



JAA SOLICITATION



Our Goal is To Be An Airport System Financially Sound and Self Supporting, Operated in a Safe, Secure, Efficient and Environmentally Responsible Manner.



JAX
Jacksonville
International
Airport



Cecil
Cecil Airport



JAXEX
Jacksonville Executive Airport



Herlong
Herlong Recreational Airport

INVITATION TO BID (ITB) No.: 23-06-45133

***ON-CALL EMERGENCY, DISASTER, AND BIOHAZARD
CLEAN-UP AND RESTORATION SERVICES***

FOR THE JACKSONVILLE AVIATION AUTHORITY

JAX AIRPORT – JACKSONVILLE, FL

Procurement Administrator: J. Brian Simmons
Procurement Director: LeNedda Edwards

JAA Procurement Department 14201 Pecan Park Road, Jax. FL 32218
Email: brian.simmons@flvjacksonville.com Phone: (904) 741-3172

INVITATION TO BID (ITB)

NUMBER 23-06-45133

**ON-CALL EMERGENCY, DISASTER, AND BIOHAZARD
CLEAN-UP AND RESTORATION SERVICES**

for the

JACKSONVILLE AVIATION AUTHORITY

The Jacksonville Aviation Authority (JAA) has instituted an electronic submission process for its solicitations.

A **non-mandatory** Pre-Bid Meeting will be held January 18, 2023 at 9:00 AM (JAA time) at the JAA Administration Building, located at 14201 Pecan Park Road, Jacksonville, Florida, 32218.

The deadline for questions is January 25, 2023 at 2:00 PM (EST) and JAA will receive bids electronically via DemandStar.com until 2:00 PM (local time) on February 8, 2023.

HAND DELIVERED, MAILED, FAXED OR EMAILED BIDS WILL NOT BE ACCEPTED.

To register with DemandStar.com, visit www.demandstar.com/registration.

All bids must be submitted in accordance with the ITB, which may be obtained starting on January 4, 2022 from www.flyjacksonville.com (click on "Bid Opportunities") and/or DemandStar.com.

This solicitation will be awarded fairly, in accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §2000d, et seq).

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GENERAL INFORMATION

REQUESTS FOR DISTRIBUTION SHEETS OR PRE-BID ATTENDANCE SHEETS

Copies of the Invitation to Bid (ITB) distribution ("planholders" list) and/or the Pre-Bid Attendance Record, if applicable, may be requested by contacting the Custodian of Public Records below.

SUBMISSION OF BIDS

JAA will receive Bids electronically via DemandStar.com until 2:00 PM (JAA time) on February 8, 2023. Bids must be uploaded into DemandStar.com e-bidding system prior to 2:00 PM on February 8, 2023.

It is the Respondent's responsibility to ensure that its Bid is received in DemandStar before the response due date and time. **DemandStar will not allow responses after the cut-off time, EVEN IF YOU ARE IN THE PROCESS OF SUBMITTING YOUR RESPONSE WHEN THE CUT-OFF TIME ARRIVES.** Please plan your response timing accordingly.

HAND DELIVERED, MAILED, FAXED OR EMAILED SUBMISSIONS WILL NOT BE ACCEPTED.

PUBLIC RECORDS REQUIREMENTS

JAA is a public entity required to comply with Section 119.07, Florida Statutes. Depending on the type of project for which bids are requested, the items read at the opening will vary. Sealed bids are not public records subject to mandatory disclosure under the Florida Public Records Law until such time as JAA provides notice of a decision or intended decision to award the contract or 30 days after opening, whichever is earlier. All parts of bids, including exhibits, are subject to public disclosure, and a Respondent may not exclude any portion of their Bid unless specifically exempted from disclosure by Florida law. Exemption of financial statements applies only to required submittal for pre-qualification of Respondents on public works projects.

IF THE RESPONDENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE RESPONDENT'S DUTY TO PROVIDE PUBLIC RECORDS, CONTACT JAA'S CUSTODIAN OF PUBLIC RECORDS:

**Alissa Bowles, Revenue Compliance Specialist
14201 Pecan Park Road
Jacksonville, Florida 32218
(904) 741-3672**

REQUESTS FOR BID RESULTS OR AWARD OF CONTRACT

Notwithstanding the above statement and/or requirement regarding public records, requests for or access to public records within JAA's possession may be made or obtained by contacting JAA at (904) 741-3672. If copies are requested, an appropriate charge will be assessed as permitted by law, upon the receipt of which all copies will be made available within a reasonable time consistent with the requirements of Florida law. All those submitting responses to this solicitation will be provided notice of decisions regarding its award.

CONTACT WITH JAA STAFF

From the time of receipt or publication of this solicitation, all parties who intend to directly or indirectly submit a response to the solicitation shall direct all contact with JAA through JAA Procurement or the assigned Buyer for this request. If the question or comment deals with a subject matter that is outside of the knowledge or responsibility of JAA's Procurement Department, Procurement will direct the question or comment to the appropriate person or authority. Other than as permitted herein, respondents to this solicitation may not contact JAA's executives, staff, award or evaluation committee members, Board of Directors, or those representing JAA's

interests in this solicitation for the purpose of discussing the same. Violation of this provision may result in bid/proposal rejection and/or respondent debarment.

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ARTICLE I – INSTRUCTIONS TO RESPONDENTS

1.01 RECEIPT AND OPENING OF BIDS

JAA will receive Bids for this solicitation until 2:00 PM (JAA time) on February 8, 2023 for the purpose of selecting a Vendor to provide On-Call Emergency, Disaster, and Biohazard Clean-Up and Restoration Services (the “Services”). All Bids timely received will be opened publicly opened via WebEx videoconference. Interested parties can join by phone by calling (904) 900-2303 and entering access code 2632 017 7378#. Please email the Procurement Administrator assigned to this solicitation if you need assistance.

1.02 DELIVERY OF BIDS

Bids will be received electronically via DemandStar.com only. To register with DemandStar.com, visit www.demandstar.com/registration and for information on how to navigate DemandStar.com, or see Exhibit A. All Bids must be submitted in accordance with this ITB.

Subject to JAA’s discretion to waive minor irregularities that will not result in an unfair advantage or disadvantage to any Respondent, late bids, as determined by the date stamp for upload into DemandStar.com, will not be considered and may be returned to the Respondent as non-responsive. Each Respondent is fully responsible for ensuring that its Bid is uploaded to DemandStar.com and shall assume the risk of non-delivery or untimely delivery caused by failure to upload by the designated date and time. This ITB does not commit JAA to pay costs or expenses whatsoever.

1.03 CONTRACT DOCUMENTS

The Contract Documents give the description of the Services to be provided under this solicitation. The required qualifications of Bidders and other technical information are also contained in these documents. The date, time and location of the receipt and opening of bids are listed in the General Instructions.

1.04 EXAMINATION OF CONTRACT DOCUMENTS AND SPECIFICATIONS

The Respondent is required to carefully examine the Technical Specifications included herein as well as the Contract Documents. It will be assumed that the Respondent has investigated and is fully informed of the conditions, the character and quality of the Services to be provided, and of the requirements of the Contract Documents or Purchase Order, if utilized in lieu of a Contract.

JAA will consider the Respondent’s lack of inquiries or requests for clarification prior to the Deadline for Questions to constitute the Respondent’s acceptance of all of the terms, conditions, and requirements as stated in this solicitation, the Contract, and any addenda or amendments thereto.

1.05 OBLIGATION OF RESPONDENTS

The Respondent must fully learn of JAA’s requirements for the Services to be provided. Failure to do so will not relieve a successful Respondent of its obligation to carry out the provisions, specifications, and requirements of this ITB. The Respondent must be familiar and comply with all federal, state, and local laws, ordinances, rules, and regulations that in any manner affect the Services. In addition, the Respondent will be held responsible for having examined the details of the minimum Technical Specifications included herein. The submittal of a Bid will be construed as evidence that all Respondent obligations have been satisfied and no subsequent allowance will be made in this regard.

1.06 ADDENDA - CHANGES WHILE BIDDING

No interpretation of the meaning of any part of this ITB or other Contract Documents, or corrections of any apparent ambiguity, inconsistency, or error therein, will be made to any Respondent orally. All requests for interpretations or corrections **MUST** be submitted in writing and addressed to JAA’s Procurement Department, Attn: Brian Simmons. Requests **MUST** be submitted via email to brian.simmons@flyjacksonville.com. Each Respondent is fully responsible for ensuring that its requests for written interpretations or corrections is timely

received and shall assume the risk of non-delivery or untimely delivery caused by failure to e-mail request by the designated date and time.

All requests must be received by 2:00 PM (JAA time) on January 25, 2023, in order to be given any consideration. All such interpretations and supplemental instructions will be in the form of a written Addendum to these solicitation documents, which, if issued, will be posted on the JAA website, www.flyjacksonville.com, and/or DemandStar.com. However, it is the responsibility of each Respondent, before submitting its Bid, to review the solicitation documents on JAA's website and DemandStar.com to find out if any Addenda were issued and to make such Addenda a part of its Bid. If any Respondent fails to acknowledge receipt of any such Addenda in the space provided on the Bid Form, its Bid will nevertheless be construed as though the Addenda have been received and acknowledged. Only the interpretation or correction so given by JAA's Procurement Department in writing will be binding and prospective Respondents are advised that no other source is authorized to give information concerning, explaining, or interpreting these solicitation Documents.

1.07 PREPARATION OF BID

Bids will be submitted in the form, and in the order outlined in the Bid Form. All information must be typed in or legibly printed in ink.

If the Bid is submitted by an individual, s/he must sign their name and state their address, along with the name and address of every other person interested in the Bid as a principal. If the Bid is made by a firm, partnership, or joint venture, the name and address of each member of the firm, partnership, or joint venture must be included. If the Bid is submitted by a corporation, the Bid must be signed by an authorized officer or agent subscribing the name of the corporation along with their own name. **FAILURE TO SIGN THE BID WILL CONSTITUTE A MATERIAL IRREGULARITY AND WILL RESULT IN THE REJECTION OF THE BID.** Such officer or agent must also state the name of the State under which the corporation is chartered, and the names and business address of the President, Secretary and Treasurer. If applicable, also provide evidence of registration with the Secretary of the State of the State of Florida for doing business in the State of Florida.

1.08 WITHDRAWAL OF BIDS

Any Bid may be withdrawn, modified, and/or resubmitted without prejudice from within the DemandStar e-bidding platform before the date and time the Bids are opened. Any Bid not so withdrawn will, upon opening, constitute an irrevocable offer for ninety (90) days to furnish the Services contemplated herein. To the extent negotiations are required and the negotiation and/or award process does not result in an executed contract with the top-ranked Respondent, JAA reserves the right to: (i) initiate the same with the next ranked Respondents until such time as an executed contract results; or (ii) otherwise proceed as permitted pursuant to its Procurement Code.

1.09 MANDATORY RESPONDENT CRITERIA

- A. Minimum of five (5) years providing On-Call Emergency, Disaster, and Biohazard Clean-Up and Restoration Services,
- B. Have a current, valid, and verifiable business license,
- C. Have current, valid, and verifiable Hazardous Waste Handler permits (including any required licenses and/or certifications of personnel), and
- D. Meet the minimum insurance requirements and other provisions of this ITB.

1.10 RESPONSIBLE RESPONDENT CRITERIA

In considering the responsiveness JAA will examine each bid timely received against the factors listed below. Respondents will address each factor specifically in their Bid.

- A. Bid Price, and
- B. Mandatory Minimum Specifications.

In this regard, JAA reserves the right to reject any and all Bids, in whole or in part, or to waive any non-conformance in Bids or any other bid irregularities whenever such rejection or waiver is minor in nature, is in the best interests of JAA, and when such a waiver will not result in an unfair advantage or disadvantage to any Respondent.

1.11 REFERENCES

The Respondent shall submit three references. The references should be submitted on the Reference Questionnaire, Exhibit E.

JAA WILL ACCEPT THE REFERENCE FORM **ONLY** FROM THE INDIVIDUAL COMPLETING THE REFERENCE QUESTIONNAIRE. THE REFERENCE FORM SHOULD BE E-MAILED DIRECTLY TO PROCUREMENT-BIDS@FLYJACKSONVILLE.COM WITH **ITB NO. 23-06-45133** IN THE SUBJECT LINE.

As part of this solicitation, Respondent references are considered very important. As such, JAA may contact and evaluate the responses it receives from each reference provided in response to this solicitation. To the extent the required reference questionnaires are not received, contact with proposed references cannot be made, or the proposed references indicate a lack of knowledge or awareness of Respondent, the same will be negatively reflected in JAA's evaluation and award of points for this factor. Therefore, prior to proposing references, Respondents are encouraged to contact those individuals or entities being proposed as references in order to ensure that: (i) their contact information is current and correct; (ii) they are knowledgeable and aware of the issues for which they are being proposed as references; and (iii) they are ready, willing, able and permitted to provide the reference information being sought.

1.12 DISQUALIFICATION OF RESPONDENTS

Any of the following causes may be considered sufficient for the disqualification of a Respondent or rejection of a Bid (this does not represent an exhaustive list):

- A. Submission of more than one Bid for the same work by an individual, firm, partnership, or corporation under the same or different names. If a company has more than one division, only one Bid may be submitted for the same company.
- B. Evidence of collusion amongst Respondents.
- C. Incomplete work for which the Respondent is committed by contract, which, in the sole judgment of JAA, might hinder or prevent the prompt provision of the Services contemplated herein if awarded to such Respondent.
- D. Being delayed, overdue, or dilatory on any existing agreement with JAA or having defaulted on a previous contract with JAA. For purposes of this section, attempts to create a new entity, partner with an existing entity or person, or otherwise hold oneself out as another firm or business for the purpose of shielding any individual, firm, partnership, corporation, or similar concern from the application of this provision may be considered grounds for disqualification of all those persons or entities involved.
- E. Items 'C' and 'D' above will be considered by JAA after the opening of Bids, and, if found to apply to any Respondent, JAA will notify the Respondent that its Bid will not be considered for an award of the Contract. The Respondent has three (3) business days after the date of JAA's notice to appeal JAA's decision in writing.

