noted below) to ensure that all published addenda (if applicable) are included in your proposal response.**

Issue Date:	November 15, 2023
Mandatory Pre-Proposal Meeting:	December 6, 2023
Written Questions/Comments Due Date:	December 13, 2023
Final Addendum Published:	December 15, 2023

All addenda will be published to:  
<https://savannahairport.com/business/airport-business/notice-to-bidders/>

RFP Response Due Date:	January 10, 2024
Notification of Award to Respondents:	NLT March 1, 2024

For more information on the Mandatory Pre-Proposal Meeting or to RSVP, please contact Christy Dixon @ [cdixon@flysav.com](mailto:cdixon@flysav.com).

## Submittal Instructions

The primary contact for all RFP related matters is **Christy Dixon** [CDixon@flySAV.com](mailto:CDixon@flySAV.com).

All proposals must be time-stamped upon receipt by Commission no later than the RFP Response Due Date stated above to be considered, and any proposals received after this time, as solely determined by Commission's clock, will be considered non-respondent. It is the sole responsibility of the Respondent to make sure the submission is received by the Commission by the deadline. Commission assumes no responsibility for delivery of RFPs. Reliance upon mail or public carrier is at the Respondent's risk. Proposals received through email or facsimile will not be accepted.

Proposals should be mailed or delivered to:

Savannah Airport Commission  
Attn. Christy Dixon, RFP 2023-0025  
400 Airways Avenue  
Savannah, GA 31408

### Proposal Packet must include:

1. Three (3) hard copies of the proposal for the Evaluation Panel.
2. A flash drive containing a digital copy of the proposal.
3. A signed copy of the Proposal Certification included herein as Exhibit B.
4. A signed copy of the Acknowledgement of Addendum Form included herein as Exhibit C.
5. A signed copy of the DBE Participation Form included herein as Exhibit D.
  - a. If Respondent is a DBE, please include Respondent's DBE Certification.
  - b. If Respondent is not a DBE, please check "Not Applicable" in the designated area on Exhibit D.

Proposals should be in a sealed envelope marked "Rent-A-Car Operations - RFP 2023-0025". All costs associated with the development of this RFP will be the sole responsibility of the Respondent.

Except as otherwise provided herein, proposals which are incomplete or which are not in conformance with the law, may be rejected as non-responsive. Timely proposals received will be subject to applicable laws and regulations governing public disclosure. Submission of a proposal indicates acceptance by the Respondent of the conditions contained in this RFP, and the intent to enter into the Agreements with Commission.

## Project Requirements and General Terms

- This is not a solicitation of bids. Issuance of this RFP and receipt of proposals does not commit Commission to award a contract. Commission expressly reserves the right to postpone proposal opening for its own convenience, to accept or reject any or all proposals received in

response to this RFP, to negotiate with more than one Respondent concurrently, to cancel all or part of this RFP, or to issue a new RFP.

- Hours of Operation - The service to be provided by the Respondent shall be made available to the patrons of Commission seven days a week, and the Concessionaire's rental counter shall be staffed with personnel sufficient to provide such service at all times during which regularly scheduled commercial aircraft arrival at the Airport, including arrivals up to two hours behind schedule.
- Upon approval and execution of an Agreement with Commission, the successful Respondent(s) will be responsible for all planning, development and costs associated with due diligence, development, construction, improvements, management and operation of the proposed property, including but not limited to, planning, designing, entitlement, environmental compliance, permit fees, utility charges and all other project costs associated with the operation of the parcel improvements as described within a formal Agreement and as summarized below.
- The successful Respondent will be responsible for all costs associated with any type of improvements or modifications to the leased area. All plans and specifications for construction improvements must first be approved in writing by Commission's Engineering Department.
- All necessary permits and proof of insurance coverage will be obtained prior to the start of any approved improvements or modifications to the property.
- All necessary building and other permits will be obtained from the City of Savannah. The successful Respondent will comply with all FAA Grant Assurances and other FAA requirements and all federal, state, and local requirements including those for the Transportation Security Administration, Customs and Border Protection and the City of Savannah, if applicable.
- The successful Respondent will be responsible for securing and installing all utilities required for any planned facility improvements.
- During any proposed facility improvement/construction, the successful Respondent will incorporate principles of and best practices in accordance with Commission's Stormwater Pollution Prevention Plan.
- If the Respondent is a certified Disadvantaged Business Enterprise (DBE), or a DBE contractor is hired to work on any portion of this project, the prime/awarded contractor must advise Commission as such. All DBE's must justify their status by submitting their DBE Certification Form to Commission along with the DBE Participation Form attached hereto as Exhibit D.
- The Respondent must provide a detailed construction schedule (if applicable). A construction schedule will be a determining factor in the award process. The successful Respondent must complete, submit, and receive an aeronautical determination by the FAA, the

Notification of Proposed Construction or Alteration, FAA Form 7460-1 prior to any construction activity.

