



## **Jackson County Airport Authority**

67 Athens Street  
Jefferson, Georgia 30549  
Phone: (706) 367-6309  
Fax: (706) 367-1505  
Email: [lbernat@jacksoncountygov.com](mailto:lbernat@jacksoncountygov.com)

TO: FIXED BASE OPERATORS

DATE: May 23, 2011

SUBJECT: Request for Qualifications for FIXED BASE OPERATOR (FBO)

**You are invited to submit qualifications to the Jackson County Airport Authority, Jefferson, Georgia for FIXED BASE OPERATOR.**

Attached hereto are the general conditions, technical specifications, and submittal format.

The written requirements contained in this Request for Qualifications (RFQ) shall not be changed or superseded except by written addendum from Jackson County Purchasing Department. Failure to comply with the written requirements for this RFQ may result in disqualification of the submittal by the Jackson County Airport Authority.

Submittals are to be sealed, marked with the vendor's name and address and labeled: **“RFQ 1187-01”, “FIXED BASE OPERATOR (FBO)”** and delivered to:

Jackson County Airport Authority  
Attention: Purchasing Manager  
67 Athens Street  
Jefferson, GA 30549

not later than **WEDNESDAY, JULY 6, 2011 AT 10:00 AM, local time prevailing.**

A qualified interpreter for the hearing impaired is available upon request at least 10 (ten) days in advance of the proposal receipt date. Please call (706) 367-6312 for more information for the hearing impaired. This service is in compliance with the Americans with Disabilities Act (ADA).

The Jackson County Airport Authority reserves the right to reject any and all submittals, to waive any technicalities or irregularities and to award contracts based on the highest and best interest of the Jackson County Airport Authority.

**Inquiries regarding this Request for Qualifications (RFQ) should be made to Len Bernat, Purchasing Manager at phone number (706) 367-6309, by fax at (706) 367-1505, or by email [lbernat@jacksoncountygov.com](mailto:lbernat@jacksoncountygov.com) .**

**JACKSON COUNTY AIRPORT AUTHORITY**

**REQUEST FOR QUALIFICATIONS  
FOR  
FIXED BASED OPERATOR**

SUBMISSIONS ARE DUE AT THE ADDRESS SHOWN BELOW NO LATER THAN

**WEDNESDAY, JULY 6, 2011 AT 10:00 AM, local time  
prevailing**

JACKSON COUNTY AIRPORT AUTHORITY  
ATTENTION: PURCHASING MANAGER  
67 ATHENS STREET  
JEFFERSON, GA 30549

**RFQ# 1187-01**

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THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS RFQ ON OR BEFORE THE STATED DATE AND TIME WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE OFFEROR.

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ISSUE DATE: May 23, 2011

**JACKSON COUNTY AIRPORT AUTHORITY  
REQUEST FOR QUALIFICATIONS  
FOR  
FIXED BASED OPERATOR**

**SECTION I - REQUEST FOR QUALIFICATIONS OVERVIEW**

A. PURPOSE

The purpose of this RFQ is to foster competition at the Jackson County Airport in accordance with the objectives of the Jackson County Airport Authority and Federal Aviation Administration regulations, and to choose a Fixed Base Operator (FBO) for the operation of an FBO Terminal Building and Fuel Farm, and for the provision of General Aviation FBO Services at the Jackson County Airport. The contents of this RFQ are provided as a background and general information for the vendor and as a guide for the Jackson County Airport Authority to evaluate submittals. The Jackson County Airport Authority does not intend to pay any subsidy as a part of this RFQ.

Vendor shall carefully review and address all of the evaluation factors outlined in this RFQ as well as responding to all requirements for submittal. In order to be considered, Vendor must be able to demonstrate that it meets the minimum qualifications established in the RFQ and has the resources, both staff and financial, to build, operate and manage a full service FBO.

B. INFORMATION TO VENDORS

1. RFQ TIMETABLE

The anticipated schedule for the RFP is as follows:

RFQ Available	<b>May 23, 2011</b>
Mandatory Pre submittal meeting	<b>Thursday, June 23, 2011, 9:00 am Jackson County Airport</b>
Deadline for questions	<b>June 29, 2011</b>
Submittal deadline	<b>Wednesday, July 6, 2011 at 10:00 AM, local time prevailing</b>

2. BID SUBMISSION:

One (1) original and three (3) copies of the complete signed submittal must be received **WEDNESDAY, JULY 6, 2011, by 10:00 AM, local time prevailing.** Qualifications must be submitted in a sealed envelope stating on the outside, the vendor's name, address, the **RFQ 1187-01** and title **'Fixed Based Operator'** to:

**Jackson County Airport Authority  
Attention: Purchasing Manager  
67 Athens Street  
Jefferson, GA 30549**

Hand delivered copies may be delivered to the above address **ONLY** between the hours of 8:30 a.m. and 4:30 p.m. ET, Monday through Friday, excluding holidays, furlough days observed by the Jackson County Government.