1.13 REJECTIONS OF IRREGULAR BIDS

Subject to the exercise of JAA's discretion to waive minor irregularities, bids will be considered irregular and may be rejected if they show omissions, alterations of form, additions not called for, conditions, limitations, unauthorized alternate bids or other irregularities of any kind. JAA reserves the right to waive minor irregularities that will not result in an unfair advantage or disadvantage to any Respondent.

1.14 CONFLICT OF INTEREST CERTIFICATE

The Respondent must execute either Section I or Section II of the Conflict of Interest Certificate, Exhibit B, relative to § 112.313(12), Florida Statutes. Failure to execute either section may result in rejection of Respondent's bid.

1.15 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 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.

1.16 PRE-BID MEETING

To help ensure that all Respondents are fully informed of the requirements for this Contract, a non-mandatory Pre-Bid Meeting will take place at the aforementioned time, date, and place. Respondents are encouraged to submit questions in advance of the meeting to JAA's Procurement Department, to the attention of the Procurement Administrator listed above. Requests should be transmitted via email. Each Respondent is fully responsible for ensuring that its requests for written interpretations or corrections are timely received, and shall assume the risk of non-delivery or untimely delivery.

1.17 SMALL BUSINESS ENTERPRISES (SBE) PARTICIPATION

JAA is committed to providing an opportunity for local small/disadvantaged/minority owned firms by promoting the development of small businesses within our Normal Market Area. It is the policy of JAA to provide small businesses with identical information and an equitable opportunity to compete for business from JAA. This is an invitation for local small/disadvantaged/minority businesses to become involved in the total procurement of JAA sponsored projects, goods, and services. JAA's Normal Market Area for SBE entities is defined as Duval, Clay, Baker, St. Johns, and Nassau counties.

A SBE Participation Goal has not been established for this ITB.

1.18 LOCAL PREFERENCE PROGRAM

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

The term "Local Business" or "Local Respondent" shall mean a person, firm, corporation, or other business entity which is duly licensed and authorized to engage in the particular business at issue, which has been in business and maintained its permanent place of business in the Normal Market Area for a minimum of one (1) year prior to the solicitation release date and has at least three (3) full-time employees living in the Normal Market Area. JAA's Normal Market Area is Baker, Clay, Flagler, Duval, Nassau, Putnam, and St. Johns counties.

The Local Business shall perform or operate on a day-to-day basis and provide a substantial component of the goods or services, which are being procured by JAA

1.19 NON-DISCRIMINATION PROVISIONS

The Respondent agrees to comply with all applicable federal, state and local laws, including the Civil Rights Act of 1964 as amended. The Equal Employment Opportunity Clause in Section 202, paragraphs 1 through 7 of Executive Order 11246, as amended, relative to Equal Employment and the implementing Rules and Regulations of the Office of Federal Contract Compliance Programs are incorporated herein by specific reference. The Affirmative Action Clause in Section 503 of the Rehabilitation Act of 1973, as amended, relative to Equal

Opportunity for the disabled is incorporated herein by specific reference. The Affirmative Action Clause in 38 U.S.C., Section 2-12 of the Vietnam Veterans' Readjustment Assistance Act of 1974, relative to Equal Employment Opportunity for the special disabled Veteran and Veterans of the Vietnam Era, is incorporated herein by a specific reference. The Respondent specifically agrees to comply with: (i) Title VI of the Civil Rights Act of 1964, which prohibits discriminations on the grounds of race, color, or national origin; and (ii) Title 49 of the U.S.C. §47123, which further prohibits discrimination on the grounds of sex, gender, creed, or religion.

1.20 BID BOND

A Bid Bond is not required for this solicitation.

1.21 PERFORMANCE BOND

Neither a Performance nor a Payment Bond will not be required for the contract contemplated herein.

1.22 EVALUATION AND AWARD

JAA reserves the right to accept or reject any or all Bids, in whole or in part. JAA reserves the right to award the Contract or Purchase Order to the Respondent submitting a bid which is most advantageous and in the best interests of JAA. Tie bids will be awarded pursuant to JAA's Local Preference Program and if after its application the tie remains, preference will be given to the Respondent that certifies it has implemented a drug-free workforce program. If a tie still remains, JAA will award the ITB in the manner determined to be in the best interests of JAA. JAA will be the sole judge of the bids and the resulting award that is in its best interest and its decision will be final. The JAA CEO has final approval authority for any resulting agreement. This ITB is subject to the availability of budgeted funds.

Within 10 days after notice of award is made, JAA will endeavor to give the successful Respondent a JAA purchase order and Respondent must acknowledge receipt. Award will not be binding until this purchase order has been received and acknowledged by the Respondent to contain the terms of the contract. Respondent terms different from JAA's (on JAA purchase order or contained in the Contract) will not be allowed.

JAA's intended award decision for this solicitation and the results of the Awards Committee's action regarding the same will be posted on JAA's:

- (i) Public Notice Board located in the first-floor lobby of JAA's Administration Building at 14201 Pecan Park Road, Jacksonville, Florida 32218; and/or
- (ii) Website at www.flyjacksonville.com/Awards2015.aspx.

IT IS THE SOLE RESPONSIBILITY OF THE RESPONDENT TO KNOW AND DETERMINE THE DATE AND TIME ANY INTENDED DECISION, RECOMMENDATION, OR ACTION IS TAKEN OR POSTED BY JAA.

1.23 PUBLIC MEETING REQUIREMENTS

JAA is required to comply with Section 286.011 of the Florida Statutes. Therefore, meetings of the JAA Awards Committee and/or 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, 1st Floor, Jacksonville, FL 32218 and/or www.flyjacksonville.com/Pmeetings2015.aspx.

1.24 PROTEST PROCEDURES

Any Respondent adversely affected during this solicitation process may file a Notice of Protest, including all the particulars of facts and law on which the protest is based. This notice must be in writing and addressed to JAA, Attn: Procurement Director, 14201 Pecan Park Road, 2nd Floor, Jacksonville, FL 32218. A proper Notice of Protest may be timely filed in writing pursuant to JAA's Protest Procedures, which can be found by visiting JAA's website at www.flyjacksonville.com/PDFs/award-protest.pdf. **IT IS THE SOLE RESPONSIBILITY OF THE PROTESTOR TO KNOW AND DETERMINE THE DATE AND TIME ANY INTENDED DECISION, RECOMMENDATION, OR ACTION IS TAKEN OR POSTED BY JAA.**

1.25 EXECUTION OF THE AGREEMENT

Within 10 business days after Notice of Award, the successful Respondent will furnish the required certificates of insurance and any other requirements and enter into a formal Agreement with JAA. Failure to execute the resulting Contract as provided in these documents within 10 business days after the date of Notice of Award will be just cause to rescind the award, unless such failure has been caused by JAA, which award may then be made to another Respondent, or this solicitation may be re-advertised, at JAA's sole discretion. The Respondent whose award JAA rescinded may be considered irresponsible if JAA elects to re-advertise this solicitation. No award will be binding upon JAA until the Contract or Purchase Order contemplated herein has been fully executed.

1.26 PARTICIPATION IN E-VERIFY REQUIRED BY LAW

Pursuant to § 448.095, Florida Statutes, all vendors contracting with a public entity, including the Jacksonville Aviation Authority, are required to register with, and participate in, the federal government's E-Verify program (www.e-verify.gov). By submitting a response to this solicitation, Responder acknowledges and agrees that:

- A. If JAA has a good faith belief that a person or entity with which it is contracting has knowingly violated § 448.095(1), Florida Statutes, the contract is required by law to be immediately terminated,
- B. If JAA has a good faith belief that a subcontractor has knowingly violated § 448.095, but the Prime Contractor is otherwise compliant, JAA shall promptly notify the Prime Contractor and order the Prime Contractor to immediately terminate their contract with the subcontractor,
- C. A contract terminated as specified herein is not a breach of contract under Florida law, may not be considered as such, but may be challenged in the Circuit Court no later than 20 calendar days after the date of termination,
- D. If a contract is terminated pursuant to § 448.095, Florida Statutes, the Contractor may not be awarded a public contract by any agency for a period of one (1) year after the date of termination, and
- E. The Prime Contractor's contracts with every subcontractor who will or may perform any portion of the Services outlined herein must include a provision requiring said subcontractor(s) to comply with the provisions of § 448.095, Florida Statutes.

[The remainder of this page has been intentionally left blank.]

ARTICLE II – GENERAL CONDITIONS

2.01 DEFINITIONS

AOA – Airport Operations Area

AUTHORITY – Jacksonville Aviation Authority

BID – The approved forms on which the Respondent is to submit, or has submitted, its prices for the items requested in the bid.

CECIL – Cecil Airport

CONTRACT – The Contract consists of the document labeled Specifications for the Commodity, this ITB; Respondent's Bid; and any Addenda issued prior to; and any Modifications issued after execution of the Contract. A Modification is a written amendment to the Contract signed by both parties.

CONTRACTOR – Any individual, firm or corporation entering into a Contract to perform the Scope of Work.

CONTRACT ADMINISTRATOR – Designated representative(s) of JAA assigned to monitor the Contract to ensure full compliance with all terms and conditions contained within the Contract document. Monitoring activities include progress of work, inspection and acceptance of services, quality assurance and issuance of payment receipts.

CONTRACTOR REPRESENTATIVE – Individual(s) designated in writing by the Respondent as the Respondent's Representative, with authority to act for the Respondent in all matters, including changes to Contract terms.

CONTRACTING OFFICER – Designated JAA individual, who provides JAA Inspector and/or JAA Contract Administrator with Contract information and monitors the administration of the Contract to ensure compliance with terms by both JAA and the Respondent. The Contracting Officer is the only individual authorized to make Contract modifications.

DAYS – Calendar days unless otherwise specified.

DBE – Disadvantage Business Enterprise.

ELIGIBLE USER – Public agencies and other eligible users that will order products and/or services directly from the Respondent under the Contract. By ordering products and/or services under the Contract, the Eligible User agrees to its terms. Eligible Users are not, however, parties to the Contract. Eligible Users participating in the Contract do so according to the following terms: (1) non JAA Users assume and bear complete responsibility with regard to performance of any contractual obligation or term; (2) breach of a Contract term by any particular User shall not be deemed a breach of the Contract as a whole, which shall remain in force and effect, and shall not affect the validity of the Contract nor the Respondent's obligations to non-breaching Users or JAA; (3) JAA shall not be liable for any breach by non-JAA Users; (4) each non-JAA User and the Respondent guarantee to save JAA and its officers, agents, and employees harmless from liability that may be or is imposed by their failure to perform in accordance with their obligations under the Contract.

FAA – Federal Aviation Administration.

HEG -- Herlong

HERLONG – Herlong Recreational Airport

INSPECTOR – Designated representative(s) of JAA, assigned to monitor the services, advise of problem areas and to give a report of conformance or of rejection. The Inspector will be designated at the award of Contract.

JAA – Jacksonville Aviation Authority

JAX – Jacksonville International Airport

JAXEX – Jacksonville Executive at Craig Airport

JSEB – Jacksonville Small Emerging Business

LOCAL BUSINESS or LOCAL RESPONDENT – The term “Local Business” or “Local Respondent” shall mean a person, firm, corporation or other business entity which is duly licensed and authorized to engage in the particular business at issue, which has been in business and maintained its permanent place of business in the NMA for a minimum of one (1) year prior to the solicitation release date and has at least three (3) full-time employees living in the NMA. The Local Business shall perform or operate on a day-to-day basis and provide a substantial component of the goods or services which are being procured by the Authority.

NORMAL MARKET AREA (NMA) – The Authority’s Normal Market Area is Baker, Clay, Flagler, Duval, Nassau, Putnam and St. Johns counties.

PROPOSER – Any individual, firm or corporation submitting a Proposal for the services contemplated.

RESPONDENT – Any individual, firm or corporation submitting a bid for the items requested.

SERVICES – Everything required to furnishing or performing under this contract document.

SBE – Small Business Enterprise.

TSA – Transportation Security Administration.

VQQ – Cecil Airport

2.02 SPECIFICATIONS OF SERVICES

The specifications for the Scope of Work are as detailed in Article III, Scope of Work.

2.03 DEVIATIONS TO SPECIFICATIONS

Deviations to the Scope of Work enumerated herein will not be accepted by JAA.

2.04 LEGAL REMEDIES AVAILABLE TO JAA

The Contract that results from this solicitation may be terminated by JAA in accordance with this clause whenever JAA determines that such termination is in the best interest of JAA.

Termination of this Agreement in accordance with its agreed termination provisions will not give rise to any claims of improper termination, termination in bad faith, or the like or to the payment of any compensation, recoupment of expenditures made by Respondent pursuant to this Agreement, or the like predicted in such termination.

The resulting Contract is always subject to availability of budgeted funds.

2.05 SOLICITATION PROVISION

Respondents are requested to indicate on their Bids if they will extend the pricing, terms and conditions of this bid to other public or government agencies, if Respondent is the successful bidder. If Respondent agrees to or is silent on this provision, public or government agencies may enter into a contract with Respondent for the purchase of the goods, services, and/or supplies described herein, based on the terms, conditions, prices, and percentages offered by Respondent to JAA. Minor changes in terms and conditions may be negotiated by utilizing piggybacking agencies for up to the full potential term of the contract resulting from this solicitation. JAA makes no warranties regarding any goods, services, and/or supplies utilized or piggybacked hereunder, liability for which shall be the sole responsibility of Respondent, against which liability Respondent will indemnify, save, hold harmless, and defend JAA.

