

Since the principal objective of the Purchasing Department is the acquisition of quality goods and services, we are constantly seeking new sources of supply. SRQ welcomes your participation in these efforts. SRQ does not pre-qualify vendors.

It is easy to do business with the Authority. All purchases are made through a comprehensive system of specifications and competitive bidding, which assures that contracts are awarded to the best qualified suppliers that comply with specifications, terms and conditions and have the capacity to deliver.

OUR WEB SITE IS CONTINUALLY UPDATED. FOR THE LATEST INFORMATION, PLEASE CHECK OUR HOME PAGE UNDER AIRPORT BUSINESS

<http://flysrq.com>

RECEIVING BIDS

Qualifications of Bidders: The Purchasing Department reviews "responsibility" on an individual bid-by-bid basis as noted in the specifications, "Qualifications of Bidder".

Publication of Bid Solicitations:

Proposal documents may also be obtained on-line at www.demandstar.com or by contacting DemandStar by Onvia toll free 1-800-711-1712 and requesting current solicitation. Questions should be directed to Bob Joseph, Director, Purchasing at (941) 359-2770, ext. 4246 or email to bob.joseph@srq-airport.com.

All suppliers are advised that the Authority is under no obligation to distribute Invitation For Bids, Request For Proposals, etc., to any supplier, and the Authority disclaims any liability/ responsibility for doing so/or not doing so. All suppliers must check public notices to determine when the bid responses are to be submitted.

TYPES OF PURCHASES

Formal Bids and Contracts — The Invitation for Bid is a formal procurement method (normally, purchases \$65,000.01 or more) utilizing a formal official opening of bids viewed by witnesses at a prescribed time and date. Several types of contracts may result from the bid process:

One-Time Contracts (firm or fixed price) — these are awarded for a specified quantity of goods or services. According to the terms of the contract, delivery may be in one or several shipments.

Price Agreements (Term or Requirements Contracts) — these are awarded for anticipated amounts during a certain time period, usually one year. The contracts are binding for the full time period regardless of quantity purchased.

Small Construction Contracting — Bids and contracts generally follow the format and framework described above, however, have additional requirements for bid surety, bonding, or DBE Participation, etc.

Professional Services Contracting — The contracts for these services are awarded on the basis of demonstrated capability and qualification, at a fair and reasonable price, with the ultimate selection based on the best interest of the Authority and maximum value received.

Service Contracts — The Authority contracts for services such as maintenance of equipment, janitorial, etc , on Invitation for Bids or Request for Proposals. Award of these contracts utilizes various factors including, but not limited to, the price quoted, experience of the firm, management ability and other factors in accordance with formulas provided in the Request for Proposals or bid.

Informal Quotations and Contracts — the informal Quotation Process (normally, purchases under \$65,000.00) may result in a purchase order for commodities or services. There are two types of informal quotations normally used:

Written Quotations — Informal written quotations are solicited in the same manner as written bids without the formalities of a Public Bid Opening.

Telephone Quotations — In some situations, the Purchasing Department is authorized to obtain quotations by telephone. Telephone quotations have the same integrity as written bids. The lowest responsive and responsible bidder will receive the award.

Procurement Card Program — A Procurement Card Program has been established as an efficient method of purchasing and paying for goods and services. Purchases made with a procurement card have a maximum authorization level.

SPECIAL REQUIREMENTS FOR SOME BIDS

Many bids are for specialized products or services and contain requirements designed to meet specific needs. The following are some of the more common special requirements.

Pre-Bid Conferences — Pre-Bid Conferences are designed to give you, the vendor, the opportunity to meet purchasing agents, ultimate users, as well as examine and discuss specifications, bid conditions, and delivery information. We welcome and value your input on these matters, and we encourage your attendance. If attendance is mandatory, bidders must attend or be disqualified.

Bid Deposits and Performance Bond — Bid surety is designed to assure that bids are presented in good faith and unconditionally and may not be unilaterally withdrawn. Performance surety assures that a contract will be faithfully performed. Security is recognized as a possible impediment in your bidding and is not required on the majority of purchases made by the Authority. If security is required, the specific conditions contained in the Invitation for Bid will indicate the kind and amount of security. If a bid security is required with the bid, the bid cannot be considered without it.

Bid Deposit — Cash, money order, a bid bond executed by a surety company, certified check, cashier's check or bank draft of any national or state bank, or unconditional letter of credit may be required to be submitted with your bid as bid security. A personal check or a company check of a bidder shall not be deemed a valid bid security.

