



**JACKSONVILLE AVIATION AUTHORITY**

**REQUEST FOR STATEMENT OF QUALIFICATIONS NUMBER: 12-17-42001**

**CONSTRUCTION MANAGEMENT AT RISK SERVICES  
HANGAR AND BUILDING DEVELOPMENT PROGRAM**

**Jacksonville Aviation Authority  
Procurement Department  
14201 Pecan Park Road, 2<sup>nd</sup> Floor  
Jacksonville, FL 32218  
Office: 904.741.2352**

**Assigned Buyer: Marilyn V. Fryar  
Procurement Director: Devin Reed**

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**REQUEST FOR STATEMENT OF QUALIFICATIONS**  
**Proposal Number: 12-17-42001**

**CONSTRUCTION MANAGEMENT at RISK SERVICES**  
**HANGAR AND BUILDING DEVELOPMENT PROGRAM**

**for the**  
**JACKSONVILLE AVIATION AUTHORITY**

Statements of Qualifications will be received by the Jacksonville Aviation Authority (JAA / Authority) until 4:00 PM (local time) on March 15, 2012 to provide Construction Management at Risk (CM at Risk) Services for a Hangar and Building Development Program at Jacksonville International Airport (JAX), Jacksonville Executive at Craig (JAXEX), Cecil Airport and Herlong Recreational Airport located in Jacksonville, Duval County, Florida. The first project anticipated to be delivered through this contract is a 45,000-square foot hangar with 30,000 square feet of attached shop and office space, in accordance with the Construction Documents which will be prepared under separate contract. Civil and site work including grading, access road and parking lot paving, airfield apron and taxiway pavement, landscaping, utility extensions and stormwater facilities may be included in the Construction Manager's contract(s) or may be completed as separate contracts by JAA.

It is the intent of the JAA to award a contract based on its evaluation of each firm's qualifications and proposal for delivery of the projects included in the program. The JAA will make the sole determination as to which firm/proposal is most advantageous to the Authority. The JAA has established a Disadvantaged Business Enterprise (DBE) program goal of fifteen (15%) percent which shall be considered in the selection of the firm for the requested services.

A Pre-Submission Meeting will be held at 2:00 PM (local time), March 6, 2012 at the JAA Administration Building, 2<sup>nd</sup> Floor Training Room, 14201 Pecan Park Road, Jacksonville, FL 32218.

All Statement of Qualifications must be submitted in accordance with Request For Qualifications Number 12-17-42001, which may be obtained after 8:30 AM (local time) on February 24, 2012 from [www.flyjacksonville.com](http://www.flyjacksonville.com), click on bid opportunities.

## **INSTRUCTIONS TO PROPOSERS**

### Public Entity Crime

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 Florida Statute Section 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

### Conflict of Interest Certificate

All Proposers must execute and submit the Conflict of Interest Certificate (Appendix 4) with its Statement of Qualifications.

### Contact with JAA Staff

From the time of receipt, or publication of this Request for Statement of Qualifications (RFQ), all parties who intent to submit, or be a team member of a proposal to qualify under this RFQ, agrees to direct all contact with the JAA through the JAA Procurement Director. If the question or comment deals with subject matter that is outside of the responsibility of the JAA Procurement Director, the question or comment will be directed to the appropriate person or authority. Proposers for the work covered by this RFQ will neither contact any JAA Staff, Evaluation Committee, JAA Board of Directors, nor the JAA Executive Director/CEO for the purpose of discussing the merits of any specific Proposer.

This is considered an active solicitation for the JAA. If it is determined that any Proposer has spoken with JAA Staff, Evaluation Committee, JAA Board of Directors, or the JAA Executive Director/CEO in reference to this active solicitation, it may result in the rejection/disqualification of the Proposer's submittal.

### Protest Procedures

Any Proposer adversely affected during this RFQ solicitation process may file a Notice of Protest, including all particulars of facts and law on which the protest is based. This notice must be in writing and addressed to the JAA, Attn: Procurement Director, 14201 Pecan Park Road South, 2<sup>nd</sup> Floor, Jacksonville, FL 32218 (PO Box 18018, Jacksonville, FL 32229-0018). A notice of protest may be filed within five (5) business days of any action taken by the JAA Awards Committee or JAA Board. It is the sole responsibility of the firm to determine the date and time any action is taken by the JAA.