2.06 INDEMNIFICATION

Any Contract or Purchase Order resulting from the ITB will include the following provisions:

To the fullest extent permitted by law, the Respondent agrees to indemnify, defend and hold harmless JAA, its officers, agents, volunteers, and employees from and against all claims, damages, losses, and expenses, including but not limited to all fees and charges of engineer(s), architect(s), attorney(s) and other professional(s), court costs, or other alternative dispute resolution costs arising out of, resulting from, or otherwise but for the performance or furnishing of Respondent's work or services under this Agreement; provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease, death or personal injury, or property damage, including the loss of use or diminution in value resulting there from; but only to the extent caused in whole or in part by the actual or alleged negligent acts, errors, or omissions of the Respondent, Respondent's Subcontractor(s) or anyone directly or indirectly employed or hired Respondent, or anyone for whose acts Respondent may be liable. JAA reserves the right, but not the obligation, to participate in defense without relieving Respondent of any obligation hereunder. By virtue of submitting a bid in response to this solicitation, Respondent acknowledges and will adhere to this provision if awarded the Services contemplated herein.

2.07 INSURANCE

Respondent agrees to maintain at all times during the life of this Contract, on a primary and non-contributory basis, and at its sole expense, at all times during the life of this contract the following insurance coverages, limits, including and endorsements described herein. All coverages shall be on a "per occurrence" basis, where applicable. The requirements contained herein, as well as JAA's review or acceptance of insurance maintained by Respondent is not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Respondent under this contract.

Comprehensive General Liability Insurance: Respondent shall maintain Comprehensive General Liability Insurance coverage that shall include premises, operations, independent contractors, personal injury (deleting any exclusions relating to employees), products, general or employee theft and contractual liability including, but not limited to, the liability assumed by the Respondent under the hold harmless provision of this solicitation. Said policy or policies shall cover loss or liability for damages in an amount not less than \$1,000,000, combined single limit, for bodily injury, death, or property damage occurring during Respondent's operations in, on, or about the Airport. The Authority shall be named and endorsed an additional named insured.

Business Automobile Liability: Contractor agrees to maintain Business Automobile Liability at a limit of liability not less than \$1,000,000 (non-AOA access) Each Occurrence. Contractor further agrees coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event Contractor does not own automobiles, Contractor agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy. In the event the contractor requires AOA access, then the Business Automobile Liability Limit will be not less than \$5,000,000.

Worker's Compensation Insurance & Employers Liability: Respondent shall maintain Worker's Compensation Insurance & Employer Liability in accordance with Chapter 440, Florida Statutes, as now or hereafter amended.

Pollution Legal Liability: Respondent shall maintain Pollution Liability, or similar Environmental Impairment Liability, at a minimum limit not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate providing coverage for damages against, but not limited to, third-party liability, clean up, corrective action including assessment, remediation, and defense costs. The Pollution Liability policy shall be endorsed to include the Jacksonville Aviation Authority as an Additional Insured.

Cyber Liability Insurance: Respondent shall procure and maintain Cyber Liability Insurance at a limit of liability not less than \$250,000 per occurrence or claim. JAA must receive 30-day notice of intent to cancel, non-renewal, or material change(s) in coverage. Cyber Liability Insurance Coverage shall contain the following:

- A. Liability arising from the theft, dissemination, and/or use of confidential or personally identifiable information; including credit monitoring and regulatory fines arising from such theft, dissemination, or use of the confidential information.

- B. Network security liability arising from the unauthorized use of, access to, tampering with, or destruction of data and/or computer systems.
- C. Liability arising from the failure of technology products (software) required under the contract for vendor to properly perform the services intended.
- D. Electronic Media Liability arising from personal injury, plagiarism, or misappropriation of ideas, domain name infringement, improper deep-linking or framing, and infringement or violation of other intellectual property rights.
- E. Liability arising from the rendering, or failure to render, professional services.

Additional Insured: Respondent agrees to endorse JAA as an Additional Named Insured as to all applicable policies. The Additional Named Insured shall read "Jacksonville Aviation Authority."

Waiver of Subrogation Required: Respondent agrees, by entering into a contract with JAA, to a Waiver of Subrogation for each required policy herein.

Deductibles, Coinsurance, & Self-Insured Retention: Operator shall be fully and solely responsible for any deductible, coinsurance, penalty, or self-insured retention, including any losses, damages or expenses not covered due to an exhaustion of limits or failure to comply with a policy.

Certificate(s) of Insurance: Respondent agrees to provide JAA a Certificate(s) of Insurance evidencing that all coverages, limits, and endorsements required herein are maintained and in full force and effect. Said Certificate(s) of Insurance shall include a minimum 30-day notice before policy cancellation or non-renewal of coverage. The Certificate Holder address shall read:

Jacksonville Aviation Authority
14201 Pecan Park South Road
Jacksonville, Florida 32218

Right to Revise or Reject: JAA reserves the right, but not the obligation, to review and revise any insurance requirement, not limited to limits, coverages and endorsements based on insurance market conditions affecting the availability or affordability of coverage; or changes in the scope of work/specifications affecting the applicability of coverage. Additionally, JAA reserves the right, but not the obligation, to review and reject any insurance policies failing to meet the criteria stated herein or any insurer providing coverage(s)

2.08 ACCEPTANCE OF SERVICES

Any portion of the Services provided to JAA not meeting specifications or found to be defective will not be accepted. As it is impossible for JAA to inspect all services immediately upon completion, signing of the receipt document only verifies the act of the performance of the Services. A reasonable opportunity must be allowed for inspection. Any re-performance of Services are the sole responsibility of the vendor, and will be solely at vendor's expense.

2.09 DEFECTIVE WORK

The Contractor will be notified verbally of deficiencies observed in performance of work. JAA will use reasonable efforts to confirm all deficiencies in writing. These deficiencies shall be immediately corrected and the JAA designated representative shall be notified when corrections have been completed.

2.10 ACCESS TO SITE

All access in and out of the work site shall be coordinated with the JAA Staff. The Contractor will be required to follow all JAA rules and regulations.

2.11 ACCEPTANCE OF SERVICES

The Contractor is responsible for the disposal of all discarded materials from the work area. All disposals shall be off JAA property and in accordance with all city, county, state, and federal regulations for such material.

2.12 COMPENSATION

Compensation will be paid in accordance with the Respondent's quotation price submitted on the Bid Form and accepted by JAA, subject to post quotation negotiations, value engineering, etc., as applicable. The invoice, which must reference the purchase order number, shall be submitted electronically to Accounts Payable via email to: accountspayable@flyjacksonville.com. Invoices will be processed in accordance with normal JAA procedures, which is 30 days net (20 days net for certified small businesses) after receipt of an approved invoice. JAA, at its sole discretion, may authorize advance payments, deposits, or partial payments.

2.13 ACH PAYMENT PARTICIPATION ACKNOWLEDGEMENT

JAA is endeavoring to process its accounts payable transactions even more efficiently through the Automated Clearing House (ACH) payment method. Submitting a quote in response to this solicitation shall represent an acknowledgement that, as a condition precedent to Respondent receiving an award in this matter and receiving payments thereunder, Respondent will complete and return JAA's ACH Authorization Form, a draft copy of which is attached hereto as Exhibit C. JAA will make every effort to secure the information obtained through this initiative in accordance with Florida Law, under which banking information and account numbers are currently considered confidential and exempt from public record, but will not accept any liability for inadvertent disclosure during the course of compliance with a lawful public records request.

PLEASE BE ADVISED THAT JAA'S ACH AUTHORIZATION FORM SHOULD NOT BE COMPLETED AND SUBMITTED AS PART OF RESPONDENT'S BID OR PROPOSAL DOCUMENTS.

The completion and return of JAA's ACH Authorization Form is only required if Respondent is notified of a potential award, at which time an actual copy of the form will be provided. If it has previously completed and returned this form and there has been no changes to the information contained therein, Respondent shall provide JAA written notice and documentation of the same.

2.14 COMMENCEMENT OF SERVICE

Service will begin at the agreed upon time. Failure to do so may result in JAA obtaining the Services from another source and possible termination of the Contract. Any agreement by JAA to waive all or part of the Scope of Work must be agreed to in writing by both parties.

2.15 ASSIGNMENT

The Respondent may not assign or otherwise transfer its rights under the Contract resulting from this solicitation without the prior written consent from JAA, nor will the Respondent assign any monies due or to become due it hereunder without the prior written consent of JAA.

2.16 SAFETY STANDARDS

It is the intent that all specifications are in full and complete compliance with all local, county, state, and federal laws, rules, ordinances, statutes, and regulations that apply or may apply to the type and kind of work to be performed. Respondent, by submitting a bid, certifies that they are and will remain in compliance with the same and assumes all liability for any violations that might occur. In addition, any legislation which should become effective regarding the services to be performed will immediately become a part of this contract. Respondent will have the option to meet or exceed any such safety standard.

2.17 NO INDIVIDUAL LIABILITY

No member, officer, agent, director, or employee of JAA or Respondent will be charged personally or held contractually liable by or to the other party under the terms or provisions of the Contract or because any breach thereof or because of its or their execution or attempted execution.

2.18 ARTICLE/SECTION HEADING

The article and section headings contained in this ITB are included for convenience only and are not to be considered a part hereof or affect in any manner the construction or interpretation of the ITB.

2.19 ORDER OF PRECEDENCE

In the event of any conflict between the provisions of a resulting Contract, the provisions of this ITB and Respondent's Bid, referred to and incorporated in the Contract, said provisions will be given preference in the following order: 1) the Contract; 2) this ITB and any issued addenda, 3) Respondent's Bid, and 4) the Purchase Order.

2.20 GOVERNING LAW AND VENUE

The venue of any legal action brought by or filed against JAA relating to any matter arising under this solicitation or the resulting Contract will be exclusively in the appropriate court, sitting in Duval County, Florida that has jurisdiction over such legal action. This solicitation and the resulting Contract will be governed by and interpreted under the laws of the State of Florida.

2.21 NONWAIVER

Failure by either Party to insist upon strict performance of any of the provisions of this Contract will not release either Party of any of its obligations under the Contract.

2.22 ENTIRE AGREEMENT

By submitting a bid in response to this solicitation, the Respondent acknowledges that it has familiarized itself with JAA's Contract Form and that the same will be the entire agreement of the Parties, and the Parties are not bound by any stipulations, representations, agreements, or promises, oral or otherwise, not printed or inserted in this Contract, including but not limited to any terms, conditions, or similar requirements that the successful Respondent may have as part of a website or otherwise. Respondent agrees that no representations have been made by JAA to induce the Respondent to enter into the Contract other than as expressly stated in this Contract. This Contract can only be modified by written amendment expressly referencing this Contract and signed by all Parties hereto.

2.23 TIME REQUIREMENT

For every requirement of this solicitation and resulting Contract, time is of the essence.

2.24 DAMAGES

The Respondent acknowledges that it can be compensated adequately by money damages for any breach of the Contract that may be committed by JAA. The Respondent agrees that no default, act or omission of JAA shall constitute a material breach of the Contract entitling the Respondent to cancel or rescind the same or to suspend or abandon performance thereof; and the Respondent hereby waives any and all rights and remedies to which the Respondent might otherwise be entitled to because of any wrongful act or omission of JAA, saving only the Respondent's right to money damages.

2.25 PROMPT PAYMENT TO SUBCONTRACTORS AND SUPPLIERS

Generally, when the Respondent receives payment from JAA for labor, services or materials furnished by Subcontractors and suppliers hired by JAA, the Respondent shall remit payment due (less proper retainage) to those Subcontractors and suppliers within 20 calendar days after Respondent's receipt of payment from JAA.

Nothing herein shall prohibit Respondent from disputing, pursuant to the terms hereof, all or any portion of a payment alleged to be due to its subcontractors and suppliers. In the event of such dispute, the Respondent may withhold the disputed portion of any such payment only after Respondent has provided notice to JAA and to the Subcontractor and supplier whose payment is in dispute, which notice shall: (i) be in writing; (ii) state the amount in dispute, (iii) specifically describe the actions required to cure the dispute, (iv) be delivered to JAA and to the said Subcontractor or supplier within 10 calendar days after the Respondent's receipt of payment from JAA. The Respondent shall pay all undisputed amounts due within the time frames specified in this section.

2.26 PERFORMANCE STANDARDS

The standards by which the Contractor's performance will be evaluated are set forth as stated below. The Contractor's failure to meet and maintain these standards, after receipt of written notice to correct such deficiencies, immediately or within 24 hours' notice may result in the following or termination of the Contract.

- a. **Late Response Violation** – To normal routine service request, this would apply, if the technician did not respond to the location within the required three days of pickup request or one day for emergency requests shall be subject to a deduction of \$250 per violation, per occurrence.
- b. **Cleanliness of Area(s)** – Failure to maintain a clean work area, shall be subject to a deduction of \$100 per violation, per occurrence.

Amounts paid to JAA pursuant to this section shall be considered as liquidated damages in case of failure(s) to provide timely or complete services as described herein, and not as a penalty, fine, fee, or similar punitive amount.

[Remainder of the page is intentionally left blank.]

ARTICLE III – SCOPE OF WORK

3.01 GENERAL OVERVIEW

JAA owns and operates the Jacksonville Airport System which consists of the Jacksonville International Airport serving the commercial passenger and air cargo aviation needs of Northeast Florida and Southeast Georgia; Jacksonville Executive Airport at Craig, serving corporate and general aviation; Herlong Recreational Airport, serving recreational and sport flyers; and Cecil Airport and Spaceport, ideally suited for major aircraft maintenance, repair, and overhaul, along with vertical flight operations.