Performance and Payment Bond — Bond shall be issued by a surety company authorized to do business as surety in the state of Florida, which has a resident agent in the state of Florida and has twice the minimum surplus and capital required by the Florida Insurance Code at the time the bid is issued. Bonds of \$500,000 or more may have additional requirements, which will be listed in the Invitation for Bid.

Insurance — Whenever a purchase, quotation or bid requires you to provide insurance, the low bidder must provide this before Purchasing will recommend award. It will be necessary for you to furnish a certificate evidencing the insurance coverage's required. All insurance requirements and a sample form will be provided to all interested bidders.

Samples and Testing — The Purchasing Department may require samples of goods being bid. If such a request is made, all samples must be furnished free of charge (including delivery charges) and will be returned at the vendors' request if not destroyed in testing.

Addenda/Changes in the Bid Proposal — During the course of a formal written bid procedure, changes may take place affecting the terms and conditions or the specifications of the bid. In these instances, vendors for a particular solicitation will be notified of an addendum by e-mail. These changes become an integral part of the bid and may be required to be signed and returned with the bid documents. The addendum will indicate if a signature is required and if it must be returned. Addenda for bids are also noted on the Purchasing web site at <https://flysrq.com>

Contents of Solicitations — The Bid Form contains the specifications for the commodity or service being purchased and the terms and conditions governing the bid. The bid form will become the actual contract if it is awarded to you.

Adherence to Specifications — Manufacturers' names, trade names, brand information and/or catalog numbers listed in a specification are for information and to establish the quality level desired. They are not intended to limit competition. You may offer any brand that meets or exceeds the specifications for any item(s). If bids are based on equivalent products, indicate on the bid form the manufacturer's name and catalog number. You should submit with your bid complete descriptive literature and/ or specifications. You should also explain in detail the reasons why and how the proposed equivalent will meet the specifications, not be considered an exception. Please submit adequate proof to substantiate this claim. The Authority reserves the right to be the sole judge of what is equal and acceptable. Bids that do not comply with these requirements are subject to rejection. If you fail to name a substitute, it will be assumed that you are bidding on goods identical to the bid standard. You will be required to furnish identical goods.

Bidding Prompt Payment Discounts — you may offer a cash discount for prompt payment; however, such discounts will not be considered in determining the lowest net cost for bid evaluation purposes. Your bid should reflect any unit price discount to be considered in the bid evaluation.

Public Entity Crimes Act — The Florida State Statutes, Section 287 133 (3)a, requires political subdivisions and the State to refrain from doing business with firms convicted of public entity crimes.

Submitting the Bid

Once you have completed the bid and Bidder Acknowledgement form, sign and seal the document(s) in an envelope with your firm's name and address, and return it to:

Sarasota Manatee Airport Authority, Purchasing Department, Air Cargo Building, 1154 Air Cargo Avenue, Sarasota, FL 34243

before the time and date specified on the form.

— no bids are accepted after that time.

All bids are opened at the indicated time and date in public, and read aloud.

Errors in Bidding — Your bid is your firm offer to enter into a contract with the Authority. However, if you discover that you have made an honest mistake in your bid, which can be supported by proof that has evidentiary value, you must notify Purchasing immediately.

How are Awards made?

Acceptable Bids — After bids are read and tabulated, they are analyzed by the Purchasing Department to determine the lowest responsive and responsible bid that meets specifications. To be responsive, a bidder must complete all applicable portions of the bid as instructed. Omission of signature or any crucial requirement may result in automatic bid disqualification. In addition, all bids must meet the minimum acceptable quality level as stated in the specifications. Failure to meet the specifications will also result in disqualification of the bid. Quality that exceeds that specified will not be given special consideration in determining the low bidder. Although the time varies, analysis and award is normally completed within 90 days.

Using Department's Concurrence — The using Department will also provide input into Purchasing's recommendation for award in the form of a "concurrence" as to the low complying bidder.

Awards — All awards of \$150,000.01 or more are awarded by the Sarasota Manatee Airport Authority's Board. All awards less than \$150,000. are made by the Authority's President and CEO.

Tie Bids — In the event that two or more bids are tied, the tie may be broken and the successful vendor selected by the following criteria presented in order of importance and consideration:

- . • Quality of the items or services bid if is ascertainable,
- . • Delivery time, if provided,
- . • Preference for a vendor having a drug-free program for employees,
- . • Location of the vendor within Manatee or Sarasota County.
- . • Preference for a vendor other than a manufacturer.
- The award will be decided by drawing of lots or flipping a coin if the aforementioned are not applicable.

