



**JACKSONVILLE AVIATION AUTHORITY**

**INVITATION TO BID NUMBER: 12-15-45123**

**Rolling Stainless Steel Security Shutter Replacement**



**Jacksonville Aviation Authority  
Procurement Department  
14201 Pecan Park Road, 2<sup>nd</sup> Floor  
Jacksonville, FL 32218  
Office: 904.741.2209**

**Assigned Buyer: Juanita Henderson  
Procurement Director: Devin Reed**

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**INVITATION TO BID  
Bid Number: 12-15-45123**

**Rolling Stainless Steel Security Shutter Curtain Replacement**

**for the  
JACKSONVILLE AVIATION AUTHORITY**

Bids will be received by the Jacksonville Aviation Authority (JAA) until 2:00 PM (local time), on March 8, 2012, at which time they will be opened at the JAA Administration Building, 14201 Pecan Park Road South, Jacksonville, FL, for replacement and installation services for Rolling Stainless Steel Security Shutters at Jacksonville International Airport.

A **MANDATORY** Pre-Bid Meeting will be held at 10:00 AM (local time), February 27, 2012, at the JAA Administration Building, 14201 Pecan Park Road South, Jacksonville, FL 32218. All potential Bidders **MUST** attend this meeting as a prerequisite to the submittal of a Bid.

All Bids must be submitted in accordance with Invitation to Bid Number 12-15-45123, which may be obtained after 8:30 AM (local time) on February 16, 2012 from [www.flyjacksonville.com](http://www.flyjacksonville.com), click on bid opportunities.

## **GENERAL INFORMATION**

### **REQUEST FOR DISTRIBUTION SHEET AND PRE-BID ATTENDANCE SHEETS**

Copies of the Invitation to Bid (ITB) Distribution Records and/or the Pre-Bid Attendance Record may be requested by contacting the Jacksonville Aviation Authority (JAA) Procurement Department.

### **SUBMISSION OF BIDS**

Bids submitted in advance of the time set for opening should be delivered to the JAA, Attn: Procurement Department, 14201 Pecan Park Road South, 2<sup>nd</sup> Floor, Jacksonville, FL 32218. Bidders are fully responsible for delivery of bids. Reliance upon mail or public carrier is at Bidder's risk. Late bids, as solely determined by the JAA's clock, will not be opened or considered.

### **PUBLIC RECORDS REQUIREMENTS**

The JAA is required to comply with Section 119.07 of the 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 the JAA provides notice of a decision or intended decision to award the contract or thirty (30) days after opening, whichever is earlier. All parts of bids, including exhibits, are subject to the Public Records Law, and a Bidder may not exclude any portion of the Bid unless specifically exempted from disclosure by Florida Law. Exemption of financial statements applies only to required submittal for pre-qualification of Bidders on public works projects.

### **REQUESTS FOR BID RESULTS OR AWARD OF CONTRACT**

Bidders desiring a copy of the unofficial tabulation sheet, which will contain only the items considered necessary by the JAA. Bidders may request a copy be sent to them by email, facsimile or may obtain a copy after the bid opening in the Procurement Department. Bidders wishing to view bids submitted, subject to the above Public Records requirements, must arrange an appointment by contacting the JAA at (904) 741-3631. If copies are requested, an appropriate charge will be assessed, and all copies will be within a reasonable time consistent with the requirements of Florida Statutes. All Bidders will be notified by mail of the award of the contract after action by the JAA Awards Committee or JAA Board.

### **CONTACT WITH JAA STAFF**

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

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

## ARTICLE I – INSTRUCTIONS TO BIDDERS

### **1.01 RECEIPT AND OPENING OF BIDS**

The JAA will receive Bids until March 8, 2012 at 2:00 PM (local time) for the purpose of selecting a company to provide Rolling Stainless Steel Security Shutter replacement services. The Bids will be publicly opened at the JAA Administration Building, 14201 Pecan Park Road South, Jacksonville, Florida at the above stated time and date.

### **1.02 DELIVERY OF BIDS**

An original and four (4) copies of the Bid and all required supplemental material listed on the Bid Form must be submitted in a sealed package. The package should be labeled to read: "ITB 12-15-45123 Rolling Stainless Steel Security Shutter replacement services, March 8, 2012, 2:00 PM (local time)", and addressed or delivered to the JAA, Attn: Procurement Department, 14201 Pecan Park Road South, 2<sup>nd</sup> Floor, Jacksonville, FL 32218.

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

### **1.03 CONTRACT DOCUMENTS**

The Contract Documents give the description of the services to be performed under this Contract. The required qualifications of Bidders, other technical information, and the term of the contract are also contained in these documents. The date, time and location of the receipt and opening of bids are listed in Article 1.01.

### **1.04 EXAMINATION OF CONTRACT DOCUMENTS**

The Bidder is required to carefully examine the Scope of Services required and the Contract Documents. It will be assumed that the Bidder has investigated and is fully informed of the conditions, the character and quality of services to be performed, and the type of services to be provided, and of the requirements of the Contract Documents.

### **1.05 OBLIGATION OF BIDDERS**

The Bidder must fully learn of the JAA's requirements for the services to be provided. Failure to do so will not relieve a successful Bidder of its obligation to carry out the provisions of the ITB. The Bidder 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 Bidder will be held responsible for having examined the details of the proposed Scope of Services. The Bidder will use its personal knowledge and experience or professional knowledge as to the character of the proposed services, and any other conditions surrounding and affecting the proposed services. The submittal of a Bid will be construed as evidence that all Bidder obligations have been satisfied and no subsequent allowance will be made in this regard.

Prior to contract issuance, the Bidder must provide documentation that they are authorized to do business in the State of Florida.

## **1.06 ADDENDA – CHANGES WHILE BIDDING**

No interpretation of the meaning of any part of the ITB or other Contract Documents, nor corrections of any apparent ambiguity, inconsistency or error therein, will be made to any Bidder orally. All requests for written interpretations or corrections **MUST** be in writing addressed to the JAA Procurement Department, 14201 Pecan Park Road South, 2<sup>nd</sup> Floor, Jacksonville, FL 32218 **or** Fax: (904) 741-2350.

**All requests must be received by 5:00 PM (local time) at least five (5) business days before the March 8, 2012 Bid Opening date to be given any consideration.** All such interpretations and supplemental instructions will be in the form of a written Addenda to the ITB documents, which, if issued, will be e-mailed, mailed or faxed to all known prospective Bidders. However, it is the responsibility of each Bidder, before submitting its Bid, to contact the JAA Procurement Department at (904) 741-3571 to find out if any Addenda were issued and to make such Addenda a part of its Bid. In case any Bidder fails to acknowledge receipt of any such Addenda in the space provided on the Bid Form, its Bid will nevertheless be construed as though Addenda has been received and acknowledged. Only the interpretation or correction so given by the JAA Procurement Department in writing will be binding and prospective Bidders are advised that no other source is authorized to give information concerning, or to explain or interpret the ITB Documents.