**Savannah Airport Commission reserves and may exercise the following rights and options:**

(i) to reject any and all proposals, negotiate with any Respondent, alter the scope of work, to extend the date for submittal responses to request additional information from any Proposer, to supplement, amend or otherwise modify the RFP prior to the closing date and time, and reissue the RFP at any time prior to execution of a final Agreement if, in Commission sole opinion, and best interest to do so; (ii) to supplement, amend, substitute, or otherwise modify this RFP at any time prior to selection of one or more proposer for negotiation and (iii) to cancel this RFP with or without issuing another RFP; (iv) to reject the proposal of any proposer who, in Commission's, sole judgment, has been delinquent or unfaithful in the performance of any contract with Commission is financially or technically incapable or is otherwise not a responsible responder; (v) To reject as informal or non-responsive, any proposal which, in Commission's sole judgment, is incomplete, is not in conformity with applicable law, is conditional in any way, or deviates from the mandated requirements of the RFP and; (vi) to waive any informalities in the submission process, defect, non-responsiveness and/or deviation from this RFP that is not considered in the best interest and/or best value to Commission, at its sole judgment.

Any exceptions to the specifications included in the RFP must be clearly stated in the proposal.

## Proposal Organization and Format

Proposals should be typed and should not include any unnecessarily elaborate or promotional material. Lengthy narrative is discouraged. In order to expedite and to maintain consistency in the evaluation process, each Proposal should be organized as presented below. Proposals that do not follow the specific format outlined below, or that fail to provide the required documentation may receive lower scores or be disqualified if found to be non-responsive. In the event of conflict between any of the proposal documents, resolution will be at the Commission's sole discretion.

### A. Cover Letter

Include a transmittal letter identifying the proposal package being submitted. Include other general information deemed significant enough to be highlighted. The letter will provide the name, address, telephone number, and e-mail address of the individual authorized to contractually bind the company/entity.

### B. Business Entity Description

Provide a statement of the proposed operator's corporate status, type of legal entity and a profile of the experience of all principal officers. Include percentage ownership interest if applicable. If the Respondent is a corporation, provide a certification from the Secretary of State indicating the complete legal name of the corporation and the date of incorporation. If the Respondent is a partnership, describe the makeup of the partnership, etc.

**C. Contact Information**

Name, title, address, and telephone number of the operator’s designated contact person for communication pertaining to this proposal.

**D. Respondent’s Qualifications**

Describe the Respondent and the Respondent’s operating team’s overall experience in planning, developing, and operating facilities similar to the proposed facility. Include any specialized certificates or licenses held.

**E. Respondent’s Business Plan**

Business Plan should include, in the following order:

1. Short narrative on how the proposed facility will operate and services offered
2. Improvements proposed (if any) with phasing plan and cost estimate by phase
3. Project schedule, including any due diligence or entitlement periods
4. A list of key personnel assignments and responsibilities
5. Estimated time for commencement of business operations
6. Marketing Plan (if any)
7. Subleasing Plan (if any)
8. Respondent References

**F. Construction Details**

If you are proposing to construct any improvements on the Service Center Area, provide an outline of each improvement. Include the type of facility, size, approximate cost, and timeline to construct. Please include a site plan with your proposal. Design standards must meet all local, State, and/or Federal building code guidelines. All licenses and permits will be the sole responsibility of the Respondent. The Respondent must verify all elevations and will be responsible for marking and installing all utilities to the site. All drawings must be submitted to Commission for review and approval prior to construction.

