



JAA SOLICITATION



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



JAX
Jacksonville
International
Airport



Cecil
Cecil Airport



Herlong
Herlong Recreational Airport



JAXEX
Jacksonville Executive Airport

REQUEST FOR INTEREST (RFI) No.: 18-25-43101

*LEASE OPPORTUNITY – HANGARS 1 AND 2
FOR THE JACKSONVILLE AVIATION AUTHORITY*

HERLONG AIRPORT – JACKSONVILLE, FL

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

JAA Department of Procurement 14201 Pecan Park Road, Jax. FL 32218
Email: marilyn.fryar@flyjacksonville.com (Phone) 904.741.2352

REQUEST FOR INTEREST (RFI) NO.: 18-25-43101

**LEASE OPPORTUNITY – HANGARS 1 AND 2
for the
JACKSONVILLE AVIATION AUTHORITY**

HERLONG AIRPORT, JACKSONVILLE, FL

Statements of Interest will be received by the Jacksonville Aviation Authority (JAA or the Authority) until the Official Solicitation Due Date and Time of October 15, 2018, at 2:00 PM (local time) for a Lease Opportunity, Hangars 1 and 2 at Herlong Recreational Airport. The leasing opportunity consists of two (2) aeronautical activity hangars totaling approximately 59,300 square feet, inclusive of ramp area and vehicle parking.

This RFI is for discovery and information gathering of potential business clients and/or current airport tenants having interest in leasing office and hangar space at Herlong Recreational Airport. Subject to the response received from this RFI, JAA may elect to: 1) negotiate directly if only one response is received or only one Respondent is deemed qualified; 2) issue a Request for Proposals (RFP) from all qualified and interested parties, which may or may not be exclusive to those responding hereto; 3) forego issuing an RFP and make an award hereunder by utilizing the evaluation criteria and points outlined herein; or 4) not proceed with the project at this time.

All Statement of Interest shall be submitted in strict accordance with RFI No. 18-25-43101, which may be obtained after 8:30 AM (local time) on September 12, 2018 from www.flyjacksonville.com, click on bid opportunities.

JAA, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all those who may potentially respond to this solicitation that any contract resulting from this advertisement will be awarded fairly. Disadvantaged business enterprises will be afforded a full and fair opportunity to submit a response to this solicitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

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NOTE

For the purpose of RFI No. 18-25-43101, the terms “Proposer” and “Respondent” are used interchangeably.

GENERAL INFORMATION

SUBMISSION OF PROPOSALS

Proposals submitted in advance of the time set for opening will be delivered to JAA, Attn: Procurement Department, 14201 Pecan Park Road, Jacksonville, FL 32218. Respondents are fully responsible for delivery of proposals. Reliance upon mail or public carrier is at respondent's risk. Subject to JAA's discretion to waive minor irregularities that will not result in an unfair economic or competitive advantage or disadvantage to any Respondent, late proposals, as solely determined by JAA's official bid clock, will not be opened or considered.

PUBLIC RECORDS REQUIREMENTS

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

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

**Michael Stewart, Director of External Affairs
14201 Pecan Park Road
Jacksonville, Florida 32218
904.741.2721**

CONTACT WITH JAA STAFF

From the time of receipt or publication of this solicitation, all parties who intend to directly or indirectly submit a response to the solicitation shall direct all contact with JAA through JAA's Procurement Director or the assigned Buyer hereto. If the question or comment deals with a subject matter that is outside of the knowledge or responsibility of JAA's Procurement Department, Procurement will direct the question or comment to the appropriate person or authority. Other than as permitted herein, respondents to this solicitation may not contact JAA's executives and staff, award or evaluation committee members, Board of Directors, or those representing JAA's interests in this solicitation for the purpose of discussing the same. Violation of this provision may result in bid/proposal rejection and/or respondent debarment.

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INSTRUCTIONS TO RESPONDENTS

RECEIPT AND OPENING OF PROPOSALS

JAA will receive Proposals for this solicitation until October 15, 2018 at 2:00 PM (local time) for the purpose of selecting a company for a Lease Opportunity, Hangars 1 and 2 at Herlong Recreational Airport. The leasing opportunity consists of two aeronautical activity hangars totaling approximately 59,300 square feet, inclusive of ramp area and vehicle parking. The Proposals will be publicly opened at JAA Administration Building, 14201 Pecan Park Road, Jacksonville, Florida at the previously mentioned time and date.

