



**REQUEST FOR QUOTATION
(RFQ 2024-0026) FOR
(6) 2-POSITION GATE PODIUMS
WITH INSERTS**

Issuance Date: April 11, 2024

Due Date: May 15, 2024, by Close of Business (COB) (5:00 PM EST)

Vendor must fill in the information below:

Company Name: _____

Address: _____

City/State/Zip: _____

Contact Name: _____

Title: _____

Contact Phone & Cell: _____

Fax: _____

Email: (Point of Contact): _____

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

The address for submission of this RFQ is as follows:

Mailing Address

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

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

1.0 INTRODUCTION

- 1.1 **Purpose:** The purpose of these specifications is to describe the requirements for the design and fabrication of six (6) each two (2) Position Airport Gate Podiums with Inserts to match existing for the Savannah Airport Commission. The basis of this award is based off lowest quote and lead time.
- 1.2 **Pre-Conference:** N/A
- 1.3 **Receipt for RFQ and Addendum(s):** It is the sole responsibility of the contractor to ensure that they have received the entire RFQ and all Addendum(s) issued. The Commission reserves the right to, and may amend, modify or cancel this RFQ at any time, at its sole discretion. In the event it becomes necessary to revise or supplement any part of this RFQ, written addenda will be emailed to the Vendors using the contact information provided to SAC. It is the Vendors responsibility to check their email daily, and as such, the Vendor will be held accountable for any clarifications or amendments to the RFQ. ***Contractors are required to acknowledge receipt of any Amendments to this RFQ by signing and returning the Acknowledgement of Addendum Form with the RFQ submittal. All addenda can be found on the airport's website at <https://savannahairport.com/business/airport-business/notice-to-bidders/>. It is the sole responsibility of the bidder to check the airport's website one day after the final addendum release date to ensure that all addendums are acknowledged in the response.***
- 1.4 **RFQ Submittal:** One complete hard copy of the RFQ with responses must be received in the SAC Administration Offices by the due date and time specified to be considered.
- 1.5 **RFQ Opening:** The opening of this RFQ will take place at the Savannah Airport Commission. No RFQ information will be available until after an award has been made. Once an award is made, the awarded contractor (s) will be notified via email or U.S. Postal Service.
- 1.6 **Contract Term:** N/A
- 1.7 **Force Majeure:** If by reason of Force Majeure, either party hereto will be rendered unable wholly or in part to carry out its obligations under this Agreement then such party will give notice and full particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, will be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party will endeavor to remove or overcome such inability with all reasonable dispatch.
- 1.8 **Certification:** N/A
- 1.9 **Prices to be Firm:** Prices offered will remain firm for 90 days after the closing date of this RFQ.
- 1.10 **Cancellation:** In the event of default by the contractor, the contract may be cancelled by SAC with a (30) day written notice, unless otherwise specified. The contractor will be given an opportunity to cure the default within the 30-day written notice period.

- 1.12 Payment Terms:** Payment terms are net 30 days upon receipt of goods and validation of services by the Commission. All invoices must reference the purchase order number and will be addressed to SAC's Accounting Department @ accountspayable@flsav.com. The Commission will not provide prepayment for any order.
- 1.13 Time of Delivery:** The bidder must specify the Estimated Time of Delivery (ETD) in Exhibit A of this RFQ.
- 1.14 Delivery Point:** The delivery address for the items in this RFQ is as follows: 640 Gulfstream Road, Savannah, GA. 31408.
- 1.15 Contract PO Document:** The Commission will consider its executed Purchase Order (PO) or executed contract between the contractor and SAC as the primary and binding contract document between SAC and the awarded contractor.