Vendors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service.

The Submittal must be signed by a company officer who is legally authorized to enter into a contractual relationship in the name of the vendor.

3. CONTACT PERSON:

Vendors are encouraged to contact **Len Bernat, Purchasing Manager at (706) 367-6309, by fax at (706) 367-1505 or email lbernat@jacksoncountygov.com** to clarify any part of the RFQ requirements. All questions that arise prior to the **DEADLINE FOR QUESTIONS** due date shall be directed to the contact person in writing via facsimile or email. Any unauthorized contact shall not be used as a basis for responding to this RFQ and also may result in the disqualification of the vendor's submittal. Technical questions will be referred to the Airport Manager for his assistance in providing answers to the question but all questions must still be submitted as outlined.

Vendors may not contact any elected officials, Jackson County Airport Authority Board Members or other County Employees to discuss the bid process or bid opportunities. Contact of this nature will result in immediate disqualification of the vendor.

4. ADDITIONAL INFORMATION/ADDENDA

The Jackson County Airport Authority will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the due date. Vendors should not rely on any representations, statements or explanations other than those made in this RFQ or in any addendum to this RFQ. Where there appears to be a conflict between the RFQ and any addenda issued, the last addendum issued will prevail.

**Vendors must acknowledge any issued addenda by including the attachment Addenda Acknowledgement with the submittal. Proposals which fail to acknowledge the vendor's receipt of any addendum will result in the rejection of the offer if the addendum contains information which substantively changes the Owner's requirements**

5. **LATE SUBMITTAL, LATE MODIFICATIONS AND LATE WITHDRAWALS**

Submittals received after the due date and time will not be considered. Modifications received after the due date will not be considered. The Jackson County Airport Authority assumes no responsibility for the premature opening of a proposal not properly addressed and identified, and/or delivered to the proper designation.

6. **REJECTION OF PROPOSALS**

The Jackson County Airport Authority may reject any and all Qualification submittals and reserves the right to waive any irregularities or informalities in any submittal or in the submittal procedure.

***Submittals received after said time or at any place other than the time and place as stated in the notice will not be considered.***

7. **MINIMUM RFQ ACCEPTANCE PERIOD**

Qualification submittals shall be valid and may not be withdrawn for a period of 90 days from the date specified for receipt of submittals.

8. **NON-COLLUSION AFFIDAVIT**

By submitting a response to this RFQ, the vendor represents and warrants that such proposal is genuine and not a sham or collusive or made in the interest or in behalf of any person not therein named and that the vendor has not directly or indirectly induced or solicited any other vendor to put in a sham proposal, or any other person, firm or corporation to refrain from submitting and that the vendor has not in any manner sought by collusion to secure to that vendor any advantage over any other vendor.

By submitting a proposal, the vendor represents and warrants that no official or employee of Jackson County Government has, in any manner, an interest, directly or indirectly in the proposal or in the contract which may be made under it, or in any expected profits to arise there from.

9. **COST INCURRED BY VENDORS**

All expenses involved with the preparation and submission of the RFQ to the Jackson County Airport Authority, or any work performed in connection therewith is the responsibility of the vendor(s).

10. AMERICANS WITH DISABILITIES ACT (ADA)  
A qualified interpreter for the hearing impaired is available upon request at least 10 (ten) days in advance of the proposal due date. This service is in compliance with the Americans with Disabilities Act (ADA). Please call (706) 367-6312 for more information for the hearing impaired.
11. RFQ OPENING  
A list of names of firms responding to the RFQ will be read aloud confirming who has submitted a proposal before the closing date and time. A list of firms responding to the RFQ may be obtained from Len Bernat, Purchasing Manager, after the RFQ due date and time stated herein. Since this is an RFQ without a price proposal, there will be no formal "Bid Price" announced during the opening of submittals.
12. TAXES.  
Selected vendor will be provided with Jackson County's Sales and Use Tax Certificate of Exemption number upon request.
13. VENDOR INFORMATION  
All submissions shall include a completed vendor master form and current W-9.
14. INSURANCE  
Selected vendor will be required to provide proof of liability and workman's compensation and shall procure and maintain insurance as specified by the Jackson County Airport Authority on or before the Date of Occupancy of the FBO facility. Workman's Compensation Insurance should be as required by the State of Georgia. General Liability should cover \$1,000,000 per incident. The Jackson County Government and the Jackson County Airport Authority shall be named as additionally named insured entities as part of this agreement.
15. ANTI-DISCRIMINATION  
By submitting their qualifications, all vendors certify to the Jackson County Airport Authority that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended.