## **1.07 PREPARATION OF BID**

The Bid Form should be submitted with all bids. All blank spaces on the form must be typed-in or legibly printed in ink. Only the Bid Form and applicable additional information should be submitted. All documentation submitted with the Bid should be bound in a single volume.

The emphasis should be on completeness and clarity of content and ease of locating responses to requested information. Any information thought to be relevant, but not applicable to the enumerated Scope of Services, should be provided as an Appendix to the Bid. If publications are supplied by a Bidder, the Bid should include reference to a document number and/or page number of that Appendix material. Bids not providing this reference will be considered to have no additional material to be considered during the evaluation process.

If the Bid is made by an individual, he or she must sign his or her name therein and state his or her address and the name and address of every other person interested in the Bid as 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 stated. If the Bid is made by a corporation, the Bid must be signed by an authorized officer or agent subscribing the name of the corporation with his or her own name. **FAILURE TO SIGN YOUR 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 by written request of the Bidder until the date and time established herein for the opening of the Bids. Any Bid not so withdrawn will, upon opening, constitute an irrevocable offer for ninety (90) days (or until one or more of the Bids have been duly accepted by the JAA, whichever is earlier) to provide the JAA the services listed in the attached specifications. JAA action on Bids normally will take within sixty (60) days of opening; however, no guarantee or representation is made as to the time between the Bid opening and the subsequent JAA action regarding an award.

## **1.09 MANDATORY BIDDER CRITERIA**

Bidders must meet the following mandatory requirements to be considered for the award of the contract. Bidders will address each mandatory requirement specifically in their Bid.

**A. Experience** - The prime company or the owners of the company must have been primarily in business of providing commercial gate and roll-up door installation and replacement services including providing parts a minimum of three (3) years immediately prior to the date of the Bid Opening.

**B. References** – Provide references from three (3) previous or current customers which Bidder has successfully provided commercial gate and roll-up door installation and/or replacement services, including contact name, address and phone number. Bidder references should be submitted on the reference form (Exhibit C)

## **1.10 RESPONSIBLE BIDDER CRITERIA**

In considering the responsibility of the Bidders, the JAA will examine the factors listed below. Bidders must address each factor specifically in their Bid.

A. Bid Price.

B. Warranty terms.

C. Delivery time and installation time after receipt of purchase order or notice to proceed.

In this regard, the JAA reserves the right to reject any and all Bids, in whole or in part, and to waive any non-conformance in Bids or any other irregularities received, whenever such rejection or waiver is in the best interest of the JAA.

## **1.11 DISQUALIFICATIONS OF BIDDERS**

Any of the following causes may be considered sufficient for the disqualification of a Bidder or rejections of the Bid:

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 among Bidders.

C. Incomplete work for which the Bidder is committed by contract, which, in the judgment of the JAA, might hinder or prevent the prompt completion of work under this Contract if awarded to such Bidder.

D. Being in arrears on any existing agreement with the JAA or having defaulted on a previous contract with the JAA. For purposes of this section, corporations, partnerships or companies, or firms or other business entities created for the purpose of shielding any individual, firm, partnership, corporation or other business entity from the application of this provision may be considered for disqualification.

E. Items 'C' and 'D' above will be considered by the JAA after the opening of Bids, and, if found to apply to any Bidder, the JAA will notify the Bidder that its Bid will not be considered for an award of the Contract. The Bidder has five (5) business days to appeal in writing this decision to the JAA Executive Director/CEO, via the Procurement Department, and the decision of the Executive Director/CEO will be final.

- F. If required, failure to provide the notarized forms required in the Bid documents or to satisfy any other Contract Documents. Minor irregularities that do not materially affect the Bid may be waived at the sole discretion of the JAA.

#### **1.12 REJECTIONS OF IRREGULAR BIDS**

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. The JAA reserves the right to waive any non-conformance or irregularities of Bids, or to reject any or all Bids, in whole or in part, whenever such non-conformance or irregularities are minor and such action is deemed in the best interest of the JAA.

#### **1.13 PUBLIC ENTITY CRIME**

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

#### **1.14 MANDATORY PRE-BID MEETING**

To help ensure that all Bidders are fully informed of the requirements for this Contract, a **Mandatory** Pre-Bid Meeting will be held on **February 27, 2012** at 10:00 AM (local time) at the JAA Administration Building, 14201 Pecan Park Road South, Jacksonville, FL 32218. Notwithstanding other requirements of the ITB, only the bids received from companies that attend this meeting, as evidenced by their representatives' signature on the official attendance record, will be accepted and evaluated. Bidders are encouraged to submit questions by facsimile in advance of the meeting to the Procurement Department at (904) 741-2350.

**A tour of the areas will be provided at the close of the meeting. The tour is anticipated to be one (1) hour in duration. Only two (2) representatives from each company may attend the tour.**

#### **1.15 LOCAL PREFERENCE PROGRAM**

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

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

#### **1.16 SMALL BUSINESS ENTERPRISES (SBE) PARTICIPATION**

The 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 the JAA to provide small businesses with identical information and an equitable opportunity to compete for business from the 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 local market area is defined as Duval, Clay, Baker, St. Johns or Nassau Counties.

#### **1.17 NON-DISCRIMINATION PROVISIONS**

The Bidder will have all state, county and local licenses and permits as may be required by law to perform the described services. The Bidder 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, paragraph 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 USC 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.

#### **1.18 BID BOND**

Each Bidder must furnish with its Bid a bid bond or a cashier's check payable to the JAA for 5% of the bid price as a surety that the Bid will not be withdrawn for ninety (90) calendar days from date of bid opening. A bid bond must be secured from and executed by a surety duly licensed to do business in the State of Florida. Failure to furnish the bond, including power of attorney, if required, may result in rejection of the Bid.

**The bid bond will be returned to the unsuccessful Bidder(s) after the Contract has been approved and awarded.**

**The bid bond will be returned to the successful Bidder upon execution of the Contract.**

#### **1.19 EVALUATION AND AWARD**

The JAA reserves the right to accept or reject any or all Bids, in whole or in part. The JAA reserves the right to award the ITB to the bidder submitting a bid which is most advantageous and in the best interests of the JAA. In case of identical tie bids, in accordance with Florida Statutes, Section 287.087, preference will be given to bid received from a respondent that certifies it has implemented a drug-free workforce program. If a tie still prevails, the JAA will award the ITB in the manner determined to be in the best interests of the JAA. The 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 Executive Director/CEO has final approval authority for any resulting agreement. This ITB is subject to the availability of budgeted funds.