**G. Financial Information**

Financial Information should include:

1. Copies of current financial statements for the Respondent’s similar company/entity outlined in the proposal for the most recent three years. Should include a balance sheet, income statement, and profit and loss statement.
2. Pro Forma showing financial projections of the proposed project. This should include, but not be limited to, income from various categories, cash disbursements such as cost of goods



sold, salaries, and general expenses. If not enough information is provided to allow an efficient analysis of the projected facility, the RFP can be rejected at Commission's sole discretion.

3. In the event funds are to be borrowed to finance the investment, the Proposal should include Letters of Intent from a bank or other lending institution. Please provide the amount of initial capital investment.

It is understood that the financing of the services and equipment will be the sole responsibility of the Respondent. The Respondent is expected to demonstrate that it can provide the required financing from either (1) internally generated funds, or (2) commitments from external sources.

## **H. Previous Legal Litigation or Disputes**

Indicate if the Respondent has been involved in any litigation or other disputes that have the potential to result in a financial settlement or judgment having a material adverse effect on the Respondent's ability to complete the Project. Indicate whether or not the Respondent has ever filed for bankruptcy or had operations foreclosed upon.

This financial information will remain confidential to Commission's staff only for the purposes of determining the financial viability of the Respondent to the extent required by law, documents submitted in connection with the RFP may be subject to disclosure pursuant to Open Records Request

## **Agreements**

Commission intends to enter into negotiations for a land lease agreement and a space lease agreement with the successful Respondent who at Commission's sole discretion is deemed to have submitted the proposal most advantageous and providing the best value to Commission. All Respondents understand that this RFP does not constitute an offer or a contract with the Respondent. The resulting Agreements are not binding until executed by all parties. Commission reserves the right to negotiate any and all terms of the Agreements. The term of the Agreements will be negotiated between Commission and the Respondent.

For the land lease agreement, rent will be subject to a Fair Market Value Appraisal performed no less than five years from the previous appraisal. Annual rent will be calculated as 10% of the appraised Fair Market Value. The land lease must be fully executed prior to any construction (if any is proposed).

For the space lease agreement, annual rent will be the terminal rental rate, currently \$12 per square foot, multiplied by the total square footage leased. The percentage rent component will be set at the rate listed in Commission's Rates and Charges for rental car companies, as amended, currently 9.25% of gross receipts. Respondent will be required to participate in Commission's CFC program but shall not be entitled to any monies collected before Respondent joined the program. If the Respondent does not begin operations within 6 months of the date of the Agreement the

Respondent will be considered in default and may be subject to termination, at Commission's sole discretion.

## ACDBE Requirements

Compliance with Federal ACDBE regulations is mandatory. In accordance with the regulations of the U.S. Department of Transportation (49 CFR Part 23), the Commission has implemented an ACDBE plan under which qualified firms may have an opportunity to operate an airport business. For FY 2022 through FY 2024, the Commission established a DBE goal of 2.0% of the total expenditures on goods and services for car rental operations at the Airport. Concessionaires are required to make a good-faith effort to obtain ACDBE participation but are not required to meet a **2.0%** goal individually. This goal is adjusted every three (3) years in accordance with 49 CFR Part 23, and the new goals for FY25 through FY27 will become effective on October 1, 2024, and will be communicated to the Concessionaires.

ACDBE participation may be in the form of one or more subleases, joint ventures, partnerships, or other legal arrangements meeting the eligibility standards in 49 CFR Part 23, or it may be in the form of the purchase from ACDBEs of services, goods, and products necessary for the conduct of the Concessionaire's business and operations at the Airport. If Offeror is not an ACDBE, as defined in 49 CFR Part 23, Section 23.3, or an ACDBE sublessee, joint venture, or partner, then the Offeror agrees that it will use its best efforts to purchase some or all of its services, goods, or products from ACDBE's.

The Offeror also agrees that it will report the purchases from such ACDBEs promptly from time to time when requested by the Commission's ACDBE Liaison Officer and will provide such information in the form requested by such Officer, as well as demonstrating that it took all necessary and reasonable steps in an attempt to provide meaningful ACDBE participation in the Concession.

All reported ACDBE goal information must be recorded on the "Car Rental Cumulative ACDBE Participation" Form (Exhibit E). All annual reports will be emailed to Christy Dixon @ [CDixon@flySAV.com](mailto:CDixon@flySAV.com) upon request.

## Evaluation Criteria

Proposals will be evaluated by the Evaluation Panel against the factors specified below and based on a “Best Value” basis.