3.02 SCOPE OF WORK – MINIMUM REQUIREMENTS

The selected Respondent shall be responsible for furnishing all necessary labor, materials, tools, supplies, equipment, transportation, supervision, and management necessary and required for the Services contemplated herein. All work shall be performed in accordance with the requirements set forth in the resulting contract, and in accordance with all local, county, state, and federal laws, rules, regulations, statutes, ordinances, and industry best practices.

These goods and services include, but are not limited to, flood damage mitigation and restoration, natural disaster damage mitigation and restoration, fire damage mitigation and restoration, biohazard incident mitigation and restoration, unforeseen or emergency restoration of items or facilities in response to human-caused damage or destruction whether intentional or otherwise, and unforeseen or emergency restoration of items or facilities in response to discovery of dangerous or concerning conditions of items or facilities.

JAA reserves the right to make one or multiple awards if, in its sole discretion, such award(s) are in the best interests of JAA.

3.03 REGULATORY COMPLIANCE AND DOCUMENTATION

Services rendered by Respondent must culminate in all required certifications, documents, and/or other compliance activities being performed or elements provided to JAA for each service performed, if applicable. JAA, for the purposes of payments due, will not consider services rendered until compliance is assured by Respondent.

3.04 CONTRACT

Respondent must specify if JAA's Contract, Exhibit D, is acceptable. Respondents shall acknowledge acceptance of the Contract on the Bid Form or by acquiescence through submitting a response to this solicitation. All noted exceptions to the Contract and all other documents that will need to be executed by JAA must be submitted with Respondent's bid.

In the event JAA's Contract is not acceptable, Respondent must submit a written request to have such provisions or requirements herein addressed pursuant to Section 1.06 above. JAA reserves the right to accept or reject any requests for modification of its Contract at its sole discretion.

3.05 PERFORMANCE MEETINGS

If requested by JAA, the Contractor is required to attend performance meetings that will be held at a time and place to be designated by the JAA. The intention of this meeting is to provide a forum for JAA and the Contractor to identify areas of concern so they can be resolved in a timely manner.

3.06 HOURLY RATES AND PRICING

In accordance with state and federal labor laws, overtime rates will only apply to hours worked in excess of 40 per week. Holiday rates may only be applied to JAA-observed holidays, and only after prior approval of JAA. Respondent is solely responsible for all applicable taxes, fees, benefits, or other amounts not included in listed hourly rates on the Respondent's Bid Form. In accordance with Paragraph 7 of the Draft Contract (see Exhibit D), any such amounts included are expressly disclaimed and rejected by JAA in keeping with the Respondent's status as an independent contractor of JAA.

3.07 EXPENSES AND TRAVEL

Personnel required by the Respondent to travel to Jacksonville, Florida as a result of a JAA-requested response must receive **prior** written approval from JAA in order to be able to submit expenses and/or travel fees to JAA for reimbursement. All reimbursements shall be in accordance with the JAA Travel Policy (see Exhibit G). Notwithstanding the provisions of JAA's Travel Policy or other requirements to the contrary, JAA will reimburse true costs incurred in accordance with the Respondent's agreed upon pricing schedule. Reimbursable travel costs include airplane fares, rental cars, hotels, meals, and tips for required personnel, and will be reimbursed by JAA in accordance with the JAA Travel Policy. Detailed costs and itemized receipts will be required for reimbursement.

All requests for expense reimbursement shall be submitted with receipts and sufficient detail so JAA can determine accuracy of the charges and compliance with its policies.

[Remainder of the page is intentionally left blank.]

ARTICLE IV – SBE PARTICIPATION

[Not used in this solicitation.]

ARTICLE V – BID FORM

Respondent's Name: _____

(Page 1 of 7)

CHECKLIST OF REQUIRED DOCUMENTS TO BE SUBMITTED

RESPONDENT SHALL UPLOAD INTO DEMANDSTAR THE "BIDDING DOCUMENT" THAT CONTAINS ALL REQUIRED DOCUMENTS. BIDS MUST BE UPLOADED INTO DEMANDSTAR.COM E-BIDDING SYSTEM

The following checklist is provided for convenience. The Respondent is responsible for carefully reviewing the submittal requirements in the ITB and submits all information requested. In order for JAA to consider the qualifications of Respondents for this Project, each Respondent must provide written documentation that it meets the following Mandatory Minimum Qualifications:

A. MANDATORY REQUIREMENTS – PASS OR FAIL

In order for JAA to consider the qualifications of Respondents for this Project, each Respondent must provide written documentation in the form of a letter signed by an authorized representative of the Respondent, that it meets the following Mandatory Minimum Qualifications:

1. Minimum of five (5) years providing hazardous materials disposal services,
2. Have a current, valid, and verifiable business license,
3. Have current, valid, and verifiable Hazardous Waste Handler permits (including any required licenses and/or certifications of personnel), and
4. Meet the minimum insurance requirements and other provisions of this ITB.

B. References

Submit three (3) references, include government/public entities, if available, for which Respondent has provided the same or substantially similar services. References should be submitted on the Reference Questionnaire, **Exhibit E**.

C. Submit executed Conflict of Interest Certificate, **Exhibit B.**

D. Acknowledgement of Addenda ____ through ____ is hereby made:

Respondent's Initials: _____

E. Drug-Free Workplace Program Certification:

- a. ____ Yes, we have a Drug-Free Workplace Program
- b. ____ No, we do not have a Drug-Free Workplace Program

F. Acknowledgement Respondent will accept a Purchase Order and invoice JAA:

Respondent's Initials: _____

G. Acknowledgement of ACH Payment acceptance is hereby made:

Respondent's Initials: _____

ARTICLE IV– BID FORM

Respondent's Name: _____

(Page 2 of 7)

H. Acknowledgement of Indemnification and Insurance requirements is hereby made:

Respondent's Initials: _____

I. Acknowledgement of JAA's Travel Policy is hereby made:

Respondent's Initials: _____

J. Acknowledgement and Acceptance of the JAA Contract is hereby made:

Respondent's Initials: _____

[The remainder of this page has been intentionally left blank.]

ARTICLE IV- BID FORM

Respondent's Name: _____

(Page 4 of 7)

Materials & Miscellaneous		Initial Contract Term (Years 1-3)	Year 4 (Optional)	Year 5 (Optional)
List Materials Used <i>Attach Additional Sheets If Needed</i>	Unit of Measure			
		\$	\$	\$
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		\$	\$	\$

ARTICLE IV- BID FORM

Respondent's Name: _____

Labor Rates	Regular <i>Initial Term</i>	Overtime <i>Initial Term</i>	Regular <i>Opt. Year 4</i>	Overtime <i>Opt. Year 4</i>	Regular <i>Opt. Year 5</i>	Overtime <i>Opt. Year 5</i>
	\$ /hr.	\$ /hr.	\$ /hr.	\$ /hr.	\$ /hr.	\$ /hr.
	\$ /hr.	\$ /hr.	\$ /hr.	\$ /hr.	\$ /hr.	\$ /hr.
	\$ /hr.	\$ /hr.	\$ /hr.	\$ /hr.	\$ /hr.	\$ /hr.
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Other Personnel/Fees <i>Attach Explanation</i>						

Equipment		Initial Contract Term <i>(Years 1-3)</i>	Year 4 <i>(Optional)</i>	Year 5 <i>(Optional)</i>
List Equipment Available <i>Attach Additional Sheets If Needed</i>	Unit of Measure	\$	\$	\$
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		\$	\$	\$
Rented Equipment	True Cost plus...	%	%	%

ARTICLE IV- BID FORM

Respondent's Name: _____

(Page 7 of 7)

L. Bidder Certification and Signature:

By submitting this bid and signing below, the Bidder certifies that the Bidder has read and reviewed all of the documents pertaining to this solicitation, that the person signing below is an authorized representative of the Company, that the Bidder is legally authorized to do business in the State of Florida, and that the Bidder maintains in active status all appropriate licenses required for the work.

M. Bid Form Signature:

FAILURE TO SIGN YOUR BID WILL CONSTITUTE A MATERIAL IRREGULARITY AND WILL RESULT IN REJECTION OF THE BID.

Respondent Name: _____

Authorized Agent's Signature: _____ Date: _____

Printed Name: _____ Email: _____

Title: _____

Respondent is a: Corporation Partnership Individual

Federal Identification Number: _____

Remittance Address: _____

Telephone Number: _____ Fax Number: _____

[The remainder of this page has been intentionally left blank.]

EXHIBIT A

Registering for DemandStar



We are pleased to announce our membership in the DemandStar network. DemandStar is an online marketplace that connects our suppliers directly to the bids, quotes and RFPs that matter to them.

DemandStar is open and accessible to all businesses and provides instant access to our solicitations. By registering for your complimentary DemandStar account, you will receive:

- **Instant** access to bids, quotes and RFPs
- **Automatic** notifications, right to you inbox, of bids that match the commodity codes you select
- The ability to **quickly view** the contractual terms and scope of work
- All the **forms and documents** you need in one place
- Access to **more government bids** in neighboring cities, counties and states

It's EASY! Get started with these 3 easy steps!

1 REGISTER

Go to:

<https://www.demandstar.com/registration>

Create an Account with DemandStar

You are one step away from picking your free government agency

Email Address

Company Name

I accept the DemandStar [Terms of Use](#) and [Privacy Policy](#)

Next



2 CHOOSE YOUR FREE AGENCY

Type in the name of the government agency you'd like to add, for example "~~City of Metropolis~~" in the Search Box

"**Jacksonville Aviation Authority**"

3 CHECK OUT

Check out with your **FREE AGENCY** Registration by clicking "Skip for now" on the page where it gives you options to add additional counties and States

← Choose Your Free Agency

Receive full access to the government agency of your choice and receive advance notifications of new opportunities.

City of Metropolis ✕

Narrow down your search by selecting a state and county.

State	County
<input type="text" value="Select State"/> ▼	<input type="text" value="Select County"/> ▼

You have chosen **Metropolis Technical College** as your free agency.
Add additional government agencies below for \$25 per County,
Statewide and National subscriptions available.

My Subscriptions  [0]

Nation (0)

States (0)

Counties (0)

		Your Current Rate
Total	(0 subscriptions)	\$0/year

Proceed to Checkout

Skip for Now

SIGN UP

Visit www.demandstar.com



Responding to an Electronic Bid

5 Step Instructions

Step 1

Many governments are moving toward requiring bid responses electronically. Here are the steps to respond to a bid Electronically.

- Click on the solicitation name

The screenshot shows a procurement portal interface. At the top, there are navigation tabs: 'Board', 'Bids', 'Quotes', 'Coming Soon! Activities', 'Coming Soon! Messages', and 'Responses'. Below the tabs is a dark blue header bar. Underneath, there is a yellow arrow-shaped button labeled 'Bids'. To the right of this button is a 'Sort By' dropdown menu set to 'Due Date'. Below the 'Bids' button is a list of bid items. A red arrow points to the first item, 'TSEBIDVINO24JAN01'. Each item has an 'Active' status button on the right. The first item details include: 'City of Fort Pierce - Purchasing Department, Fort Pierce, AZ', 'ID: BID-TSEBIDVINO24JAN01-0-2020/al', 'Broadcast: 1/24/2020', 'Due: 3/1/2020', 'Planholders: 3', and a 'Watch' button. The second item is 'AA-BB-CC-DD-EE' with details: 'agency2.0, Texas, FL', 'ID: EBID-001-946-00-0-2020/AD', 'Broadcast: 2/4/2020', 'Due: 2/29/2020', 'Planholders: 0', and a 'Watch' button. The third item is 'TESTBID' with details: 'agency2.0, Texas, FL'.

Solicitation Name	Status	Agency	ID	Broadcast	Due	Planholders	Watch
TSEBIDVINO24JAN01	Active	City of Fort Pierce - Purchasing Department, Fort Pierce, AZ	BID-TSEBIDVINO24JAN01-0-2020/al	1/24/2020	3/1/2020	3	Watch
AA-BB-CC-DD-EE	Active	agency2.0, Texas, FL	EBID-001-946-00-0-2020/AD	2/4/2020	2/29/2020	0	Watch
TESTBID	Active	agency2.0, Texas, FL					

Step 2

Once you are in the solicitation, you will see the Bid Details page that is standard for all solicitations

- When you are ready to submit your bid, click on “Submit E-Bid Proposal”

TESTBID Active

Bid Details

Agency Name	agency2.0
Bid Writer	agency2.0 d
Bid ID	EBID-123456-0-2020/AD
Bid Type	EBID - E-BID
Broadcast Date	02/06/2020 9:40 AM Eastern
Fiscal Year	2020
Due	02/29/2020 11:00 PM Eastern
Bid Status Text	BID STATUS

Scope of Work

Scope to Work

Documents

Filename	Type	Date Modified	Status
fer	Attachment	02/06/2020	Complete

Distribution Info

Bid Bond	None
Plan (blueprint)	None
E-Bidding	Submit
Distributed By	DemandStar
Distribution Method	Download and Mail
Distribution Options	Bid has no blueprints associated with it
Project Estimated Budget	\$120,000.00
Distribution Notes	None

Publications

[View Legal Ad](#)

Pre-Bid Conference

No Pre-Bid Conference Date Found

Commodity Code

[001-946-00] FINANCIAL SERVICES

[Submit E-Bid Proposal](#)

Step 3

Enter information requested page-by-page and you can see what will come next via the menu bar on the left under “E-Bid Progress”

If there is not a total bid amount in your submission, please put “0”

Example: a request for qualifications opportunity may not require a bid amount so vendors will input “0” under “Bid Amount”

DEMANDSTAR Dashboard Bids Quotes Coming Soon! Activities Coming Soon! Messages Responses Robyn Gallardi

Home > Bids > TESTBID > My Ebid Response Save & Finish Later Cancel

Bid Details

Agency Name: agency2.0
Bid Number: EBID-123456-0-2020/AD
Bid Due Date: 02/29/2020 (PST)
Bid Opening: 23 days, 04 hours, 23 minutes, 54 seconds Remaining
Bid Name: TESTBID

E-Bid Progress

- Contact Information (Selected)
- Documents Upload
- Review Bid

E-Bid Response

Contact Information

Company Name: Calgon Carbon Corporation

Address 1: P. O. Box 717

Address 2: Address 2 (optional)

City: Pittsburgh

Country: United States of Ame... State/Province: Pennsylvania

County: Select... Postal Code: 15230-0717

Phone Number: 4127876810 Extension: Extension (optional)

Bid Amount: 127,000 (Invalid) Alternate Bid Amount: Alternate Bid Amount (optional)

Notes: For the full 6 month contract (optional)

Next

Step 4

After you click NEXT on the Contact Information page, you will be directed to enter the documents required. In this example, they only ask for one document, however, in others, they may ask for multiple documents that each need to be uploaded separately.