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

#### **1.20 PUBLIC MEETING REQUIREMENTS**

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

### **1.21 PROTEST PROCEDURES**

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

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

### **1.22 EXECUTION OF THE AGREEMENT**

Within ten (10) business days after Notice of Award, the successful Bidder will furnish the required certificates of insurance and any other requirements and enter into a formal Agreement with the JAA. Failure to execute the Agreement as provided in these documents within ten (10) business days from the date of Notice of Award will be just cause, unless such failure has been caused by the JAA, for the JAA to annul and void the award. Award may then be made to another Bidder, or the Contract may be re-advertised, as in the best interest of the JAA. No award will be binding upon the JAA until the Agreement has been executed by all appropriate parties.

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## ARTICLE II – GENERAL CONDITIONS

### 2.01 DEFINITIONS

**AUTHORITY** – Jacksonville Aviation Authority

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

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

**CECIL** – Cecil Airport

**CONTRACT** – The Contract consists of the document labeled "Specifications for Rolling Stainless Steel Shutter Replacement Services, ITB Number 12-15-45123"; Contractor'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 Services.

**CONTRACT ADMINISTRATOR** – Designated representative(s) of the 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 Contractor as the Contractor's Representative, with authority to act for the Contractor in all matters, including changes to Contract terms.

**CONTRACTING OFFICER** – Designated JAA individual, who provides the JAA Inspector and/or the JAA Contract Administrator with Contract information and monitors the administration of the Contract to ensure compliance with terms by both the JAA and the Contractor. 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 Contractor 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 Contractor's obligations to non-breaching Users or the JAA; (3) the JAA shall not be liable for any breach by non-JAA Users; (4) each non-JAA User and the Contractor guarantee to save the 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.

**HERLONG** – Herlong Recreational Airport

**INSPECTOR** – Designated representative(s) of the 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 Bidder** – The term "Local Business" or "Local Bidder" 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.

**PROPOSAL** – The approved forms on which the Proposer is to submit, or has submitted its charges for the services contemplated.

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

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

**SBE** – Small Business Enterprise.

**TSA** – Transportation Security Administration.

## **2.02 SCOPE OF SERVICES AND CHANGES IN SERVICES**

The services to be provided under this Contract are specified in Article III, Scope of Services, with descriptions of the tasks to be completed, the reports to be furnished and other Contract requirements. The JAA, without invalidating the Contract, may request additional services or make changes by altering, adding to, or deducting from the services, and the Contract will be adjusted accordingly, based on a mutually agreed upon negotiated price. Changes in the services and the Contract sum may only be changed by prior written agreement executed by the parties with proper authorization to do so.

## **2.03 INDEMNIFICATION**

Any Contract resulting from the ITB will include the following provisions:

To the fullest extent permitted by law, the Contractor agrees to indemnify, defend and hold harmless the 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 Contractor'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 Contractor, Contractor's Subcontractor(s) or anyone directly or indirectly employed or hired Contractor, or anyone for whose acts Contractor may be liable. The JAA reserves the right, but not the obligation, to participate in defense without relieving Contractor of any obligation hereunder.

## **2.04 INSURANCE**

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

**Commercial General Liability:** Contractor agrees to maintain Commercial General Liability at a limit of liability not less than \$2,000,000 Each Occurrence. Contractor further agrees coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability, Cross Liability nor Professional Liability.

**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.** Contractor shall maintain Worker's Compensation Insurance & Employer Liability in accordance with Chapter 440, Florida Statutes, as now or hereafter amended. Coverage shall be provided on a primary basis.

**Additional Insured:** Contractor agrees to endorse JAA as an Additional Insured with a CG2026 Additional Insured – Designated Person or Organization endorsement or similar endorsement, to the Commercial General Liability and Business Auto Liability. The Additional Insured shall read "Jacksonville Aviation Authority."

**Waiver of Subrogation:** Contractor agrees by entering into this contract to a Waiver of Subrogation for each required policy herein. When required by the insurer, or should a policy condition not permit Contractor to enter into an pre-loss agreement to waive subrogation without an endorsement, then Contractor agrees to notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy, which includes a condition specifically prohibiting such an endorsement, or voids coverage should Contractor enter into such an agreement on a pre-loss basis.

**Certificate(s) of Insurance:** Contractor 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 thirty (30) day endeavor to notify due to cancellation or non-renewal of coverage. The Certificate Holder address shall read:

Jacksonville Aviation Authority  
Risk Management Department  
14201 Pecan Park Road South  
Jacksonville, FL 32218

**Umbrella or Excess Liability:** Contractor may satisfy the minimum liability limits required above for Commercial General Liability and Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum Per Occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for the Commercial General Liability and Business Auto Liability. CONTRACTOR agrees to endorse JAA as an "Additional Insured" on the Umbrella or Excess Liability, unless the Certificate of Insurance states the Umbrella or Excess Liability provides coverage on a pure "True Follow-Form" basis.

**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, the 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 due

## **2.05 RESPONSIBILITIES OF THE CONTRACTOR**

- A. A mandatory post award conference will be scheduled after the Contract is awarded which is normally held within ten (10) business days after contract award. The Contractor will furnish the performance bond, certificates of insurance, copies of licenses, permits and other items required by the JAA.
- B. The Contractor will begin the services as described in the Contract upon issuance of a written Notice to Proceed by the JAA.
- C. The Contractor is responsible for the professional services, technical accuracy, and timely completion of the work to be done, and for compliance with all terms and conditions of the Contract.
- D. The Contractor will remain liable for all damages to, or incurred by, the JAA caused by the Contractor's negligent performance of any of the services furnished under this Contract.
- E. The Contractor represents that it is an independent Contractor and not an employee of the JAA, nor are any of Contractor's employees performing services in furtherance of this Contract to be considered employees of the JAA. The Contractor is responsible for any federal or state taxes applicable to this Contract and for complying with the requirements of all federal and state laws about income tax withholding, unemployment insurance and other insurance applicable and necessary for its employees. Employees of the Contractor will not be eligible for any Federal Social Security, State Worker's Compensation or unemployment insurance under this Contract except as employees of the Contractor.
- F. The Contractor will designate in writing a qualified person(s) to act as its representative. The Contractor's Representative(s) will have authority to act for the Contractor in all matters covered by this Contract. The Contractor's Representative(s) will be authorized to submit written estimates and any changes to these estimates, make joint inspections with the JAA Inspector at time designated by the JAA and will be available to meet with the JAA during the working hours of the JAA and to answer questions for the JAA Inspector and the JAA Contracting Officer.
- G. The Contractor will comply with all provision of the Contract, and will not commence any additional work without submitting a written estimate of charges to the designated JAA Inspector. All charges over this estimate must be pre-approved in writing by the JAA Inspector, or payment will only be made for only the original estimated amount.

