

**SEBRING AIRPORT AUTHORITY
U.S. SPORT AVIATION EXPO EQUIPMENT RENTAL**

**Notice to Bidders
RFP #17-03**

Sebring Airport Authority (hereafter referred to as "SAA"), Highlands County, Sebring, Florida, requests written sealed bids for the rental, set up and removal of equipment for multiple years of future U.S. Sport Aviation Expo events at the Sebring Airport Authority. The equipment may include tents, bleachers, lighting, tables and other similar items and is described in more detail in the Scope of Work.

GENERAL CONDITIONS

Copies of the Scope of Work, Exhibitor Layout Plan and other Contract Documents are on file and available for public inspection at the office of Beverly Glarner, Sebring Airport Authority, 128 Authority Lane, Sebring, FL. 33870 you may reach Beverly Glarner at 863-314-1301 or email at bev@sebring-airport.com or you may go to www.sebring-airport.com All questions regarding this Notice to Bidders should be directed to Beverly Glarner.

BID: Sealed bids must be received by SAA on or before **2:00 p.m.**, local time, on the **15th day, November, 2017**. Bids must be sent to the following address:

**Sebring Airport Authority
Attn: Beverly Glarner
128 Authority Lane
Sebring, FL 33870**

Bids will be promptly opened at 2:00 p.m. in the Board Room of SAA located at the above address.

EXECUTION OF BIDS: Bids must be typed or printed in ink and contain an original signature of an individual authorized to bind the bidder. Submit one (1) original of your bid sheet and other required data.

Those submitting bids are requested to show their names and address on the envelope as well as the following:

**U.S. SPORT AVIATION EXPO EQUIPMENT RENTAL
RFP #17-03
DO NOT OPEN UNTIL: 2:00 p.m. November 15, 2017**

REQUIRED SUBMITTALS:

All bids should include at least the following information:

- a. That the bidder is currently providing or billed and received payment for tent rental services similar to those sought by this invitation.
- b. A list of references, including address, telephone number, fax number and e-mail address, for three (3) most recent customers for which the bidder has provided tents and lighting, the dates and location where the bidder provided the tents and lighting. SAA reserves the right to contact any or all of those customers to verify the information the bidder provides and ask for positive and negative references.
- c. Evidence of current Commercial General Liability Insurance with minimum coverage limits of \$1,000,000.
- d. Evidence that the bidder, and those who may perform work on this project on behalf of the bidder, is fully licensed in the State of Florida to perform the work necessary to complete the project.

- e. Signed statement that acknowledges that SAA is a Drug-Free Work Place and that all employees under the bidder's employment shall be subject to implementation of all possible provisions to maintain a drug-free environment and the bidder is subject to adherence to and must comply under the provision of *Fla. Stat. §287.097*.
- f. Those submitting bids shall furnish all information requested on the Bid Sheet. If there is not enough space on the form, additional sheets may be attached.

TAXES: SAA, is a governmental entity, is exempt from Florida Sales Tax. Tax exemption certificates will be furnished upon request.

AWARD/ACCEPTANCE: SAA reserves the right to accept or reject any or all bids or any parts thereof, and the award, if an award is made, will be made to the most responsive and responsible bidder whose bid and qualifications indicate that the award will be in the best interest of SAA. SAA reserves the right to waive irregularities in the bid.

OBLIGATION OF BIDDER: The failure or omission of any bidder to examine any form, instrument, site or document shall in no way relieve any bidder from any obligation in respect to his/her bid. The Contract Documents applicable for this project contain numerous requirements that should be considered in compiling a bid.

DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – 49 CFR PART 29: The bidder certifies, by submission of a bid or acceptance of a contract, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Individuals or companies listed in the General Services Administration's "Excluded Parties Listing System" will not be considered for award of contract.

PUBLIC ENTITY CRIMES: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in *Fla. Stat. 287.017* for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

DISABILITY. SAA does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of SAA's functions, including one's access to participation, employment or treatment in its programs or activities. Anyone requiring reasonable accommodations as provided for in the Americans with Disabilities Act or Section 286.26 of the Florida Statutes should contact Beverly Glarner, SAA ADA Coordinator at 863.655.6444, by Florida Relay Services 711, or by email at bev@sebring-airport.com. Request for CART or interpreter services should be made at least 24 hours in advance to permit coordination of the service.

SAA will not reimburse respondent(s) for any costs associated with the preparation and submittal of any responses. SAA does not charge any permit fees for this work.

Sebring Airport Authority
By: /s/ Mike Willingham, Executive Director