Receipt of a protest will be acknowledged by certified letter. The administrative procedures that will be followed by the JAA will be provided to the Protester with this certified letter.

### Public Meeting Requirements

The JAA is required to comply with Section 286.011 of the Florida Statutes. Therefore certain types of staff meetings and meetings of the JAA Awards Committee or the JAA Board are required to be held in public, with sufficient notice made of the date and time of the meeting. All notices of public meetings are posted at the JAA Administration Building, 14201 Pecan Park Road South, 1<sup>st</sup> Floor, Jacksonville, FL 32218.

### Addenda – Changes While Proposing

No interpretation of the meaning of any part of the RFQ or other Contract Documents, nor corrections of any apparent ambiguity, inconsistency or error therein, will be made to any Proposer orally. All requests

for written interpretations or corrections **MUST** be in writing addressed to the JAA Procurement Department, 14201 Pecan Park Road South, 2<sup>nd</sup> Floor, Jacksonville, FL 32218 **or** Fax: 904. 741.2350.

**All requests must be received by 5:00 PM (local time) March 9, 2012 to be given any consideration.** All such interpretations and supplemental instructions will be in the form of a written Addenda to the RFQ documents, which, if issued, will be e-mailed, mailed or faxed to all known prospective Proposers. However, it is the responsibility of each Proposer, before submitting its Proposal, to contact the JAA Procurement Department at 904.741.2352 to find out if any Addenda were issued and to make such Addenda a part of its Proposal. In case any Proposer fails to acknowledge receipt of any such Addenda in the space provided on the Proposal Form, its Proposal will nevertheless be construed as though Addenda has been received and acknowledged. Only the interpretation or correction so given by the JAA Procurement Department in writing will be binding and prospective Proposers are advised that no other source is authorized to give information concerning, or to explain or interpret the RFQ Documents.

#### Delivery Of Submittals

Ten (10) copies of the Statement of Qualifications must be submitted in a sealed package. The package should be labeled to read: "RFQ 12-17-42001, Construction Management at Risk Services, March 15, 2012, 4:00 PM (local time)", and addressed or delivered to the JAA, Attn: Procurement Department, 14201 Pecan Park Road South, 2<sup>nd</sup> Floor, Jacksonville, FL 32218.

Each Proposal package submitted must clearly show the Proposers company name on the outside. Facsimile Proposals will not be accepted. Any Proposals received after the above stated date and time will **NOT** be accepted. Each Proposer is fully responsible for ensuring that its Proposal is timely received, and shall assume the risk of non-delivery or untimely delivery caused by its chosen delivery method, whether by US Mail, public carrier or otherwise. This RFQ does not commit JAA to pay costs or expenses of any kind incurred by the various Proposers during proposal preparation, submittal or presentations, if any.

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## GENERAL INFORMATION

Statements of Qualifications will be received by the JAA from Proposers to provide Construction Management at Risk (CM at Risk) Services for a Hangar and Building Development Program at Jacksonville International Airport (JAX), Jacksonville Executive at Craig (JAXEX), Cecil Airport and Herlong Recreational Airport located in Jacksonville, Duval County, Florida. The first project anticipated to be delivered through this contract is a 45,000-square foot hangar with 30,000 square feet of attached shop and office space, in accordance with the Construction Documents which will be prepared under separate contract. Civil and site work including grading, access road and parking lot paving, airfield apron and taxiway pavement, landscaping, utility extensions and stormwater facilities may be included in the Construction Manager's contract(s) or may be completed as separate contracts by JAA.

The Hangar and Building Development Program may be expanded as deemed necessary and appropriate by JAA and additional hangars/buildings delivered through this CM at Risk contract for a period not to exceed five (5) years (unless extended by the Authority). Projects delivered through this contract may include rehabilitation of existing hangars/buildings as well as new construction.