### Criteria Weight

	<b>Maximum Points</b>	<b>Factor Description</b>
<b>1</b>	30	Experience operating a similar facility of Respondent and its station manager who the Respondent certifies will have overall and day-to-day management supervision of the RAC.
<b>2</b>	30	Respondent’s financial condition and ability to perform the operations specified herein.
<b>3</b>	20	Description of any unique value proposition that differentiates Respondent’s operation from another RAC.
<b>4</b>	10	The overall quality and depth of the proposed development as it pertains to the capital investment (if any) in the leased area will be evaluated.
<b>5</b>	7	Respondent’s ACDBE Participation Plan
<b>6</b>	3	Rent-A-Car DBE Certification
	<b>100</b>	

## Evaluation and Award

Upon selection of the most qualified Respondents, Commission may require the finalists to make an oral presentation to the Evaluation Panel to further explain their proposals. If such interviews are conducted, Commission’s evaluation of the presentations will also be factored into the evaluation of the proposals. However, Respondents are advised that award may be made without interviews or further discussion. The following process will be used to evaluate the proposals:

### 1. Initial Evaluation

Each Proposal received will first be evaluated for responsiveness (meets minimum requirements)

### 2. Evaluation Panel

Commission will use a minimum of a three-person panel (the “Evaluation Panel”) to evaluate each of the responsive proposals. The evaluation panel will evaluate the responsive proposals submitted and award points according to the Criteria Weight chart above.

PLEASE NOTE: No Respondent will be informed at any time during or after the RFP process as to the identity of any evaluation panel member. If a Respondent becomes aware of the identity of such person(s), he/she will not make any attempt to contact or discuss with such person anything related to this RFP. The designated Contact person is the only person at Commission the Respondent's will contact pertaining to this RFP. Failure to abide by this requirement may cause such Respondent(s) to be eliminated from consideration for award.

## **2. Best and Final Negotiations**

Commission reserves the right to conduct a "Best and Final" Negotiation at its sole discretion.

## **3. Contract Award Procedure:**

By completing, executing, and submitting the Proposal Certification, attached hereto, and incorporated by this reference, the "Respondent is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by Commission.

Commission's Evaluation Panel will evaluate the Respondents based on the above criteria and will select the most advantageous and best value to Commission. All Respondents will receive a Notice of Results of Evaluation by e-mail within 30 days after a Notice of Award is issued. Such notice will inform Respondents if they have been selected to proceed with exclusive lease negotiations.

