

ADDENDUM -1-
to
THE SANFORD AIRPORT AUTHORITY
ORLANDO SANFORD INTERNATIONAL AIRPORT (SFB)
REQUEST FOR PROPOSAL (RFP)
FOR
PROPERTY LEASING AND MANAGEMENT SERVICES

Sanford Airport Authority
1200 Red Cleveland Blvd.
Sanford, FL 32773
(407) 585-4000

ISSUED VIA www.osaa.net – October 25, 2016

ADDITIONAL INFORMATION:

- **Insurance Requirements.** Include evidence of the proposer's ability to provide the following insurance coverage, either by means of an existing policy or other verifiable proof (Agent/Broker commitment letter):
 - a. Commercial General Liability (CGL)- Minimum of \$1,000,000 per occurrence and annual aggregate, with maximum deductible or self-insured retention in an amount not exceeding \$100,000. Any deductible or self-insurance retention should be indicated on the proposer's certificate of insurance.
 - b. Automobile Liability – Minimum of \$1,000,000 per occurrence, with maximum deductible or self-insured retention in an amount not exceeding \$100,000 for contracts equal to or exceeding \$1,000,000. Any deductible or self-insurance retention should be indicated on the Proposer's certificate of insurance.
 - c. Pollution Liability – Minimum of \$1,000,000 with a maximum deductible or self-insured retention of \$100,000.
 - d. Worker's Compensation – (statutory limit)
 - e. Employer's Liability:
 - \$100,000 – each accident
 - \$500,000 disease – policy limit
 - \$100,000 disease - each agent/employee

Policy terms must be acceptable to the SAA and must comply with the SAA's requirements for insurance.

- **Financial Statements.** Proposers must submit a copy of their most recent audited annual financial statements prepared in accordance with Generally Accepted Accounting Principles (GAAP) for the last two years. If audited annual GAAP financial statements are not available, provide unaudited balance sheets, income statements, and cash flow statements for the last two years prepared in accordance with GAAP. This financial documentation shall be submitted in a sealed envelope, and included in only one copy of the printed Letter of Qualifications. The sealed envelope should be clearly labeled as follows: **“Confidential Financial Records Submitted under Seal and Exempt**

from Florida Public Records Disclosure”. Include the proposer’s firm name on the sealed envelope.

- **Claim Information.** Disclose all lawsuits, arbitrations and claims filed or raised by or against the firm over the last five (5) years, specifically identifying:
 - a. The project involved
 - b. The parties involved
 - c. The nature of the litigation or arbitration
 - d. Amount at issue
 - e. Disposition or status
 - f. Litigation, case style, number, and jurisdiction
- **All requests for information and questions related to this RFP are required to be made in writing electronically, via email to dcrews@osaa.net. Due to time constraints, the SAA will not respond to any comments or questions regarding this Request for Qualifications or any documents submitted in response thereto after 5:00 PM EDT on Friday, October 28, 2016.** The Advertisement, Submission Requirements, Addendums and Responses will be made available on-line at the SAA’s website at <http://www.osaa.net>.
- The SAA reserves the right to solicit from available sources any relevant information concerning any firm’s past performance and may consider such information in its ranking of firm. The evaluation process will be conducted by the Economic Development Advisory Committee. Firms that submit qualifications will be evaluated by the Committee on the basis of the considerations listed and in accordance with SAA policy. Proposers will be scheduled for an interview, presentation or both. Late submittals will not be accepted and will be returned unopened. Following interviews or presentations, the SAA Board shall make a final ranking of firms based on the above information for contract award.
- The SAA reserves the right to request clarification of any information submitted by any firm, to request any additional information from any firm, waive any informality in the Response to the RFP, to reject any and all proposals, to further negotiate any services, to re-advertise for Request for Proposal or to elect not to proceed with the Project for any reason. All recommendations and decisions regarding award of the Project shall be made at open public meetings in accordance with the requirements of Florida Statute 286.011, and all interested parties are invited to attend such meetings. Proposers shall have five (5) calendar days from the date of the award of the Project by the SAA Board Directors to appeal the decision. Appeals shall be in writing and addressed to:

**Diane H. Crews, A.A.E., President and CEO
Sanford Airport Authority
1200 Red Cleveland Blvd.
Sanford, FL 32773**

- The SAA intends, but is not obligated, to enter into an agreement with the highest ranked firm for the Project. The extent and scope of the Project, along with the fees, will be negotiated by the President/CEO with the highest ranked firm but will be subject to approval by the SAA Board of Directors. Should the SAA be unable to negotiate a satisfactory contract with the highest ranked firm, at a price the SAA determines to be fair, competitive and reasonable, negotiations with that firm shall be terminated. The SAA shall then undertake negotiations with the second ranked firm, and if necessary, additional firms in accordance with the ranking. Upon successful completion of

negotiations with a firm, the SAA shall have the right, but not the obligation, to award all or any portion of the Project.

- Pursuant to Section 287.133(2)(a), Florida Statutes, interested firms or individuals within a firm who have been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide services for a public entity, may not be awarded a consultant contract and may not transact business with a public entity for services in excess of the threshold amount set forth in Section 287.017, Florida Statutes, for Category Two, for a period of 36 months from the date of being placed on the convicted vendor list.
- By submitting a Response to this RFP, the firm certifies that it is not included on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

END OF ADDENDUM - No. 1
Request for Proposal
Property Leasing and Management Services

By: Diane Crews
President/CEO