

**CITY OF ATLANTA
HARTSFIELD-JACKSON ATLANTA INTERNATIONAL AIRPORT**

REQUEST FOR PROPOSAL

FC-8462

On-Call Airport Marketing Consulting Services



**MIGUEL SOUTHWELL
AVIATION GENERAL MANAGER
DEPARTMENT OF AVIATION**

**ADAM L. SMITH, ESQ., CPPO, CPPB, CPPM CPP
CIPC, CISCC, CIGPM
CHIEF PROCUREMENT OFFICER
DEPARTMENT OF PROCUREMENT**

CITY OF ATLANTA
Hartsfield-Jackson Development Program Technical Support Campus
1255 South Loop Road, College Park, Georgia 30337
Phone No.: 404-530-5500

D I R E C T I O N S

From Downtown Atlanta:

- Take I-75/I-85 South
- Continue on I-75 at the I-75/I-85 Split
- Exit 238B – I-285 West
- Stay in right lane and follow signs for Loop Road
- Bypassing exit for I-285 West, continue on Loop Road through traffic light
- The H-JDP Tech Campus is the second building on the left (grey stone w/ blue awning)

From East Atlanta:

- Take I-285 South
- Get off I-285 at the I-75 exit
- Follow signs to I-285 West / Clark Howell Hwy / Loop Road
- Exit at Loop Road
- The H-JDP Tech Campus is the second building on the left (grey stone w/ blue awning)

From South of Atlanta: (I-75)

- Take I-75 North
- Exit 238B - I-285 West
- Keep to the right and exit at Clark Howell Hwy / Loop Road
- Follow signs for Loop Road, go through traffic light
- The H-JDP Tech Campus is the second building on the left (grey stone w/ blue awning)

From Southwest of Atlanta: (I-85)

- I-85 North
- Exit 68 - I-285 Bypass, follow to I-285 East
- Exit 59 - Loop Road / Clark Howell Hwy / Airport Cargo
- Follow signs for Loop Road
- Bypass exit for I-285 West, staying in two right lanes to Loop Road
- Continue through traffic light
- The H-JDP Tech Campus is the second building on the left (grey stone w/ blue awning)

From West of Atlanta:

- From I-20, take I-285 South
- Exit 59 – Loop Road / Clark Howell Hwy / Airport Cargo
- Follow signs for Loop Road
- Bypass exit for I-285 West, staying in two right lanes to Loop Road
- Continue through traffic light
- The H-JDP Tech Campus is the second building on the left (grey stone w/ blue awning)

From the Airport:

- Take Airport Blvd toward I-85 North, stay in the right lane
- Exit Right onto North Inner Loop Road
- Continue on N Inner Loop Road, crossing over Aviation Blvd, and road then becomes South Inner Loop Road
- Stay on S Inner Loop Road until you see the “Road Closed” signs
- The H-JDP Tech Campus is the second building on the left (grey stone w/ blue awning)

FOR INFORMATIONAL PURPOSES ONLY



CITY OF ATLANTA

Kasim Reed
Mayor

SUITE 1900
55 TRINITY AVENUE, SW
ATLANTA, GA 30303
(404) 330-6204 Fax: (404) 658-7705
Internet Home Page: www.atlantaga.gov

DEPARTMENT OF PROCUREMENT
Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP,
CIPF, CISCC, CIGPM
Chief Procurement Officer
asmith@atlantaga.gov

February 10, 2016

ATTENTION INTERESTED PROPONENT:

Your firm is hereby invited to submit to the City of Atlanta (the "City"), Department of Procurement (the "DOP"), a Proposal for **Project Number: FC-8462, On-Call Airport Marketing Consulting Services at Hartsfield-Jackson Atlanta International Airport**. This solicitation will require the successful Proponent to perform select marketing consulting services for the Department of Aviation at Hartsfield-Jackson Atlanta International Airport. A more detailed Scope of Services sought in this procurement is set forth in Exhibit A-Scope of Services.

A **Pre-Proposal Conference** will be held on **Thursday, February 25, 2016, at 11:00 A.M., at the Hartsfield-Jackson Technical Support Campus, 1255 South Loop Road, College Park, Georgia 30337**. The purpose of the Pre-Proposal Conference is to provide Proponents with detailed information regarding the Procurement process and to address questions and concerns. There will be representatives from the Department of Aviation, Risk Management and the Office of Contract Compliance available at the conference to discuss this project and to answer any questions. Attendance to the Pre-Proposal Conference is strongly encouraged.

The last date to submit questions will be **Tuesday, March 1, 2016, no later than 5:00 P.M.** Questions may be sent to **Philippe Jefferson, Contracting Officer**, via email at pejefferson@atlantaga.gov, or facsimile at 404-589-5494. Questions will be responded to in the form of an addendum.

Your response to this Request for Proposal ("**Proposal**") must be received by designated staff of the Department of Procurement at 55 Trinity Avenue, S.W., City Hall, Suite 1900, Atlanta, GA 30303, **no later than 2:00 P.M., on Thursday, March 17, 2016**. Any Proposal received after this time will not be considered and will be rejected and returned.

All Proposals will be publicly opened and read at 2:00 P.M. on the respective due date in Suite 1900, 1st Floor, 55 Trinity Avenue, S.W., City Hall, Atlanta, GA 30303.



Request for Proposal

**Project Number: FC-8462, On-Call Airport Marketing Services at Hartsfield-Jackson
Atlanta International Airport**

February 10, 2016

Page 2

If you have any questions regarding this project, please contact **Philippe Jefferson, Contracting Officer**, at 404-865-8565, or by email at pejefferson@atlantaga.gov.

The Proposal document may also be obtained either online at the Procurement website which is procurement.atlantaga.gov or from the Department of Procurement, Plan Room, City Hall South, Suite 1900, 55 Trinity Avenue, SW, Atlanta, Georgia 30303, at a cost of \$50.00 per package between 8:30 AM to 5 PM, Monday through Friday. Also, to be added to the plan holders list for updates of this project, please enter your information on the Procurement website or submit your name and company information to the Contracting Officer.

The City reserves the right to cancel any and all solicitations and to accept or reject, in whole or in part, any and all Proposals when it is for good cause and in the best interest of the City.

Thank you for your interest in doing business with the City.

Sincerely,



Adam L. Smith

ALS:pej

TABLE OF CONTENTS

PART 1: INFORMATION AND INSTRUCTIONS TO PROPONENTS

PART 2: CONTENTS OF PROPOSAL/REQUIRED SUBMITTALS

PART 3: EVALUATION OF PROPOSALS

PART 4: REQUIRED SUBMITTAL FORMS

Form 1: Illegal Immigration Reform and Enforcement Act Forms
Form 2: Contractor Disclosure Form
Form 3: Non-Applicable for this RFP
Form 4: Proponent Financial Disclosure Form
Form 5: Acknowledgment of Insurance and Bonding Requirements
Form 6: Non-Applicable for this RFP
Form 7: Acknowledgement of Addenda
Form 8: Proponent's Contact Directory
Form 9: Referral List

PART 5: **Services Agreement**

EXHIBIT A: Scope of Services
EXHIBIT A.1: Compensation
EXHIBIT A.2: Cost Proposal -Base Employee Classifications/Fully Burdened
Hourly Billing Rates for Task Orders
EXHIBIT B: City Council Resolution
EXHIBIT C: Definitions
EXHIBIT D: Insurance Requirements
EXHIBIT E: Dispute Resolution Procedures
EXHIBIT F: City Security Policies

APPENDIX A: Office of Contract Compliance Requirements and Forms
APPENDIX B: Reserved