In every contract of over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the contractor agrees as follows:
  - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

- b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
  - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
2. The contractor will include the provisions of 1. above in every subcontract or purchase order of over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

16. GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT

Vendors submitting a Qualification package in response to this RFQ must provide the following information in the package to indicate compliance with the Georgia Security and Immigration Compliance Act. The form is provided for completion.

- A. A statement that indicates the contractor will conduct itself in compliance with O.C.G.A. 13-10-91 and Rule 300-10-.02 in the execution of the contract.
- B. A statement as to the number of employees working for the vendor at the time of the submission of the RFP response in one of the following categories: (1) 500 or more employees; (2) 100 or more employees; or (3) fewer than 100 employees. This statement must be in compliance with O.C.G.A. 13-10-91.
- C. A statement from the vendor that indicates they will obtain and make available to the County the corresponding information from all subcontractors hired to complete work outlined in this RFQ.
- D. A statement indicating that the vendor's compliance with O.C.G.A. 13-10-91 and Rule 300-10-.02 shall be attested to by the execution of the final contract documents.
- E. A statement that pursuant to O.C.G.A. 13-10-91, the vendor will secure from any subcontract under the covered contract an execution of the subcontractor affidavit concerning their compliance with O.C.G.A. 13-10-91 and Rule 300-10-.02 and that this affidavit will be maintained by the vendor for inspection by the Jackson County Airport Authority at any time.

## **SECTION II - GENERAL CONDITIONS**

### **1. Purpose:**

The purpose of this RFQ is to foster competition at the Jackson County Airport in accordance with the objectives of the Jackson County Airport Authority and Federal Aviation Administration regulation, and to choose a Fixed Base Operator (FBO) for the operation of an FBO Terminal Building and Fuel Farm, and for the provision of General Aviation FBO Services at the Jackson County Airport. The contents of this RFQ are provided as a background and general information for the proposer and as a guide for the Jackson County Airport Authority to evaluate submitted proposals. The Jackson County Airport Authority does not intend to pay any subsidy as a part of this RFQ.

The Jackson County Airport Authority is responsible for the improvements, maintenance, and operation of the Airport, and it is authorized to enter into contracts for the rental of buildings, land, office space and other property; to adopt rules and regulations for the operation of the Airport; and to have control, custody and direction of all lands, properties and improvements affixed thereto by the actions of the General Assembly, and to have general direction of the same. The Authority meets monthly, usually on the third Tuesday of each month, in the auditorium of the Jackson County Administrative Building located at 67 Athens Street, Jefferson Georgia 30549.

Vendor shall carefully review and address all of the evaluation factors outlined in this RFQ as well as responding to all questions contained in the proposal form. In order to be considered, vendor must be able to demonstrate that it meets the minimum qualifications established in the RFQ and has the resources, both staff and financial, to build, operate and manage a full service FBO.

### **2. Contract Period:**

Any contract resulting from this RFQ shall begin when the date of the contract is completed and will terminate five years later. The contract will contain a provision for a one (1) additional five-year renewal. The renewal will be based upon the Airport Authority's assessment of the FBO's success during the first contract period. Renewal discussions will begin at the end of the fourth full year of operation and the renewal is not automatic.

The contract will contain language that will allow all parties to terminate the agreement without penalty to either party and with or without cause by one party providing the other party 90 days written notice by certified mail.

### **3. Project Scope:**

#### **A. Minimum Qualifications**

The following minimum financial and experience requirements have been established as a basis for determining the eligibility of a Vendor:

1. Evidence of insurance and insurability; and



2. Evidence of financial responsibility; and
3. Financial capability to initiate operations in accordance with an approved schedule.

### **B. Responsibility of Vendor**

Services to be provided by the successful Vendor for the operation of an FBO at the airport include full service fueling and pilot services seven days per week, not less than ten (10) hours per day in accordance with the Airport Authority's adopted Minimum Standards for Commercial Aeronautical Service Providers. Services shall include but not limited to: fuel sales, sales of pilot supplies and engine oil, flight planning area, vending, catering, coordination of lodging and rental vehicles, computer access for weather briefings, flight planning and WIFI service. All goods and supplies for these services will be provided by vendor. The Minimum Standards are not meant to be all inclusive, as the successful Vendor will be subject to applicable federal, state, and local laws, codes, ordinances, and other similar regulatory measures, including Jackson County Airport Authority rules and regulations pertaining to all such activities. The successful Vendor may wish to consider additional allocations of space in the FBO for ancillary services such as aircraft maintenance, flight instruction, aircraft sales, charter services, aircraft rentals, radio and instrument repairs, aerial advertisements, and other aeronautical activities provided that Vendor meets the Jackson County Airport Authority specifications and requirements.