2.0 SCOPE OF WORK

- 2.1** The winning bidder will provide a double-position airport gate counter with three (3) piece inserts and roll up locking Tambour Doors. (Fire Rated Substrate, Palm Finish with Stainless Steel Side Panels, Base Toe Kick and Trim at Access Panels).
- 2.2** SIZE: 70"L X 50"H X 36"D
- 2.3** Fire Rated Substrate
- 2.4** Palm Finish
- 2.5** Stainless steel side panels, base toe kick & trim at access panels.
- 2.6** Lock bodies to be included to accept small format lock cores.
- 2.7** CUSTOMER AND END ELEVATION
- See Photo 1.1 Customer Elevation and Photo 1.2 End Elevation with dimensions.
- 2.8** Gray Laminated turret assembly
- 2.9** Hinged front access panels with gas shocks to hold open with adequate space for power and data connections.
- 2.10** ADA front customer shelf - ADA requirements: ticket counters shall adhere to design standards and principles established by ADA Standards for Accessible Design (28 CFR Part 36), Latest Edition, regarding maximum counter shelf height, minimum passenger reach depth, and minimum visibility requirements for persons with reduced mobility.
- 2.11** Stainless steel framework around access panels
- 2.12** Stainless steel toe kick
- 2.13** For scheduling of a site visit with the POC is needed for measurements and questions, please contact Christy Dixon @ cdixon@flsav.com.

2.14 AGENT ELEVATIONS

- See Exhibit D (Photos of Requirements) Agent Section Elevation and Agent Elevation

- 2.15 Inserts shall fit flush within the podium shell and shall not extend beyond the podium siding.
- 2.16 Adjustable monitor wall mount secured to front wall of turret at each agent position.
- 2.17 ¼" x 12" x 67" Worksurface protector and information panel under keyboards
- 2.18 Aluminum angle pencil stops at rear of work surface on each agent position.
- 2.19 Pull out informational breadboard at each agent position.
- 2.20 Anodized aluminum breadboard pulls at each agent position.
- 2.21 Pull out CPU shelf at each agent position.
- 2.22 Stainless steel agent footrest at each agent position
- 2.23 Lockable anodized aluminum tambour door system with Dolphin Gray polyethylene track system at each agent position.
- 2.24 Aluminum anodized tambour door pull at each agent position.
- 2.25 Best cylinder lock 1E7 with Best core on each tambour door at each agent position
- 2.26 Cash drawer with self-latching 725RL lock body and Best core on ball bearing drawer slides at each agent position.
- 2.27 CPU shelf on KV8407 drawer slides with tabs at each agent position
- 2.28 Bag tag and ticketing printer pull out shelf at center position.
- 2.29 Pull out message printer shelf a center position.
- 2.30 ¾ gap at rear of top work surface and back of turret for phone wire and other electronic cables
- 2.31 Adjustable line boring to accommodate any airline equipment needs & configurations.
- 2.32 Laminated printer shelf on KV8407 drawer slides at center position
- 2.33 11 ¾" clearance between rear of insert and rear of hinged access panels.

NOTE: ALL BIDS MUST INCLUDE SHOP DRAWINGS WITH ALL BID SUBMISSIONS FOR REVIEW AND APPROVAL TO THE SAVANNAH AIRPORT COMMISSION.

GENERAL REQUIREMENTS:

- 3.0 Terms and Conditions:** By signing this document, the Contractor agrees to abide by all the terms and conditions contained in this RFQ. Any exceptions to the requirements of this RFQ, or the SAC terms and conditions of this RFQ will be noted in writing, with detailed explanation, and included with the RFQ submittal by using the attached exceptions sheet. The contractor acknowledges that taking exceptions to this RFQ may subject the response submittal to be rejected.

Discussions and Questions: All questions must be submitted in writing and directed to the Savannah Airport Commission's Purchasing Department at cdixon@flysav.com to be considered.