By issuing this RFQ and any subsequent contract, the JAA makes no guarantee of any kind that any work will ultimately be authorized under the contract. Contractor understands and agrees that this RFQ and the subsequent contract will constitute a requirements contract, under which JAA does not guarantee any purchases will be made, either minimum or maximum. Orders will only be placed at JAA's sole discretion when JAA identifies a need and issues a written purchase order or notice to proceed.

As required by Florida Statutes, any contract issued pursuant to this RFQ shall contain the following requirements:

**Truth in negotiation certificate requirement:** For all lump-sum or cost-plus-a-fixed-fee professional service contracts over the threshold amount provided in Section 287.017, Florida Statutes, for Category Three, as may be revised from time to time, the person receiving the award shall execute a truth-in-negotiation certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting. A professional service contract under which a certificate is required shall contain a provision that the contract price shall be adjusted to exclude any significant sums where the agency determines the contract price was increased due to inaccurate, incomplete or noncurrent wage rates and other factual unit cost. Contract adjustments shall be made within one year following the end of the contract.

**Contingent fees prohibited:** Each contract entered into for professional services shall contain a prohibition against contingent fees as follows:

The person or entity providing the professional services required hereunder (as applicable) warrants that it has not employed or retained a company or person, other than a bona fide employee working solely for the person or entity providing the professional services required hereunder, to solicit or secure this agreement and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for the person providing the professional services required hereunder any fee, commission, percentage, gift or any other consideration, contingent upon or resulting from the award or making of this agreement.

For the breach or violation of this provision, the JAA shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover the full amount of the fee, commission, percentage, gift or consideration.

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## **SCOPE OF SERVICES**

Provide construction management at risk expertise to manage the construction of the Hangar and Building Development Program in accordance with the construction documents and other capital improvement projects associated with this program as may be assigned. This project may involve Federal and/or Florida Department of Transportation (FDOT) funding. Assign personnel to this project that have significant work experience in general contracting, general project management, construction management at risk with a guaranteed maximum price and the management of technical details in the following areas:

- 1) Development and implementation of a Construction Management Plan that covers all required construction phase services including, but not necessarily limited to, the following:
  - a) General Contracting as it pertains to managing and coordinating all subcontracting activities necessary to provide a complete and usable facility at a fixed price.
  - b) Contract administrative services including those required as a result of Federal and/or FDOT funding and necessary for the efficient and effective management of the project. These services shall include the establishment and implementation of procedures for all submittals, changes, contractor payments and all required contingent documentation, appropriate logs, daily reports and progress schedules and specific procedures for the coordination of information between each construction contractor, the design professional and the Owner's Project Manager.
  - c) Status Reporting. Monthly written and/or graphical reports are required as well as frequent verbal updates to the Owner's Project Manager.
- 2) Providing pre-bid construction recommendations as a result of reviews of design documents for constructability, sequencing of construction, availability of construction materials, expected construction duration by project or phase, and, where appropriate, alternate means or methods of construction.
- 3) Providing cost estimates for construction contracts prior to bidding as requested.
- 4) Using computer applications in the furtherance of efficient and effective construction management which are compatible with those in use by the Owner.

All printed data, engineering drawings and as built drawings including contract specifications must be provided to the owner in AutoCad and Microsoft products or other format acceptable to the owner.

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## **SUBMITTAL FORMAT**

It is expected that all submittals shall be prepared in an 8-1/2" x 11" single-sided -format printed in a font size of not less than 10 pitch. Use of "off the shelf" pre-printed sheets that are not directly pertinent to the project is discouraged. A title page showing lead firm and all sub-consultants with addresses and telephone numbers and table of contents is required with each section tabbed for ease of locating information. Ten copies are required. All submittals will be limited to forty (40) one-sided pages (excluding Cover Letter, Table of Contents and Tab Sheets) with no exceptions.

The Statement of Qualifications shall be organized as follows:

### **SECTION 1: General Corporate Overview**

It is intended that the proposing firm present an overview of the structure of the "team" that is expressing a desire to provide the Construction Management at Risk service. This information should include a description of the overall corporate identity of the organization and the relation of the office submitting their qualifications to the overall organization. This information should also identify specific qualifications in terms of general corporate experience of project work of similar size and scope within the last five (5) years, capability for service and general workload of the firm. This information should be discussed in specific detail and include dates and locations of the recent work. The proposing firm shall also include copies of licenses as well as proof of ability to obtain construction bonds and insurance.