### **C. Use of Existing Airport Equipment**

Operation of the FBO shall be conducted at 500 Sky Harbor Way, Jefferson, Georgia, utilizing not less than 2,000 square feet of existing hangar office space and 10,000 square feet of existing hangar space. The Jackson County Airport Authority will attempt to work out an arrangement so that the successful Vendor may utilize existing Airport fueling and ground support equipment in execution of FBO service delivery on the Airport, as listed below, once the service provider has presented to the Airport Manager copies of all certifications showing the proper training in the use of the equipment. The cost of maintenance and insurance of the equipment is the responsibility of the Vendor. The use of Jackson County and/or Jackson County Airport Authority equipment does not constitute a commitment on the part of the County or the Authority to provide such equipment. All equipment used by the Vendor must be maintained to the satisfaction of Jackson County Fleet Maintenance. The successful Vendor shall assume the existing fuel supply contract with The Hiller Group, Chevron.

Available equipment that the County and Authority may allow the FBO to utilize includes:

- 2 each 10,000 gallon fuel storage and dispensing systems
- 1 each 12,000 gallon Avgas storage and dispensing system
- 1 each 5,000 gallon Jet A dispensing truck
- 1 each 4,000 pound fork lift
- 1 each aircraft tug vehicle
- 1 each aircraft ground power unit
- 1 each Power Boss SW/72U street sweeper

#### **4. Property Description and Statistics:**

The Jackson County Airport is a 250 acre site located approximately two miles south of Interstate 85 Exit 140. The airport has one (1) operable runway. Runway 35-17 was recently extended to 5,000 feet with new GPS approaches. The Jackson County Airport Authority is currently developing plans for two new hangar sites. West side construction will contain sites for 100,000 plus square feet of commercial and corporate hangars. The East side construction will include new t-hangars and private hangar sites to accommodate 70 or more general aviation aircraft. Both sites are expected to begin construction within 36 months.

#### **5. Administration:**

The project will be administered by the Jackson County Airport Authority and the Airport manager who will be the main point of contact for all questions.

#### **6. Business Terms:**

##### **A. Payment to the Jackson County Airport Authority**

For the rights and privileges granted herein, the successful Vendor agrees to pay ground rent and concession fees as per the final agreement.

##### **B. Performance Bond**

Vendor will be required to provide to the Jackson County Airport Authority on or before the commencement date of the agreement a contract bond, irrevocable letter of credit, or similar security acceptable to Jackson County Airport Authority ("Contact Security") in an amount to be included in the final agreement to guarantee the faithful performance by the Vendor of its obligations under this agreement and the payment of all rentals, fees and charges due hereunder. Such contact security shall be in a form and with a company reasonably acceptable to the Jackson County Airport Authority and licensed to do business in the State of Georgia. In the event that any such contract security shall be for a period of less than the full period required hereunder or if contract security shall be canceled, Vendor shall provide a renewal or replacement contract security for the remaining required period of at least sixty (60) days prior to the date of such expiration or cancellation.

##### **C. Financial Proforma**

Vendor shall include with its Proposal a Financial Proforma, which reasonably and accurately outlines the anticipated revenues and expenses projected by Vendor for the first five (5) years that the operation is in business.

#### **7. Procedures and Miscellaneous Items:**

- A. All questions shall be submitted in writing (e-mail is acceptable) and shall be communicated to all firms responding to this RFQ.
- B. All materials submitted in connection with this RFQ will be public documents and subject to the Open Records Act and all other laws of the State of Georgia, the United States of America and the open records policies of the Jackson County Board of Commissioners

and the Jackson County Airport Authority. All such materials shall remain the property of the Jackson County Airport Authority and will not be returned to the respondent.

- C. All respondents to this RFQ shall hold harmless the Jackson County Airport Authority and the Jackson County Airport Authority, and any of their officers and employees from all suits and claims alleged to be a result of this RFQ. The issuance of this RFQ constitutes only an invitation to present a proposal of qualifications. The Jackson County Airport Authority reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this RFQ. The Jackson County Airport Authority also reserves the right to seek clarifications, to negotiate with any vendor submitting a response, to reject any or all responses with or without cause, and to modify the procurement process and schedule. In the event that this RFQ is withdrawn or the project canceled for any reason, the Jackson County Board of Commissioners and the Jackson County Airport Authority shall have no liability to any respondent for any costs or expenses incurred in connection with this RFQ or otherwise.
- D. The RFQ is subject to the provisions of the Jackson County Purchasing Manual and any revisions thereto, which are hereby incorporated into this RFQ in their entirety except as amended or superseded herein.
- E. Failure to submit all the mandatory forms from this RFQ package shall be just cause for the rejection of the qualification package. However, the Jackson County Airport Authority reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a bid as non-responsive.
- F. In case of failure to deliver goods in accordance with the contract terms and conditions, the Jackson County Airport Authority, after due oral or written notice, may procure substitute goods or services from other sources and hold the contractor responsible for any resulting additional purchasing and administrative costs. This remedy shall be in addition to any other remedies which the Jackson County Airport Authority may have.
- G. By submitting a qualification package, the vendor is certifying that they are not currently debarred from bidding on contracts by any agency of the State of Georgia, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency of the State of Georgia.
- H. Any contract resulting from this RFQ shall be governed in all respects by the laws of the State of Georgia and any litigation with respect thereto shall be brought in the courts of the State of Georgia. Then contractor shall comply with applicable federal, state, and local laws and regulations.
- I. It is understood and agreed between the parties herein that the Jackson County Airport Authority shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

