



# 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.



**REQUEST FOR QUOTATIONS (RFQ) No.: 1905-44202**

*PURCHASE OF A DRONE*

**CECIL AIRPORT – JACKSONVILLE, FL**

Assigned Buyer: Samantha Smid  
Procurement Director: Devin Reed

**JAA • Department of Procurement • 14201 Pecan Park Road, Jax. FL 32218  
Email: [samantha.smid@flyjacksonville.com](mailto:samantha.smid@flyjacksonville.com) • Phone: 904.741.3209**

## GENERAL OVERVIEW AND SPECIFICATIONS

### GENERAL

The Jacksonville Aviation Authority (JAA) is seeking a company to the services as defined in the “**Scope of Services, Minimum Requirements**” stated below. As part of the scope of services contemplated by this solicitation, the successful Respondent will be required to provide an estimate of costs for the labor, materials and/or equipment necessary to remedy, repair and/or replace items of work that it identifies as requiring the same.

***For the purpose of RFQ No. 1905-44202, the following terms are used interchangeably: a) “Bid” and “Quotation”; b) “Contractor” and “Respondent”.***

### SCOPE OF SERVICES – MINIMUM REQUIREMENTS

At a minimum, the Respondent shall provide a quote to include, but are not limited to the features listed below:

- Must be the DJI Matrice 210 RTK
- Must be the DJI Zenmuze XT2 13mm 640x512
- Must be the DJI Zenmuze Z30 Camera
- Must have the Go Professional Case (GPC) for the M210RTK
- Must have two of the TB-50 batteries (which are included in the purchase of the M210)
- Must have six of the TB-55 batteries (two of which are included in the purchase of the M210)
- Must have the DJI Inspire 2 Battery Charging hub
- Must have the 180W power adaptor for the hub
- Must have the 180W power AC Adaptor Cable
- Must have the DJI Inspire 2 Remote Controller
- Must have the DJI Crystal Sky (High Brightness 7.85”) and the mounting hardware to the Inspire 2 Controller
- Must have two extra pairs of the 1760s Quick Release Propeller.

**SUBMITTED QUOTES MUST INCLUDE ALL OF THE ABOVE SPECIFICATIONS.  
THE QUOTED PRICE SHOULD ONLY BE FOR THE SPECIFICATIONS LISTED.**

### CONDITIONS – MINIMUM REQUIREMENTS

- A. If applicable, JAA reserves the right to consider manufacturers’ literature and/or information that is in possession of JAA if the literature or information supersedes manufacturers literature/information submitted by the Bidder.

### CHANGE IN SCOPE OF SERVICES

JAA, without invalidating the Purchase Order, may order extra features or make changes by altering, adding to, or deducting from the product, and the Purchase Order will be adjusted accordingly, based on a mutually agreed upon negotiated price. Changes in the product and the product sum may only be changed by prior written agreement executed by the parties with proper authorization to do so.

### ADDENDA - CHANGES WHILE QUOTING

No interpretation of the meaning of any part of the RFQ 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: Samantha Smid. Requests may be transmitted via email,

**samantha.smid@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 for must be received by 5:00 PM (local time) on November 20, 2018 in order to be given any consideration.**

All such interpretations and supplemental instructions will be in the form of written Addenda to the RFQ Documents, which, if issued, will be emailed to the Contractors. However, it is the responsibility of each Respondent, prior to submitting its Quotation, to contact JAA Procurement Department at 904.741.3209 to determine if any Addenda were issued and to make such Addenda a part of its Quote. In case any Respondent fails to acknowledge receipt of any such Addenda in the space provided on the Quotation Form, its Quotation will nevertheless be construed as though the Addenda has been received and acknowledged. Only the interpretations or corrections so given by JAA 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 the RFQ Documents.

### **SMALL/MINORITY/DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION**

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

### **INDEMNIFICATION**

Any Contract resulting from the RFQ 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.

### **WARRANTY**

Contractor shall provide a minimum of one-year warranty on all parts or as provided by the manufacturer, whichever is greater.

This RFQ and subsequent contract are subject to the provisions of the Uniform Commercial Code as it relates to warranties. No disclaimers will be allowed. All warranties will begin at the time of final acceptance by JAA.

## **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**

## **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.

## **PROMPT PAYMENT TO 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.

## **EVALUATION AND AWARD**

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

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

## **TIME REQUIREMENT**

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

## **COMPENSATION**

Compensation will be paid in accordance with the Respondent's quotation price submitted on the Bid Form and accepted by JAA, subject to post quotation negotiations, value engineering, etc. The invoice, which must reference the purchase order number, should be mailed to JAA, Attn: Accounts Payable, 14201 Pecan Park Road, Jacksonville, FL 32218. Invoices may also be submitted via email to: [accountspayable@flyjacksonville.com](mailto:accountspayable@flyjacksonville.com). Invoices will be processed in accordance with normal JAA procedures, which is 30 days net (20 days net for certified small businesses) after receipt of an approved invoice. JAA, at its sole discretion, may authorize advance payments, deposit or partial payments.