- 3.1** The Contractor will not attempt to discuss any aspects of the request with any other party except for the email address described in 3.1 of this RFQ. No verbal agreements will be considered during the bid/quote process. The Commission reserves the right to reject the bid/quote of any contractor violating this provision.
- 3.2 Supplemental Agreements:** The awarded contractor may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this contract (i.e. invoice requirements, ordering requirements, specialized delivery, etc.). Any supplemental agreement developed as a result of this contract is exclusively between the participating entity and the awarded contractor.
- 3.3 Completeness:** All requested information and required forms must be completed, signed, and submitted with this document to constitute a proper bid/quote. The entire package must be returned, complete with all required forms, signature, and information. Failure to complete or comply with any part of the specifications or requirements in this RFQ may constitute a basis of rejection. It is within the rights of the Commission to reject any RFQ submittal in this solicitation document.
- 3.4 Quotation and Quotation Forms Required:**
- (a) The full proposal will be completed in its entirety.
 - (b) The first item to be completed in your response will be the Disadvantaged Business Enterprise (DBE) Participation Form located in Section 5.0 (page 10) of this RFQ. If your company does not hold the DBE designation, please check the box noted as non-applicable). If your company is DBE please complete the 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 Local, Small Business Enterprise (LSBE) Form located in Section 6.0 (page 11) of this RFQ. If your company does not hold the LSBE designation, please check the box noted as non-applicable. If your company is an LSBE, please complete the form, while also including your LSBE Certificate along with the form in this section.
 - (d) The third item to be completed in your response will be the Vendor/Contractor Certification Form in Section 8.0 (page 13) of this RFQ. Please complete the form in its entirety.
 - (e) The fourth item to be completed in your response will be the Pricing Sheet (Exhibit A), located on page 14 of this RFQ.



(f) The fifth item to be completed in your response will be the Exceptions Sheet (Exhibit

B), located on page 15 of this RFQ. If there are any exceptions to the specifications/scope of work in this RFQ, please notate the information on the Exceptions Sheet for consideration. Please sign and complete the form in its entirety.

(g) The sixth item in your response will be the Acknowledgement of Addendum Form, (page 16). If applicable, please sign and complete the form in its entirety. If there is not an associated addendum with this RFQ, the Addendum Form is not required to be submitted. The form must be submitted if there is an associated addendum.

3.5 RFQ Procurement Schedule

RFQ Opens	Tuesday, April 9, 2024
Questions From Bidders Are Due	No Later Than (NLT) 5pm on April 19, 2024
SAC Issues Last Addendum to Answered Questions (if applicable)	April 23, 2024
Bidder's Final Responses Are Due to SAC	COB, May 10, 2024
SAC Evaluates Responses	May 13, 2024 - June 30, 2024
SAC Makes Contact With the "Successful Bidder"	NLT July 3, 2024
SAC Makes Contact With the "Unsuccessful Bidder(s)"	NLT July 3, 2024

3.6 Errors: Contractors or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting bids/quotes. Contractors are cautioned not to obliterate, erase, or strike-over any printed material as set forth in this RFQ. In quoting prices, wherever the contractor has made an error and has corrected, all such corrections should be initialed by the person signing this RFQ. If errors occur in the extension of prices in the RFQ, the prices will govern. Failure to comply with this provision may result in rejection of Contractor's submittal. All documents submitted must be legible.

3.7 Changes/Modifications: No changes or modifications will be made to any Savannah Airport Commission forms, or your request may be considered null or void. If changes or modifications are noted by SAC, the bid submitted by contractor may be rejected.

3.8 Compliance with Laws: The Contractor will obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance, and maintain compliance with any other federal, state, or local requirements during the term of the contract with SAC.

3.9 Specifications: Whenever mention is made of any article, material, or workmanship to be in accordance with any laws, ordinances, codes, regulations, etc., these requirements will be construed to be the minimum requirements of these specifications.

3.10 Multiple Request: Depending upon product/service being requested, the contractor may be required to submit more than one RFQ response. Any alternate responses to the RFQ must be brought to the Savannah Airport Commission's attention and noted on submitted documentation as a separate and alternative request.

3.11 Invoicing: The Commission normally will pay properly submitted invoices within thirty (30) days of receipt providing goods and/or services have been delivered, installed (if required), and accepted as specified. Invoices presented for payment must be submitted in



accordance with instructions contained on the purchase order (PO) with reference to the PO

number and submitted to the correct address for processing.