### **SECTION 2: Scope of Services/Project Approach**

This section is intended to allow the proposing firm an opportunity to address those particular capabilities that his/her firm has that will facilitate accomplishment of the assignment. The firm shall focus on items of originality or specific capability that would complement the orderly progression and successful completion of the construction projects included in the Hangar Development Program. A detailed outline of services shall be developed following selection of the firm with the qualifications, in the opinion of the JAA, most suitable for the assignment. Each proposing firm shall, nonetheless, provide a generalized outline of services which summarizes the capabilities available. Proposers should use this section to highlight any special capabilities or creative project approach that will be used.

### **SECTION 3: Project Organization and Staffing**

This section should provide a graphic organizational chart of the proposer's project staffing plan. It should list the name and title for the proposed Project Manager and all staff members that will make a significant contribution to the project. The relationship between individuals should be clearly indicated.

The role and scope of both managerial and technical functions by name of the individual performing the function must be clearly identified. This should be done whether or not the individual is a staff member of the proposer or sub-consultant. The purpose of this requirement is to clearly identify the technical capability that exists within the proposer's regular staff and the extent that the consultant must rely on the services of outside technical assistance.

In addition, this section should contain a resume of the professional qualifications of each member of the proposed project team whose contribution is considered by the proposer as essential to the successful completion of the assignment. It should also include a description of specific experience in similar projects by the proposed Project Manager within the last five (5) years. It is particularly important that the regulatory and/or professional qualifications of key individuals be addressed. Proposers are cautioned to include only those individuals that would make a significant contribution to the project if the firm is selected.



## **SECTION 4: Progress, Quality Assurance and Cost Control**

This section shall detail in a clear and concise manner the proposing firm's administrative procedures that are and will be used to assure the accuracy, timeliness and cost effectiveness of all work produced by the proposer. This section shall include specific examples of procedures and/or methods that have been used in the past and would be applicable to this assignment. This section should address such items (if appropriate) as:

- a. Methods utilized to control of the scope of services required to complete the assignment and minimize the necessity for changes or additional work.
- b. Coordination of the work effort of the various disciplines and/or sub-consultants required to complete the assignment.
- c. Methods utilized to maintain control over costs, document financial progress and report periodically a realistic detailed summary of the technical and financial status of the assignment.
- d. Methods used to control the quality of all work and assure that all applicable Federal, State and/or Local regulations, codes or ordinances are satisfied.
- e. Methods to be used to respond in a timely and accurate manner to the inquiries of the JAA, regulatory agencies and/or others with a legitimate interest in the project.
- f. Methods to be employed to minimize litigation, meet construction schedules, meet budget and reduce overall costs. Provide specific examples of the recent past success of these methods.

## **SECTION 5: Location**

In an effort to stimulate economic growth and development of local businesses and keep local resources in the community, the JAA has established a Local Preference Program (LPP) to encourage local businesses to participate in the competitive process of supplying goods and services to the Authority.

If your business meets the requirement of Local Business or Local Bidder, you must submit **Exhibit D**, Local Business Verification Form.

**For the purpose of this RFQ, the one year requirement for the Local Business or Local Bidder to have a permanent place of business in the Normal Market Area (NMA) is waived.**

Local verifiable firms that are located within the normal market area will be awarded five (5) points.

Non-local firms outside of the normal market area that subcontracts with a local verifiable firm located within the normal market area will be awarded three (3) points.

## **SECTION 6: References**

It is intended that the proposing firm list all similar projects accomplished over the last 5 years generally comparable in size and scope to the proposed project. This listing should include the Project's name, Project Owner, General Description of Project, Name of the Proposing Firm's Project Manager, Description of Services provided and Name and Telephone Number of a contact that would allow verification of satisfactory performance. References that validate the skills of the proposed Project Manager are particularly important. Proposers should include pertinent letters of reference, if available.