## **8. Submittal Format**

Submittals should be typed, pages numbered, table of contents, bound with sections tabbed.

Submittals should include the following sections:

- a. A letter of qualification that includes: name, address, telephone number, email address and a brief history of company.
- b. Related experience during the past 5 years (include name, point of contact and location of airport).
- c. References to include: Contact person, title, company, phone number, email address, mailing address.
- d. Include information not included above if will be useful and applicable in evaluating organizations capabilities.
- e. Business Plan
  - (1) Operations plan – Attach a complete and detailed narrative description of the Proposer’s scope of operations, setting forth specifically each business activity proposed and the scope of activity. Include proposed fees and charges.
  - (2) Customer service plan – Attach a complete and detailed description of the Proposer’s customer service plan that includes the ability to meet the needs/requests of the customers as well as means for resolving customer complaints.
  - (3) Management Structure and Operating Personnel Schedule – Attach a complete description of the Proposer’s proposed management structure and operating personnel schedule. Identify the individual that will be the primary day-to-day contact on this project. Include resume(s), outlining experience and qualifications of the personnel Proposer would assign to the facility, and job descriptions, including a list of specific job duties.
  - (4) Marketing program – Attach a complete description of the marketing program Proposer plans to use in attracting general aviation activity to the facility to include Proposer’s estimated annual advertising budget.
  - (5) Proposal of Fee Payments – Attach a Monthly Fee Payment Proposal including:
    - (a) Per square foot rental fee for Terminal Building Space and square footage of space required.
    - (b) Per square foot rental fee for Terminal Ramp Space and square footage of space required.
    - (c) Per gallon flowage fee for sold by type fuel.

f. Jackson County mandatory forms completed and returned – Proposal Form, Execution of Proposal, Addenda Acknowledgement, Georgia Security and Immigration Compliance Act OCGA §13-10-90, and Vendor Forms.

## **9. Qualification Scoring**

An evaluation committee consisting of Authority Members, the Airport Manager, and a Purchasing Representative will review and evaluate all Proposals received by the submittal date as set forth in this RFP, or as amended by addenda. The Authority reserves the right to request additional information and clarification of any information submitted, including any omission from the original Proposal. All Proposals will be treated equally with regard to this item. Based on its technical review, the committee will prepare a tabulation of all firms, indicating the top three (3) scoring firms.

In order to achieve maximum scores, Proposers must demonstrate to the Authority's Evaluation Team that they are fully qualified to provide the services required by this RFP. Fully qualified Proposals will have the qualifications (financial resources, expertise and skills) and experience (documented, successful, and relevant) necessary to meet the requirements of the RFP.

The following evaluation criteria have been established in determining which Proposer will best contribute to the overall goals of the Authority:

### **Evaluation Criteria**

Experience – 30 points

Financial – 20 points

Proposed Company's Improvements, Construction, and Delivery – 10 points

Business Plan – 30 points

Proposal of Fee Payments – 10 points

**TOTAL: 100 points**

The Authority may schedule interviews as part of its evaluation process. If the Proposer's firm is invited to interview with the Evaluation Committee, the person identified as the primary day-to-day contact on this project should play the lead role in the interview.

## **10. Final Selection:**

Following review of all qualified submittals, interviews, selection of a suitable vendor, and preliminary contract negotiations, a recommendation will be made to the Jackson County Airport Authority by the project representative. Following Authority's approval, the Authority's Attorney will complete the final contract.

The Jackson County Airport Authority reserves the right to accept the response that is determined to be in the best interest of the Authority. The Authority reserves the right to reject any and or all proposals.

Every vendor submitting a proposal must complete the forms showing compliance with the **GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT OCGA 13-10-90**. The forms are provided with this RFQ package.

**PROPOSAL FORM**

Proposals shall be typed, double-spaced with each page numbered at the bottom, and using one side of the paper only. Proposer shall respond to all questions and requirements below. All questions must be completed in full, as a condition of the RFP. Proposals shall be stapled or otherwise bound, and assembled in organized sections, including a table of contents and TABS with each section title.