- 3.12 **Description of Materials:** N/A
- 3.13 **Brand Name:** N/A
- 3.14 **“OR EQUAL” Interpretation:** If applicable, it is the contractor’s responsibility to prove to SAC that each item offered by the contractor is equal to the grade or quality of material specified. The contractor will clearly indicate the product, including brand, catalog, model number, etc. being offered and supply sufficient data in detail to enable an intelligent comparison to be made with the brand or manufacturer specified. Failure to submit the required information may be sufficient grounds for rejection of bid/quote. The Commission will be the sole judge concerning the merits of the RFQ response submitted.
- 3.15 **Quality:** All equipment/materials used for the manufacture or construction of any supplies, materials, equipment, or service will be new unless otherwise specified. All materials will be of the best quality, and to the highest grade of workmanship that meet the specs in this document. Materials or service must comply with all applicable Federal, State, or OSHA requirements.
- 3.16 **Acceptance of Material:** N/A
- 3.17 **Default:** Any contract made between SAC and the contractor may be cancelled by SAC in whole or in part via written notice, upon the contractor’s non-performance or violation of contract terms. An award may be made to the lowest quoting contractor for material or services specified, with consideration of lead time and purchases may be made on the open market. The defaulting contractor will be liable for costs to the Commission in excess of the defaulted contract prices. The contractor will continue the performance of this contract to the extent any part is not terminated under the provisions of this clause.
- 3.18 **Guarantee:** The contractor will unconditionally guarantee the construction/workmanship to a standard and guaranteed period, unless otherwise stated. Within the guarantee period, if any defects occur which are due to faulty material, work and/or services to the complete satisfaction of the Commission. These repairs, replacements, or adjustments will be made only at a time less detrimental to the operation of the Commission’s business.
- 3.19 **Add/Delete Items:** During the term of the contract, items and or services may be added and/or deleted to the contract upon agreement between the successful bidder and SAC.
- 3.20 **Additional Information:** Prior to the final selection, bidders may be required to submit additional information which may be necessary to further evaluate the bidder’s response and/or qualifications. If such information is required, the bidder will be notified and will be permitted approximately seven (7) days to submit the information requested.
- 3.21 **Reimbursement:** The Commission will not reimburse the bidder for any costs associated with the preparation and submittal of any RFQ response, or for any travel and/or per diem costs that are incurred.
- 3.22 **Gratuity:** Contractors will not offer gratuities, favors, or anything of monetary value to any official, employee or agent of the Commission as a means of influencing consideration of this RFQ.
- 3.23 **Submitted Material:** All requests, responses, inquiries, or correspondence relating to, or in-reference to this document submitted by bidders will become the property of the Commission when received. Once an award is made, all excess copies the contractor’s

4.0 **SPECIAL CONDITIONS:**

4.1 **Mandatory Requirements:** The Commission has established certain requirements with respect to solicitations to be submitted by contractor. Whenever the terms “must”, “” or “is” are used in the package, the specifications being referred to is a mandatory requirement. Failure to meet any requirement(s) may cause rejection of the contractor’s submittal.

4.2 **Tax Exempt:** The Commission is exempt from State Sales Tax. If a tax- exempt certificate is necessary, please contact the SAC Purchasing Department.