PART 1: INFORMATION AND INSTRUCTIONS TO PROPONENTS

Part 1

Information and Instructions to Proponents

FC-8462, On-Call Airport Marketing Consulting Services

1. **Services Being Procured:** This Request for Proposal (“RFP”) from qualified proponents (“Proponent” or “Proponents”) by the City of Atlanta (“City”), on behalf of its Department of Aviation (“DOA”), seeks to procure the following services (“Services”): marketing consulting services at the Hartsfield-Jackson Atlanta International Airport (“Airport”) on a non-exclusive basis. A more detailed Scope of Services sought in this procurement is set forth in **Exhibit A** of the Service Agreement attached hereto at Part 5 of this RFP (“Agreement”).
 - 1.1. The initial term of the Agreement shall begin on the Effective Date (as defined in the Agreement) and shall expire three (3) years thereafter, unless earlier cancelled or terminated in accordance with the Agreement terms.
 - 1.2. The Agreement shall also include a single two (2) year renewal option, which may only be exercised by the City in its sole discretion.
2. **General Information:** The Airport is the world’s busiest airport serving over 250,000 passengers daily traveling to major international and domestic markets around the globe. The Airport is owned by the City and is operated by DOA. It is located approximately 10 miles south of downtown Atlanta on 4,750 acres. The Airport’s boundaries reach into the political jurisdictions of unincorporated Clayton County, unincorporated Fulton County, and the cities of College Park, Atlanta, Hapeville and East Point.
3. **Method of Source Selection:** This procurement is being conducted in accordance with all applicable provisions of the City of Atlanta’s Code of Ordinances, including its Procurement and Real Estate Code, and the particular method of source selection for the services sought in this RFP is Code Section 2-1193 (Competitive selection procedures for professional and consultant services). By submitting a Proposal concerning this procurement, Proponent acknowledges that it is familiar with all laws applicable to this procurement, including, but not limited to, the City’s Code of Ordinances and Charter, which laws are incorporated into this RFP by reference.

The City will evaluate the written proposals and will determine which Proponents are best qualified to perform the work based on the evaluation criteria described in Part II & Part III of this RFP. A thorough investigation will be made into each firm’s qualifications and past performance on similar projects. Our emphasis will be made on Proponent’s proposal, past performance and references of each firm and not on company brochures or literature. Oral

interviews/presentations will be conducted with Proponents in accordance with City's Code of Ordinances and other applicable Law.

The City will negotiate a contract with the most responsible and responsive offeror at compensation that the City determines to be fair and reasonable. In making this decision, the City will consider the estimated value, the scope, the complexity and the professional nature of the services to be rendered. If the City is unable to negotiate a satisfactory contract with the offeror considered to be the most responsible and responsive at a price the City determines to be fair and reasonable, negotiations with that offeror shall be terminated. The City shall then undertake negotiations with the next most responsible and responsive offeror. If negotiations with the next most responsible and responsive offeror are unsuccessful, negotiations shall be terminated and the City shall then undertake negotiations from the additional offerors in order of their responsibility and responsiveness and the City may continue negotiations until an agreement is reached.

4. Minimum Qualifications; Authority to Transact Business in Georgia: To be eligible to participate in this procurement, Proponent must meet the following minimum qualifications:

- 4.1** Proponent must submit a complete proposal package by the due date in response to this RFP;
- 4.2** Proponent must be able to demonstrate a minimum of three (3) consecutive years of experience in marketing consulting services for airports, major transportation centers or economic development agencies and/ or the airport industry (or the like) within the last five (5) years;
- 4.3** Proponent must have a minimum annual revenue of \$5 million dollars during three (3) of the last five (5) years;
- 4.4** If the Proponent is a partnership, joint venture or newly formed entity (e.g., limited liability company, corporation, etc.), the minimum requirements set forth in this Section (and throughout the RFP) must be satisfied by the entity or individual(s) that owns and controls a majority equity interest (50%+) of the partnership, joint venture or newly formed entity;
- 4.5** No Proponent or entity comprising Proponent may submit more than one proposal under the same or different names or as part of multiple organizations. The City reserves the right to disqualify any Proponent or entity comprising Proponent that submits more than one Proposal in response to this solicitation; and
- 4.6** Each Proponent must submit documentation with its proposal demonstrating that Proponent is duly authorized to conduct business in the State of Georgia.

5. **No Offer by City; Firm Offer by Proponent:** This procurement does not constitute an offer by City to enter into an agreement and cannot be accepted by any Proponent to form an agreement. This procurement is only an invitation for offers from interested Proponents and no offer shall bind City. A Proponent's offer is a firm offer and may not be withdrawn except under the rules specified in City's Code and other applicable law.
6. **Proposal Deadline:** In order to be timely, each Proponent's response to this RFP must be received by the City's Department of Procurement, 55 Trinity Avenue, S.W., City Hall, Suite 1900, Atlanta, Georgia 30303-0307 no later than **2:00 P.M., on Thursday, March 17, 2016**. The City will not consider any proposal received after this time and will reject and return the same.
7. **Pre-Proposal Conference:** Attendance at the pre-proposal conference is not mandatory; however, it is recommended that each Proponent attend the Pre-Proposal Conference which is scheduled for **Thursday, February 25, 2016, at 11:00 A.M.**, at the Hartsfield-Jackson Technical Support Campus, 1255 South Loop Road, College Park, Georgia 30337. Each Proponent is solely responsible for being fully informed regarding all existing and expected conditions and matters which might affect the cost or performance of the Services. Any failure to fully investigate the subject matter of this RFP and any site where the Services will be performed shall not relieve any Proponent from the responsibility of properly evaluating the difficulty or cost of successfully performing the Services. There will be a site tour immediately following the Pre-Proposal Conference.
8. **Procurement Questions; Prohibited Contacts:** Any questions regarding this RFP should be submitted in writing to the City's contact person, **Philippe Jefferson, Contracting Officer**, Department of Procurement, 55 Trinity Avenue, S.W., City Hall, Suite 1900, Atlanta, Georgia 30303-0307, by fax (404) 658-7705 or e-mail **pejefferson@atlantaga.gov**, on or before **Tuesday, March 1, 2016, at 5:00 P.M.-Questions received after the time period will not be considered by the City.** Any response made by the City will be provided in writing to all Proponents by addendum. Proponents may not rely on verbal responses to any question submitted concerning this RFP. All Proponents and representatives of any Proponents are strictly prohibited from contacting any other City employees or any third-party representatives of the City on any matter having to do with this RFP. All communications by any Proponents concerning this RFP must be made to the City's contact person referenced above, or any other City representative designated by the Chief Procurement Officer in writing.
9. **Ownership of Proposals:** Each Proponent acknowledges and agrees that each Proposal, when submitted to the City will become the property of the City, without compensation to a Proponent, for the City's use, in its sole discretion.
10. **Georgia Open Records Act:** Information provided to the City is subject to disclosure under the Georgia Open Records Act ("**GORA**"). Pursuant to O.C.G.A. § 50-18-72(a)(34), "[a]n

entity submitting records containing trade secrets that wishes to keep such records confidential under this paragraph shall submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitute trade secrets pursuant to Article 27 of Chapter 1 of Title 10 [O.C.G.A. § 10-1-760 et seq.].”

11. Applicable City OCC Programs: The City’s Office of Contract Compliance (“OCC”) Programs applicable to this procurement are set forth in **Appendix A** attached hereto. By submitting a proposal in response to this procurement, each Proponent agrees to comply with such OCC Programs.

12. Examination of Proposal Documents:

12.1 Each Proponent is responsible for examining with appropriate care, the complete RFP and all Addenda, and for informing itself with respect to all conditions which might in any way affect the cost or the performance of any Services. Failure to do so will be at the sole risk of the Proponent, who is deemed to have included all costs for performance of the Services in its Proposal.

12.2 Each Proponent shall promptly notify City in writing on or before **5:00 p.m. on Tuesday, March 1, 2016**, should the Proponent find discrepancies, errors, ambiguities or omissions in the Proposal Documents, or should their intent or meaning appear unclear or ambiguous, or should any other question arise relative to the RFP. Replies to such notices may be made in the form of an addendum to the RFP.

12.3 The City may in accordance with applicable law, by addendum, modify any provision or part of the RFP at any time prior to the Proposal due date and time. The Proponent shall not rely on oral clarifications, representations or instructions to the RFP unless they are confirmed in writing by City in an issued Addendum.

13. Rejection of Proposals; Cancellation of Solicitation; Waiver of Technicalities. The City reserves the right to reject any or all proposals, to waive any technical defect in any or all proposals, or to cancel this Procurement at any time in accordance with the City’s Code.