Proposers are asked to pre-qualify themselves by completing the following:

**A. PROPOSER’S COMPANY INFORMATION:**

Date Submitted: \_\_\_\_\_ Submitted by: \_\_\_\_\_

Legal Name: \_\_\_\_\_

Check one:  Individual  Partnership  Corporation

State of Incorporation (if applicable): \_\_\_\_\_

Principal Office Address: \_\_\_\_\_

\_\_\_\_\_

Official Representative: \_\_\_\_\_

**(1) INDIVIDUAL ONLY:**

That he/she is an individual doing business under the name of \_\_\_\_\_ at \_\_\_\_\_ in the City of \_\_\_\_\_ County of \_\_\_\_\_, State of \_\_\_\_\_

That the following is a complete and accurate list of the names and addresses of all persons interested in this Proposal:

<u>NAME</u>	<u>ADDRESS</u>
_____	_____
_____	_____
_____	_____

and that he/she is represented by the following resident agents (if any) in Jackson County:

<u>NAME</u>	<u>ADDRESS</u>
_____	_____
_____	_____
_____	_____

\_\_\_\_\_

**(2) PARTNERSHIP ONLY:**

That the person signing this form is a duly authorized representative of a partnership, doing business under the name of \_\_\_\_\_ in the City of \_\_\_\_\_, State of \_\_\_\_\_.

That the partnership is a  general  limited partnership, organized on \_\_\_\_\_ (date) and the Partnership Agreement is recorded in the County of \_\_\_\_\_, State of \_\_\_\_\_.

That the following is a complete and accurate list of the names and addresses of the partners:

<u>NAME</u>	<u>ADDRESS</u>
_____	_____
_____	_____
_____	_____

and that said partnership is represented by the following resident agents (if any) in Jackson County:

<u>NAME</u>	<u>ADDRESS</u>
_____	_____
_____	_____
_____	_____

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**(3) CORPORATION ONLY:**

That the person signing this form is the duly authorized, qualified and acting \_\_\_\_\_ (title) of \_\_\_\_\_ (corporation), \_\_\_\_\_ (type of corporation), a corporation organized on \_\_\_\_\_ (date) and existing under the laws of the State of \_\_\_\_\_.

That the following is a complete and accurate list of the officers and directors of said corporation:

<u>TITLE</u>	<u>NAME</u>	<u>ADDRESS</u>
President	_____	_____
Vice Pres.	_____	_____
Secretary	_____	_____
Treasurer	_____	_____
Local Manager/Agent:	_____	_____
Directors:	_____	_____
	_____	_____



_____	_____
_____	_____
_____	_____
Stockholders: _____	_____
_____	_____
_____	_____
_____	_____

and that the following officers are fully authorized to execute contracts on behalf of said corporation:

<u>NAME</u>	<u>ADDRESS</u>
_____	_____
_____	_____

**B. REFERENCES**

1. If Proposer is an existing FBO:

a. List below the names and addresses of Proposer's landlords for the operations listed in Paragraph C.2 below:

OPERATION	LANDLORD	ADDRESS	PHONE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

b. Have any leases for the operation of an FBO (or similar privilege) held by Proposer's organization ever been canceled for any reason?  YES  NO

If yes, give details on a separate sheet.

2. Business References:

a. List below the names and addresses of at least three (3) business references:

NAME	ADDRESS	PHONE
_____	_____	_____
_____	_____	_____
_____	_____	_____

b. Has any land lease, building lease, or contract ever been canceled for any reason?

YES  NO

If yes, give details on a separate sheet.

C. EXPERIENCE

1. Describe in detail on a separate sheet the experience Proposer has had in the operation of an FBO business, or other business operations, including number of years in each business, position held, responsibilities, etc.

2. If applicable, provide the following information for all airports which Proposer's organization has conducted a fixed base operation (attach separate sheet if necessary):

- (a) Airport Name
- (b) Location
- (c) Dates of Operation
- (d) A detailed description of services provided.

D. FINANCIAL INFORMATION

1. If applicable, state the largest gross receipts Proposer's organization has realized from the operation of any of the facilities in Paragraph C.2. in a twelve-month period, realized within the last three years:

Dollar Amount Location

12 Month Period

*Products/Services*      \$ \_\_\_\_\_

*Fuel Sales:*              \$ \_\_\_\_\_

2.        Provide a statement, which demonstrates the Proposer's financial responsibility, from a bank or trust company doing business in the Jackson County area or from such other source that may be acceptable to the Authority and readily verified.