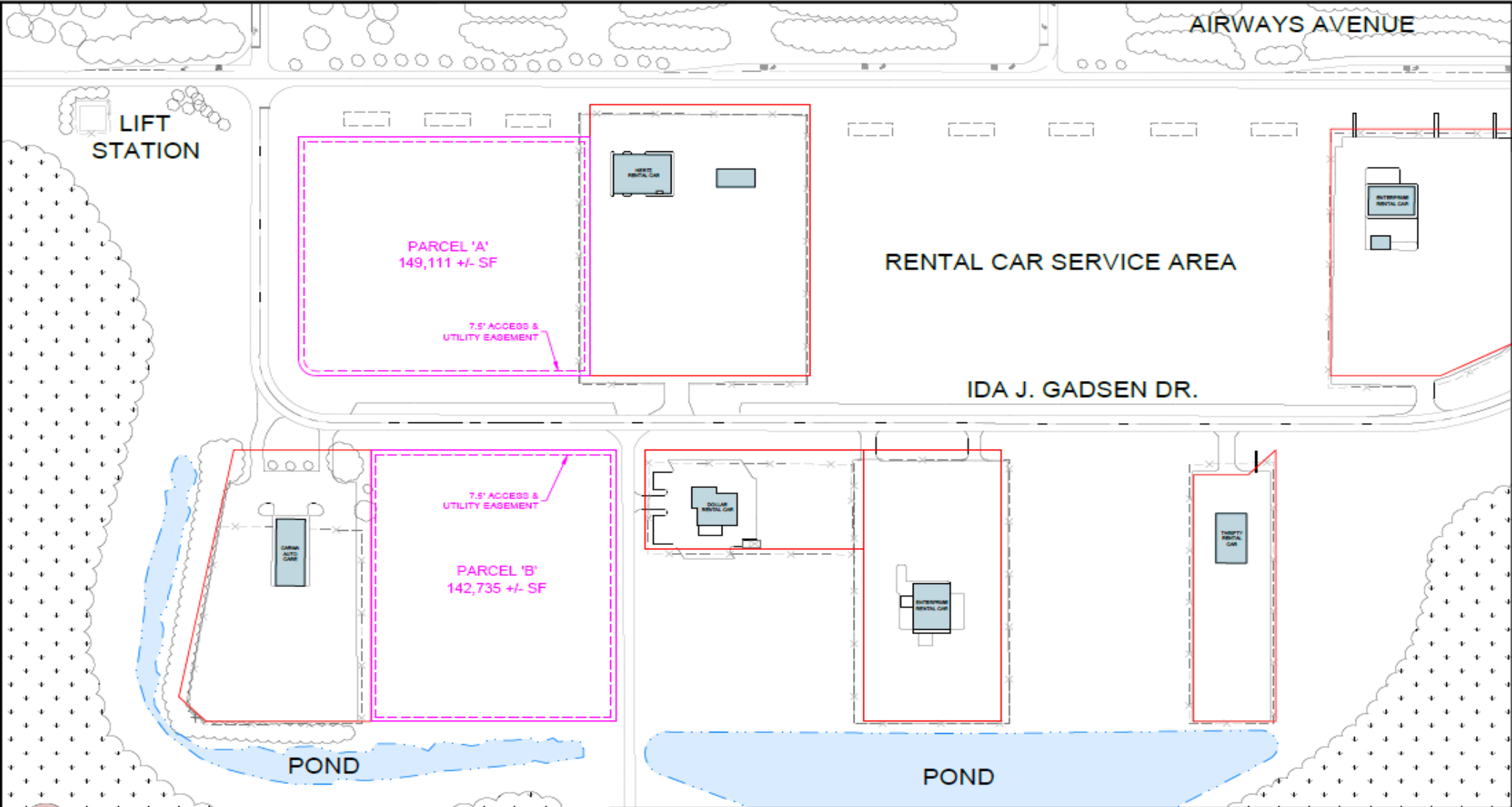
Any lease agreement negotiated by a Commission employee is subject to approval by Commission.

If the Agreement is not fully negotiated and prepared for presentation to Commission within ninety (90) days from the date the Respondent is notified that their proposal was selected, then Commission has the right to terminate negotiations upon written notification to Respondent. Commission will proceed with negotiations with the next Respondent in line or may consider re-marketing the property.

## **Exhibit List**

1. Exhibit A-1 - Service Center Area
2. Exhibit A-2 - North Side Ticket Counter
3. Exhibit A-3 - South Side Ticket Counter
4. Exhibit B - Proposal Certification
5. Exhibit C - Acknowledgement of Addendum Form
6. Exhibit D - DBE Participation Form
7. Exhibit E – Sample RAC Cumulative ACDBE Participation Form