## **ACH PAYMENT PARTICIPATION ACKNOWLEDGEMENT**

JAA is endeavoring to process its accounts payable transactions even more efficiently through the Automated Clearing House (ACH) payment method. Submitting a quote in response to this solicitation shall represent an acknowledgement that, as a condition precedent to Respondent receiving an award in this matter and receiving payments thereunder, Respondent will complete and return JAA's ACH Authorization Form, a draft copy of which is attached hereto as **Exhibit B**. JAA will make every effort to secure the information obtained through this initiative in accordance with Florida Law, under which banking information and account numbers are currently considered confidential and exempt from public record.

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

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

## **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.

## **DELIVERY OF QUOTATIONS**

**ALL QUOTATIONS MUST BE SUBMITTED NO LATER THAN NOVEMBER 26, 2018, 2:00 PM (LOCAL TIME).**

Quotations can be submitted via email, [samantha.smid@flyjacksonville.com](mailto:samantha.smid@flyjacksonville.com); or US mail to the JAA Procurement Department, Attn: Samantha Smid, 14201 Pecan Park Road, Jacksonville, FL 32218.

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, any Quotations received after the above stated time and date will NOT be accepted and/or evaluated. Each Respondent is fully responsible for ensuring that its Quotation 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.

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**QUOTATION FORM**

Respondent's Name: \_\_\_\_\_

The following checklist is provided for convenience. The Respondent is responsible for carefully reviewing the submittal requirements in the RFQ and submits all information requested. JAA will not pay any transportation, insurance and/or import charges.

**MINIMUM REQUIREMENTS (PASS/FAIL):**

At a minimum, the Respondent shall provide a quote to include, but are not limited to the features listed below:

- Must be the DJI Matrice 210 RTK
- Must be the DJI Zenmuze XT2 13mm 640x512
- Must be the DJI Zenmuze Z30 Camera
- Must have the Go Professional Case (GPC) for the M210RTK
- Must have two of the TB-50 batteries (which are included in the purchase of the M210)
- Must have six of the TB-55 batteries (two of which are included in the purchase of the M210)
- Must have the DJI Inspire 2 Battery Charging hub
- Must have the 180W power adaptor for the hub
- Must have the 180W power AC Adaptor Cable
- Must have the DJI Inspire 2 Remote Controller
- Must have the DJI Crystal Sky (High Brightness 7.85") and the mounting hardware to the Inspire 2 Controller
- Must have two extra pairs of the 1760s Quick Release Propeller.

**SUBMITTED QUOTES MUST INCLUDE ALL OF THE ABOVE SPECIFICATIONS. THE QUOTED PRICE SHOULD ONLY BE FOR THE SPECIFICATIONS LISTED.**

A. Respondent shall submit Conflict of Interest Certificate, **Exhibit A.**

B. Addendum Acknowledgement, if applicable

Acknowledgment of the following Addenda is hereby made:

Addenda No. \_\_\_\_\_ Date: \_\_\_\_\_ Respondent's Initial: \_\_\_\_\_

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

Respondent's Initial: \_\_\_\_\_

D. Acknowledgement of ACH Payment acceptance is hereby made:

Respondent's Initial: \_\_\_\_\_

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

Respondent's Initial: \_\_\_\_\_

F. Acknowledgement of Warranty Acceptance is hereby made, if applicable:

Respondent's Initial: \_\_\_\_\_

G. 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

H. Bid Certification and Signature:

**By submitting this bid, the Respondent certifies that the Respondent 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 Respondent is legally authorized to do business in the State of Florida, and that the Respondent maintains in active status all appropriate licenses required for the work.**

I. Bid Form Signature:

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

Respondent Name: \_\_\_\_\_

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

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

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

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

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

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

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

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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 bid.

**SECTION I**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
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, 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**

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

Public Official: \_\_\_\_\_

Position Held: \_\_\_\_\_

Position/Relationship with Respondent: \_\_\_\_\_

**EXHIBIT B**

**JAA'S ACH AUTHORIZATION FORM – DRAFT**

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**NO BID FORM**

If your company cannot submit a quote at this time, please provide the information requested in the space provided below and return this form to:

**Jacksonville Aviation Authority  
Attn: Procurement Department  
14201 Pecan Park Road  
Jacksonville, FL 32218**

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

We are unable to submit a quote 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: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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