3.        Bank References:

<u>BANK</u>	<u>ADDRESS</u>	<u>CONTACT</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**EXECUTION OF PROPOSAL**

AFFIDAVIT AND PERFORMANCE BOND FOR FIXED BASE OPERATIONS AT THE JACKSON  
COUNTY AIRPORT

DATE: \_\_\_\_\_, 20\_\_\_\_.

The undersigned hereby offers to enter into an agreement with the Jackson County Airport Authority for the operation of FBO Services

In making this Proposal, the undersigned acknowledges having carefully read all of the instructions accompanying this Proposal and that all conditions contained therein are thoroughly understood.

Should the undersigned be awarded the right to operate the facility, the undersigned will execute and deliver an Operating Agreement, plus all required insurance certificates and performance bonds (if required) within thirty (30) days of the Authority's written notice of award.

Proposer will be required to provide to Authority on or before the commencement date of this Agreement a contract bond, irrevocable letter of credit, or other similar security in an amount acceptable to the Authority, to guarantee the faithful performance by Proposer of its obligations under this Agreement. Such Contract Security shall be in a form and with a company reasonably acceptable to Authority and licensed to do business in the State of Georgia. In the event that any such Contract Security shall be for a period of less than the full period required hereunder or if Contract Security shall be canceled, Proposer shall provide a renewal or replacement Contract Security for the remaining required period of at least sixty (60) days prior to the date of such expiration or cancellation.

Should the undersigned fail to execute the Authority Agreement and deliver required insurance certificates and performance bonds within thirty (30) days following written notification of the Authority's acceptance of its proposal, the undersigned's proposal security will be forfeited to the Authority and its proposal will be deemed null and void.

If the proposal is submitted by a corporation and the undersigned is not the president or vice-president of the corporation, the undersigned must attach a resolution of the corporation's Board of Directors authorizing the undersigned to execute the Proposal Form and the Authority Agreement and to bind the corporation thereto. If the proposal is being submitted by a partnership or sole proprietorship and the undersigned is a partner of said partnership, or an agent of said partnership or sole proprietorship, then there must be attached a current power of attorney certifying the partner or agent's authority to execute the Proposal Form and

Agreement on behalf of the partnership or sole proprietorship and to bind the partnership or sole proprietorship to the terms of the Proposal Form and Agreement.

Firm Name: \_\_\_\_\_

Firm's Business Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

The firm is a: (check one)     Corporation                       Sole Proprietorship  
    Partnership                       Limited Partnership

BY: \_\_\_\_\_

(Signature)

\_\_\_\_\_

(Printed or typed name)

\_\_\_\_\_

(Title/Representative Capacity)

ATTEST:

ATTEST:

\_\_\_\_\_

\_\_\_\_\_

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL.**

**ADDENDA ACKNOWLEDGEMENT**

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The vendor has examined and carefully studied the Request for Qualifications and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No. \_\_\_\_\_

Addendum No \_\_\_\_\_

Addendum No. \_\_\_\_\_

Addendum No. \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative/Title  
(Print or Type)

\_\_\_\_\_  
Authorized Representative (Date)  
(Signature)

**Vendors must acknowledge any issued addenda. Proposals which fail to acknowledge the vendor's receipt of any addendum will result in the rejection of the offer if the addendum contained information which substantively changes the Owner's requirements.**

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL.**

*Georgia Security & Immigration Compliance (GSIC) Act*  
CONTRACTOR AFFIDAVIT AND AGREEMENT

The Jackson County Airport Authority and Contractor agree that compliance with the requirements of O.C.G.A. §13-10-91 and Rule 300-10-1-.02 of the Rules of the Georgia Department of Labor are conditions of this Agreement for the physical performance of services.

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. §13-10-91, *stating affirmatively that the individual, firm, or corporation which is contracting with the Jackson County Airport Authority has registered with and is participating the federal work authorization program known as "E-Verify", web address <https://e-verify.uscis.gov/enroll/> operated by the United States Citizenship and Immigration Services Bureau of the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. §13-10-91.* The undersigned Contractor also verifies that he/she/it is using and will continue to use the federal work authorization program throughout the contract period.

The undersigned Contractor agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to the contract with the Jackson County Airport Authority, Contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. §13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees the Contractor will advise the Jackson County Airport Authority of the hiring a new subcontractor and will provide Jackson County Airport Authority with a Subcontractor Affidavit attesting to the Subcontractor's name, address, user identification number, and date of authorization to use the Federal Work Authorization Program within five (5) days of the hiring before the Subcontractor begins working on the Project. Contractor also agrees to maintain all records of such compliance for inspection by Jackson County Airport Authority at any time and to provide a copy of each such verification to the Jackson County Airport Authority at the time the subcontractor(s) is retained to perform such services.

