



**RFQ No. 2215-26201  
Stationery, Envelopes, Business Cards, and Other Printed Materials**

**Addendum No. 01  
June 15, 2022  
Document Correction**

An error has been identified in Exhibit C in the RFQ packet. The attached version hereby supersedes and replaces that Exhibit.

Attachments:

Revised Exhibit C to RFQ 2215-26201

The Question-and-Answer period closes at 4:00 PM (JAA time) on June 30, 2022. No further questions will be reviewed beginning at 4:00 PM (JAA time) on June 30, 2022. The closing date for this Request for Quotations remains July 7, 2022 at 2:00 pm (JAA time). **Please keep in mind that DemandStar will not allow submission of a response after the cut-off time, even if you are in the process of submitting a response when the cut-off time arrives.** Please plan your response timing accordingly.

[The remainder of the page is intentionally left blank.]



# EXHIBIT “C”

## REFERENCE QUESTIONNAIRE

(Page 1 of 2)

Proposer's Name: \_\_\_\_\_  
(Insert Name of Company Reference is being submitted for)

Individual Completing Reference (Name): \_\_\_\_\_

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

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

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2. Please rate your overall satisfaction with the Proposer on a scale of 1 to 5, with 1 being “least satisfied” and 5 being “most satisfied.” \_\_\_\_\_

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

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4. Please indicate your level of satisfaction with the Proposer's project management structures, processes, and personnel. Use a scale of 1 to 5; with 1 being “least satisfied,” and 5 being “most satisfied.” \_\_\_\_\_

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

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REFERENCE QUESTIONNAIRE

Continued

(Page 2 of 2)

Proposer's Name: \_\_\_\_\_
(Insert Name of Company Reference is being submitted)

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

\_\_\_\_\_

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

8. Additional Comments or Feedback:

\_\_\_\_\_

\_\_\_\_\_

NOTE: THE RESPONDENT SHOULD SEND THE REFERENCE QUESTIONNAIRE TO THREE REFERENCES.

JAA WILL ACCEPT THE REFERENCE FORM ONLY FROM THE INDIVIDUAL COMPLETING THE REFERENCE QUESTIONNAIRE. THE REFERENCE FORM SHOULD BE E-MAILED DIRECTLY TO PROCUREMENT-BIDS@FLYJACKSONVILLE.COM WITH THE RFQ NO. 2215-26201 IN THE SUBJECT LINE.

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

Person Responding to Reference Questionnaire: \_\_\_\_\_
(Printed Name)

\_\_\_\_\_
(Signature)

Person's Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Date Reference Form Was Completed: \_\_\_\_\_