## **SECTION 7: Disadvantaged Business Opportunity**

It is the official policy of the JAA to recognize the authority and applicability of the United States Department of Transportation's Rules and Regulations governing Disadvantaged Business Enterprise participation. The Authority is also fully committed to the implementation of these Rules and Regulations through its approved Disadvantaged Business Enterprise (DBE) Program

Firms desiring to participate as a Disadvantaged Business Enterprise (DBE) on JAA projects or contracts must be duly certified by a member of the Florida Unified Certification Program (FUCP) and listed in the

UCP DBE Directory (<https://www3.dot.state.fl.us/EqualOpportunityOffice/biznet/mainmenu.asp>) of firms. Any DBE firm not duly certified by a FUCP certifying member by proposal closing date may not be used to meet the disadvantaged business participation requirements of the JAA.

This section shall describe the programs/methods that the Proposer intends to employ to ensure compliance with the established DBE participation goals. All Proposers participating in this project are hereby notified that the failure to fully comply with JAA DBE policy and goals, as set forth herein will constitute a breach of contract that may result in the termination of the Contract or such other remedy as deemed appropriate by the JAA.

The DBE participation goal for this project is fifteen (15%) percent. Submission of a proposal shall constitute full acceptance of all DBE goals and conditions outlined in this Request.

The JAA intends to award the Contract to the most responsible Proposer submitting a Proposal that is most advantageous and in the best interests of the JAA, provided the Proposer has satisfactorily demonstrated its ability to meet the DBE participation goals. The JAA reserves the right to reject any or all proposals submitted.

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## EVALUATION OF SUBMITTALS

Upon receipt of Qualification Statements, Senior JAA Staff will conduct a review to assure that each submittal is generally responsive to the published criteria. Submittals deemed non-responsive will be returned to the consultant with a brief explanation of the reason for the rejection.

Following this screening, an Evaluation Committee will convene. The committee will evaluate and rank each submittal using the following criteria to the extent they may pertain to the evaluation under consideration. The points available for each Section are as follows:

### I. INITIAL SCREENING (100 POINTS TOTAL):

SECTION 1	General Corporate Overview	15 points maximum
SECTION 2	Scope of Services/Project Approach	20 points maximum
SECTION 3	Project Organization and Staffing	20 points maximum
SECTION 4	Progress, Quality Assurance and Cost Control	20 points maximum
SECTION 5	Location	5 points maximum
SECTION 6	References	10 points maximum
SECTION 7	Disadvantaged Business Opportunity	10 points maximum

### II. PRESENTATIONS (OPTIONAL, 25 POINTS TOTAL):

After the firms have been evaluated based on their written Statement of Qualifications, proposers may be more closely considered through a presentation of their approach to perform this particular project. Time will be allowed for questions and answers after the presentation. The selected firms will be expected to address the following:

#### A. Knowledge of the Site and Local Conditions (5 Points Maximum)

The firms should demonstrate their knowledge of the site, local codes and ordinances, local subcontractors and suppliers as an indication of their ability to deliver quality workmanship in an effective and timely manner.

#### B. Proposed Project Staff and Functions (5 Points Maximum)

The firms should name the actual staff to be assigned to this project, describe their ability and experience and portray the function of each within their organization and their proposed role on this project. The staff should be present at the interview.

#### C. Overall Approach and Methodology (5 Points Maximum)

The firms should demonstrate verbally and/or graphically their plan for performing this project, documenting the services to be provided and showing the interrelationship of all parties.

#### D. Cost Control/Value Engineering (5 Points Maximum)

As part of its services, the firms should indicate knowledge and experience in the evaluation of building systems, construction techniques, airport operations and the recommendations of materials to create an optimum value in meeting the design requirements.

**E. Scheduling this Project (5 Points Maximum)**

As a part of the project approach, the applicants should propose a scheduling methodology for effectively managing and executing the work in the optimum time. The firm should indicate their procedure for scheduling and for compliance controls. The firms should describe any representative current projects and the projected, versus the actual, schedule of each.