- H. The Contractor will have a competent Contractor's Representative on the job at all times when services are being performed with full authority from the Contractor and who is satisfactory to the JAA.
- I. If applicable, all employees/subcontractors/independent operators of the Contractor assigned to Jacksonville International Airport (JAX) must obtain a JAA Security Badge, at the sole expense of the Contractor. The Contractor will have the sole responsibility of complying with FAA guidelines, including but not limited to, requiring a ten (10) year employment history and background check, issuance and wearing of security badges. Any fines incurred by the JAA for violations of any FAA regulations by Contractor employees will be charged to the Contractor, and if not promptly paid by the Contractor may result in termination of the Contract. See Exhibit E for the JAA form "Application and Certification Official Signature", which contains details on the issuance, replacement, wearing of security badges, as well as listing the disqualifying crimes for which an employee of the Contractor may not be issued a security badge. Any employee of the Contractor found by the JAA to have been issued a security badge in violation of FAA guidelines will be required to immediately surrender their badge and be removed from JAA property.
- J. All personnel employed by the Contractor will be competent, trustworthy and properly trained. The Contractor and its employees will be required to comply with all the applicable regulations of the JAA. The JAA will require the Contractor to remove from JAA property all employees deemed careless, incompetent, or otherwise objectionable and/or detrimental to JAA interests. All personnel assigned to JAA must understand and clearly speak English.
- Any vehicles used by Contractor employees will have the company name clearly visible with a sign on the side or with an easily readable placard or sign in the front window and will only be parked in designated parking areas. All items brought into the JAX Terminal or moved into security zones must be cleared through the applicable security control checkpoints.
- K. In addition to all JAA security rules and regulations, which will be provided to the Contractor at the post award conference, the Contractor will inform their employees, and ensure their compliance with the following:
- (1) No illegal weapons are allowed on the JAA premises.
  - (2) No drugs or other prohibited substances, including alcohol, are allowed on the JAA premises.
  - (3) All building regulations concerning smoking.
- L. The Contractor is responsible for the repair or replacement cost of any damage to JAA property. Failure to report the same within the specified time may be cause for termination of this Contract. The Contractor is responsible for reporting, in writing, within twenty-four (24) hours the occurrence of damage to property of the JAA or its tenants. Failure to report the same within the specified time may be cause for termination of this Contract.
- M. The Contractors employees will not be assisted or accompanied by non-employees during the performance of the Scope of Services.
- N. The Contractor will furnish all equipment and supplies necessary to perform the services of the Contract.

- O. The Contractor is liable for any expense incurred as a consequence of any traffic infraction or parking violations attributable to employees of the Contractor.
- P. The Contractor agrees that its vehicles, cargo, goods, and other personal property are subject to being inspected and searched when attempting to enter or leave and while on JAA property at the sole discretion of JAA. This is for the protection of users of the Airport.

**2.06 WARRANTY – MINIMUM REQUIREMENTS**

- A. Contractor shall provide a minimum of one (1) year warranty on all parts or as provided by the manufacturer, whichever is greater. Any parts/material furnished by the Contractor will have a percentage markup not to exceed the amount as indicated on the Bid Form.
- B. Contractor shall have a minimum of one (1) year warranty on all workmanship once approved by JAA.

In the performance of the Services under this Agreement, the Contractor and its employees and/or Subcontractors shall exercise the degree of skill and care required by customarily accepted good practices and procedures in the industry. All Services under this Agreement are warranted for a period of one year following final acceptance of the Services. If any failure to meet the foregoing warranty appears within one year after Services are accepted by JAA, the Contractor shall again perform the Services directly affected by such failure at the Contractor's sole expense.

**2.07 RESPONSIBILITIES OF THE JAA**

- A. At the post award conference, JAA will provide a list of personnel, with phone numbers, who are designated as JAA contacts. The list will be updated as necessary.
- B. JAA will promptly notify the Contractor, or his designated representative of any problems encountered during the Contract term and will arrange for a meeting to resolve issues.

**2.08 COMPENSATION**

Compensation will be paid in accordance with the Contractor's bid price submitted on the Bid Form. An original and one copy of the invoice, which must reference the purchase order number and month of service, should be mailed to the JAA, Attn: Accounts Payable, 14201 Pecan Park Road, Jacksonville, FL 32218. Invoices will be processed in accordance with normal JAA procedures, which is thirty (30) days net after receipt of an approved invoice.

JAA, at its sole discretion, may authorize advance payments, deposit or partial payments.

**2.09 PERMITS AND LICENSES**

Work permits and licenses necessary to carry out the services will be secured and paid for by the Contractor and remain in effect throughout the duration of the Contract.

(The remainder of this page has been intentionally left blank)

## **2.10 JAA'S RIGHT TO TERMINATE CONTRACT**

This Contract may be terminated by the JAA in accordance with this clause whenever the JAA determines that such termination is in the best interest of the JAA. Such termination will be effected by a thirty (30) day prior written notice to the Contractor stating the date upon which such termination becomes effective.

Unsatisfactory performance by the Contractor may result in immediate cancellation of this Contract. If such Contract is terminated, the JAA reserves the right to open negotiations with the next rank Bidder until a successful completion of negotiations and execution of a Contract.

JAA may terminate the contract should the Contractor have repeated and sustained Federal Aviation Administration (FAA) and / or Transportation Security Administration (TSA) security regulation violations or as determined by 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 Contractor pursuant to this Agreement, or the like predicted in such termination.

This Contract is always subject to availability of budgeted funds.

## **2.11 ASSIGNMENT**

The Contractor will not assign or otherwise transfer its rights under the Contract without the prior written consent of the JAA, nor will the Contractor assign any monies due or to become due to him hereunder, without the prior written consent of the JAA.

## **2.12 SUBCONTRACTORS**

If Subcontractors are to be used, the Contractor will, as soon as practicable after signing the Contract, notify the JAA in writing the names of Subcontractors proposed for the work. Subcontractors will not be employed unless and until they are approved by the JAA. The Contractor is as fully responsible to the JAA for the acts and omissions of its Subcontractors and of persons either directly or indirectly employed by them, as he is for the acts and omissions of persons directly employed by him. It is the responsibility of the Contractor to ensure that Subcontractors comply with all terms and conditions of this Contract. Nothing contained in the Contract documents creates any contractual relationship between the Subcontractors and the JAA. The JAA recommends that all Subcontractors enter into a formal Contract with the prime Contractor that clearly lists all of the agreed upon conditions.

## **2.13 PROMPT PAYMENT TO SUBCONTRACTORS AND SUPPLIERS**

Generally, when the Contractor receives payment from JAA for labor, services or materials furnished by Subcontractors and suppliers hired by the JAA, the Contractor shall remit payment due (less proper retainage) to those Subcontractors and suppliers within fifteen (15) calendar days after Contractor's receipt of payment from JAA. Nothing herein shall prohibit Contractor 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 Contractor may withhold the disputed portion of any such payment only after Contractor 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 ten (10) calendar days after the Contractor's receipt of payment from JAA. The Contractor shall pay all undisputed amounts due within the time frames specified in this section.