# EXHIBIT A-1: SERVICE CENTER AREA



NORTH

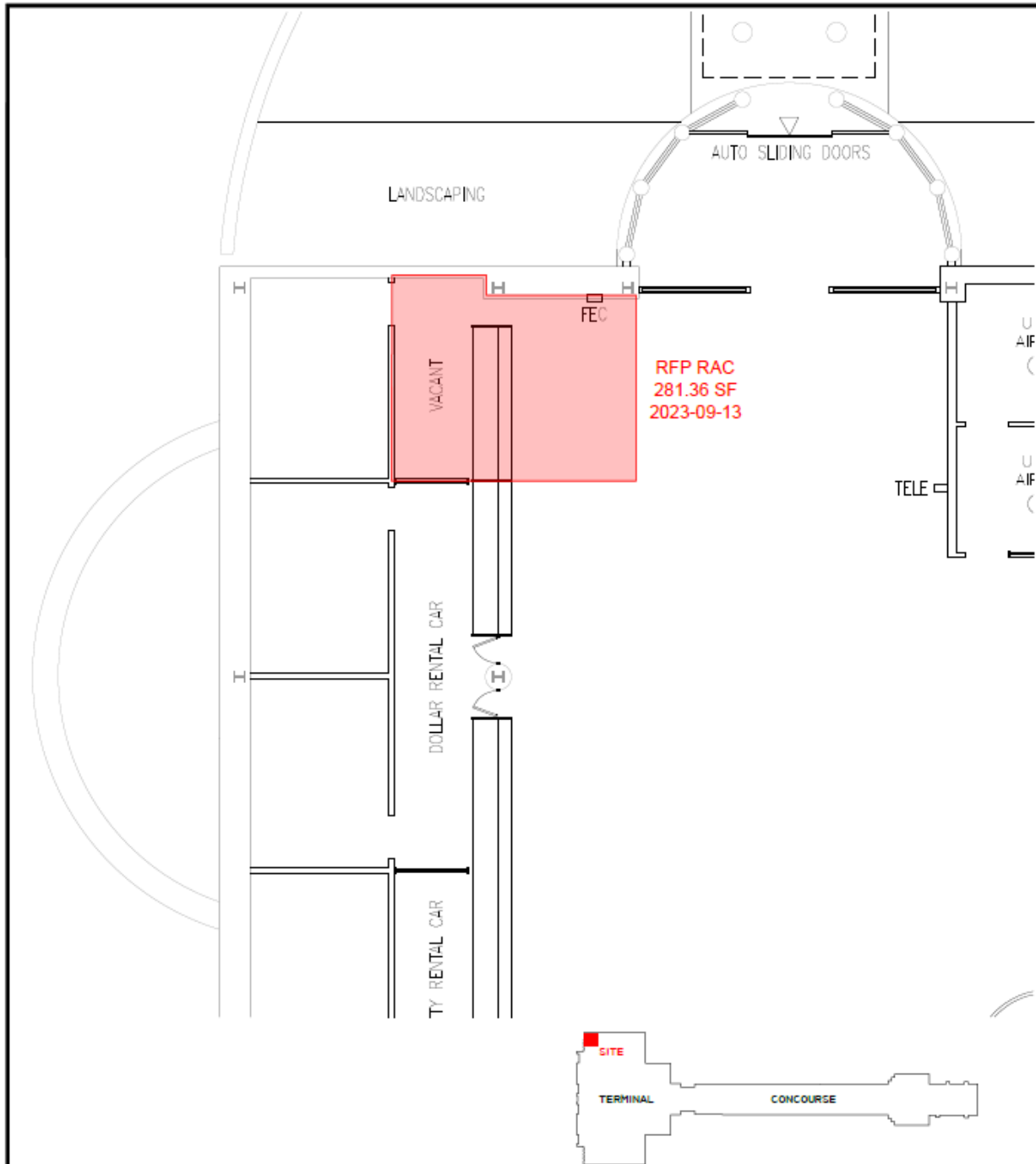


**SAVANNAH AIRPORT COMMISSION**  
**Engineering & Construction**

RAC RFP		
LAND LEASE		
PROJ. NO. 2002	CHK. BY: T.R.	SHEET NO.
DATE: 06-13-23	APPR. BY: T.R.	<b>A-1</b>
SCALE: N.T.S.	DES. BY: D.P.T.	SHEET 01 OF 03
CAD NO: Land Leases (3w)		

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# EXHIBIT A-2: NORTH SIDE TICKET COUNTER