14. Award of Services Agreement; Execution: If the City awards an agreement pursuant to this Procurement, the City will prepare and forward to the successful Proponent a Services Agreement for execution substantially in the form included in **Part 5** of this RFP. By submitting a proposal in response to this procurement, each Proponent acknowledges and agrees that it will be bound by the terms of the Agreement in the event a contract is awarded to it.

15. Electronic Proposal Documents: This RFP is being made available to all Proponents by electronic means. By responding to this RFP, Proponent acknowledge and accepts full responsibility to ensure that it is responding to the correct form of RFP, including any

addenda issued by the City's Department of Procurement. Proponent acknowledges and agrees that in the event of a conflict between the RFP in the Proponent's possession and the version maintained by the Department of Procurement, the version maintained by the City's Department of Procurement shall govern. The RFP document is available to view, download, and print at <http://procurement.atlantaga.gov/> .

PART 2: CONTENTS OF PROPOSALS/REQUIRED SUBMITTALS

Part 2

Contents of Proposals/Required Submittals

1. **GENERAL CONTENTS OF PROPOSALS:** A Proponent must submit a complete proposal in response to this RFP in the format specified in this RFP; no other format will be considered. A proposal will consist of two (2) separate volumes. Volume I will consist of information drafted and provided by the Proponent. Volume II will consist of information provided by the Proponent on forms provided by the City in this RFP. Proponents must submit **each** volume in one (1) three (3) ring binder.

2. **VOLUME I:** (Information drafted and provided by a Proponent):
 - 2.1. **Executive Summary:** The executive summary must include a letter with the Proponent's name, address, telephone number, email and fax number, signed by a person authorized to act on behalf of the Proponent. It should also designate one (1) contact person to whom all future correspondence and/or communications will be directed by the City concerning this procurement, if that person is different from the person executing the letter. Each Proponent is required to provide an overview of the Proponent's qualifications to provide the Services being procured through this RFP. At a minimum, the Executive Summary must contain the following information:
 - 2.1.1. Complete legal name of the Proponent and the name of the legal entities that comprise the Proponent. The Proponent must provide the domicile where each entity comprising it is organized, including entity name, brief history of the entity, contact name, address, telephone number, email and facsimile number, as well as the legal structure of the entity and a listing of major satellite offices.
 - 2.1.2. Proponent must include the firm's background and qualifications to the services, understanding of the scope of services, the firm's financial stability and overall organization, and why the firm is the best value for the City.
 - 2.1.3. If Proponent is a corporation, limited liability Company, or other registered entity formed in the State of Georgia, Proponent must include a copy of its Certificate of Incorporation, its Certificate of Organization, or other evidence of its registration with the Georgia Secretary of State.
 - 2.1.4. If Proponent is a corporation, limited liability Company, formed outside the State of Georgia, Proponent must include a copy of its Certificate of Existence from the Georgia Secretary of State.

2.1.5. A description of the Proponent's plan for complying with the City's SBE goals set forth in **Appendix A**. This section should include detailed information regarding the essential sub-contractors / subconsultants the Proponent intends to use and should indicate the role and responsibilities these firms will be assigned.

2.2. Organizational Structure/Resumes of Key Personnel: The Proponent's Organizational Structure/Resumes of Key Personnel section of the Proposal should introduce the proposed Proponent team by providing the following:

2.2.1. An Organizational Chart describing how Proponent will facilitate managing the Services requested and how an efficient flow of information will be realized from the organizational structure;

2.2.2. Provide resumes for key personnel, including all of the personnel included on the Organizational Chart referenced above. Provide a list of any other positions within Proponent's organization that Proponent will utilize to provide the Services requested. Resumes should be organized as follows: name and title, professional background, current and past relevant employment, education, certifications and list of three (3) projects that involve a similar marketing or promotional contract with project description, role of individual and reference contact.

2.2.3. By submitting a proposal in response to this RFP, Proponent acknowledges and agrees that it is committing to use individuals with at least the same level of experience as those individuals included in its proposal. In the event there is a need to replace key personnel after Respondent submits its proposal or during the term of this Agreement, changes may only be made with the prior written consent of the Aviation General Manager.

2.3. Firm's Overall Project Experience and Performance: This criterion measures the competence, qualifications and experience of the Proponent. Proponent should describe its experience and qualifications in providing the services generally described in Exhibit A, Scope of Services, attached to the Services Agreement in this RFP ("Services").

2.3.1. Description of Proponent's experience providing marketing consulting services for airports, major transportation centers or in the airport industry (or the like);

2.3.2. Description of Proponent's experience developing a national and international brand image;

- 2.3.3. Description of Proponent's experience and capabilities of optimizing integration across multiple platforms (advertising, social media, online, etc.);
 - 2.3.4. Describe achievements for other clients in helping them meet their goals, including but not limited to revenue generation. Include instances for the firm and for the specific individuals and team proposed for this engagement.
- 2.4. Marketing Plan:** Briefly describe the strategy or strategies that you would use to create the maximum value at the Airport from your capabilities, staff, etc., through the following:
- 2.4.1. Briefly illustrate the approach you would recommend to achieve a competitive advantage for the Airport among the other airports with which we compete for air service development (cargo and passenger);
 - 2.4.2. The Airport is rebranding and will have a more synergistic look and feel while interfacing with Airport stakeholders (passenger air carriers, freight forwarders, cargo carriers, national and foreign partners, economic development agencies, etc.) as well as the traveling public. Observe current airport marketing tactics and propose a plan to ensure that there is a cohesive voice for the Airport.
 - 2.4.2.1 The implementation plan should include a general timeline and samples of proposed work and tools to be used to measure success.
 - 2.4.2.2 The plan will be evaluated on its perceived creativity, efficiency, resourcefulness, viability and suitability. The written submission shall be no more than four (4) pages.
 - 2.4.3 Describe the specific capabilities of your firm or team that makes you particularly well suited for this engagement. Indicate your key distinctive competencies and relate them to your understanding of the engagement and your proposed approach; and
 - 2.4.4. Briefly outline your firm's or team's project management processes and procedures. Include methods of quality assurance and task review/approval. Indicate the means that you use to ensure timely delivery on work orders. Indicate the means you would use to benchmark your performance and for continued process improvement. Provide performance guarantees, if any, and how they would apply and be measurable.

3. VOLUME II: (Information required by a Proponent on forms provided by the City):

3.1 Illegal Immigration Reform and Enforcement Act – Each Proponent must complete and submit a Contractor’s Affidavit, attached hereto at **Form 1: Illegal Immigration Reform and Enforcement Act Forms** with its proposal. This RFP is subject to the Illegal Immigration Reform and Enforcement Act of 2011 (“**Act**”). Pursuant to the Act, the Proponent must provide with its proposal proof of its registration with and continuing and future participation in the E-Verify Program established by the United States Department of Homeland Security. Under state law, the City cannot consider any proposal which does not include a completed Contractor’s Affidavit. It is not the intent of this notice to provide detailed information or legal advice concerning the Act. All Proponents intending to do business with the City are responsible for independently apprising themselves of and complying with the requirements of the Act and assessing its effect on City procurements and their participation in those procurements. For additional information on the E-Verify program or to enroll in the program, go to <https://e-verify.uscis.gov/enroll>.

3.2 Contractor Disclosure Form – Each Proponent must complete and submit **Form 2: Contractor Disclosure Form** with its proposal.

3.2.1. If the Proponent is an individual, then that individual must complete and sign the Contractor Disclosure (**Form 2**) where indicated.

3.2.2. If the Proponent is a partnership (including but not limited to, joint venture partnership), then each partner in the partnership must complete and sign a separate Contractor Disclosure (**Form 2**) where indicated.

3.2.3. If the Proponent is a legal entity (e.g., corporation, limited liability company), then an authorized representative of that entity must complete and sign the Contractor Disclosure (**Form 2**) where indicated.

3.2.4. If the Proponent is a newly formed entity (formed within the last three years), then an authorized representative of that entity must complete and sign the Contractor Disclosure (**Form 2**) where indicated, and each of the members or owners of the entity must also complete and sign separate Contractor Disclosure Form where indicated.