## **2.14 SAFETY STANDARDS**

It is the intent that all specifications are in full and complete compliance with all Federal and State of Florida laws and regulations that apply to the type and class of equipment being provided or services being performed. This includes, but is not limited to, Occupational Safety and Health Administration (OSHA) and Environmental Protection Agency (EPA) standards, and Florida requirements for external noise control that apply to the type and class equipment being provided or services being performed. If an apparent conflict exists, the Contractor must contact the JAA immediately. In addition, any Federal and State legislation which should become effective regarding equipment safety will immediately become a part of this contract. Contractor will have the option to meet or exceed any such safety standard.

## **2.15 CHANGES IN PERSONNEL**

The Contractor will notify the JAA contact in writing, prior to affecting a personnel change concerning the personnel assigned to the Contract. The JAA will have the right to reject any personnel assigned to perform work under this Contract.

## **2.16 NO INDIVIDUAL LIABILITY**

No member, officer, agent, director or employee of the JAA or Contractor 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.

## **2.17 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.

## **2.18 ORDER OF PRECEDENCE**

In the event of any conflict between the provisions of the Contract, the provisions of the JAA's ITB Number 12-15-45123 and Bidder's Bid, referred and incorporated in the Contract, said provisions will be given preference in the following order: 1) the Contract; 2) the JAA's ITB Number 12-15-45123, 3) Bidder's Bid, and 4) the Purchase Order.

## **2.19 GOVERNING LAW AND VENUE**

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

## **2.20 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.

## **2.21 ENTIRE AGREEMENT**

This Contract is 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. Contractor agrees that no representations have been made by the JAA to induce the Contractor to enter into the Contract other than as expressly stated in this Contract. This

Contract can neither be changed orally, nor by any means other than by written amendments expressly referencing this Contract and signed by all Parties hereto.

**2.22 PROPRIETARY INFORMATION**

In accordance with Chapter 119 of the Florida Statutes (Public Records Law), and except as may be provided by other applicable State and Federal Law, all Bidders should be aware that the ITB's and the responses thereto are in the public domain. However, the Bidders are requested to identify specifically any information contained in their bids, which they believe to be exempt from disclosure, citing specifically the applicable exempting law. The JAA will consider a Bidder's opinions regarding the applicability of Chapter 119, Florida Statutes, but shall not be obligated to concur in such opinions, and shall have no liability to a Bidder for making public any information contained in a Bid. All Bids received from Bidders in response to the ITB will become the property of the JAA and will not be returned to the Bidders. In the event of Contract award, all documentation produced as part of the Contract will become the exclusive property of the JAA.

**2.23 TIME REQUIREMENT**

For every requirement of this Agreement, time is of the essence.

**2.24 DAMAGES**

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

(The remainder of this page has been intentionally left blank)

## ARTICLE III – SCOPE OF SERVICES

### 3.01 GENERAL OVERVIEW

The 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 the recreational and sport flyer; and Cecil Airport, ideally suited for major aircraft maintenance, repair and overhaul.

As the owner and operator the JAA desires to seek a licensed contractor specializing in commercial gate and roll-up door installation and replacement services including providing parts, to purchase five (5) new rolling stainless steel security shutters. Contractor will be required to install four (4) rolling stainless steel security shutters to include door guards (safety edge/air switch). The Contractor will perform maintenance to set controllers, motor, and door guards to conform the original manufacture settings. These doors are designed for use at the automated Hold Baggage System (HBS) conveyor opening. At least one (1) person will need to be badged to work inside the AOA secure area.

### 3.02 SHUTTER CURTAIN SPECIFICATION – MINIMUM REQUIREMENT

**GENERAL:** New Rolling Stainless Steel Security Shutter Curtain 4'0" w max x 4'0" h, and door guards (safety edge/air switch). When door is fully open the clearance should be at a minimum of 23". The following data is minimum requirements for rolling stainless steel security shutter curtain: **(Stainless steel is the only acceptable material for these shutter curtains.)**

1. **CURTAIN:** Shutter curtains to be fabricated of flat slat low profile design.
2. **ENDLOCKS:** Ends of alternate slats for shutters to be fitted with steel end locks. End locks to be attached to end of curtain slats with steel rivets.
3. **BOTTOM BAR:** Bottom of shutter to be reinforced and fitted with tubular bottom bar to match shutter curtain.

### 3.03 SCOPE OF SERVICES – MINIMUM CONTRACTOR REQUIREMENTS

The Contractor, at a minimum is responsible for the following:

- A. Removal existing doors/curtain.
- B. Disposal of all materials and debris. All disposals of materials shall be off of JAA property and in accordance with all NFPA, State, City and County regulations for such material.
- C. Install four (4) new rolling stainless steel security shutter curtain with all associated equipment (i.e. door guards (safety edges/air switch)).
- D. Must perform maintenance to set controllers, motors and door guards (safety edge/air switch) to operate at original factory setting.
- E. Test doors/curtain to ensure proper functionality according to manufacturer guidelines with existing motor and controller.
- F. All doors/curtain and associated parts/materials are the responsibility of the contractor. JAA will not be responsible for receiving, unloading or storage of doors and associated parts/materials.
- G. If needed, all equipment rentals are the sole responsibility of the contractor, including dumpster and dumpster removal fees.
- H. All disconnect and reconnect of any electrical power required during installation.
- I. Any permits needed for this project is the responsibility of the Contractor.
- J. JAA will be responsible for wiring of safety edge.

### 3.04 HOURS SERVICES TO BE PERFORMED

The services will be performed Monday through Friday, 7PM to 4AM (local time).

ARTICLE IV – BID FORM

Bidder's Name: \_\_\_\_\_  
**CHECKLIST OF REQUIRED DOCUMENTS TO BE SUBMITTED**

**BIDDER SHALL SUBMIT ONE (1) ORIGINAL BID AND FOUR (4) COPIES OF THE ORIGINAL DOCUMENTS. ENVELOPE ONE SHOULD BE LABELED "ORIGINAL" AND ENVELOPE TWO SHOULD BE LABELED "COPIES".**

**ENVELOPE #1**

A. Conflict of Interest Certificate (**Exhibit A**)

B. Bid Bond 5% of Bid Price

C.	<b>Bid Price – Award will be based on total bid cost.</b>	<b><u>QTY</u></b>	<b><u>Price</u></b>
1.	Rolling Stainless Steel Security Shutter and door guards In according with Shutter Specification	5	\$ _____
2.	Installation	4	\$ _____
3.	<b>Total Bid</b>		\$ _____

**Price to include all material, labor, supervision, & all equipment & rentals needed to complete the work including debris remover.**

D. Acknowledgement of the following addenda is hereby made:  
(See Article I Paragraph 1.06)

Addendum No: \_\_\_\_\_ Date: \_\_\_\_\_ Bidder Init \_\_\_\_\_

(The remainder of this page has been intentionally left blank)

**ARTICLE IV – BID FORM**

Proposer's Name: \_\_\_\_\_  
**CHECKLIST OF REQUIRED DOCUMENTS TO BE SUBMITTED**

The following checklist is provided for convenience. The Bidder is responsible for carefully reviewing the requirements in the ITB and submits all information requested.