DELIVERY OF PROPOSALS

One (1) electronic version (USB Flash Drive or CD) and five (5) copies of the Respondent's response to this RFI must be submitted in a sealed package. The package must be labeled to read: "RFI No. 18-25-43101, Lease Opportunity – Hangars 1 and 2, Herlong Recreational Airport, October 15, 2018, 2:00 PM (local time)," and must be addressed and delivered to JAA, Attn: Procurement Department, 14201 Pecan Park Road, Jacksonville, FL 32218.

Each Proposal package submitted should clearly show the Respondent's company name on the outside. Facsimile Proposals will not be accepted. Subject to JAA's discretion to waive minor irregularities that will not result in an unfair economic or competitive advantage or disadvantage to any Respondent, a late submission, as determined by JAA's official bid clock, will not be considered and may be returned to the Respondent as non-responsive. Each Respondent is fully responsible for ensuring that its submission 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 RFI does not commit JAA to paying costs or expenses of any kind incurred by the various Respondents during proposal preparation, submittal or presentation, if any.

ADDENDA – CHANGES WHILE PROPOSING

No interpretation of the meaning of any part of the RFI or other Contract Documents, or corrections of any apparent ambiguity, inconsistency or error therein, will be made to any Respondent orally. All requests for written interpretations or corrections **must** be submitted in writing and addressed to JAA's Procurement Department, Attn: Marilyn V. Fryar. Requests may be transmitted via email, marilyn.fryar@flyjacksonville.com or US Mail, 14201 Pecan Park Road, Jacksonville, FL 32218. Each Respondent is fully responsible for ensuring that its requests for written interpretations or corrections is timely received, and shall assume the risk of non-delivery or untimely delivery caused by its chosen delivery method, whether by Email, US Mail, public carrier or otherwise.

All requests must be received no later than September 27, 2018 at 5:00 PM (local time) to be given any consideration.

All such interpretations and supplemental instructions will be in the form of a written Addendum to these solicitation documents, which, if issued, will be posted on the JAA website, www.flyjacksonville.com. However, it is the responsibility of each Respondent, before submitting its Proposal, to contact JAA's Procurement Department at (904) 741-2352 to find out if any Addenda were issued and to make such Addenda a part of its Proposal. In case any Respondent fails to acknowledge receipt of any such Addenda in the space provided on the Proposal Form, its Proposal will nevertheless be construed as though Addenda has been received and acknowledged. Only the interpretation or correction so given by JAA's Procurement Department in writing will be binding and prospective Respondents are advised that no other source is authorized to give information concerning or to explain or interpret these solicitation Documents.

CONFLICT OF INTEREST CERTIFICATE

The Respondent must execute either Section 1 or Section II of the Conflict of Interest Certificate, **Exhibit A**, relative to Florida Statute 112.313(12). Failure to execute either section may result in rejection of Respondent's proposal.

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.

NON-DISCRIMINATION PROVISIONS

The Respondent generally 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. The Respondent specifically agrees to comply with: (i) Title VI of the Civil Rights Act of 1964, which prohibits discriminations on the grounds of race, color or national origin; and (ii) Title 49 of the U.S. Code section 47123, which further prohibits discrimination on the grounds of sex, based on gender, and creed, based on religion.

PUBLIC MEETING REQUIREMENTS

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

PROTEST PROCEDURES

Any Respondent adversely affected during this RFP solicitation process may file a Notice of Protest, including all particulars of facts and law on which the protest is based. This notice must be in writing and addressed to the JAA, Attn: Procurement Director, 14201 Pecan Park Road, 2nd Floor, Jacksonville, FL 32218. A proper notice of protest may be timely filed in writing pursuant to JAA's Protest Procedures, access to which may be obtained by contacting the Procurement Buyer assigned to this solicitation or by visiting JAA's website at <http://www.flyjacksonville.com/PDFs/award-protest.pdf>.

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GENERAL CONDITIONS

RESULTING CONTRACT LEASE TERM

The resulting Contract lease term will be negotiated with the successful Respondent.

INDEMNIFICATION

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

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

INSURANCE

Respondent 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 Respondent is not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Respondent under this contract.

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

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

Additional Insured: Respondent agrees to endorse JAA as an Additional Insured with a 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: Respondent 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 Respondent to enter into a pre-loss agreement to waive subrogation without an endorsement, then Respondent 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 Respondent enter into such an agreement on a pre-loss basis.

Certificate(s) of Insurance: Respondent agrees to provide JAA a Certificate(s) of Insurance evidencing that all coverages, limits and endorsements required herein are maintained and in full force and effect. Said Certificate(s) of Insurance shall include a minimum 30 day 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 South Road
Jacksonville, FL 32218

Umbrella or Excess Liability: Respondent 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. RESPONDENT 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, 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.