3.3. Proponent’s Financial Disclosure – Each Proponent must complete and submit **Form 4: Proponent Financial Disclosures** with its proposal. The City’s evaluation of financial information concerning a Proponent and its consideration of such information in determining whether a Proponent is responsive and responsible may involve a review of several items of information required to be included in a proposal. City will review the information included in **Form 4** attached hereto and any additional information required on that form to be included in a proposal.

Failure to accurately report financial information shall be grounds for disqualification of Proponent or termination of any Agreement resulting from this solicitation.

3.3.1. If the Proponent is an individual, financial disclosures for that individual must be provided.

3.3.2. If the Proponent is an entity or partnership, financial disclosures for that entity or partnership must be provided.

3.3.3. If the Proponent is a newly formed entity or partnership (formed within the last three years), financial disclosures for that entity or partnership must be provided together with full financial disclosure from the entity's or partnership's owners. Financial disclosure includes a full response to all questions and requests for documentation listed in this Form.

3.4. Acknowledgment of Insurance and Bonding Requirements – Each Proponent must complete and submit **Form 5: Acknowledgement of Insurance and Bonding Requirements** with its Proposal. The insurance and bonding requirements for any agreement that the City may award pursuant to this RFP are set forth in **Exhibit D: Insurance and Bonding Requirements**.

3.4.1. An authorized representative of the entity must complete and sign this Acknowledgment of Insurance and Bonding Requirements where indicated.

3.5. Acknowledgment of Addenda – Each Respondent must complete and submit an acknowledgement with its proposal that it has received all Addenda issued by the City for this RFP. **Form 7: Acknowledgement of Addenda** has been included and may be used to satisfy this requirement.

3.5.1. If submitted, an authorized representative of the entity must complete and sign this Acknowledgment of Addenda where indicated.

3.6. Proponent's Contact Directory – Each Proponent must complete and submit **Form 8: Proponent's Contact Directory** with its proposal to include the names, positions/titles, firms, mailing addresses, phone and fax numbers and (when possible) e-mail addresses for at least two individuals, one (1) primary and one (1) secondary, who are authorized to represent Respondent for purposes of this RFP and to whom notices regarding the Respondent's qualification may be sent.

3.7. Referral List – Each Proponent must complete and submit at least four (4) references that are able to attest to the Proponent's performance, ability and credibility. A separate **Form 9** is required for each reference.

3.8. OCC Programs. This criterion is based upon the responsiveness of a Proponent's participation in the City's Small Business Enterprise (SBE) program, the requirement of which is described in **Appendix A** to the Agreement attached at Part 5. This

criterion is not scored on a sliding scale. Responsive Proponents will receive the maximum points allotted. Proponents who fail to evidence a compliant SBE program shall be deemed non-responsive.

- 3.9. Cost Proposal.** Each Proponent must submit a Cost Proposal using the forms provided by the City at **Part 5: Services Agreement: Exhibit A.2: Cost Proposal - Base Employee Classifications/Fully Burdened Hourly Billing Rates**. The Cost Proposal and Base Employee Classifications/Fully Burdened Hourly Billing Rates must support the Scope of Services contained in the RFP and fully encompass all activities in the Proponent's Proposal and shall serve as the baseline for final fee negotiation with the City as described in Part 1, paragraph 3 above. Submit **one (1) stamped "Original"** and **seven (7) copies** in a separate sealed envelope.

4. SUBMISSION OF PROPOSALS:

- 4.1.** Proponent's proposal must be submitted in a sealed envelope(s) or package(s) and the outside of the envelope(s) or package(s) must clearly identify the name of the project: **FC-8462, On-Call Airport Marketing Consulting Services at H-JAIA**, and the name and address of the Proponent. All proposals must be submitted to:

**Adam L. Smith, Esq., CPPO, CPPB,
CPPM, CPP, CIPC, CISCC, CIGPM
Chief Procurement Officer
Department of Procurement
55 Trinity Avenue, Suite 1900
Atlanta, Georgia 30303-0307**

- 4.2.** Each Proponent is required to submit **one (1) original** and **seven (7) copies** of its proposal. The original should be clearly marked "Original" and should contain original signature(s). Each proposal must be submitted on 8½" x 11" single-sided, double-spaced, typed pages, using 12-point font size and such pages must be inserted in a standard three-hole ring binder. Each proposal must contain an index and separate sections for the information requirements set forth in this RFP, as well as for the forms required to be submitted.
- 4.3.** Each Proponent is required to submit, in a separate, sealed envelope, clearly marked "Cost Proposal," **one (1) stamped "Original"** and **seven (7) copies** of its Cost Proposal - Base Employee Classifications/Fully Burdened Hourly Billing Rates (**Exhibit A.2**) with its proposal.
- 4.4.** All blank spaces in the proposals must be typed or hand written in blue or black ink. All dollar amounts must be typed or hand written BOTH in word and numeric format (e.g., One U.S. Dollar and No Cents (\$1.00)). Written prices prevail over typed prices

in the event of a discrepancy. All corrections to any entry must be lined out and initialed by the Proponent. Do not use correction tape or fluid.

4.5. Proposals shall be signed by hand by a principal of the Proponent with the authority to enter into an agreement with the City. Joint ventures or partnerships must designate one joint venture member/partner to represent the joint venture or partnership, respectively, with the authority to submit and execute a proposal as well as enter into an agreement with the City. Each Proponent is responsible for the preparation of its proposal and for the costs associated therewith.

5. PROPONENT REPRESENTATIONS. By submitting a proposal to the city, Proponent acknowledges and represents that: (a) the accompanying proposal is made by a person or business entity (e.g., firm) that is neither a high cost lender nor a predatory lender, nor is the Proponent an affiliate of a high cost lender or a predatory lender, as defined by Code Section 58-102; (b) it has read all of the RFP documents (including, without limitation, the Agreement) and acknowledges that Proponent shall be bound by the terms and conditions stated therein; (c) except as contemplated by this RFP, the City will not agree to make any substantive revisions to the Agreement; (d) the signatory to the proposal is the Proponent (or Proponent's duly authorized agent or employee of the Proponent with the authority to bind Proponent hereto); (e) all information or disclosures provided in its proposal are accurate representations up to and including the date Proponent submitted its proposal to the City; (f) it will voluntarily notify the City immediately if any information or disclosure provided to the City during any part of this procurement process changes, is no longer accurate or would be misleading in any way.

6. **SUBMITTALS:** As stated above, the following submittals must be completed and submitted with each proposal.

| | PROPOSAL SUBMITTAL CHECK SHEET | CHECK (v) |
|-----|--|------------------|
| | VOLUME I | |
| 1. | Executive Summary | |
| 2. | Organizational Structure/Resumes of Key Personnel | |
| 3. | Firm's Overall Project Experience and Performance | |
| 5. | Marketing Plan | |
| | VOLUME 2 | |
| 5. | Form 1 - IIREA Contractor's Affidavit – to be completed by Proponent and submitted with proposal | |
| 6. | Form 2 – Contractor Disclosure Form | |
| 7. | Form 3 – Non-Applicable for this RFP | N/A |
| 8. | Form 4 - Proponent Financial Disclosure Form | |
| 9. | Form 5 - Acknowledgment of Insurance and Bonding Requirements | |
| 10. | Form 6 – Non-Applicable for this RFP | N/A |
| 11. | Form 7 - Acknowledgement of Addenda | |
| 12. | Form 8 - Proponent Contact Directory | |
| 13. | Form 9 - Referral List | |
| 14. | Evidence of authority to transact business in the State of Georgia | |
| 15. | Appendix A - Office of Contract Compliance Submittals – to be completed by Proponent and submitted with proposal | |
| | COST PROPOSALS MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE | |
| 16. | Exhibit A.2: Cost Proposal - Base Employee Classifications/Fully Burdened Hourly Billing Rates | |

NOTWITHSTANDING THIS CHECK SHEET, PROPONENTS ARE ADVISED THAT ALL SUBMITTALS REQUIRED BY THIS SOLICITATION DOCUMENT (WHETHER OR NOT LISTED IN THIS CHECK SHEET) MUST BE COMPLETED IN FULL, AND IF APPLICABLE, SIGNED, SEALED AND NOTARIZED. BY SUBMITTING A RESPONSE TO THIS RFP, PROPONENT ACKNOWLEDGES AND AGREES THAT THE CITY PROVIDED THIS CHECK SHEET SOLELY FOR PROPONENT 'S CONVENIENCE.