**Envelope #2**

A. **Experience** – Provide documentation that the prime company or the owners of the company must have been primarily in business of providing commercial gate and roll-up door installation and replacement services including providing parts a minimum of three (3) years immediately prior to the date of the Bid Opening. **(MANDATORY)**

B. **Reference Verification Form (Exhibit C):** Provide references from three (3) previous or current customers which Bidder has successfully provided commercial gate and roll-up door installation and/or replacement services, including contact name, address and phone number. (Exhibit C) **(MANDATORY)**

C. 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

D. Delivery and installation in 30 days after receipt of purchase order: \_\_\_\_\_

E. Acknowledgement of Warranty Acceptance is hereby made: Bidder's Initial: \_\_\_\_\_

F. **Bidder Certification and Signature:**

**By submitting this bid, 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 license required for the work.**

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

Bidder Name: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_ Email: \_\_\_\_\_

Title: \_\_\_\_\_

Bidder is a: [ ] Corporation [ ] Partnership [ ] Individual

Federal Identification Number: \_\_\_\_\_

Remittance Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**EXHIBIT A**

**CONFLICT OF INTEREST CERTIFICATE**

Bidder 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 the JAA requiring the goods or services described in these specifications has any financial interest in this company.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Name of Official (type or print)

\_\_\_\_\_  
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 Executive Director's / CEO Office, 14201 Pecan Park Road South, Jacksonville, FL 32218 prior to the time of bid opening.

Name	Title or Position	Date of Filing
_____	_____	_____

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Name of Official (type or print)

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
City, State, Zip Code

**SECTION III**

**PUBLIC OFFICIAL DISCLOSURE**

The 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 Bidder: \_\_\_\_\_

**EXHIBIT B**  
**CONTRACT**

**C O N T R A C T**  
**B E T W E E N**  
**JACKSONVILLE AVIATION AUTHORITY**  
**A N D**

\_\_\_\_\_

**THIS CONTRACT**, is executed this \_\_\_\_\_ day of \_\_\_\_\_, 20XX,  
by and between JACKSONVILLE AVIATION AUTHORITY, (JAA or AUTHORITY), and  
\_\_\_\_\_ (HEREINAFTER CALLED THE "CONTRACTOR") with  
its principal office 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 No. 12-15-45123 (ITB) in order to procure a firm licensed, qualified and interested in providing Stainless Steel Curtain Doors and Installation. Contractor submitted its bid to JAA representing that it is capable of providing the necessary services as required by the ITB.
2. Contractor has been selected by JAA as the most qualified to provide the requested service.
3. JAA hereby engages Contractor to perform the services as set forth in the Scope of Services. The services shall be done strictly in accordance with this Contract, the ITB, and all addendums to the ITB (incorporated by reference herein as Exhibit 1) and Company's proposal (incorporated by reference herein as Exhibit 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.
4. Contractor shall be compensated as set forth in the Contract Documents, which have been incorporated into and made a part of this Contract.

5. Nothing in this Contract shall be construed as making Contractor an employee, servant or agent of JAA. Contractor shall pursue the Statement 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 Statement of Work, including but not limited to the supervision and compensation of its own personnel.
6. 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.
7. Unsatisfactory performance by the Contractor may result in immediate cancellation of this Contract.
8. 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.
9. 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 Services 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 Services to the extent that it impacts the Contractor's ability to meet the Service schedule, or the Contractor abandons the whole or any part of the Services;
- 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.

10. This Contract constitutes the entire agreement between the parties hereto for the Services 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.

11. 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: Devin Reed, Director, Procurement

For the Contractor:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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SIGNATURE LINES FOLLOW

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

**ATTEST:**

**JAA**

By: \_\_\_\_\_  
Melissa Marcha'-Lee  
Senior Executive Assistant

By: \_\_\_\_\_  
Steven Grossman  
Executive Director/CEO or Robert Simpson  
Interim Chief Operating Officer

**WITNESS:**

(Company Name)

By: \_\_\_\_\_  
Name:  
Title:

By: \_\_\_\_\_  
Name:  
Title:

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

\_\_\_\_\_  
Debra A. Braga, Chief Legal Officer

**EXHIBIT 1**  
**Invitation to Bid**

**EXHIBIT 2**  
**COMPANY'S PROPOSAL**

**EXHIBIT C**  
**REFERENCE VERIFICATION FORM**



**JAA**  
Jacksonville  
Aviation  
Authority

**EXHIBIT C**

**REFERENCE FORM**

**Rolling Stainless Steel Security Shutter Replacement**

**ITB # 12-15-45123**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

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

Contact Fax Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Type of Services Provided: \_\_\_\_\_  
\_\_\_\_\_

Date Services Performed: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Size of Facility: \_\_\_\_\_ Contract Value: \$ \_\_\_\_\_

**EXHIBIT D**  
**LOCAL BUSINESS VERIFICATION FORM**



### Local Business Verification Form

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

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

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

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

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

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

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

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

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

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

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

Notary seal

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

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

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

**EXHIBIT E**  
**SECURITY REGULATION PACKET**



The Jacksonville International Airport's Access Control Office maintains active card holders comprised of airport employees to include Herlong, Cecil Commerce Center and Craig Airfield, air carriers, airport tenants and lease holders as well as contract companies performing work at JAA. The issuance and accountability of JAX airports badges is regulated by the Transportation Security Resignations 49 CFR parts 1542 and 1544 and Security Directive 1542-04-08G.

**The process to obtain a JAX ID Badge is as follows:**

**STEP 1:** The company requesting badges must determine who will be the Certifying Official(s) for their company. The Certifying Official is a point of contact between the company and the JIA Access Control Office. This person(s) will have signing authority for JIA ID badge applications, authorize badge replacements, receive correspondence from the Access Control Office outlining security directives / mandates, company audits performed by the Access Control Office and badge returns / renewals.

The Certifying Official will be responsible for the return of all badges issued to their company. The maximum number of Certifying Officials for a company/agency is limited to three individuals.

**STEP 2:** Upon deciding who will be the point of contact(s) (Certifying Officials) with the company / agency a class time will be scheduled with the Access Control Office for the designated Certifying Official(s) to attend a 45 minute Certifying Official Course in the JIA Access Control Office training room in the JIA terminal building.