4.3 **Demonstrated Capability:** N/A

4.4 **References:** N/A

4.5 **Indemnification:** Seller/Vendor agrees for itself and its contractors, subcontractors, suppliers, employees, agents, servants, patrons, customers, visitor and licenses to indemnify, protect, save and hold harmless the SAC, its members, directors, officers, employees, and agents against any expense, loss or liability paid, suffered or incurred, including any environmental fines and/or penalties, as a result of any breach by Seller/Vendor, Seller/Vendor’s agents, servants, employees, patrons, contractors or subcontractors, suppliers, customers, visitors or licenses of any covenant or condition of any agreement with Buyer/SAC or as a result of the seller’s/buyer’s work or a product or service provided by seller/vendor or the seller’s/Vendor’s use, occupancy or presence on SAC’s property or the carelessness, negligence or improper conduct of seller/Vendor, seller’s/Vendor’s contractors, subcontractors, suppliers, employees, agents, servants, patrons, customers, visitors, or licenses. Such indemnification will be to the extent caused in whole or in part by negligent acts or omissions by the Seller/Vendor, its contractors, subcontractors, suppliers, employees, agents, servants, patrons, customers, visitors or licensees. Seller/vendor agrees to defend buyer/SAC from any legal or equitable actions brought against buyer/SAC based on the work or a product or service provided by seller/vendor or the carelessness, negligence or improper conduct of Seller/Vendor, Seller’s/Vendor’s contractors, subcontractors, suppliers, employees, agents, servants, patrons, customers, visitors, or licenses.

4.6 **Basis of Award:** The basis of evaluation will be low bid/quote considering that all specifications are met. Lead time to complete the project as requested by SAC will also play a role in the basis of the award. All other contractor accommodation that best suits the needs of the Commission will also serve as the basis of the award. Bidder availability to seek or exceed SAC’s specifications and requirements will be considered. Any contract awarded as a result of a selection process is to be awarded to the most responsive and responsible bidder whose bid is evaluated to be the most advantageous to the Commission, considering price and other factors such as delivery time.

4.7 **Changes and Alterations:** The Commission reserves the right to make any alterations in the RFQ and/or contract as may be necessary due to changing conditions found during the project. The bidder will not claim forfeiture of contract by reasons of such changes by the SAC representative. If such changes increase or decrease the amount of the work or materials, the bidder will be paid according to the quantity of work delivered at the prices established for such work under the contract. Any alterations or changes that diminish the scope of work or materials will not constitute a claim for damages or for the loss of



anticipated profits. Any alterations from the original job estimate provided by the bidder must be submitted in writing and must be approved by the designated SAC Representative.

4.8 Bonding: N/A

4.9 Statutory Affidavit: N/A

4.10 Cure and Cover Clause: If a successful bidder fails, or SAC concludes that there is a reasonable likelihood that the bidder will not be able to timely perform its obligations under this RFQ and/or contract, SAC may (in addition to any other contractual, legal, or equitable remedies) proceed to take any of the following actions after a five (5) day written notice to the contractor.

- (a) Withhold any monies then or next due to the bidder; or
- (b) Terminate the contract and obtain the deliverables (or equivalent) or portion thereof (or equivalent) from a third party, pay the third party for the same, and withhold the amount so paid from any money then or thereafter due party bidder and hold the contractor liable for any amounts paid to the third party (or parties) to the extent that withholding payments to the contractor does not cover SAC's cost of cover.

4.11 The Savannah Airport Commission Reserves the Right:

- (a) to reject any or all RFQs or any part thereof; and
- (b) to waive any irregularities and/or technicalities on the RFQ; and
- (c) to accept the contractor that is in the best interest of SAC; and
- (d) to obtain clarification or additional information; and
- (e) to purchase either selected items, or to not select any bidder or purchase any goods and/or services resulting from this request; and
- (f) to reject any bidder who has previously failed to perform properly or complete on time projects of a similar nature, or
- (g) to reject any bidder whom investigation shows contractor is not in a position to perform the project and/or service as specified in this RFQ.



SECTION 5.0 – DISADVANTAGED BUSINESS PARTICIPATION (DBE)

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



SECTION 6.0 – LOCAL, SMALL BUSINESS ENTERPRISE (LSBE)

Your business **MUST** be located within the geographic boundaries of the City of Savannah.

Please include a copy of your City of Savannah Business Tax Certificate for validation of LSBE Designation.

Name of Business: _____

Business Address: _____

Business Owner Point of Contract (POC) Name: _____

Business Owner's Email Address: _____

Note: The LSBE registration supports the City of Savannah's Savannah First Initiative by facilitating a registry of Savannah-based small businesses who are eligible to respond to Savannah First procurement opportunities. Your company must be registered as a LSBE with the City of Savannah for consideration of this designation.