TIP:

There is a place for you to add “Supplemental”, i.e. non-required, documents.

The screenshot displays the DEMANDSTAR web application interface for an E-Bid Response. The top navigation bar includes 'Dashboard', 'Bids', 'Quotes', 'Activities', 'Messages', and 'Responses'. The user 'Robyn Gallardi' is logged in. The breadcrumb trail shows 'Home > Bids > TESTBID > My Ebid Response'. The main content area is titled 'E-Bid Response' and is divided into several sections:

- Bid Details:** Agency Name: agency2.0; Bid Number: EBID-123456-0-2020(AD); Bid Due Date: 02/29/2020 (PST); Bid Opening: 23 days, 04 hours, 17 minutes, 21 seconds Remaining; Bid Name: TESTBID.
- E-Bid Progress:** A vertical progress indicator with three steps: 'Contact Information' (completed), 'Documents Upload' (current step), and 'Review Bid' (pending).
- Required Documents:** A section with a heading 'Required Documents' and a sub-heading 'Agency Accepted File Formats'. Below this, a table lists required documents and their submission options. One document, 'Service Doc agency2.0', is listed with a 'None' submission option and a 'Choose a file' button.
- Supplemental Documents:** A section with the heading 'Supplemental Documents' and the text 'You can upload additional documents here.' It includes a text input field for 'Document Title' and an 'Add Document' button.

At the bottom of the interface, there are 'Previous' and 'Next' navigation buttons.

Step 4 continued

TIP:

There is a place for you to add “Supplemental”, i.e. non-required, documents.

E-Bid Response

Bid Details

- Agency Name: agency2.0
- Bid Number: EBID-123456-0-2020/KD
- Bid Due Date: 02/25/2020 (PST)
- Bid Opening: 19 days, 13 hours, 28 minutes, 21 seconds Remaining
- Bid Name: TESTBID

E-Bid Progress

- Contact Information
- Documents Upload
- Review Bid

Agency Accepted File Formats

- Adobe Acrobat (*.PDF)
- AutoCAD Drawing (Web Format) (*.DWG)
- JPEG Image (*.JPG)
- Microsoft Excel (*.XLSX)
- Microsoft Word (*.DOC)
- Plain Text (*.TXT)
- Rich Text Format (*.RTF)
- WordPerfect (*.WPO)
- AutoCAD Drawing (*.DWG)
- GIF Image (*.GIF)
- Microsoft Excel (*.XLS)
- Microsoft PowerPoint (*.PPT)
- Microsoft Word (*.DOCX)
- Plot File (*.PLOT)
- TIFF Image (*.TIFF)
- ZIP Compressed Archive (*.ZIP)

Required Documents

The following documents are required by the agency for this project. Please select which documents you will be submitting electronically (online), and which ones you will submit directly to the agency (offline).

Required Document	Submission Option	Uploaded Document
Service Doc agency2.0	Electronic/Online	Service Doc agency2.0.TXT

Supplemental Documents

You can upload additional documents here.

Document Title: Add Document

Required Document	Submission Option	Uploaded Document
Service Doc agency2.0	Electronic/Online	Service Doc agency2.0.PDF
References	Electronic/Online	References.PDF
Plans	<input type="text" value="Online/Electronic"/>	<input type="button" value="Choose a file"/>

Previous Upload

Step 5

Review Your E-Bid Response, and if everything is correct, then press “Submit Response”

You are done! And the government to which you’ve submitted this will download your responses and documents and see the day and time upon which you submitted your proposal.

The screenshot displays the DEMANDSTAR web application interface. The top navigation bar includes 'Dashboard', 'Bids', 'Quotes', 'Activities', 'Messages', and 'Responses'. The user is logged in as 'Robyn Gallardi'. The main content area is titled 'Review Your E-Bid Response' and is divided into several sections:

- Bid Details:** Agency Name: agency2.0; Bid Number: EBID-123456-0-2020AD; Bid Due Date: 02/29/2020 (PST); Bid Opening: 23 days, 04 hours, 10 minutes, 47 seconds Remaining; Bid Name: TESTBID.
- E-Bid Progress:** A vertical progress bar with three steps: 'Contact Information' (completed), 'Documents Upload' (in progress), and 'Review Bid' (current step).
- Contact Info:** Company Name: Calgon Carbon Corporation; Address 1: P.O. Box 717; Address 2: ; City: Pittsburgh; State: Pennsylvania; Country: United States of America; Postal Code: 15200-0717; Phone Number: 4127876810; Tax: ; Bid Amount: 3127,000.00; Alternate Bid Amount: ; Notes: For the full 6 month contract.
- Agency Required Documents:** Service Doc agency2.0(Electronic/Online) (checked).
- Supplemental Documents:** References(Electronic/Online) (checked).

At the bottom of the page, there is a 'Previous' button and a 'Submit Response' button. A red arrow points to the 'Submit Response' button. Below the 'Submit Response' button, there is a text box containing the following information:

After clicking "Submit Response" the following process will begin:

1. We will verify that your response is complete as entered.
2. You will see a confirmation page with your confirmation number and date/time stamp of your upload.
3. You will receive a confirmation e-mail indicating a successful response submittal.
4. You may track your response submission under the Responses page.

If you do not receive any of the above, please call Supplier Services at (202) 940-0005.

EXHIBIT B

CONFLICT OF INTEREST CERTIFICATE

Respondent must execute either Section I or Section II hereunder relative to Florida Statute 112.313(12). Failure to execute either section may result in rejection of this bid.

SECTION I

I hereby certify that no official or employee of JAA requiring the goods or services described in these specifications has any financial interest in this company.

Signature

Name of Official (type or print)

Company Name

Business Address

City, State, Zip Code

SECTION II

I hereby certify that the following named JAA official(s) and/or employees(s) has a financial interest(s) in this company have filed Conflict of Interest Statements with the JAA CEO Office, 14201 Pecan Park Road, Jacksonville, FL 32218 prior to the time of bid opening.

Name

Title or Position

Date of Filing

Signature

Name of Official (type or print)

Company Name

Business Address

City, State, Zip Code

SECTION III

PUBLIC OFFICIAL DISCLOSURE

JAA requires that a public official who has a financial interest in a bid, proposal or contract make a disclosure at the time that the bid, proposal or contract is submitted or at the time that the public official acquires a financial interest in the bid, proposal or contract. Please provide disclosure, if applicable, with bid.

Public Official: _____

Position Held: _____

Position/Relationship with Respondent: _____

EXHIBIT C



Jacksonville Aviation Authority Use
Only
Date Received _____
Date Entered _____
By: _____
Supplier #: _____

ACH Authorization For Electronic Funds Transfer SUPPLIERS ONLY

NOTICE: In accordance with Florida Law, the account number and banking institution information below is confidential and exempt from public records. Jacksonville Aviation Authority (JAA) and its systems will keep this information in a manner in accordance with Florida Law.

This form is being completed due to:

- _____ Initial Enrollment
- _____ Change in Bank Account Number (same financial institution)
- _____ Change in Financial Institution

I authorize Jacksonville Aviation Authority (JAA) to deposit payments as instructed into the undersigned's bank account by the means of Electronic Funds Transfer for payment. I will also allow access for adjustments (debit transactions) in the event of billing errors. Disputes regarding deposits (credits) should be made within fifteen (15) days of issuance of the account statement. Disputes regarding charges (debits) should be made within forty-five (45) days after the account was charged.

Until notification in writing of cancellation, this authorization will continue to be valid.

Supplier Name: _____
Bank Name: _____
Transit/ABA #: _____
Bank Account #: _____
Remittance
Email Address: _____
Fed Tax ID#/SS#: _____

By submitting this form, you are certifying that you have read and reviewed this document and the person signing below is an authorized representative of the Company.

Authorized by Signature: _____
Print Name: _____
Title: _____
Phone: _____
Date: _____

Return this form directly to the Procurement Department via email: procurement-bids@flyjacksonville.com

EXHIBIT D
DRAFT C O N T R A C T
BETWEEN
JACKSONVILLE AVIATION AUTHORITY
AND

THIS CONTRACT, is executed this _____ day of _____, 2023, by and between JACKSONVILLE AVIATION AUTHORITY, (JAA or AUTHORITY), and _____ (HEREINAFTER CALLED THE "CONTRACTOR") whose principal office is located at _____

WITNESSETH

That for the mutual promises and covenants herein contained, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. JAA issued an Invitation to Bid (ITB) No. 23-06-45133 in order to procure a firm licensed, qualified, experienced, and interested in providing On-Call Emergency, Disaster, and Biohazard Clean-Up and Restoration Services for the Authority.
2. Contractor submitted its bid to JAA representing that it is capable of providing the necessary services as required by the ITB.
3. Contractor has been selected by JAA as the most qualified to provide the requested service.
4. JAA hereby engages Contractor to perform the services as set forth in the Scope of Work. The services shall be done strictly in accordance with this Contract, the ITB, and all addendums to the ITB (incorporated by reference herein as Attachment 1) and Company's submittal (incorporated by reference herein as Attachment 2), (collectively, the "Contract Documents"), all of which are hereby specifically made a part hereof by reference to the same extent as if fully set out herein.
5. The term of this Contract shall commence on ____, 2023, and terminate on ____, 202__, with an option to renew for up to two (2) additional years, at the sole discretion of JAA, based on vendor performance, annual approved budgeted funds, and adherence to all terms and conditions of the Contract Documents. The parties hereto have agreed to contract amount(s) attached here to as Schedule 1.
6. Contractor shall be compensated as set forth in the Contract Documents, which have been incorporated into and made a part of this Contract.
7. Nothing in this Contract shall be construed as making Contractor an employee, servant, or agent of JAA.

Contractor shall pursue the Scope of Work under this Contract as an independent contractor, and shall be solely responsible for the method, manner and means to be utilized in performing the Scope of Service, including but not limited to the supervision and compensation of its own personnel.

8. This Contract may be terminated for convenience by the Authority whenever the Authority determines that such termination is in the best interest of the Authority. Such termination will be effected by a thirty (30) day written notice to the Contractor stating the date upon which the termination shall become effective.
9. Unsatisfactory performance by the Contractor may result in immediate cancellation of this Contract.
10. Termination of this Contract in accordance with its agreed termination provisions will not give rise to any claims of improper termination, termination in bad faith, or the like or to the payment of any compensation, recoupment of expenditures made by Contractor pursuant to this Agreement, or the like predicted in such termination. This Contract is always subject to availability of budgeted funds.
11. The Authority may give the Contractor written notice that there is a material breach of the contract or a written notice to discontinue some or all services under the Contract in the event that:
 - a) The Contractor assigns or subcontracts the Scope of Work without prior written permission;
 - b) Any petition is filed or any proceeding is commenced by or against the Contractor for relief under any bankruptcy or insolvency laws;
 - c) A receiver is appointed for the Contractor's properties or the Contractor commits any act of insolvency (however evidenced);
 - d) The Contractor makes an assignment for the benefit of creditors;
 - e) The Contractor suspends the operation of a substantial portion of its business;
 - f) The Contractor suspends the whole or any part of the Scope of Work to the extent that it impacts the Contractor's ability to meet the Scope of Work schedule, or the Contractor abandons the whole or any part of the Scope of Work;
 - g) The Contractor, at any time, violates any of the conditions or provisions of the Contract Documents, or fails to perform as specified in the Contract Documents, or is not complying with the Contract Documents;
 - h) The Contractor attempts to willfully impose upon the Authority items or workmanship that are in the Authority's sole opinion, defective or of unacceptable quality;
 - i) The Contractor breaches any of the representations or warranties;

- j) The Contractor is determined, in the Authority's sole opinion, to have misrepresented the utilization of funds or misappropriated property belonging to the Authority;
- k) There is any material change in the financial or business condition of the Contractor.

12. This Contract constitutes the entire agreement between the parties hereto for the Scope of Work to be performed and furnished by the Contractor hereunder. No statement, representation, writing, understanding, agreement, course of action or course of conduct made by either party, or any representative of either party, which is not expressed herein shall be binding. All changes to, additions to, modifications of, or amendment to this Contract, or any of the terms, provisions and conditions hereof, shall be binding only when in writing and signed by the authorized officer, agent or representative of each of the parties hereto.

