

SEBRING AIRPORT AUTHORITY

Notice to Proposers/Request for Proposals RFP #17-05

GENERAL CONDITIONS

The Sebring Airport Authority hereby request statements of Qualifications from professional aviation air traffic control firms desiring to render services to the Sebring Regional Airport to operate the control tower during the 2018 US Sport Aviation Expo.

GENERAL CONDITIONS: Copies of the Scope of Work, Specifications 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 Request for Proposals should be directed to Beverly Glarner.

PROPOSAL: Sealed proposals must be received by SAA on or before **2:00 p.m.**, local time, on the **13th day, December 2017**. Proposals must be sent to the following address:

Sebring Airport Authority
Attn: Beverly Glarner
128 Authority Lane
Sebring, FL 33870
Telephone 863-314.1301
Fax 863-655-6447
Email bev@sebring-airport.com

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

EXECUTION OF PROPOSALS: Proposals must be typed or printed in ink and contain an original signature of an individual authorized to bind the proposer.

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

U.S. SPORT AVIATION EXPO Control Tower Operation
RFP #17-05
DO NOT OPEN UNTIL: 2:00 p.m. December 13, 2017

REQUIRED SUBMITTALS:

All Proposals should include at least the following information:

- a. That the proposer is currently providing 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 proposer has provided similar services, the dates and location where the proposer provided the service. SAA reserves the right to contact any or all of those customers to verify the information the proposer 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. Control Tower Liability Coverage

- e. Evidence that the proposer, and those who may perform work on this project on behalf of the proposer, is fully licensed in the State of Florida to perform the work necessary to complete the project (if required).
- f. Signed statement that acknowledges that SAA is a Drug-Free Work Place and that all employees under the proposer's employment shall be subject to implementation of all possible provisions to maintain a drug-free environment and the proposer is subject to adherence to and must comply under the provision of *Fla. Stat. §287.097*.

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 proposals or any parts thereof, and the award, if an award is made, will be made to the most responsive and responsible proposer whose proposal and qualifications indicate that the award will be in the best interest of SAA. SAA reserves the right to waive irregularities in the proposal.

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

DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – 49 CFR PART 29: The proposer certifies, by submission of a proposal 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 proposal, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a proposal, 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 Proposals, 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.

RESTRICTION OF CONTRACT/LOBBYING: From the issue date of this RFQ until a determination is made regarding the award of a Proposer's proposal, all contacts with Sebring Airport Authority (SAA) personnel/Board of Directors concerning this RFQ must originate with the SAA. Any violation of this condition is cause for SAA to reject the Proposer's proposal. If it is later discovered that any violations have occurred, SAA may reject any proposal or rescind any contract awarded pursuant to this RFQ. The Proposer must agree to make no other distribution of any part of their proposal beyond that made to the SAA. A Proposer who shares information contained in their proposal with other Firm and/or competing Proposer personnel may be subject to disqualification.

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. Contact Beverly Glarner by one of the above-mentioned methods for a proposal package with additional details regarding this project.

Sebring Airport Authority

By: /s/ Mike Willingham, Executive Director