PART 3: EVALUATION OF PROPOSALS

Part 3

EVALUATION OF PROPOSALS

All proposals will be evaluated by an evaluation committee in accordance with the City’s Code of Ordinances, the criteria specified below and considering the information required to be submitted in each proposal. All Proposals will be evaluated using the following Evaluation Form:

| EVALUATION FORM | | | |
|---|----------------|-----------------|----------------------|
| CATEGORIES | CATEGORY SCORE | RELATIVE WEIGHT | TOTAL CATEGORY SCORE |
| Executive Summary | | 5 | |
| Organizational Structure/Resumes of Key Personnel | | 10 | |
| Firms Overall Project Experience & Performance | | 25 | |
| Marketing Plan | | 35 | |
| Financial Statement/Capability | | 10 | |
| OCC Program: SBE Goals | | 15 | |
| | | 100% | |
| TOTAL SCORE | | | |

For purposes of evaluating all of the Proposals received by the City, the City will assess a score between one (1) and ten (10) for each Category noted above. The total category score is calculated by multiplying the Category Score and the assigned Relative Weight (i.e., Category Score x Relative Weight = total category score). The Total Score is calculated by adding each Total Category Score together. The result of the calculation of the Total Score will be used to determine which Proponent has received the highest Total Score.

PART 4: REQUIRED SUBMITTAL FORMS

All Respondents, including, but not limited to, corporate entities, limited liability companies, joint ventures, or partnerships, that submit a Proposal or Bid in response to this solicitation **must fill out all forms** in their entirety, and all forms must be **signed, notarized** or **sealed with the corporate seal** (if applicable), as required per each form's instructions.

If Respondent intends to be named as a Prime Contractor(s) with the City, then Respondent **must fill out all the forms** listed in this solicitation document; otherwise, Respondent may be deemed non-responsive.

FORM 1

Illegal Immigration Reform and Enforcement Act Forms

All Proponents must comply with the Illegal Immigration Reform and Enforcement Act of 2011, O.G.G.A § 13-10-90, et seq. (“IIREA”). Proponent s must familiarize themselves with IIREA and are solely responsible for ensuring their compliance therewith. Proponent s may not rely on these instructions for that purpose. These instructions are offered only as a convenience to assist Proponent s in complying with the requirements of the City’s procurement process and the terms of this RFP.

1. The attached Contractor Affidavit must be filled out COMPLETELY and submitted with the proposal prior to the proposal due date.
2. The Contractor Affidavit must contain an active Federal Work Authorization Program (E-Verify) User ID Number and Date of Registration.
3. Where the business structure of a Proponent is such that Proponent is required to obtain an Employer Identification Number (EIN) from the Internal Revenue Service, Proponent must complete the Contractor Affidavit on behalf of, and provide a Federal Work Authorization User ID Number issued to, the Proponent itself (see Example 1 below). Where the business structure of a Proponent does not require it to obtain an EIN, each entity comprising Proponent must submit a separate Contractor Affidavit (see Example 2 below).

Example 1: ABC, Inc. and XYZ, Inc. form and submit a bid as AirportFood, LLC. AirportFood, LLC must enroll in the E-verify program and submit a single Contractor Affidavit in the name of AirportFood, LLC which includes the Federal Work Authorization User ID Number issued to AirportFood, LLC.

Example 2: ABC, Inc. and XYZ, Inc. execute a joint venture agreement and submit a Bid under the name AirportFood, JV. If, based on the nature of the JV agreement, Airport Food, JV is not required to obtain an Employer Identification Number from the IRS then, the Bid submitted by AirportFood, JV must include both a Contractor Affidavit for ABC, Inc. and a Contractor Affidavit for XYZ, Inc.

4. All Contractor Affidavits must be executed by an authorized representative of the entity named in the Affidavit.
5. All Contractor Affidavits must be notarized.
6. All Contractor Affidavits must be submitted with the Proponent’s Response to the RFP.
7. Subcontractor and sub-subcontractor affidavits are not required at the time of bid submission, but will be required at contract execution or in accordance with the timelines set forth in IIREA.

Subcontractor Affidavit

O.C.G.A. § 13-10-91(b)(3)

By executing this Subcontractor Affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with _____ (name of contractor) on behalf of the City of Atlanta has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice of receipt of an affidavit from any sub-subcontractor that has contracted with a sub-subcontractor to forward, within five business days of receipt, a copy of such notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Subcontractor: _____

Name of Project: _____

Name of Public Employer: City of Atlanta

I hereby declare under penalty of perjury that the forgoing is true and correct.

Executed on _____, _____, 20__ in _____ (city), _____ (state)

Signature of Authorized Officer or Agent

Printed name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE
ME ON THIS THE ____, DAY OF _____, 201_____

NOTARY PUBLIC
My Commission Expires: _____

FORM 2
CONTRACTOR DISCLOSURE FORM
DEFINITIONS FOR THE PURPOSES OF THIS DISCLOSURE

| | |
|--------------|--|
| “Affiliate” | Any legal entity that, directly or indirectly through one of more intermediate legal entities, controls, is controlled by or is under common control with the Respondent or a member of Respondent. |
| “Contractor” | Any person, partnership or entity having a contract with the City. |
| “Control” | The controlling entity: (i) possesses, directly or indirectly, the power to direct or cause the direction of the management and policies of the controlled entity, whether through the ownership of voting securities or by contract or otherwise; or (ii) has direct or indirect ownership in the aggregate of fifty one (51%) or more of any class of voting or equity interests in the controlled entity. |
| “Respondent” | <p>Any individual, partnership or entity that submits a response to a solicitation.</p> <p>If the Respondent is an individual, then that individual must complete and sign this Contractor Disclosure Form where indicated.</p> <p>If the Respondent is a partnership (including but not limited to, joint venture partnership), then each partner in the partnership must complete and sign a separate Contractor Disclosure Form where indicated.</p> <p>If the Respondent is a legal entity (e.g., corporation, limited liability company), then an authorized representative of that entity must complete and sign this Contractor Disclosure where indicated.</p> <p>If the Respondent is a newly formed entity (formed within the last three years), then an authorized representative of that entity must complete and sign this Contractor Disclosure Form where indicated, and each of the members or owners of the entity must also complete and sign separate Contractor Disclosure Form where indicated.</p> |

Instructions: Provide the following information for the entity, partner or individual completing this Disclosure (the “Individual/Entity”).

A. Basic Information:

1. Name of Respondent: _____
2. Name of the authorized representative for the Respondent: _____

B. Individual/Entity Information:

Principal Office Address: _____

Telephone and Facsimile Numbers: _____

E-Mail Address: _____

Name and title of Contact Person for the Individual/Entity: _____

Is the individual/Entity authorized to transact business in the State of Georgia?

Yes **(Attach Certificate of Authority to transact business in Georgia from Georgia Secretary of State.)**

No

C. Questionnaire

If you answer "YES" to any of the questions below, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, the name of the court and the file or reference number of the case, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your Proposal.

1. Please describe the general development of the Respondent's business during the past ten (10) years, or such shorter period of time that the Respondent has been in business.