SUBCONTRACTORS

If Subcontractors are to be used, the Respondent will, as soon as practicable after signing the Contract, notify JAA in writing the names, address and contact information of Subcontractors proposed for the work. Subcontractors will not be employed unless and until they are approved by JAA. The Respondent is as fully responsible to 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 Respondent 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 JAA. JAA requires that all Subcontractors enter into a formal Contract with the prime Respondent that clearly lists all of the agreed upon conditions. The Respondent shall furnish proof that each of its subcontract or sub-consultant agreements contain provisions that require compliance with: (i) Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the grounds of race, color or national origin; and (ii) Title 49 of the U.S. Code section 47123, which further prohibits discrimination on the grounds of sex, based on gender, and creed, based on religion.

PROMPT PAYMENT TO SUBCONTRACTORS AND SUPPLIERS

Generally, when the Respondent receives payment from JAA for labor, services or materials furnished by Subcontractors and suppliers hired by JAA, the Respondent shall remit payment due (less proper retainage) to those Subcontractors and suppliers within 20 calendar days after Respondent's receipt of payment from JAA. Nothing herein shall prohibit Respondent from disputing, pursuant to the terms hereof, all or any portion of a payment alleged to be due to its subcontractors and suppliers. In the event of such dispute, the Respondent may withhold the disputed portion of any such payment only after Respondent has provided notice to JAA and to the Subcontractor and supplier whose payment is in dispute, which notice shall: (i) be in writing; (ii) state the amount in dispute, (iii) specifically describe the actions required to cure the dispute, (iv) be delivered to JAA and to the said Subcontractor or supplier within 10 calendar days after the

Respondent's receipt of payment from JAA. The Respondent shall pay all undisputed amounts due within the time frames specified in this section.

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 Respondents should be aware that the RFP's and the responses hereto are public record. However, the Respondents are requested to identify specifically any information contained in their proposals, which they believe to be exempt from public disclosure, citing specifically the applicable exempting law. JAA will consider a Respondent'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 Respondent for making public any information contained in a response hereto. All Proposals received from Respondents in response to the RFP will become the property of JAA and will not be returned to the Respondents. In the event of Contract award, all documentation produced as part of the Contract will become the exclusive property of JAA.

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SCOPE OF SERVICES AND SUBMITTAL FORMAT

This RFI is for discovery and information gathering of potential business clients and/or current airport tenants having interest in leasing office and hangar space at Herlong Recreational Airport. This RFI is a planning document and shall not be considered or construed as a solicitation nor an obligation on the part of the Authority to enter into a lease agreement. The Authority will utilize the results of this RFI in identifying lease candidates and if applicable, to make a selection.

Subject to the response received from this RFI, JAA may elect to: 1) negotiate directly if only one response is received or only one Respondent is deemed qualified; 2) issue a Request for Proposals (RFP) from all qualified and interested parties, which may or may not be exclusive to those responding hereto; 3) forego issuing an RFP and make an award hereunder by utilizing the evaluation criteria and points outlined herein; or 4) not proceed with the project at this time.

Scope of Services - Minimum Requirements

The hangars are located at Herlong Recreational Airport, 9102 Herlong Road, Jacksonville, FL 32221, with the following minimum requirements and/or features:

- A. The leasing opportunity consists of two (2) aeronautical activity hangars totaling approximately 59,300 square feet, inclusive of ramp area and vehicle parking. The facility dimensions and services are:

Hangar H-1

1. 10,200 square feet of hangar bay
2. 7,300 square feet of office/workshop area
3. Climate-controlled office areas with restrooms, kitchen and fireplace
4. Commercial/industrial ceiling fan in main hangar bay
5. 25-foot tall hangar door
6. Piping for compressed air (no compressor)

Hangar H-2

1. 3,600 square feet of hangar bay
2. 25-foot tall hangar doors
3. Piping for compress air (no compressor)
4. Approximately 27,000 square feet of apron connected to main parallel taxiway for Runway 7-25
5. Approximately 11,200 square feet of other paved areas, inclusive of vehicle parking
6. Dedicated automatic vehicle gate fronting Herlong Road

- B. The facility will only be occupied and operated for aeronautical use.
- C. Respondent will be properly licensed and certified to conduct all work proposed by Respondent under this submittal.
- D. Respondent must take possession of premises and be operating within 180 calendar days of lease execution. Respondent will continuously occupy the premises and operate a business in an ongoing manner throughout the term of the lease.
- E. Premises will be leased and operated by Respondent only. Respondent will be prohibited from subleasing the premises under any circumstances.
- F. Respondent will be responsible for all insurance, fees, general maintenance and utilities that service the facility. The basis of the future lease agreement will be Triple net (NNN).