\_\_\_\_\_  
E-Verify Employment Eligibility Verification User Identification Number

\_\_\_\_\_  
Date of Authorization to Use Federal Work Authorization Program

\_\_\_\_\_  
NAME OF CONTRACTOR

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\_\_\_\_\_  
Signature and Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Notary Public

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

\* As of the effective date of O.C.G.A. §13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).  
Authority O.C.G.A. Sec. §13-10-91. **History.** Original Rule entitled "Contractor Affidavit and Agreement" adopted. F. May 25, 2007; eff. June 18, 2007, as specified by the Agency.

**SUBCONTRACTOR AFFIDAVIT**

The Jackson County Airport Authority and Subcontractor agree that compliance with the requirements of O.C.G.A. §13-10-91 and Rule 300-10-1-.02 of the Rules of the Georgia Department of Labor are conditions of this Agreement for the physical performance of services.

By executing this affidavit, the undersigned Subcontractor verifies its compliance with O.C.G.A. §13-10-91, *stating affirmatively that the individual, firm, or corporation which is contracting with \_\_\_\_\_, a Contractor contracting with the Jackson County Airport Authority, has registered with and is participating in the federal work authorization program known as "E-Verify", web address <https://e-verify.uscis.gov/enroll/> operated by the United States Citizenship and Immigration Services Bureau of the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. §13-10-91.* The undersigned Subcontractor also verifies that he/she/it is using and will continue to use the federal work authorization program throughout the contract period.

The undersigned Subcontractor agrees that, should it employ or contract with any other subcontractor(s) in connection with the physical performance of services pursuant to the contract with the Jackson County Airport Authority, Subcontractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. §13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Subcontractor further agrees the Subcontractor will advise the Jackson County Airport Authority of the hiring a new subcontractor and will provide the Jackson County Airport Authority with a Subcontractor Affidavit attesting to the Subcontractor's name, address, user identification number, and date of authorization to use the Federal Work Authorization Program within five (5) days of the hiring before the Subcontractor begins working on the Project. Subcontractor also agrees to maintain all records of such compliance for inspection by the Jackson County Airport Authority at any time and to provide a copy of each such verification to the Jackson County Airport Authority at the time the subcontractor(s) is retained to perform such services.

\_\_\_\_\_  
E-Verify Employment Eligibility Verification User Identification Number

\_\_\_\_\_  
Date of Authorization to Use Federal Work Authorization Program

\_\_\_\_\_  
Subcontractor Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Subcontractor

\_\_\_\_\_  
Signature and Printed Name of Authorized Officer or Agent of Subcontractor

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_,  
20\_\_\_\_

\_\_\_\_\_  
Notary Public

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

\*As of the effective date of O.C.G.A. §13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA). **Authority O.C.G.A. §13-10-91**





Jackson County Purchasing
67 Athens Street
Jefferson, Georgia 30549
Fax: 706-367-1505

Please complete the Vendor Master Form that will be compiled by the Purchasing Department to create a Bidder's List. By completing this form, your company will be added to the Jackson County Purchasing Vendor Master List.

VENDOR MASTER INFORMATION (Please check the box that applies) VENDOR # (Assigned)

Table with 5 columns: Individual, Sole Proprietorship, Corporation, Partnership, Public Entity

VENDOR STATUS (Please check)

Principal Line of Business

Table with 5 columns: Add, Active, Inactive, Change, Delete

Large empty rectangular box for Principal Line of Business

VENDOR ORDER ADDRESS

Main vendor information table with fields: Name, Address, City, State, Zip Code, Federal ID #, E-Mail Address, Phone number, Fax number, DBE/WBE, Contact person/Title, 1099 Vendor, W9 Completed, Social Security #, Web site address

REMITTANCE ADDRESS (If different from order address)

Remittance address table with fields: Name, Address, City, State, Zip Code, Phone number, Fax number, Contact person/Title, E-Mail Address, Web site address

PURCHASING AUTHORIZATION ONLY (For questions, please call Beth White, Purchasing @ 706-367-6309 or email:

bwhite@jacksoncountygov.com

Table with 2 columns: Dept/Div that will use vendor, Commodity Code, Date entered by Purchasing, Entered by:

## Accounts Payable Certification

As a vendor doing business with the Jackson County Government, I understand that all invoices are to be sent to the following address:

Jackson County Board of Commissioners  
Attention: Accounts Payable  
67 Athens Street  
Jefferson, GA 30549

Failure to send your invoice to this address may result in the invoice not being processed in a timely manner. However, no late fees will be paid if your invoice was not sent in compliance with these instructions.

Name Business: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name/Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_

## Request for Taxpayer Identification Number and Certification

Give form to the  
requester. Do not  
send to the IRS.

Print or type See Specific instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ..... <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	
	City, state, and ZIP code Requester's name and address (optional) Jackson County BOC 67 Athens Street Jefferson, GA. 30549	
List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
or
Employer identification number

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,