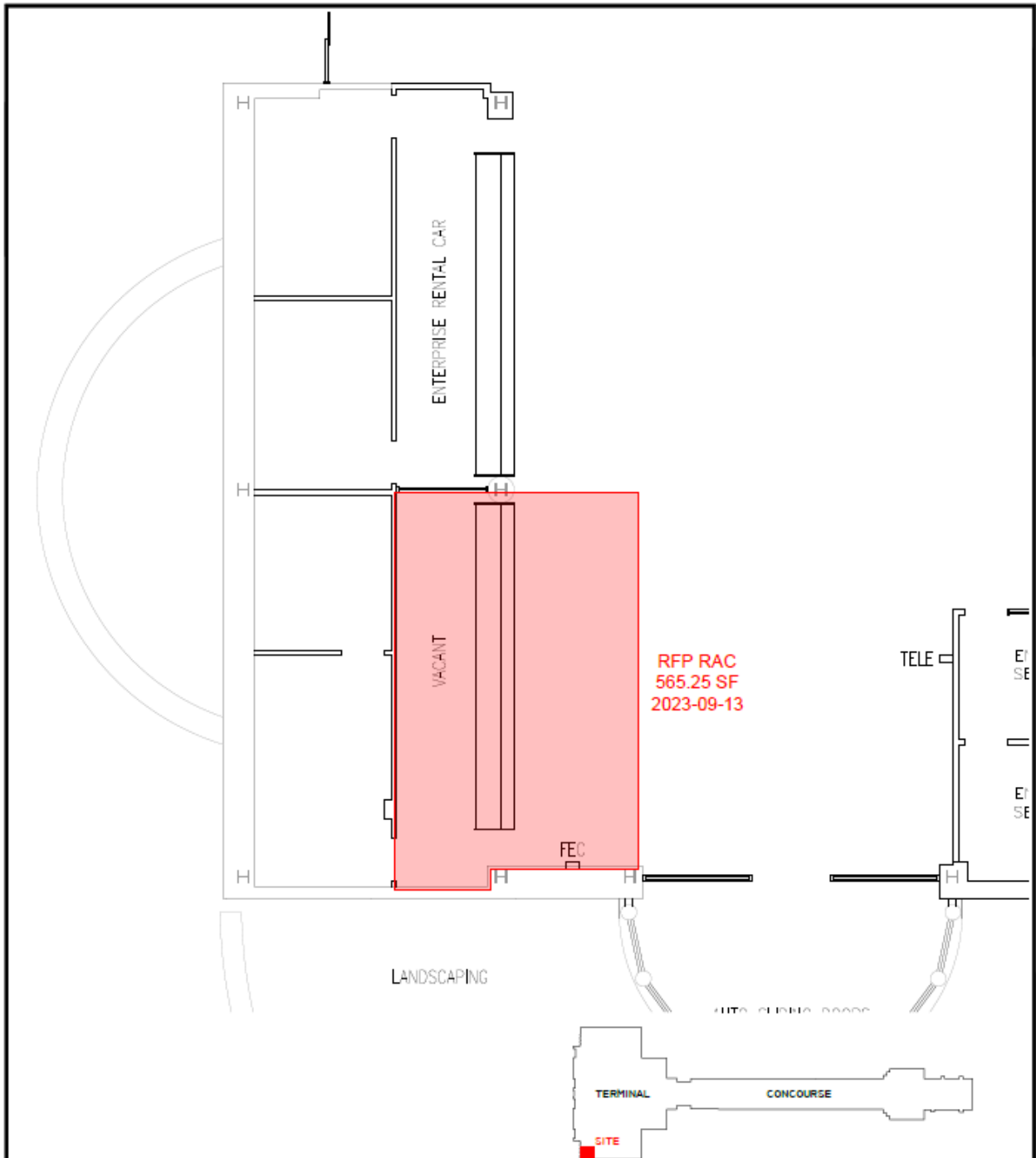
THE IDENTIFIED SQUARE FOOTAGE AND DIMENSIONS ARE APPROXIMATE AND SUBJECT TO FINAL CORRECTION IN ACCORDANCE WITH FIELD MEASUREMENTS TO BE TAKEN AFTER COMPLETION OF CONSTRUCTION. KCAB RESERVES THE RIGHT TO CHANGE LOCATIONS AND DIMENSIONS.



<b>RFP RAC</b>		
<b>TENANT LEASE SPACE CONCOURSE LEVEL ONE</b>		
PROJECT NO: xxxxx	CHECKED BY: T.I.R.	<b>SHEET NO: EXHIBIT 'A-2'</b>
DATE: 09-13-23	APPROVED BY: T.I.R.	
DRAWN BY: DFT	SCALE: N.T.S.	
CAD NO: Master Leases - Level 1.dwg		

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# EXHIBIT A-3: SOUTH SIDE TICKET COUNTER



THE IDENTIFIED SQUARE FOOTAGE AND DIMENSIONS ARE APPROXIMATE AND SUBJECT TO FINAL CORRECTION IN ACCORDANCE WITH FIELD MEASUREMENTS TO BE TAKEN AFTER COMPLETION OF CONSTRUCTION. KCAB RESERVES THE RIGHT TO CHANGE LOCATIONS AND DIMENSIONS.