This course provides instruction on the required paperwork and procedures for badging employees and must be completed prior to the Access Control Office accepting badge applications for the company. The training course emphasizes the Certifying Official's accountability and responsibility of all media (cards, keys, placards) issued to them while conducting business with JAA.

***Certifying Officials are subject to a successful completion of a 10-year fingerprint-based Criminal History Record Check (CHRC) and Security Threat Assessment (STA) prior to being given authorization of signing authority for JIA Photo ID badge applications.*** An electronic, inkless fingerprint machine is located in the Access Control Office for this purpose. The fingerprinting cost is \$35.00 per person. Acceptable forms of payment in the Access Control Office are cash or a check made payable to "JAA".

The appointed Certifying Official(s) are fingerprinted immediately following the Certifying Official Course. Payment is due at the time of service. Results of the CHRC and Security Threat Assessment are received at the Access Control Office within an average of two to fourteen days. Once the results have been received the Certifying Official will be notified of clearance to submit new applicants.

**STEP 3:** After successful completion of the CHRC and TSA Security Threat Assessment, the Certifying Official(s) for the prospective company may then sign applications for their employees and submit them to the Access Control Office. ***The company's employees submitting an application for a JIA Photo ID badge must also complete a successful CHRC and Security Threat Assessment prior to the issuance of a JIA Photo ID badge.***

After successful completion of the applicant's CHRC, the Certifying Official(s) with the company will be notified via email and may schedule an applicant for security training via phone or email at [badgingoffice@jaa.aero](mailto:badgingoffice@jaa.aero).

The applicant will then return to the Access Control Office on their date of appointment for security training and upon successful completion of security training will pay the \$15.00 badge print fee. Their badge will be valid for the duration of the appointed contract. Badges issued to the company are an airport approved means of positive identification to enter into the Sterile, Secured and Air operations Areas of JIA.



**JAA**  
Jacksonville  
Aviation  
Authority

**SPONSORING COMPANY/JAA. DEPARTMENT:**

**CONTACT NUMBER:**

**CONTRACTOR INFORMATION**

**COMPANY NAME:**

**PHONE NUMBER:**

**WORK TO BE PERFORMED:**

**DURATION OF WORK:**

**REQUIRED ACCESS:**

**PRIMARY POINT OF CONTACT NAME:**

I CERTIFY THAT THIS APPLICANT IS A CONTRACTOR HIRED TO PERFORM WORK FOR MY COMPANY/DEPARTMENT AND IS AUTHORIZED TO ACQUIRE A JACKSONVILLE AIRPORT IDENTIFICATION BADGE.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT NAME/TITLE AND DATE

**BADGING/ACCESS CONTROL USE ONLY**

**BADGE TYPE:** \_\_\_\_\_

**ACCESS LEVEL:** \_\_\_\_\_

**DRIVING PRIVILEGES:** \_\_\_\_\_

**DATE ISSUED:** \_\_\_\_\_

**DURATION OF BADGE:** \_\_\_\_\_

**PAID BY:** \_\_\_\_\_



# ACCESS CONTROL OFFICE FEE LIST

- **Electronic Fingerprint Submission** **\$ 35.00**
- **Electronic Fingerprint Submission** (*using a UID other than JIA's*) **\$ 6.00**
- **Inked Fingerprint Card by JAA-Police Department** **\$ 20.00**
- **Electronic Fingerprint Submissions for TSA's  
Twelve-Five Flight Crew Rule** **\$ 22.00**
- **Proximity/Biometrics Badge** **\$ 15.00**
- **Lost Badge Replacements**
  - First** **\$ 50.00**
  - Second** **\$ 75.00**
  - Third** **\$100.00**
- **Unrecoverable Proximity badge** **\$100.00**
- **Proximity Badge Reprint** **\$ 15.00**
- **Employee Parking Lot Annual Fee** **\$ 60.00**

# D R A F T

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

TODAY'S DATE \_\_\_\_\_

JAA Public Safety and Security  
Access Control Office  
Jacksonville International Airport  
P.O. Box 18018  
Jacksonville, FL 32229-4018

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 Program.

**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 #
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# JAA

Jacksonville  
Aviation  
Authority

Airport Access Control Office  
P.O. Box 18018  
Jacksonville, Florida 32229  
(904) 741-2016

**2 Forms of ID are required:**  
1. State issued I.D. or Drivers License with the applicant's photo  
2. SS Card or U.S. Passport/Current Military I.D. and INS information (if applicable)

## Applicant Information

Last Name		First Name		Middle Name		
Social Security #		Date of Birth		State / Country of Birth		
- -		/ /				
Home Street Address						
City		State		Zip Code		
Home Phone #		Sex	Height	Weight	Eye Color	Hair Color
( ) -						
Drivers License #		State		License Expiration		
				/ /		

Have you ever been convicted, entered a plea of "nolo - contendere" (no contest) or had adjudication withheld for any felony, misdemeanor, infraction, or any violation of any law?

Yes \_\_\_ No \_\_\_

If yes, additional pages will be provided to list the infractions or violations. A conviction will not necessarily disqualify you from consideration for a badge. However, the Jacksonville Aviation Authority may not issue a badge if incorrect, incomplete, or false information is provided.

## Company Information

Company Name		Badge Type			
		<input type="checkbox"/> Sterile <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> White			
Company Phone #		Parking Lot Requested			
( ) -		<input type="checkbox"/> EMPLOYEE <input type="checkbox"/> SOUTH TERM CO Initials _____			

By my signature, I certify that I have read, understand, and agree with the foregoing and that all the information provided is true and correct to the best of my knowledge. I also hereby acknowledge that a JAX ID badge is issued solely for access to the restricted areas of Jacksonville International Airport and may be revoked by the Airport without cause. I also understand that failure on my part to notify my employer or the Airport when my JAX ID becomes lost or stolen, or failure to return my JAX ID upon termination of employment, may result in arrest and prosecution, as appropriate. I further understand that Federal regulations under 49 CFR 1542.209 (l) imposes a continuing obligation to disclose to the airport operator within 24 hours if I am convicted of any disqualifying criminal offense that occurs while I have been granted unescorted access authority.

Applicant Signature		Date

## Prohibited Crimes

**In compliance with Transportation Security Administration (TSA) and Jacksonville International Airport (SIDA) Regulations, applicants for a JAX ID Badge must successfully complete a Criminal History Records Check before a JAX ID Badge allowing unescorted access to the Restricted or Common Areas is granted. If an applicant has been convicted of one or more of the following crimes within the last 10 years, the JAX ID Badge application will be denied. JAA has the right to deny a badge for reasons other than those listed below.**

- (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).

By my signature I acknowledge that I have read the list of disqualifying crimes and certify that I have never been convicted or found to be not guilty by reason of insanity of any of the above.