This RFQ does not commit JAA to pay costs or expenses of any kind incurred by the various Proposers during proposal preparation, submittal or presentations, if any. The presentation date and time, if applicable, will be scheduled at the convenience of JAA.

**III. SELECTION / NEGOTIATION:**

The JAA reserves the right to make a determination as to the most qualified Proposer based solely on the written Statement of Qualifications.

All key personnel proposed to provide services within the Teams should be prepared at any time in the review process for individual presentations, discussions, or interviews by the Evaluation Committee and/or the JAA Executive Director/ CEO and/or Governing Board, if deemed necessary.

Upon approval by the JAA Executive Director/CEO of a list ranking the Proposers, a Scope of Service Negotiating Committee will negotiate a detailed scope, fee and schedule for services with the top ranked Proposer. If a satisfactory scope of service or fee cannot be negotiated, the Authority will terminate the negotiations and proceed to negotiate with the next listed Proposer, in the order designated.

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## NOTES

**No cost data of any kind shall be included in the Statement of Qualifications.**

**Cost factor will be considered only during the negotiation phase and these costs may be subjected to State and Federal Audits for reasonableness.**

**Qualification Packets that include cost data shall be considered non-responsive and shall not be considered for selection.**

Cost and fees shall not be presented until a negotiation has been announced at which time fee negotiations will require a detailed estimate and itemization of all costs that will be incurred in accomplishing the assignment. Only costs consistent with the Federal cost principles contained in Title 41, Code of Federal Regulations (CFR), Subparts 1-15.2 and 1-15.4 and, to the extent applicable, allowed by the Federal Government and Florida Department of Transportation shall be used. These costs will be itemized in the following categories:

- a. **Direct Salary Costs.** This includes the direct salary cost of all professional, technical and/or clerical employees directly engaged in the assignment.
- b. **Overhead Costs.** This includes the established overhead on direct salary costs.
- c. **Direct Non-salary Expenses.** This includes non-salary costs that are directly required to accomplish the assignment. The costs of all sub-consultants shall be detailed in a manner similar to that required for the Proposer.
- d. **Fixed Payment.** A negotiated percentage of the estimated direct cost of the work for profit, to include general and home office overhead.

The JAA reserves the right to reject any or all submissions received in response to this Request for Statement of Qualifications and award a contract, if one is awarded, only as determined by the Authority to be in its own best interest.

The selected company must execute a contract (sample agreement included in Appendix 2) with the JAA that will include, but not necessarily be limited to a defined scope and period of service, insurance including professional liability, penalties for non-performance, and standard Authority covenants.

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**APPENDIX 1**  
**FIVE YEAR CAPITAL IMPROVEMENT PLAN**

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**APPENDIX 2**  
**SAMPLE AGREEMENT**

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**APPENDIX 3**



**Local Business Verification Form  
Normal Market Area (NMA): Baker, Clay, Duval, Flagler, Nassau, Putnam and St. Johns County**

Name of Business:				Nature of Business:
Physical Address of Business: (not a PO Box)				
Type of Business	Circle One: Corporation	Sole Proprietor	Partnership	Other
City / State / Zip				
Local Phone Number:		Fax Number:		
Date Business was established in NMA:		Number of employees living in the NMA:		
County Location:		Contact Email Address:		
Owners Name:				
Business License County:		Date License Issued:		

You **MUST** include the following information with the return of the affidavit:

- Current Business, Occupational, and Professional Licenses.
- If a tie occurs between two Local Businesses or Local Bidders, then you will be requested to submit an Employee Roster to include Name, Date of Hire, City, County and Zip Code for the employees living in the NMA.

**I certify that the above information is correct and I understand that failure to sign this form and any material misrepresentation will constitute a material irregularity and will result in the disqualification of the status “Local Business”.**

Authorized Agent’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_, Title: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

By \_\_\_\_\_  
(Affiant’s Printed Name)



He/She is personally known by me or has produced \_\_\_\_\_ as identification.

State of \_\_\_\_\_

Notary seal

\_\_\_\_\_  
(Signed by Notary)

\_\_\_\_\_  
(Notary's Printed Name)

My Commission Expires: \_\_\_\_\_