- G. Operations of the facilities will be compatible and shall not interfere with the aviation uses of the airport, or otherwise compromise or disturb the operations, use or safety of the airport.
- H. Respondent must retain the ability to comply with all airport rules, regulations and minimum standards as may currently exist, be promulgated or amended by the JAA in the future which may apply to the facility activity.

Submittal Format

Interested Respondents are hereby required to provide at a minimum the following information to JAA, not to exceed 15 double-sided, 8 ½ x 11 pages:

- A. Executive Summary – Provide a brief description of Respondent's business experience and activities and resumes of the principals involved in the proposal.
- B. Nature of Proposed Business / Type of Facility Use – Provide a description of the specific nature of the business or service Respondent's firm would propose to locate at Herlong Recreational Airport.
- C. Experience and Expertise – Provide a detailed summary of aviation industry experience and expertise which demonstrates the ability of the Respondent to operate the facility in a professional manner, including without limitations all applicable licenses, certificates, permits or such other items as required.
- D. Lease Term – Submit a proposed lease term, minimum three (3) years with preference given to Respondents proposing a longer term.
- E. Base Rent – Submit a proposed base/initial rent rate with explanation of reasoning.
- F. Occupancy Date/Term Commencement – Submit a proposed occupancy date/term commencement, with preference given to Respondents proposing a date sooner rather than later. Regardless of occupancy date/term commencement, Respondent will take possession of premises and be operating within 180 calendar days of lease execution.
- G. Insurance – Provide evidence that demonstrates Respondent's ability to obtain any and all required insurance coverages, including commercial general liability, business automobile, hangar keeper's, workers compensation, product liability, environmental and any other such insurance coverage and enter into a lease agreement as developed by JAA.
- H. *Financial Position – Provide evidence of Respondent's financial position which would demonstrate the ability of the Respondent to perform the minimum levels of business activities required and enter into a lease agreement as developed by JAA.
- I. *Capital Improvements – Submit detailed plans of proposed capital improvements to the premises (if Respondent plans to undertake any) along with estimate of cost to complete them. Respondent will be responsible for all such costs.

**The Financial Position and Capital Improvements sections may be submitted as appendices (with their page counts not counted against the 15-page limit) if their inclusion in the body of the submittal would cause the submittal to exceed the 15-page limit.*

EVALUATION OF SUBMITTALS

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

Evaluation factors to be considered are listed below and will be used to determine the highest ranked Respondent which is the apparent basis for award. Respondents should be sure to address each of these factors. If a response is ranked with a score that is 25 percent lower than the highest ranked Respondent's score, the response, in the discretion of JAA, may be deemed an unacceptable response to this solicitation, and therefore will not be included in the rankings. In evaluating responses, JAA is under no obligation to contact a Respondent to obtain information required herein.

Following this preliminary review, an Evaluation Committee will be convened to evaluate and rank each submittal based on the information requested in the Submittal Format, Letters A through I. The points available for each Section are as follows:

Executive Summary and Nature of Proposed Business / Type of Facility Use	30 points maximum
Experience and Financial Position	25 points maximum
Proposed Base Rent	20 points maximum
Capital Improvements	15 points maximum
Lease Term, Minimum Three (3) years	10 points maximum
Total: 100 points	

After evaluation of the written Statements of Interest, selected Firms may be more closely considered through a presentation of their approach to perform the required services.

The JAA reserves the right to reject any and all submissions to the RFI, request clarification, and waive informalities/technicalities, if deemed in its the best interest. The JAA assumes no responsibility for costs incurred in responding to the RFI.

Presentations (Optional, 20 points maximum)

After the firms have been evaluated based on their written Statement of Interest, Proposers may be more closely considered through a presentation of their approach to perform this particular project. Time will be allowed for questions and answers after the presentation. If the JAA elects to have presentations, the selected firms will be advised of the items to be addressed and associated points prior to the presentation.

JAA will provide the agenda and the point allocation in advance of the presentation meetings.

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

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EXHIBIT A

CONFLICT OF INTEREST CERTIFICATE

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

SECTION I

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

Signature

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 CEO Office, 14201 Pecan Park Road South, Jacksonville, FL 32218 prior to the time of proposal 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

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

Public Official: _____

Position Held: _____

Position/Relationship with Respondent: _____