Not Applicable

SECTION 7.0 – SAVANNAH AIRPORT COMMISSION INSURANCE REQUIREMENTS

- A. With no intent to limit Vendor’s liability or the indemnification provisions set forth herein, Vendor will procure and maintain during the term of this Agreement the following minimum limits:
1. General Liability Insurance - no less than One Million (\$1,000,000) Dollars each occurrence, Combined Single Limit (“CSL”), bodily injury and property damage, including Employer’s non-ownership liability, patent infringement and intellectual property rights protection, and hired auto coverages as applicable, which will not be subject to cancellation or change until after thirty (30) days written notice have been given to Commission, as well as:
 2. Umbrella - \$5,000,000 (covers all liability lines).
 3. Worker's Compensation in compliance with Georgia Statutory Limits, including all States Endorsements.
- B. Vendor must maintain on file in the Commission office during the term of this agreement an original signed copy of Vendor's Certificate of Insurance reflecting the above limits and naming the Mayor and Aldermen of the City of Savannah and the Savannah Airport Commission, its directors, officers, employees, and agents *as additional insured*, and will be delivered to Commission by Vendor within ten (10) days of request by Commission.
- C. Indemnification
- Vendor 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 full 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 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 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 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 contain provisions on the part of the respective insurers waiving the right of such insurers to subrogation.



SECTION 8.0 – VENDOR/CONTRACTOR CERTIFICATION

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

- E. That the submitted solicitation constitutes an offer, which when accepted in writing by SAC, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and SAC; and
- F. That the Bidder has read the specifications and requirements shown or referenced in this RFQ and that the bidder’s response is made in accordance with the provisions of such specifications and requirements; and
- G. That the Bidder guarantees and certifies that all items included in the Bidder’s response must meet or exceed any/all such stated requested specifications and requirements; and that if rewarded a contract, the Bidder will complete the services that meet or exceed the requested specifications and requirements.
- H. That the response is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a request for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. The Bidder understands and agrees that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards; and
- I. The Bidder’s response must be complete, signed in all spaces provided; returned in its entirety, and submitted with all required information, attachments, and forms to receive consideration for award.
- J. Bidders Prices are guaranteed for **90 days.**

Bidder’s Name: _____

Address: _____

Contact Name/Title: _____

Contact Phone & Cell _____

Fax: _____

Email: _____

Authorized Signature: _____

Printed Name of Signature: _____

Title: _____

Emergency Contact: _____



**EXHIBIT A: PRICING SHEET
SIX (6) 2-POSITION GATE PODIUMS WITH INSERTS
REQUEST FOR QUOTATIONS (RFQ 2024-0026)**

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

Bidder Prices are guaranteed for 90 days.

Pricing: Pricing must include labor, all equipment needed for travel, travel expenses, etc.

Specified Completion Timeframe after award of this RFQ is as follows:

Warranty Includes: _____



EXHIBIT B: 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 Bidder is to clearly identify any exceptions, all such differences in the space below. Otherwise, it will be assumed that the Bidder's offer is in total compliance with all aspects of the solicitation. Please list all accommodating/added specifications offered within the price of the project. You may also attach an itemized work sheet, along with pricing to this RFQ (Exhibit A) as an attachment to this exceptions sheet.