2. Are there any lawsuits, administrative actions or litigation to which Respondent is currently a party or has been a party (either as a plaintiff or defendant) during the past ten (10) years based upon fraud, theft, breach of contract, misrepresentation, safety, wrongful death or other similar conduct? **YES** **NO**

3. If "yes" to question number 2, were any of the parties to the suit a bonding company, insurance company, an owner, or otherwise? If so, attach a sheet listing all parties and indicate the type of company involved. **YES** **NO**

4. Has the Respondent been charged with a criminal offense within the last ten (10) years? **YES** **NO**

5. Has the Respondent received any citations or notices of violation from any government agency in connection with any of Respondent's work during the past ten (10) years (including OSHA violations)? Describe any citation or notices of violation which Respondent received. **YES** **NO**

6. Please state whether any of the following events have occurred in the last ten (10) years with respect to the Respondent. If any answer is yes, explain fully the circumstances surrounding the subject matter of the affirmative answer:

(a) Whether Respondent, or Affiliate currently or previously associated with Respondent, has ever filed a petition in bankruptcy, taken any actions with respect to insolvency, reorganization, receivership, moratorium or assignment for the benefit of creditors, or otherwise sought relief from creditors? **YES** **NO**

- | | | |
|---|--|---------------------------------------|
| (b) Whether Respondent was subject of any order, judgment or decree not subsequently reversed, suspended or vacated by any court permanently enjoining Respondent from engaging in any type of business practice? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| (c) Whether Respondent was the subject of any civil or criminal proceeding in which there was a final adjudication adverse to Respondent which directly arose from activities conducted by Respondent. | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
7. Has any employee, agent or representative of Respondent who is or will be directly involved in the project, in the last ten (10) years:
- | | | |
|--|--|---------------------------------------|
| (a) directly or indirectly, had a business relationship with the City? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| (b) directly or indirectly, received revenues from the City? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| (c) directly or indirectly, received revenues from conducting business on City property or pursuant to any contract with the City? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
8. Whether any employee, agent, or representative of Respondent who is or will be directly involved in the project has or had within the last ten (10) years a direct or indirect business relationship with any elected or appointed City official or with any City employee?
- | | |
|--|---------------------------------------|
| YES <input type="checkbox"/> | NO <input type="checkbox"/> |
|--|---------------------------------------|
9. Whether Respondent has provided employment or compensation to any third party intermediary, agent, or lobbyist to directly or indirectly communicate with any City official or employee, or municipal official or employee in connection with any transaction or investment involving your firm and the City?
- | | |
|--|---------------------------------------|
| YES <input type="checkbox"/> | NO <input type="checkbox"/> |
|--|---------------------------------------|
10. Whether Respondent, or any agent, officer, director, or employee of your organization has solicited or made a contribution to any City official or member, or to the political party or political action committee within the previous five (5) years?
- | | |
|--|---------------------------------------|
| YES <input type="checkbox"/> | NO <input type="checkbox"/> |
|--|---------------------------------------|
11. Has the Respondent or any agent, officer, director, or employee been terminated, suspended, or debarred (for cause or otherwise) from any work being performed for the City or any other Federal, State or Local Government?
- | | |
|--|---------------------------------------|
| YES <input type="checkbox"/> | NO <input type="checkbox"/> |
|--|---------------------------------------|
12. Has the Respondent, member of Respondent's team or officer of any of them (with respect to any matter involving the business practice or activities of his or her employer been notified within the five (5) years preceding the date of this offer that any of them are the target of a criminal investigation, grand jury investigation, or civil enforcement proceeding?
- | | |
|--|---------------------------------------|
| YES <input type="checkbox"/> | NO <input type="checkbox"/> |
|--|---------------------------------------|
13. Please identify any Personal or Financial Relationships that may give rise to a conflict of interest as defined below *[Please be advised that you may be ineligible for*

award of contract if you have a personal or financial relationship that constitutes a conflict of interest that cannot be avoided]:

(a) Personal relationships: executives, board members and partners in firms submitting offers must disclose familial relationships with employees, officers and elected officials of the City of Atlanta. Familial relationships shall include spouse, domestic partner registered under section 94-133, mother, father, sister, brother, and natural or adopted children of an official or employee. **YES** **NO**

(b) Financial relationships: Respondent must disclose any interest held with a City employee or official or family members of a City employee or official, which may yield, directly or indirectly, a monetary or other material benefit to the Respondent or the Respondent's family members. Please describe: **YES** **NO**

D. REPRESENTATIONS

Anti-Lobbying Provision. All respondents, including agents, employees, representatives, lobbyists, attorneys and proposed partner(s), subcontractor(s) or joint venturer(s), will refrain, under penalty of the respondent's disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process.

Certification of Independent Price Determination/Non-Collusion. Collusion and other anticompetitive practices among offerors are prohibited by city, state and federal laws. All Respondents shall identify a person having authority to sign for the Respondent who shall certify, in writing, as follows:

"I certify that this bid proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid or offer for the same supplies, labor, services, construction, materials or equipment to be furnished or professional or consultant services, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of city, state and federal law and can result in fines, prison sentences, and civil damages awards. By signing this document, I agree to abide by all conditions of this solicitation and offer and certify that I am authorized to sign for this Respondent/Offeror."

Certify Satisfaction of all Underlying Obligations. (If Applicable) If a Contract is awarded through this solicitation, then such Contractor should know that before final payment is made to a Contractor by the City, the Contractor shall certify to the City in writing, in a form satisfactory to the City, that all subcontractors, materialmen suppliers and similar firms or persons involved in the City contract have been paid in full at the time of final payment to the Contractor by the City or will be paid in full utilizing the monies constituting final payment to the Contractor.

Confidentiality. Details of the proposals will not be discussed with other respondents during the selection process. Respondent should be aware, however, that all proposals and information submitted therein may become subject to public inspection following award of the contract. Each respondent

should consider this possibility and, where trade secrets or other proprietary information may be involved, may choose to provide in lieu of such proprietary information, an explanation as to why such information is not provided in its proposal. However, the respondent may be required to submit such required information before further consideration.

Equal Employment Opportunity (EEO) Provision. All bidders or offerors will be required to comply with sections 2-1200 and 2-1414 of the City of Atlanta Code of Ordinances, as follows: During the performance of the agreement, the Contractor agrees as follows:

- a) The Contractor shall not discriminate against any employee, or applicant for employment, because of race, color, creed, religion, sex, domestic relationship status, parental status, familial status, sexual orientation, national origin, gender identity, age, disability, or political affiliation. As used here, the words "shall not discriminate" shall mean and include without limitation the following:

Recruited, whether by advertising or other means; compensated, whether in the form of rates of pay, or other forms of compensation; selected for training, including apprenticeship; promoted; upgraded; demoted; downgraded; transferred; laid off; and terminated.

The Contractor agrees to and shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officers setting forth the provisions of the EEO clause.

- b) The Contractor shall, in all solicitations or advertisements for employees, placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, creed, religion, sex, domestic relationship status, parental status, familial status, sexual orientation, national origin, gender identity, age, disability, or political affiliation.
- c) The Contractor shall send to each labor union or representative of workers with which the Contractor may have a collective bargaining agreement or other contract or understanding a notice advising the labor union or workers' representative of the Contractor's commitments under the equal employment opportunity program of the City of Atlanta and under the Code of Ordinances and shall post copies of the notice in conspicuous places available to employees and applicants for employment. The Contractor shall register all workers in the skilled trades who are below the journeyman level with the U.S. Bureau of Apprenticeship and Training.
- d) The Contractor shall furnish all information and reports required by the contract compliance officer pursuant to the Code of Ordinances, and shall permit access to the books, records, and accounts of the Contractor during normal business hours by the contract compliance officer for the purpose of investigation so as to ascertain compliance with the program.
- e) The Contractor shall take such action with respect to any subcontractor as the city may direct as a means of enforcing the provisions of paragraphs (a) through (h) herein, including penalties and sanctions for noncompliance; provided, however, that in the event the Contractor becomes involved in or is threatened with litigation as a result of such direction by the city, the city will enter into such litigation as is necessary to protect the interest of the

city and to effectuate the equal employment opportunity program of the city; and, in the case of contracts receiving federal assistance, the Contractor or the city may request the United States to enter into such litigation to protect the interests of the United States.