Applicant Signature	Date

### Citizenship Statement

Other Names Used (Maiden Name and/or Alias Names)	Current Residence (Including City, State and Zip)
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Date of Birth:	Country of Birth:	Country of Citizenship
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I attest, under penalty of perjury, that I am (check one of the following):

A citizen of the United States \*     
  A Lawful Permanent Resident \*\*     
  An Alien with work authorization \*\*\*

**\* All Citizens Must Complete This Section Completely.**

United States Citizenship:  By Birth       By Naturalization       By Other (Specify) \_\_\_\_\_

If you are a United States citizen by any means other than birth, you must provide an original Naturalization Certificate.

**\*\* All Lawful Permanent Residents Must Complete This Section and Provide Original Resident Alien Card With Application.**

Alien Registration Number: A \_\_\_\_\_

**\*\*\* All Aliens With Work Authorization Must Complete This Section and Provide Original Employment Authorization Document (EAD) Card.**

Employment Authorization Document Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

I understand that federal law provides for imprisonment and/or fines for falsely claiming to be a United States citizen, or for making false statements, or for using false documents in connection with the completion of this form.

Signature	Date (MM/DD/YYYY)
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### Privacy Act Statement

The information I have provided is true, complete and correct to the best of my knowledge and belief and is provided in good faith. I understand that a knowing and willful false statement can be punished by fine or imprisonment or both (see section 1001 of Title 18 of the United States Code).

"I authorize the Social Security Administration to release my Social Security number and full name to the Transportation Security Administration, Office of Transportation Threat Assessment and Credentialing (TTAC), Attention: Aviation Programs (TSA-19) / Aviation Worker Program, 601 South 12<sup>th</sup> Street, Arlington, VA 20598."

"I am the individual to whom the information applies and want this information release to verify that my SSN is correct. I know that if I make any representation than I know is false to obtain information from Social Security records, I could be punished by fine or imprisonment or both."

Signature: _____	Date of Birth: _____
SSN and Full Name: _____	

**Authority:** 49 U.S.C. §114, 44936 authorizes the collection of this information.

**Purpose:** The Department of Homeland Security (DHS) will use the biographical information to conduct a security threat assessment and will forward any fingerprint information to the Federal Bureau of Investigation to conduct a criminal history records check of individuals who are applying for, or who hold, an airport issued identification media or who are applying to become a Trusted Agent of the airport operator. DHS will also transmit the fingerprints for enrollment in the US-VISIT's Automated Biometrics Identification System (IDENT). If you provide Social Security Number (SSN), DHS may provided your name and SSN to the Social Security Administration (SSA) to compare that information against SSA's records to ensure the validity of your name and SSN.


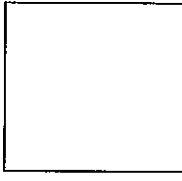
**Routine Uses:** This information may be shared with third parties during the course of a security threat assessment, employment investigation, or adjudication of a waiver or appeal request to the extent necessary to obtain information pertinent to the assessment, investigation, or adjudication of your application or in accordance with routine uses identified in the Transportation Security Threat Assessment System (T-STAS), DHS/TSA 002.

**Disclosure:** Furnishing this information (including your SSN) is voluntary; however, if you do not provide your SSN or any other information requested, DHS may be unable to complete your application for identification media.

## Certifying Official Information

<b>Name</b>	<b>Company</b>
<b>Phone Number</b>	<b>Title</b>

## Access Investigation Certification

Air Carrier	Non Air Carrier
<p>As an authorized representative of a U.S. certified Air Carrier subject to 49 CFR 1544, in accordance with the Aircraft Operator Standard Security Program and the Airport Security Program Participant Manual of the Jacksonville International Airport, by my signature I certify that:</p> <p>The applicant's identity has been verified through two forms of identification, one that bears the applicant's photograph and the applicant has completed an application that includes: full name and aliases or nicknames;</p> <p>In compliance with 49 CFR 1544.229 an access investigation based on a Criminal History Records Check (CHRC) has been successfully completed for the above named applicant.</p> <div style="text-align: center; margin-top: 20px;">  <p><b>Initial</b></p> </div>	<p>As an authorized representative of the company named above, subject to 49 CFR 1542, the Jacksonville International Airport Security Program and as a current participant in good standing, by my signature I certify that:</p> <p>The applicant's identity has been verified through two forms of identification, one that bears the applicant's photograph. The applicant has completed an application that includes: full name and aliases or nicknames; notification that the applicant will be subject to a Criminal History Records Check (CHRC) and possibly an employment history verification; and convictions during the previous 10-year period of the crimes listed in this application.</p> <p>The results of the access investigation did not disclose that the applicant has been convicted of or found not-guilty by reason of insanity, in any jurisdiction, during the 10 years ending on the date of the investigation, of any of the crimes listed in this application.</p> <div style="text-align: center; margin-top: 20px;">  <p><b>Initial</b></p> </div>

I hereby acknowledge responsibility for any FAA fines levied against the Jacksonville Aviation Authority which were caused by the failure of one of our employees to adhere to the Airport Security Plan. I also understand that I am responsible for returning the JAX ID badge to the JIA Access Control Office when no longer needed by this employee. Further, I certify that the requirements of the JIA Airport Security Plan and the provisions of 49 CFR PART 1542.209 and PART 1544.229 will continue to be complied with. I also certify that this employee's record will remain on file with my company and will be maintained for 180 days after termination of the individual's access privileges. I also acknowledge that, upon the employee's termination, it is my company's responsibility to notify the Airport Communications Center within 24 hours of termination and return the badge to the Access Control Office. If the badge is not returned to the Access Control Office in the prescribed time, my company will pay the unrecoverable badge charge of \$100.

I certify that this applicant has an employment-related need to have unescorted access to the restricted areas of Jacksonville International Airport and to operate a vehicle on the AOA / RAMP (if applicable). I agree to provide immediate notification to the Airport when: a) the badgeholder's access authority has been revoked or limited; b) the badgeholder's access media has been lost or stolen; c) any representative of our organization becomes aware that the Access Control System or a component of the system has been compromised or threatened through any means. I acknowledge responsibility of our organization for any penalties assessed against the Airport which may result from a badgeholder's or our organization's failure to comply with the Airport Security Program, or any other applicable rule, regulation, or directive.

<b>Certifying Official Signature</b>	<b>Date</b>





**JAA**  
Jacksonville  
Aviation  
Authority

**KEY REQUEST FORM**

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



# JAA

Jacksonville  
Aviation  
Authority

## VEHICLE PLACARD/DECAL REQUEST FORM

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:

Access Control Office  
(904) 741-2001  
Fax (904) 741-3727

**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  
14201 Pecan Park Road  
Jacksonville, FL 32218**

Please be sure "NO BID" and the Bid Number are clearly shown on the outside of the envelope.  
**RETURN THIS FORM ONLY.**

We are unable to submit a bid at this time due to the following reasons:

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: \_\_\_\_\_