Below are the exceptions to the stated scope of work/specifications:

Name of Contractor: _____

Printed Name of Authorized Person: _____

Signature of Authorized Person: _____

Title of Authorized Person: _____ Date: _____



EXHIBIT C: SAMPLE ADDENDUM FORM

To: NAME
TITLE
FROM: Christy Dixon
Purchasing Manager
DATE: TBD
SUBJ: Addendum No. ____
Request for Quotation – Six (6) 2-Posistion Gate Podiums with Inserts (RFQ 2024-0026)
Savannah/Hilton Head International Airport

Dear Mr./Ms. _____,

Attached please find Addendum No. ____ to the above referenced RFQ. 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 QUOTATIONS
SIX (6) 2-POSITION GATE PODIUMS WITH INSERTS**

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

END ADDENDUM NO. 1

EXHIBIT D: PHOTOS OF CABINET REQUIREMENTS

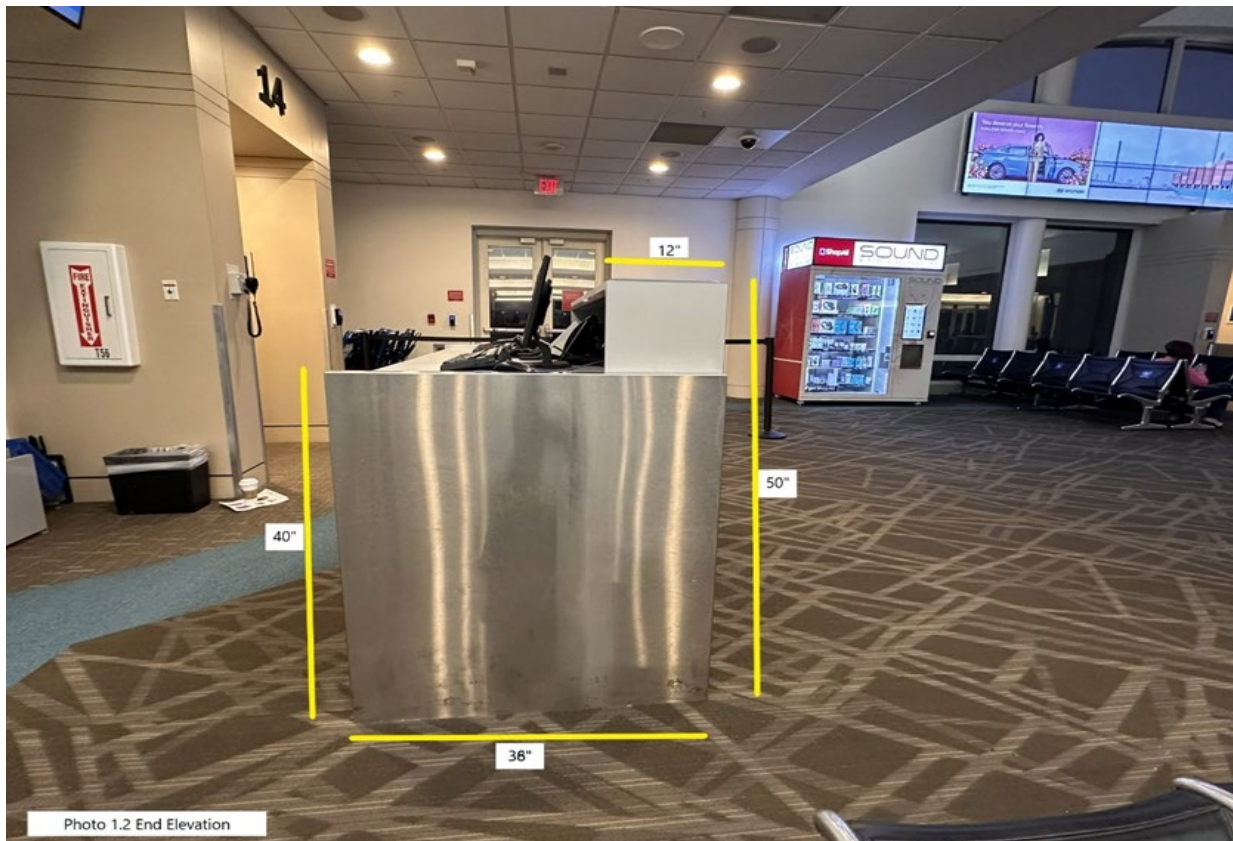




Photo 1.3 Agent Section Elevation



Photo 1.4 Agent Elevation