<b>RFP RAC</b>		
<b>TENANT LEASE SPACE CONCOURSE LEVEL ONE</b>		
PROJECT NO: xxxx	CHECKED BY: T.I.R.	SHEET NO:
DATE: 09-13-23	APPROVED BY: T.I.R.	EXHIBIT
DRAWN BY: DFT	SCALE: N.T.S.	'A-3'
CAD NO: Master Leases - Level 1.dwg		

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## EXHIBIT B: PROPOSAL CERTIFICATION

### PROPOSAL CERTIFICATION

The submittal of this Proposal is a duly authorized, official act of [Insert Company Name](the "Respondent"), and the undersigned officer of said Respondent is duly authorized and designated by Resolution of Respondent to execute this Proposal on behalf of and as the official act of said Respondent, this \_\_\_ day of \_\_\_\_\_, 2023.

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

BY: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

ATTESTED TO:

BY: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_



**EXHIBIT C: SAMPLE ACKNOWLEDGEMENT OF ADDENDUM  
FORM**

To: NAME  
TITLE  
FROM: Christy Dixon  
Purchasing Manager  
DATE: TBD  
SUBJ: Addendum No. \_\_\_\_  
Request for Proposal – Rent-A-Car Operations  
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  
RENT-A-CAR OPERATIONS**

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 D: 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 E: SAMPLE CAR RENTAL CUMULATIVE ACDBE PARTICIPATION FORM

<b>Car Rental Cumulative ACDBE Participation</b> FFY Reporting Period: FY__ (October 1, 2023 - September 30, 2024) SAVANNAH HILTON HEAD INTERNATIONAL AIRPORT Company's Name - Company's Location	
<b>Car Rental Cumulative ACDBE Participation: Company's Name</b>	

	Total Goods and Services Dollars (Everyone)	Total Number of Goods and Services (Everyone)	Total to ACDBEs (Dollars)	Total ACDBEs (Number)	Total Gross Revenue
<b>Prime Concessions</b>					
Subconcessions					
Goods and Services					
<b>Totals</b>	\$0.00	0	\$0.00	0	0.00

Are any of the ACDBEs listed above new participants? If yes, please complete the following.

**New Car Rental Cumulative ACDBE Participation:**

	Total Dollars (Everyone)	Total Number (Everyone)	Total to ACDBEs (Dollars)	Total ACDBEs (Number)
<b>Prime Concessions</b>				
Subconcessions				
Goods and Services				
<b>Totals</b>	\$0.00	0	\$0.00	0

Please Return to Christy L. Dixon - [cdixon@flvsav.com](mailto:cdixon@flvsav.com)

<b>Business Name</b>	
<b>Address</b>	
<b>City/State/Zip</b>	
<b>Contact Information</b>	Email and/or Phone Number of Point of Contact Required
<b>Concession Type (Please Select One)</b>	1. Concessionaire
	2. Subconcessionaire
	3. Joint Venture Planner
	4. Supplier
	5. Management Contract
	6. Other
<b>Business Type (Please Select One)</b>	1. Non Car Rental - News and Gifts
	2. Non Car Rental - Food and Beverage
	3. Non Car Rental - Wireless Services
	4. Non Car Rental - ATM
	5. Non Car Rental - Vending
	6. Non Car Rental - Luggage Carts
	7. Non Car Rental - Jewelry
	8. Non Car Rental - Accessories
	9. Non Car Rental - Janitorial
	10. Non Car Rental - Insurance
	11. Non Car Rental - Parking Management
	12. Non Car Rental - Other
	13. Car Rental - Insurance
	14. Car Rental - Uniforms
	15. Car Rental - Vending
	16. Car Rental - Gas or Oil
	17. Car Rental - Office Supplies
	18. Car Rental - Other
<b>Section (Please Select One)</b>	1. Goods/Services
	2. Supplier
<b>Term (mm/dd/yr)</b>	Please Provide Beginning and Ending Term Dates
<b>Renewal of Term</b>	1. Yes or No
	2. If yes, how many renewal options are there?
	3. Length of Time of Renewal? Month to Month or Number of Years
	4. Please Provide Dates that Material Amendments Have Been or Will Be Made to the Agreement, If Known:
<b>Gross Receipts or Expenses</b>	Estimated Gross Receipts for this Reporting Period (Enter Expenses if ACDBE is a Supplier)
<b>Disadvantaged Group (Please Select One)</b>	1. Black American
	2. Hispanic American
	3. Native American
	4. Asian-Indian American
	5. Asian-Pacific American
	6. Non-Minority Woman
	7. Other
<b>Notes</b>	