13. IF THE RESPONDENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES (THE RESPONDENT'S DUTY TO RETAIN AND PROVIDE PUBLIC RECORDS), CONTACT JAA'S CUSTODIAN OF PUBLIC RECORDS:

**Alissa Bowles, Revenue Compliance Specialist
 14201 Pecan Park Road
 Jacksonville, Florida 32218
 (904) 741-3672**

14. Any notice required to be served under this Contract shall be sent by certified mail, return receipt requested to the following:

For the Authority:	Jacksonville Aviation Authority 14201 Pecan Park Road Jacksonville, Florida 32218 Attn: LeNedda Edwards; Director, Procurement
--------------------	---

For the Contractor:	_____ _____ _____
---------------------	-------------------------

SIGNATURE LINES FOLLOW

IN WITNESS WHEREOF, the parties hereto have duly executed this Contract the day and year first above written.

Attest:

JACKSONVILLE AVIATION AUTHORITY

LeNedda Edwards
Director of Procurement

Mark VanLoh, CEO, or
his Designee

(Designee’s Name and Title, if applicable)

Attest:

XXX

Signature

Signature

Print Name

Print Name

Title

Title

Approved as to form and legality for the
use of the Jacksonville Aviation Authority.

Devin J. Reed, Esq., Chief Compliance Officer

EXHIBIT E
REFERENCE QUESTIONNAIRE

(Page 1 of 2)

Respondent's Name: _____
(Insert Name of Company Reference is being submitted for)

Reference Company Name: _____

The person completing the Reference Questionnaire must provide a response to all of the following questions:

1. Describe the services provided by the Respondent to your organization.

2. Please rate your overall satisfaction with the Respondent on a scale of 1 to 5, with 1 being "least satisfied" and 5 being "most satisfied." _____

3. If you answered three (3) or less to the previous question, what could the Respondent have done to improve their rating?

4. Please indicate your level of satisfaction with the Respondent's service (i.e., processes and personnel) Use a scale of 1 to 5; with 1 being "least satisfied," and 5 being "most satisfied." _____

5. If you answered three (3) or less to the previous question, what could the Respondent have done to improve their rating?

EXHIBIT E
REFERENCE QUESTIONNAIRE

(Continued)

(Page 2 of 2)

Respondent's Name: _____
(Insert Name of Company Reference is being submitted for)

6. How long were past services provided or are the services currently being provided (if current, when did Respondent begin providing services?)

7. Would you use the services of the Respondent again? Indicate on a scale of 1 to 5: with 1 being "absolutely not" and 5 being "absolutely yes". _____

8. Additional Comments or Feedback:

As part of this solicitation, Respondent references are considered very important. As such, JAA may contact and evaluate the responses it receives from each reference provided in response to this solicitation. To the extent the required reference questionnaires are not received, contact with proposed references cannot be made, or the proposed references indicate a lack of knowledge or awareness of Respondent, the same will be negatively reflected in JAA's evaluation and award of points for this factor. Therefore, prior to proposing references, Respondents are encouraged to contact those individuals or entities being proposed as references in order to ensure that: (i) their contact information is current and correct; (ii) they are knowledgeable and aware of the issues for which they are being proposed as references; and (iii) they are ready, willing, able and permitted to provide the reference information being sought.

Person Responding to Reference Questionnaire: _____
(Printed Name)

(Signature)

Person's Title: _____ Phone Number: _____

Email: _____

Date Reference Form Was Completed: _____



Jacksonville International Airport
Jacksonville Executive Airport at Craig
Herlong Recreational Airport
Cecil Commerce Center

Certifying Official Training

The purpose of this course is to train you on the JIA badging process in accordance Transportation Security Administration (TSA) regulations and the JIA Airport Security Program. It is imperative that Certifying Official(s) understand these requirements and responsibilities. The success of the JIA Airport Security Program is dependent upon your active participation and cooperation.

Certifying Officials must be in comply with **49 Code of Federal regulations (CFR) Parts 1542 and Part 1544** and all applicable transportation security directives. The procedures and requirements for Certifying Officials are governed and monitored by the Transportation Security Administration (TSA). Failure to meet these requirements can result in penalties and fines for the company/agency and Jacksonville International Airport.

Access Control Office Requirements & Company Responsibilities

1. Each company/agency must designate a minimum of 2 Certifying Officials Official. The Certifying Official is the primary point of contact between your company/agency, the JIA Access Control Office, and the TSA.
2. All potential Certifying Officials must attend Certifying Official Training that is coordinated through the airport's Access Control Office.
3. Based on the nature of work to be performed by your company/agency, the Access Control Office will direct you on: the necessary forms for badging, level of access required and applicable fees to be paid to the JIA Finance Department.

For questions regarding this process contact:

JIA Access Control Office

Phone (904) 741-2016

Fax (904) 741-3727

Office Hours:

Monday thru Thursday

7:00am-5:00pm

Friday - CLOSED

Schedule Appointments Online:

<https://booknow.appointment-plus.com/yr3kkb2m/>

D R A F T

YOUR COMPANY LETTERHEAD
Sample Certifying Official Signature Letter
Letter must include verbiage below

TODAY'S DATE _____

**JAA Airport Public Safety and Security
Jacksonville Aviation Authority
14201 Pecan Park Road
Jacksonville, FL 32218**

The names below are authorized to sign as a Certifying Official for Jacksonville International Airport Access Badge Applications, JAX ID badge replacement letters and JAX ID badge renewal forms in accordance with the JIA Security Program and 49 CFR Part 1542 or 49 CFR Part 1544 where applicable.

This company assumes responsibility for any Federal Aviation Administration and/or Transportation Security Administration fines levied against the Jacksonville Aviation Authority which may be caused by the failure of our employee(s) to adhere to the JIA Security and 49 CFR 1540.105(a).

49 USC 46301(a) (6) FAILURE TO COLLECT AIRPORT SECURITY BADGES. Notwithstanding paragraph (1), any employer (other than a governmental entity or airport operator) who employs an employee to whom an airport security badge or other identifier used to obtain access to a secure area of an airport is issued before, on, or after the date of enactment of this paragraph and who does not collect or make reasonable efforts to collect such badge from the employee on the date that the employment of the employee is terminated and does not notify the operator of the airport of such termination within 24 hours of the date of such termination shall be liable to the Government for a civil penalty not to exceed \$10,000.

No other signatures are to be honored. We will notify you in writing if for any reason the individuals listed below change.

Name Title Signature Phone #

Name Title Signature Phone #

Name Title Signature Phone #



Acceptable Forms of ID for Application

***A valid Driver's License or State ID is Required as the Primary Form of Identification for the JAA Application**

The second form provided must be one of the following:	
Those born in the U.S. Must Provide:	Those <u>NOT BORN</u> in the U.S. Must Provide:
Social Security Card	Current U.S. Passport or Passport card
Current U.S. Passport or Passport Card	U.S. Passport with current INS stamp
	Certificate of Birth Abroad for example: FS-545, FS 270, DS 1350
	Certificate of Citizenship
	Foreign Passport with current INS stamp
	Current Resident Alien Card (with SS Card)
	Current Work Visa (with SS Card)

Revised 2017-04

LIST OF DISQUALIFYING CRIMES

- (1) Forgery of certificates, false marking of aircraft, and other aircraft registration violation; 49 U.S.C. 46306.
- (2) Interference with air navigation; 49 U.S.C. 46308.
- (3) Improper transportation of a hazardous material; 49 U.S.C. 46312.
- (4) Aircraft piracy; 49 U.S.C. 46502.
- (5) Interference with flight crew members or flight attendants; 49 U.S.C. 46504.
- (6) Commission of certain crimes aboard aircraft in flight; 49 U.S.C. 46506.
- (7) Carrying a weapon or explosive aboard aircraft; 49 U.S.C. 46505.
- (8) Conveying false information and threats; 49 U.S.C. 46507.
- (9) Aircraft piracy outside the special aircraft jurisdiction of the United States; 49 U.S.C. 46502(b).
- (10) Lighting violations involving transporting controlled substances; 49 U.S.C. 46315.
- (11) Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements; 49 U.S.C. 46314.
- (12) Destruction of an aircraft or aircraft facility; 18 U.S.C. 32.
- (13) Murder.
- (14) Assault with intent to murder.
- (15) Espionage.
- (16) Sedition.
- (17) Kidnapping or hostage taking.
- (18) Treason.
- (19) Rape or aggravated sexual abuse.
- (20) Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon.
- (21) Extortion.
- (22) Armed or felony unarmed robbery.
- (23) Distribution of, or intent to distribute, a controlled substance.
- (24) Felony arson.
- (25) Felony involving a threat.
- (26) Felony involving—
 - (i) Willful destruction of property;
 - ii) Importation or manufacture of a controlled substance;
 - iii) Burglary;
 - iv) Theft;
 - v) Dishonesty, fraud, or misrepresentation;
 - vi) Possession or distribution of stolen property;
 - vii) Aggravated assault;
 - viii) Bribery; or
 - ix) Illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than 1 year.
- (27) Violence at international airports; 18 U.S.C. 37.
- (28) Conspiracy or attempt to commit any of the criminal acts listed in this paragraph (d).



ACCESS CONTROL OFFICE FEES

Annual Fee **\$ 65.00**

(Badge, Fingerprinting, Rap Back (CHRC) Maintenance)

Lost Badge Replacements:

1st	\$ 75.00
2nd	\$ 100.00
3rd	\$ 125.00

Unrecovered Badge **\$200.00**

Employee Parking **\$ 60.00**

**Parking is invoiced when the badge is issued and at time of renewal (if applicable)*

Jacksonville International Airport
Access Control Office

2400 Yankee Clipper Drive
Jacksonville, Florida 32218

Phone (904) 741-2016
Fax (904) 741-3727



BADGE RENEWAL PERMISSION / ADDRESS VERIFICATION FORM

By your signature below, you are authorizing the JIA Access Control Office to renew a JAX ID badge and its associated privileges for the individual stated below. Badges may be renewed up to **thirty (30) days** prior to the expiration date printed on the JAX badge.

Date: _____

Employee Name (Print) _____

Company Name (Print) _____

Certifying Official Name (Print) _____

Certifying Official Signature _____

EMPLOYEE ADDRESS VERIFICATION

This is to inform you that I have a new mailing address and phone number. Please update your records to replace my previous address and phone number:

Phone Number: (____) _____

My address and phone number have not changed the address and phone number that are on file are current.

Employee Signature _____

Jacksonville Aviation Authority
Access Control Office
14201 Pecan Park Road
Jacksonville, Florida 32218
Phone (904) 741-2016
Fax (904) 741-3727

D R A F T

YOUR COMPANY LETTERHEAD
Sample Badge Replacement Authorization Letter

TODAY'S DATE _____

**JAA Public Safety and Security
Jacksonville International Airport
14201 Pecan Park Road
Jacksonville, FL 32218**

_____ is a valid employee of our company/agency. Their JAX ID badge has been (lost/stolen) and he/she is authorized to obtain a JAX ID badge replacement.

Sincerely,

_____ (Printed Name of Certifying Official)

_____ (Signature of Certifying Official)



SIDA ESCORT AUTHORIZATION FORM

In order for you to receive the ESCORT designation on your SIDA badge, you must first be authorized by your manager. Once authorized, you are required to read this document in it's entirety and sign at the bottom. By your signature below, accompanied by the Certifying Official's signature, you declare to fully understanding these requirements.

The JAX ID Badge will be modified with an "E" on the face of the badge next to the photo of the badge-holder. The "E" indicates the person is authorized to conduct escorts for official purposes. The escort authority does not allow for personal use, such as escorting family or friends. Only those persons with the "E" on the badge will be authorized to escort persons into the Secured Area and/or Sterile Area. Non-compliance of the escorting procedures, protocol, and standards will result in the issuance of a security citation as outlined in the Airport Security Program. The following are specific requirements for escorting non-JAX ID Badged individuals into the Secured Area SIDA and the Sterile Area:

1. All individuals who are employed to work in the Secured Area SIDA, AOA SIDA, or Sterile Area of JAX are required to pass the FBI Criminal History Records Check (CHRC) and a Security Threat Assessment. Those individuals failing the CHRC and/or Threat Assessment are not authorized within the Secured Area SIDA, AOA SIDA, or Sterile Area under escort.
2. All currently employed individuals whose JAX ID Badges are active are not authorized to be escorted into the SECURED SIDA or the Sterile Area.
3. No more than five (5) non-JAXID Badged individuals may be escorted at one time by an authorized JAX ID Badged individual.
4. All escorted non-JAX ID Badged individuals must remain within twenty-five (25) feet and in direct visual contact at all times of the authorized JAX ID Badged individual.
5. Any transfer-of-custody of escorted non-JAXID Badged individuals must be positively transferred with a clear and mutual transfer of responsibility. Failure to comply may result in the loss of JAX ID Badge privileges.
6. Un-badged Individuals cannot be escorted more than 3 days (72 Hours), without approval from the Airport Security Coordinator (ASC).

Any deviation or modification to the above requirements must be approved by the ASC prior to the escort.

_____	_____	_____
Person Granted Escorted Authority (Print)	Person Granted Escort Authority (Signed)	Date
_____	_____	_____
Certifying Official (Printed)	Certifying Official (Signed)	Date

***I understand that this privilege applies only to the company requesting escort privileges. Certifying Official initials _____

ASC/Alt ASC Approval _____

October 3, 2018



By your signature below, you are authorizing the Jacksonville Aviation Authority (JAA) Access Control Office to issue keys to individual stated below. The associated privileges for keys issued will be in compliance with the JAA Key Agreement form. This Key Request form is to be completed and returned to the Access Control Office prior to employee receiving any keys. Faxed forms are acceptable.