- f) The Contractor and its subcontractors, if any, shall file compliance reports at reasonable times and intervals with the city in the form and to the extent prescribed by the contract compliance officer. Compliance reports filed at such times directed shall contain information as to employment practices, policies, programs and statistics of the Contractor and its subcontractors.
- g) The Contractor shall include the provisions of paragraphs (a) through (h) of this equal employment opportunity clause in every subcontract or purchase order so that such provisions will be binding upon each subcontractor or vendor.
- h) A finding, as hereinafter provided, that a refusal by the Contractor or subcontractor to comply with any portion of this program, as herein provided and described, may subject the offending party to any or all of the following penalties:
 - (i) Withholding from the Contractor in violation all future payments under the involved contract until it is determined that the Contractor or subcontractor is in compliance with the provisions of the contract;
 - (ii) Refusal of all future bids for any contract with the City of Atlanta or any of its departments or divisions until such time as the Contractor or subcontractor demonstrates that there has been established and there shall be carried out all of the provisions of the program as provided in the Code of Ordinances;
 - (iii) Cancellation of the public contract;
 - (iv) In a case in which there is substantial or material violation of the compliance procedure herein set forth or as may be provided for by the contract, appropriate proceedings may be brought to enforce those provisions, including the enjoining, within applicable law, of Contractors, subcontractors or other organizations, individuals or groups who prevent or seek to prevent directly or indirectly compliance with the policy as herein provided.

Prohibition on Kickbacks or Gratuities/Non-Gratuity. The undersigned acknowledges the following prohibitions on kickbacks and gratuities:

- a. It is unethical for any person to offer, give or agree to give any employee or former employee a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter pertaining to any program requirement or a contract or subcontract or to any solicitation or proposal therefor.

- b. It is unethical for any employee or former employee to solicit, demand, accept or agree to accept from another person a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter pertaining to any program requirement or a contract or subcontract or to any solicitation or proposal therefor.

- c. It is also unethical for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime Contractor or higher tier subcontractor or any person associated therewith as an inducement for the award of a subcontract or order.

Declaration

Under penalty of perjury, I declare that I have examined this Contractor Disclosure Form and all attachments to it, if applicable, and, to the best of my knowledge and belief all statements contained herein and in any attachments, if applicable, are true, correct and complete.

I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an offer for the same supplies, services, construction, or professional or consultant services, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of city, state and federal law and can result in fines, prison sentences, and civil damages awards. I agree to abide by all conditions of this solicitation and offer and certify that I am authorized to sign for this Respondent.

For entities that are newly formed (formed within the last three years):

I certify that the Respondent is newly formed and does not have sufficient information to respond to Part C of this Form.

Sign here if you are an individual:

Printed Name: _____

Signature: _____

Date: _____

Subscribed and sworn to or affirmed by _____ **(name) this** ____ **day of**
_____, **20**__.

Notary Public of _____ (state)
My commission expires: _____

Sign here if you are an authorized representative of a responding entity or partnership:

Printed Name of Entity or Partnership: _____

Signature of authorized representative: _____

Title: _____

Date: _____, **20**__

Subscribed and sworn to or affirmed by _____ **(name), as the**
_____ **(title) of** _____ **(entity or partnership**
name) this ____ **day of** _____, **20**__.

Notary Public of _____ (state)
My commission expires: _____

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FORM 4

Proponent Financial Disclosure

Instructions: It is necessary for the City to evaluate, verify, and understand the Proponent's financial capability and stability to undertake and perform the Services contemplated in this Solicitation. To accomplish this task, the Proponent must provide accurate and legible financial disclosures to the City as requested below.

A "Proponent" is an individual, entity or partnership submitting a proposal or bid in response to a Solicitation.

1. If the Proponent is an individual, financial disclosures for that individual must be provided.
2. If the Proponent is an entity or partnership, financial disclosures for that entity or partnership must be provided.
3. If the Proponent is a newly formed entity or partnership (formed within the last three years), financial disclosures for that entity or partnership must be provided together with full financial disclosure from the entity's or partnership's owners. Financial Disclosure includes a full response to all questions and requests for documentation listed in this **Form 4**.

For example, if the Proponent is a newly formed entity (formed within the last three years) made up of two separate entities (e.g., a majority interest owner and a minority interest owner), then financial disclosure is required from the Proponent entity, and financial disclosure is also required from each of the two owners (majority entity owner and minority entity owner) as well.

The Proponent (and its owners, if applicable) must submit hard copies of all financial disclosures in response to this **Form 4**.

Part A - General Information:

Name of the Proponent: _____

Name of individual, entity or partnership completing this Form: _____

Relationship of individual, entity or partnership completing this Form to the Proponent: _____

Contact information of individual, entity or partnership completing this Form: _____

Address _____

Phone Number(s) _____

Email: _____

Part B: Financial Information:

1. The Proponent, and its owners, if applicable, should demonstrate its financial capability and stability by selecting and providing documentation from one of the following three groups of requests (see below). Please circle which group, (a), (b), or (c), is selected and provide the supporting documentation with the proposal/bid.
 - (a) Financial statements for the three (3) most recent consecutive fiscal years, audited by a Certified Public Accountant (“CPA”), including:
 - (i) Income Statement;
 - (ii) Balance Sheet; and
 - (iii) Statement of Cash Flows.
 - (b) Financial statements for the three (3) most recent consecutive fiscal years, either reviewed or compiled by a Certified Public Accountant (“CPA”), including:
 - (i) Income Statement;
 - (ii) Balance Sheet; and
 - (iii) Satisfactory proof of Proponent’s ability to obtain a Performance Bond for the amount described in **Exhibit D**, if applicable.
 - (c) Unaudited, self-prepared financial statements for the three (3) most recent consecutive fiscal years, including:
 - (i) Income Statement;
 - (ii) Balance Sheet;
 - (iii) Satisfactory proof of Proponent’s ability to obtain a Performance Bond for the amount described in **Exhibit D**, if applicable;
 - (iv) Two (2) banks or other institutional lenders’ references; and
 - (v) Dunn and Bradstreet report for the last two (2) years.

2. Fill in the blanks below to provide a summary of all of the Proponent's assets and liabilities for the three (3) most recent years (calculated from the date of the end of the fiscal year).

ALL FIGURES BELOW MUST BE REPRESENTED IN U.S. CURRENCY (\$).

Standard currency of Proponent's Financial Statements: _____

The exchange rate used: _____ = US \$ _____

Most recent three (3) years

| | <u>Year: 20</u> (Thousands) | <u>Year: 20</u> (Thousands) | <u>Year: 20</u> (Thousands) |
|---------------------|--------------------------------|--------------------------------|--------------------------------|
| Current Assets | \$..... | \$..... | \$..... |
| Current Liabilities | \$..... | \$..... | \$..... |
| Property & Equip. | \$..... | \$..... | \$..... |
| Working Capital | \$..... | \$..... | \$..... |
| Sales/ Revenue | \$..... | \$..... | \$..... |
| Total Assets | \$..... | \$..... | \$..... |
| Total Liabilities | \$..... | \$..... | \$..... |
| Interest Charges | \$..... | \$..... | \$..... |
| Net Income | \$..... | \$..... | \$..... |
| Net-Worth | \$..... | \$..... | \$..... |

3. Do you plan to use or require an open line of credit for the project? Yes or No.

If yes, the Proponent must provide the source of the line of credit on bank letterhead for the bank providing the line of credit. The bank contact information must include: contact name, title, address, telephone, fax and e-mail address.

Declaration

Under penalty of perjury, I declare that I have examined this Affidavit Disclosure form and all attachments to it, if applicable, and, to the best of my knowledge and belief, and all statements contained in it and all attachments, if applicable, are true, correct and complete.

Whether you are an individual executing this form or you are an authorized representative of an entity executing this form, the person signing below must sign or affirm in the presence of a Notary Public. The Notary Public's signature and seal must be provided, together with the date of the notarial act.

For entities that are newly formed (formed within the last three years):

- I certify that the Respondent is newly formed and does not have sufficient information to respond to Part B of this Form.

Sign here if you are an individual:

Printed Name: _____

Signature: _____

Date: _____, 20__

Subscribed and sworn to or affirmed by _____ (name) this ____ day of _____, 201__.

Notary Public of _____ (state)
My commission expires: _____

Sign here if you are an authorized representative of a responding entity:

Printed Name of Entity: _____

Signature of authorized representative: _____

Title: _____

Date: _____, 20__

Subscribed and sworn to or affirmed by _____ (name), as the _____ (title) of _____ (entity name) this ____ day of _____, 201__.