Rejection After Bid Opening — After bids are open, any or all bids may be rejected.

Vendor's Responsibilities after Award

Contract Performance — After you have been awarded a contract, the acceptance of your delivery is conditional upon inspection by the user and its certification that you have fully complied with the terms of the contract. This includes, but is not limited to, on-time delivery of the exact items described in the Purchase Order.

Non-performing Vendors — In order to guarantee the contract price and ensure delivery of needed products and services; the Authority reserves a contractual right to terminate the contract of non-performing vendors. If a vendor fails to deliver in accordance with the terms and conditions, or otherwise breaches the contract with the Authority, the nonperforming vendor may be barred from doing business with the Authority for a time period determined by the Authority, along with any legal action deemed appropriate.

Change Orders and Modifications — Occasionally, after a contract has been awarded, changes occur in either price or performance. If the contract provides for modifications, it is done by a written change order, which is sent to the vendor. Please note that the contract will specifically state the circumstances under which changes are allowed.

Surplus Property

Cars, trucks and a variety of other types of miscellaneous equipment used by the Authority will be sold to the public either by sealed bid, public auction or through the on-line auction service, GovDeals.

Safety Standards

Unless otherwise stipulated in the bid, all manufactured items and fabricated assemblies shall comply with applicable requirements of The Occupational Safety and Health Act and standards. Any hazardous and/or toxic substance delivered from a contract resulting from a bid must be accompanied by a Material Safety Data Sheet (MSDS). The MSDS must include the following information:

1. The chemical name and the common name of the toxic substance.
2. The hazards or other risks in the use of the toxic substance, including:
 - a. The potential for fire, explosion, corrosivity, and reactivity,
 - b. The known acute and chronic health effects from exposure, including the medical conditions generally recognized as being aggravated by exposure to the toxic substance,
 - c. The primary routes of entry and symptoms of overexposure.
3. The proper precautions, handling practices, necessary personal protective equipment, and other safety precautions in the use of or exposure to the toxic substances, including appropriate emergency treatment in case of overexposure.
4. The emergency procedure for spills, fire, disposal, and first aid.
5. A description in lay terms of the known specific potential health risks posed by the toxic substance intended to alert any person reading this information.
6. The year and month, if available, that the information was compiled and the name, address, and emergency telephone number of the manufacturer responsible for preparing the information.

Invoice and Payment Procedures

The Finance Department is responsible for ensuring that all legal and procedural requirements have been met before authorizing payments to vendors. In order to facilitate the timely processing of payments to vendors, the Finance Department must have a proper invoice. Best way to ensure payment is to send invoices by email to: invoices@srq-airport.com

PROPER INVOICE

The Florida Prompt Payment Act provides that the Authority may set forth the requirements for an invoice to be a proper invoice. The requirements of a proper invoice shall be as set forth in the agreement or contract governing the purchase. However, no invoice submitted by a vendor shall be considered a proper invoice unless the invoice is an original invoice, is delivered to the Authority in accordance with the purchase order, and sets forth the following and additional information:

- a. The invoice shall set forth the purchase order number, and the invoice shall correlate to the purchase order number under which the purchase was made.
- b. The invoice shall set forth the name of the business or organization that is recited in the purchase order.
- c. The invoice shall set forth the date of its preparation.
- d. The invoice shall set forth an identifying number to facilitate identification of the invoice.
- e. The invoice shall set forth a description of the goods or services or property provided to the Authority.
- f. The invoice shall set forth the part or item number for each item or part delivered.
- g. The invoice shall set forth the delivery terms set forth within the purchase order.
- h. The invoice shall set forth the location and date of delivery of the goods or services or property to the Authority.
- i. The invoice shall set forth the quantity of the goods or services or property provided to the Authority.
- j. The invoice shall set forth the unit price of the goods or services or property provided to the Authority.
- k. The invoice shall set forth the extended total price of the goods or services or property provided to the Authority.

- l. The invoice shall set forth applicable discounts.

The Finance Department must also have authorization from the using department purchasing the goods or services to pay amount invoiced.

Above statements are designed solely to provide general summary information to those wishing to do business with the Sarasota Manatee Airport Authority. It is not binding in either a legal or regulatory sense. The procurement activity of the Authority is performed in accordance with the applicable state and local laws, and other applicable rules and regulations which govern. This information does not have the force or effect of any law, rule or regulation, and should not be relied upon by bidders in determining their actions or conduct.