Please Print:

Employee Name: _____

Badge No.: _____ **Telephone No.:** _____

Facility or area to be accessed:

Company/Agency (as stated on badge):

To be completed by certifying official or applicable JAA Supervisor

Signature

Date

Printed Name

Telephone Number

Jacksonville International Airport Badging Office
14201 Pecan Park Road Jacksonville, Florida
32218 Phone (904) 741-2001
Fax (904) 741-3727



AOA

COMMON AREA

Instructions. Complete the upper part of this form in its entirety and return to the Access Control Office accompanied with a photo copy of applicant's **REGISTRATION**, and **COMPANY INSURANCE ACCORD** to receive the vehicle decal or placard. Vehicle placards are issued to persons/vehicles approved to conduct official business at JIA.

Driver's Name (s): Phone:

Company: SIDA Badge Expiration:

Year: Make: Model: License Plate #:

Reason for Placard or Decal:

Requestor's Name: Signature:
(Printed Name)

Indemnification: The applicant shall hold harmless, indemnify, and defend the JAA, its agents, and employees, its successors and assigns (individually or collectively) from and against any liability for any claims and actions and all expenses incidental to the investigation and defense thereof, in any way arising from or based upon the damages which may occur by the applicant, its agents, employees, licenses, successors and assigns or those under its control, of any federal, state, or municipal laws, statutes, ordinances, rules or regulations of the JAA, as they now exist or as they may be amended from time to time.

If the Requestor (above named person) is contracted by, or providing a service for, a contractor, tenant, or other entity as approved by JAA to conduct official business at JIA, that person whose positional authority, as recognized by those standards outlined in the JAA Rules and Regulations and Minimum Standards documents, is required to agree to the indemnification statement above as indicated by acknowledgement with his/her printed name and signature below prior to issuance of the JIA Vehicle Decal or Placard.

Authorized Name: Signature:
(Printed Name)

Placard Holder: Signature:
(Printed Name)

Access Control Office Use Only

Date Received: Expiration Date: Decal/Placard #:

Date Issued: Notes:



Certifying Official – Application Checklist

HAVE YOU COMPLETED THE FOLLOWING ACTIONS???	Yes	No
Included copies of 2 forms of ID. A valid State ID or Driver’s License ID is mandatory as one of the 2 forms of ID. (INS documents are required for those not born in U.S.)		
Make sure that the applicant has completed Section 1 of the application.		
Ensure that a criminal disclosure sheet is included if ‘yes’ is checked on page 1		
Complete the ‘ Company Information ’ section on page 1		
Did the applicant complete and sign the bottom page 1 ?		
Did the applicant review the list of disqualifying crimes on page 2 and sign page 2 as acknowledgment?		
The Certifying Official Information on pg 4 (the back page of the application)		
Remember to make copies of the application and IDs for your records (applicant will complete pg 3 in YOUR COPY of the application)		
Remind the applicant to complete and sign page 3 of the original application in the Access Control Office on their scheduled fingerprint appointment date?		
Schedule the applicant for fingerprinting Online at: https://booknow.appointment-plus.com/yr3kkb2m/		



STANDARD PRACTICE: Travel Authorization and Reimbursement

REVISED DATE: June 6, 2019

PURPOSE: Establishes procedures for authorized Travelers incurring travel expenses while traveling on behalf of the Jacksonville Aviation Authority (JAA). Ensures all authorized Travelers have a clear understanding of practices and procedures for reimbursement of reasonable and necessary travel expenses while traveling on JAA business. All travel expenses incurred must be directly for the business and betterment of the JAA.

GUIDELINES: This practice is intended to cover key areas of travel expense reporting. There may be unusual circumstances that are not specifically covered. Any exceptions to this practice will be reviewed and approved on a case-by-case basis by the CEO or his designee, prior to the expense item(s) being submitted for reimbursement.

Ordinance Code, City of Jacksonville

If any section in this practice conflicts with the Ordinance Code of the City of Jacksonville, the Ordinance Code shall prevail.

Responsibility

Each Traveler shall be responsible for complying with the requirements, procedures and guidelines of JAA's Travel Authorization and Reimbursement standard practice. Each Approving Authority shall be responsible for ensuring reported expenses are accurate and in compliance with this practice.

Definitions

➤ **Approval Authority**

- i. If Traveler is a Board Member, the approver is the Chairman of the Board or designee.
- ii. If Traveler is the Chairman of the Board, the approver is the Vice Chairman of the Board or designee
- iii. If Traveler is the CEO, the approver is the Chairman or Vice Chairman of the Board
- iv. If Traveler is a member of Senior Staff, the approver is the CEO or Vice Chairman of the Board, or designee
- v. All other employees' travel is approved by Senior Staff or their designee

- **Business Travel Period** – The period of time between the time of departure and the arrival time of return/final destination that is directly for the business and betterment of the JAA, and does not include personal days.
- **CEO** – Means the Chief Executive Officer of the Jacksonville Aviation Authority, or designee.
- **Common Carrier** - Any commercial means of transportation operating scheduled vehicles, and/or rental vehicles of an established rental firm.
- **Complimentary Upgrade** – Any seat assignment arranged in advance by specific request of the Traveler or by an airline employee that provided the authorized Traveler with a class of travel in excess of the airfare paid by JAA under this practice.
- **Conference** – Any conference, convention, seminar or short course.
- **Domestic Travel** – Travel within the continental 48 states.
- **Denied Boarding Customer** – Authorized Travelers that have been denied boarding a flight by the airline.
- **Frequent Flyer/Guest/Renter Programs**—Programs offered by vendors to award frequent users of their services. The Traveler may keep the miles/points/rewards earned while on business travel, but should not allow the participation in the program to sway travel decisions which result in a higher cost to JAA.
- **iExpense Reimbursement Reports** – iExpense is an Oracle module used to report and seek reimbursement of expenses paid by Traveler/employee. Forms may include the Travel Authorization Form and the Travel Authorization Expense Estimate.
- **International Travel** – Travel outside the continental 48 states of the US, to include Alaska, Hawaii and US territories. All International Travel shall be approved by the CEO.
- **JAA Market Area** - Baker, Clay, Duval, Flagler, Nassau, St. John and Putnam counties.
- **Most Economical Method of Travel** – The mode of transportation (privately owned, rental, common carrier, etc.) with the lowest available cost, taking into consideration the following:
 - i. The purpose and nature of the travel,
 - ii. The most efficient and economical means of travel and
 - iii. The number of persons making the trip and the amount of equipment or material to be transported.

- **Overnight** – Travel during the hours of 8:00 p.m. to 6:00 a.m.
- **Principal Workplace** – Location where Traveler performs most of their official duties or where they report to receive instructions.
- **Reasonable Fees/Cost** – Average fee/charge for the service. Not excessive.
- **Senior Staff** – JAA employees holding office at Chief Level and above.
- **Standby Seat** - A seat assigned by the airline to an authorized Traveler when traveling in a standby mode.
- **Traveler** – Individual in one of the following categories:
 - A. Member of the Board of Directors.
 - B. Full-time employee of JAA.
 - C. Individual authorized by the CEO to incur travel expenses.
 - D. Person called upon by the JAA to contribute time and services as a consultant or advisor.
 - E. Candidate for employment with JAA in an executive or professional position, who is not a resident of Jacksonville, Florida.
- **Travel Coordinator**- A staff member of JAA who assists the Traveler with bookings, scheduling and other aspects of travel.
- **Working Days** – Days that JAA administrative offices are open for business.

Pre-Approval and Planning

All requests for travel outside the JAA Market Area must be approved in writing by the Approving Authority in advance of the travel. Approvals are not required for travel within the JAA Market Area. Travel undertaken by the CEO may be approved verbally prior to travel and will be approved in writing prior to reimbursement of expenses. Travelers who have been invited to speak or give a presentation at a conference that involves travel shall get approval of the travel from the CEO prior to accepting the invitation. All International Travel must be approved by the CEO.

- A. Pre-Approval Forms** – A Travel Authorization Form and the Travel Authorization Expense Estimate Form must be submitted prior to scheduling, booking, or reserving any travel arrangements which might involve a cancellation cost. An e-mail authorization for the trip may be used as sufficient authorization in the absence of the Travel Forms.



- B. Planning Travel** - Travelers should turn in requests for travel as early as possible to take advantage of advance purchase discounts. Travelers are expected to travel using the most economical means possible and coordinate travel with other JAA Travelers when possible.

- C. Process** - Once travel is authorized as set forth herein, the forms are forwarded to the Travel Coordinator to complete travel arrangements. The Traveler may book travel themselves using their own form of payment but will be responsible for providing all required back up documentation and receipts to the Travel Coordinator for reimbursement. In this situation, the Traveler will bear the risk of not getting fully reimbursed.

- D. Travel Paid by Other Agencies** - Travel that is paid for by an outside agency does not require a full Travel Authorization Form if the Traveler will not require any reimbursement from JAA for travel expenses. A memo requesting approval to travel and be out of the office from the Traveler to the Traveler's supervisor will be sufficient. If International Travel is required, the CEO should approve as well.

Travel Advances to Traveler

In some instances, a Traveler may request a travel advance be paid directly to the Traveler prior to travel. The only items subject to a travel advance would be meals at per diem rate payable to the Traveler provided the trip lasts at least 5 days.

- A. Advance Form** – If a Traveler seeks a travel advance, the Traveler must submit a request with back up documentation to the Travel Coordinator, along with the Travel Authorization Form to the Approving Authority.

- B. Personal Liability** – Travelers who receive advances are personally liable for the advance until expenses have been documented and reconciled by Finance. The Traveler is responsible for returning any funds due to JAA. Travelers may have only 1 travel advance outstanding at any given time. Failure to account for a prior travel advance will result in denial of any request for future travel advances.

- C. Failure to Account for Travel Advances** - Travelers failing to account for travel advances may result in suspension or cancellation of advance privileges and may also lead to disciplinary action. Failure to account for travel advances shall be sufficient evidence that the Traveler owes the entire sum which may be recovered by civil action.

Travel Items Paid in Advance

Items may be paid in advance by JAA. JAA reserves the right to use alternative payment sources for payment of approved travel expenses

Paid in Advance Items – The following items can be paid for in advance:

1. Transportation by Common Carrier, payable to the Common Carrier, and related fees.
2. Pre-arranged shuttle service payable via the P-Card.
3. Lodging at the single room rate, payable to the provider.
4. Registration fees payable to the sponsor of the conference.
5. Rental car expenses. The Traveler may be responsible for paying with a major credit card and submitting for reimbursement.

Overtime and Compensatory Time

No compensatory time is earned while a Traveler is in travel status. If the Traveler is non-exempt (hourly), out of town travel may be compensable, depending on when it occurs and whether the travel is overnight. Supervisors should consult with Human Resources or the Chief Legal Officer to determine whether travel time is compensable for hourly employees.

Transportation

The most economical method of transportation shall be determined in advance of the travel. In some situations, quotes of comparable travel options (i.e. different airlines, different methods of travel) should be generated at the time of booking to demonstrate the most economical means of travel. The most economical means of travel should be used without inconvenience to the Traveler (e.g., hours flights are available).

General Transportation Guidelines

- A. Modes of Transportation** – Transportation may be by common carrier, aircraft, chartered vehicle, rental vehicle, private motor vehicle or a JAA owned vehicle.
- B. Direct Route of Travel** – All travel must be direct route method. If a Traveler travels by an indirect route or any other method for the Traveler’s own convenience, any extra costs shall be the responsibility of the Traveler.
- C. Constructive Point of Origin** - If travel is by Common Carrier, travel originates at the place the Traveler boards the Common Carrier. If travel is by motor vehicle, travel originates as follows:
 1. JAA Board members, at JAA's administrative offices; and
 2. JAA Employees and any other Traveler at the place of departure.

Common Carrier

- A. Economy Class** - All air travel should be in coach (economy) class. Travelers may upgrade to a higher class at Traveler’s own expense or by using Traveler’s own frequent flyer miles or bonus program. Travel other than economy class may be approved by the CEO prior to travel. Reimbursement will be made for a higher class of travel with written approval from the CEO. For International Travel, when at least

one segment of the trip is over six (6) hours, the Traveler may purchase business class at the most economical business class fare.

B. Common Carrier Fees and Charges

- 1. Seat Location within Most Economical Class** – Airline policies have changed, and Travelers may book exit row, economy plus, or pay additional reasonable fees so that a seat can be assigned, room in the overhead compartment is available and other usual amenities are provided as long as the Traveler is still in the economy/coach section. Travelers are cautioned that all charges must be reasonable.
- 2. Bag Fees** – When applicable, the fee for the first bag may be reimbursable by JAA. If the business travel is for 3 consecutive days or more, 2 bags may be reimbursable by JAA. Travelers may not be reimbursed for a higher number of bags for subsequent legs of the trip unless accompanied by a memo expressing the business requirement for extra bags.
- 3. Shipping Fees** - Charges for shipping materials home received at conferences or seminars may be reimbursed by JAA. If a Traveler uses a checked bag to bring materials home, then cost is governed by the limits for bag charges listed above.

C. Boarding Compensation - If a Traveler is involuntarily denied boarding and receives a free travel voucher or other compensation from the Common Carrier the Traveler may retain the voucher/other compensation, as they are generally non-transferable.

D. Overnight Delays - If a Common Carrier delay results in an overnight stay, the Traveler must attempt to secure complimentary or reduced lodging. If an overnight delay occurs, JAA shall absorb the reasonable cost of a hotel, transportation from airport to hotel and back, or a flight on another Common Carrier at the economy class rate.

E. Unused or Voided Tickets - JAA will not absorb the cost of an unused Common Carrier ticket, unless said cancellation was required by the JAA. It is the Travelers' responsibility to call the Common Carrier to initiate a refund. A memo to the Travel Coordinator must be provided, with an explanation explaining why the ticket was unused.

F. Lost Baggage - JAA will not reimburse Travelers for baggage or personal items lost or damaged while traveling on JAA business. The responsibility for retrieving and compensating lost baggage lies with the Common Carrier.



Travel by Air

- A. Executive Management Restriction** - For succession planning purposes, no more than one Chief and the CEO may fly on the same aircraft.

- B. Reservations** – Should be booked as far in advance as possible with an electronic ticket when possible. If an electronic ticket is provided, the Travel Coordinator shall give the Traveler a confirmation number and copy of the itinerary.

- C. Cancelled Flight** - The Traveler should notify the Travel Coordinator if a flight is cancelled. The Travel Coordinator is responsible to maintain records and keep up with the airfare credit on account.

Travel by Chartered Vehicle, Travel by Rental Vehicle

- A. Authorization** – Use of a rental car booked through the state rental contract is generally deemed to be more economical and efficient than alternative forms of ground transportation and should be considered whenever possible. Requests for rental extras, such as global positioning system (GPS) or satellite radio, must be submitted to the CEO for prior approval or may not be reimbursable.

- B. Insurance** – Travelers renting vehicles outside the state rental contract must purchase a loss damage waiver and supplemental liability coverage and such cost will be a JAA-reimbursable amount. When using the state rental contracted vendor, the primary insurance and collision damage coverage are included at no extra charge.

Travel by Private Motor Vehicle

- A. Authorization** - The Approving Authority may authorize Travelers to use a privately-owned vehicle for travel on behalf of JAA.

- B. Mileage Allowance** - Travelers who request and are approved for the use of a privately-owned motor vehicle shall be entitled to a mileage allowance at the Internal Revenue Service ("IRS") published mileage reimbursement rate. All travel subject to a mileage allowance shall be shown from the point of origin to a point of destination and return, and shall be computed using a web-based mapping program (i.e. MapQuest), the mileage reimbursement shall be the lesser of:
 - 1. The IRS rate per mile, or
 - 2. The airline common carrier coach fare plus taxi fare; or
 - 3. The cost of a rental car under the state rental contract.



Employees traveling from JIA/JAA to general aviation airports, and traveling between general aviation airports, are reimbursed a set number of miles, determined via a mapping system, at the IRS published mileage reimbursement rate (Page 5 from the Vehicles, Company and Personal, for Business Use policy detailing the mileage, refer to the policy in its entirety).

Travel by Authority Owned Vehicle

Authorization - An Approving Authority may authorize the Traveler to use a JAA owned vehicle within the state of Florida. Driving a JAA owned vehicle outside the State of Florida is prohibited, due to JAA insurance regulations (refer to the JAA Fleet Management Policy).

Lodging

- A. Authorization** - Travelers may be reimbursed for the reasonable cost of a single occupancy hotel room with private bath for overnight travel. Reservations should be booked at the most economical rate whenever possible. Lodging can be paid in advance by JAA, but Travelers should be aware of the cancelation policies for hotels in the event that travel arrangements change.
- B. Lodging Rates** – The Travel Coordinator should consider the Travelers’ safety, location, and rates in determining the reasonableness of the facility. All lodging should be booked in advance.
- C. Room Upgrade** – Cost of the room upgrades are the responsibility of the Traveler.
- D. Cancellation and No-Shows** - Travelers are responsible for canceling hotel rooms. JAA will not be held responsible for any "no- show" charges unless the Travelers’ no-show was due to circumstances beyond their control.
- E. Tax Exemption** – Hotel reservations for **in-state** travel should be done utilizing JAA’s tax exemption.
- F. Extending Hotel Stays** - A Traveler shall not extend their hotel stay at the Authority’s expense without good cause and prior approval by the Approving Authority. Without good cause and prior approval, the additional stays may not be reimbursable.

Meals

A. Authorization - Travelers are authorized to be reimbursed for meals while in travel status at the per diem rates below.

B. Meal Rates



- 1. Breakfast:** \$10, when travel begins before 6 a.m. and extends beyond 8 a.m.
 - 2. Lunch:** \$14, when travel begins before 12:00 noon and extends beyond 2:00 p.m.
 - 3. Dinner:** \$26, when travel begins before 6:00p.m. and extends beyond 8:00p.m., or when travel occurs during nighttime hours due to special assignments.
- C. Daily Per Diem** - A \$50 per diem allowance may be paid for any travel, at the option of the Traveler, in lieu of meal rates.
- D. Meals Provided** – When a meal is included, either at an event or hotel breakfast, the meal allowance is not permitted even if the Traveler decides for personal reasons not to eat the meal. Travelers cannot claim mileage for traveling to an off-location site for meals when meals are included.
- E. International Travel Meals** - The per diem rate is double for International Travel and applies for the entire Business Travel Period.

Other Expenses

- A. Authorization** - Travelers may be reimbursed for other expenses incurred while traveling on behalf of JAA, provided expenses are reasonable, economical and a receipt or bill is provided with the iExpense Reimbursement Report.
- B. Tips and Gratuities** - Reasonable tips and gratuities for which there is no receipt are reimbursable up to a maximum of \$10 per trip for overnight travel only. Gratuities for business meals should be included with the receipt provided along with other required documentation. If mandatory gratuities or other fees are imposed, and the Traveler cannot "opt out" of those items, they are reimbursable in conjunction with the invoice or receipt in which they are included. As a general rule, tips and gratuities should be no more than 20% of the value of the service.
- C. Communication** - Travelers may be reimbursed for certain communication expenses relating to International Personal and Business Communication. When traveling internationally, an employee can be reimbursed for the purchase of an all-inclusive communication plan from their cell phone carrier. If the plan duration exceeds the Business Travel Period, documentation must be provided showing the minimum duration required by the carrier. In addition, a phone with International Coverage may be obtained from JAA IT department to assist with International Travel communications.
- D. Tolls, Taxi, Train, Subway, and Shuttle Fares** - Tolls, Taxi, Train, Subway and Shuttle fares may be reimbursed provided they are reasonable, and receipts are attached to the iExpense Reimbursement Report. Transportation tips up to 20% will

be reimbursable and should be included in the cost of the fare on the expense report (these tips are not a part of the \$10 allowance in the Tips and Gratuities section of this policy). For example: If the fare is \$20 and the tip is \$4 the total fare is recorded on travel reimbursement as \$24.

E. Storage and Parking - Storage for equipment and materials and/or vehicle parking fees while Traveler is on official business may be reimbursed provided they are reasonable, and receipts are attached to the iExpense Reimbursement Report.

F. Dry Cleaning/Laundry - Reasonable cleaning and laundry may be reimbursed on travel lasting 5 or more business travel days and receipts must be attached to the iExpense Reimbursement Report.

Expenses Ineligible for Reimbursement

The following expenses are **not** eligible for reimbursement (not all inclusive):

1. Personal entertainment.
2. Flight insurance.
3. Spouse/companion expenses, unless pre-approved by CEO for specific business related purposes.
4. Childcare expenses.
5. Passports and Visas.
6. Kennel expenses.
7. Traffic tickets and parking fines.
8. Personal items lost, stolen, or damaged during travel.
9. Personal grooming, non-emergency medications.
10. Publications and incidentals.
11. Airline and frequent flyer club fees, hotel club fees, rental car programs or any fees which are required for participation in such programs.
12. Additional room charges/incidentals such as movies, mini bar items and snacks.

Extension of Business Travel

Travelers may extend their Business Travel Period by using accumulated annual leave. The Traveler will not be reimbursed for any expenses incurred on annual leave days that are not part of the Business Travel Period.

Supporting Documentation and Receipts

1. Receipt - The Traveler shall obtain required receipts, which must be legible, show the date, cost and name of person or company paid. Receipts must be machine validated cash register or credit card receipts. If the Traveler cannot provide a receipt, a signed memo is required stating the cost for reimbursement and the reason a receipt is not available.



2. Memos - If a memo is required to authorize an expense for reimbursement, the memo must be dated, state the expense to be reimbursed, the reason for reimbursement, and be signed by the Traveler.

Special Conditions of Travel

- A. Authorized Travelers other than JAA Board of Director Members or JAA Employees** - The CEO may approve travel by persons who are serving as consultants or advisors to JAA when travel is on behalf of JAA (excluding consultants and advisors whose contract specifies the terms of travel). Travel expense provisions may be made within the consulting agreement and approved as part of the agreement, subject to the maximum limits for reimbursement. If no provision is reflected in the consulting agreement, complete justification must be submitted prior to approval of the travel. Travel expenses for authorized persons shall adhere to the same rates and guidelines outlined in this practice.
- B. Joint Travel Missions** - When joint ventures are undertaken for business, economic or tourist development purposes, JAA may pay its share of the travel costs based upon the invoice submitted by the host agency. Travel Coordinators shall review the invoices received from host agency to determine the amounts are financially comparable to amounts which would be charged to JAA if JAA were arranging the trip. Any Business Expenses (meals, lodging or incidental expenses) not included in the host agency invoice may be reimbursed in accordance with the guidelines found within this JAA Travel Practice. Prior to undertaking a joint travel mission, the purpose and cost sharing arrangements shall be authorized in advance of the mission as International Travel.
- C. Honorarium Travel** - Travel in connection with honorarium events may have related costs waived or paid by a sponsoring organization, if written acknowledgement is provided prior to the travel.
- D. Emergency Travel** - The CEO may authorize travel for any JAA Employee pursuant to emergency notice. iExpense Reimbursement Reports shall be submitted upon completion of emergency travel.



AUTHORITY AND INTERPRETATION:

Finance is responsible for the official interpretation of this business practice. Questions regarding the application of this business practice should be directed to the Finance Department. JAA reserves the right to revise this business practice at any time with or without notice.

This business practice supersedes the previous practice, dated April 4, 2014 as amended.

APPROVED:



Mark VanLoh, CEO



Date



Travel Authorization Form – this form is submitted for approval prior to travel.

TRAVEL AUTHORIZATION					
DATE: _____	DIVISION/DEPT: _____				
NAME: _____	TRAVEL DATES: _____				
TITLE: _____	MODE OF TRANSPORTATION: _____				
COST CENTER #: _____	ESTIMATED TOTAL: <u>0.00</u>				
<small>In compliance with the Authority's Travel Policy and Procedures and the City of Jacksonville's Ordinance Code, Part 7, Travel Expense Reimbursement request is made for authorization to attend the following convention, association or meeting:</small>					
Complete Name of Convention, Association or Meeting _____	Place of Meeting (City, State, Country) _____				
Dates of Meeting _____					
<small>Purpose of Convention, Association or Meeting: If an advance is needed, specify reason and amount requested. Attach appropriate supporting documentation (i.e.: Agenda, course outline, direct pay vouchers, etc.)</small>					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center; padding: 5px;"><u>Authorized Signatures</u></th> <th style="width: 50%; text-align: center; padding: 5px;"><u>Processed by Travel Coordinator:</u></th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"> Manager/Date: _____ Authorized Approver/Date: _____ Authorized Approver/Date: _____ </td> <td style="padding: 5px;"> _____ Type Name _____ Signature _____ Date </td> </tr> </tbody> </table>		<u>Authorized Signatures</u>	<u>Processed by Travel Coordinator:</u>	Manager/Date: _____ Authorized Approver/Date: _____ Authorized Approver/Date: _____	_____ Type Name _____ Signature _____ Date
<u>Authorized Signatures</u>	<u>Processed by Travel Coordinator:</u>				
Manager/Date: _____ Authorized Approver/Date: _____ Authorized Approver/Date: _____	_____ Type Name _____ Signature _____ Date				
<small>I acknowledge that I have read and understand the Authority's Travel Policy and Procedures. I also certify that the above trip has been properly approved. It is expressly understood and agreed that if a Travel Advance is requested, that the accounting of funds will be due within 5 working days after the date of my return, or it may be deducted from my paycheck. It is also understood that the Travel Expense Report is due within 5 working days after the date of my return.</small>					
Traveler's Signature: _____	Date: _____				

Revised 2/1/10



Travel Authorization Expense Estimate Form – Is submitted by the Travel Coordinator prior to travel.

Travel Authorization Expense Estimate

Destination (Conference/Seminar/airplace/date - etc.): _____

Date & Hour of travel From: _____ Time: _____
 To: _____ Time: _____

	Date	Date	Date	Date	Date	Total Estimated
	1/1/1900	1/2/1900	1/3/1900	1/4/1900		
Airfare						\$0.00
Lodging (Single Room)						\$0.00
Registration Fee						\$0.00
Breakfast \$10 6am-8am						\$0.00
Lunch \$14 12 pm - 2 pm						\$0.00
Dinner \$26 6 pm - 8 pm						\$0.00
Parking/Tolls						\$0.00
Taxi/Shuttle						\$0.00
Communication - Business						\$0.00
Tips (Baggage Handling)						\$0.00
Other expenses: explain						\$0.00
Estimated Mileage						\$0.00
Estimated Grand Total for Travel						\$0.00

The total above should also appear on the Travel Authorization Form

Revised 2/1/10

“NO BID” FORM

If your firm cannot submit a bid at this time, please provide the information requested in the space provided below and return it to:

Jacksonville Aviation Authority
Attn: Procurement Department
procurement-bids@flyjacksonville.com

Please be sure “NO BID” and the Solicitation Number are in the subject line of the email. **PLEASE RETURN ONLY THIS FORM.** Your response will help us improve future solicitations.

We are unable to submit a proposal at this time due to the following reason(s):

- 1. We are unable to provide the nature of the service/products requested. _____
- 2. Requested specifications are too restrictive. (Please elaborate) _____
- 3. We are unable to comply with other terms of this invitation/request. _____
- 4. Request was not sufficiently clear. _____
- 5. Other: Please state the reasons in detail.

Comments: _____

Name of Firm: _____

Signature: _____

Printed Name: _____

Title: _____

Email: _____

Telephone Number: _____ Fax Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____