Notary Public of _____ (state)
My commission expires: _____

FORM 5

ACKNOWLEDGEMENT OF INSURANCE AND BONDING REQUIREMENTS

I, _____, on behalf of _____, (“Proponent ”), acknowledge that if selected as the successful Proponent for **FC-8462: On-Call Airport Marketing Consulting Services**, Proponent shall comply with all insurance and bonding requirements contained in the Agreement (attached at Part 5 of the RFP), and any other attachments to the RFP which pertain to insurance and/or bonding.

Proponent understands that it is expected to share these requirements with potential sureties and insurance brokers, agents, underwriters, etc. prior to any award of the Agreement and to take all necessary steps to ensure compliance with the applicable requirements without delay. Proponent understands, acknowledges and agrees that any failure to fully comply with these requirements within ten (10) days of the date Proponent receives a final Agreement document from the City may, in the City’s sole discretion, result in the forfeiture of the Proponent’s Proposal Security submitted with its proposal and/or the disqualification of Proponent from further consideration for the Agreement.

By executing this Acknowledgement of Insurance and Bonding Requirements, I represent that the Proponent understands and agrees to comply unconditionally with all requirements related to insurance and bonding. Further, by signing below, I represent that I am authorized to make the representations contained herein on behalf of Proponent.

Date: _____, 2016
Corporate Proponent :
[Insert Corporate Name]

By: _____
Name: _____
Title: _____

Corporate Secretary/Assistant Secretary (Seal)

Date: _____, 2016
Non-Corporate Proponent :
[Insert Proponent Name]

By: _____
Name: _____
Title: _____

Notary Public (Seal)
My Commission Expires: _____

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FORM 7

ACKNOWLEDGEMENT OF ADDENDA

Each Proponent must complete and submit an acknowledgement with its solicitation that it has received all Addenda issued for this solicitation. This form has been included and may be used to satisfy this requirement.

This is to acknowledge receipt of the following Addenda for **FC-8462: On-Call Airport Marketing Consulting Services**.

1. NONE []
2. _____;
3. _____;
4. _____; and
5. _____.

Date: _____, 2016

Corporate Proponent :
[Insert Corporate Name]

By: _____

Print Name: _____

Title: _____

Corporate Secretary/Assistant
Secretary (Seal)

Date: _____, 2016

Non-Corporate Proponent :
[Insert Proponent Name]

By: _____

Print Name: _____

Title: _____

Notary Public (Seal)
My Commission Expires: _____

FORM 8

PROPONENT CONTACT DIRECTORY

This Proponent Contact Directory should include the names, positions/titles, firms, mailing addresses, phone and fax numbers and e-mail addresses for each of the following as it pertains to each of the firms in a Proponent's team:

1. At least two individuals authorized to represent the firm for purposes of this RFP; and
2. All of Proponent's subcontractors (if any).

| NAME | POSITION/TITLE | MAILING ADDRESS | PHONE NUMBER | FAX NUMBER | EMAIL ADDRESS |
|------|----------------|-----------------|--------------|------------|---------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

FORM 9

REFERRAL LIST

Each Proponent should provide a list of at least four (4) references (e.g. landlords, vendors, suppliers, etc.) using the following format:

Client: Name
 Address
 City, State, Zip
 Phone
 Fax
 Email

Project: Conference Management Services

Contact Person: Mr. John Doe
 (404) 555-5555

Date(s) of Project: August 12, 2000 to August 19, 2001

Description/Summary of Services:

Cost/Amount of Contract:

Firm's Role: Responsible for etc.

Completion Status:

(Next Reference)

PART 5

PROFESSIONAL SERVICES AGREEMENT

PROFESSIONAL SERVICES AGREEMENT

FC-8462, ON-CALL AIRPORT MARKETING CONSULTING SERVICES

AT THE

HARTSFIELD-JACKSON ATLANTA INTERNATIONAL AIRPORT

Atlanta, Georgia



Landlord: City of Atlanta

Consultant: _____

Contract No. FC-8462

PROFESSIONAL SERVICES AGREEMENT

FC-8462, ON-CALL AIRPORT MARKETING CONSULTING SERVICES

AT

HARTSFIELD-JACKSON ATLANTA INTERNATIONAL AIRPORT

Atlanta, Georgia

This Professional Services Agreement ("Agreement") is entered into and made effective as of _____ ("Effective Date") by and between the City of Atlanta ("City") and the service provider ("Consultant") set forth below. The City and Consultant are collectively referred to herein as the "Parties" and each, individually, as a "Party."

| | |
|--|--|
| Contract Name: | Contract No. FC-8462 |
| CONSULTANT : | CITY: City of Atlanta |
| | Using City Agency: Department of Aviation |
| Address: | Address: 6000 North Terminal Parkway Suite 4000 Atlanta, GA 30320 |
| Phone: | Phone: |
| Fax: | Fax: |
| E-Mail: | E-Mail: |
| Authorized Consultant Representative: | Authorized City Representative: Aviation General Manager (or his or her designee) ("AGM" or "Aviation General Manager") |

1. BACKGROUND.

1.1 The City desires to obtain from Consultant the services ("Services") described generally on **Exhibit A**, attached, and as further described on task orders (individually, a "Task Order" and, collectively, the "Task Orders"), which may be executed from time to time. Consultant shall not provide any services except as specifically provided in a Task Order.

1.2 Each Task Order shall specify a maximum payment amount (the "Task Order Maximum Payment Amount") applicable to the Services to be performed under such Task Order.

1.3 In addition to containing a Task Order Maximum Payment Amount, each Task Order may contain Services phases for the particular project contemplated by the Task Order, specific budgets applicable to such Services phases, fully burdened hourly billing rates applicable to Consultant/subconsultant personnel providing Services under the Task Order (in addition to those set forth on **Exhibit A.2**), specific reimbursable/non-reimbursable expenses subject to payment/non-payment under the Task Order or other items/categories/components concerning compensation payable/non-payable under the applicable Task Order. The City, or

its designated representative, in administering the Task Order, may unilaterally or bilaterally make changes to any of those compensation components attributable to a Task Order by issuing appropriate documentation of such changes, including the use of a Change Document (hereafter defined) pursuant to the City's Code of Ordinances.

1.4 The City makes no representations or warranties about the quantity of Services that will be requested or Charges that will be paid under this Services Agreement. Any quantity of Services or amount of Charges set forth in this Services Agreement is an estimate only.

2. TERM.

2.1 Initial Term. The initial term of this Services Agreement will be three (3) years and shall commence on the Effective Date of the Agreement. Any Task Order issued under this Agreement may have a performance period that extends beyond the applicable expiration date of this Agreement. Contractor is bound to complete all work under the Task Order as long as such Task Order was issued prior to the expiration date of the Agreement. The initial term of the Services Agreement and any renewal term(s) are collectively referred to as the "Term".

2.2 Renewal Terms. The City shall have the right in its sole discretion to renew this Services Agreement for one (1) additional two (2) year term according to the following procedure:

2.2.1 If the City desires to exercise an option to renew, it will submit legislation authorizing such renewal for consideration by City's Council and Mayor prior to the expiration of the prior Term. The legislation will establish that the date of such renewal will be the day immediately following the expiration day of the prior Term;

2.2.2 If such legislation is enacted, within ten (10) days of such enactment, the City will notify Consultant of such renewal, at which time Consultant shall be bound to provide Services during such renewal Term, without the need for the Parties to execute any further documents evidencing such renewal, it being acknowledged by Consultant that its initial execution of this Services Agreement is deemed its Services Agreement to continue to provide Services during any renewal Term.

3. INTERPRETATION. All capitalized terms used in this Agreement shall have the meanings ascribed to them in this Agreement.

4. SERVICES.

4.1 Description of Services, Resources. Consultant agrees to provide to City the Services in accordance with the terms and conditions set forth or incorporated in this Agreement.

4.2 Unless otherwise expressly provided in this Agreement, all equipment, software, property and Consultant Personnel required to perform the Services, in accordance with the best industry practices, shall be furnished by and be under the control of Consultant. Consultant shall be responsible, at its sole cost, for procuring and using such resources in proper and qualified and high quality working and performing order.

4.3 Change Documents. This section will govern changes to the Agreement, whether such changes involve an increase in the Maximum Payment Amount or not. Changes in the Services or other aspects of this Agreement shall be made by written document (“Change Document” or “Unilateral Change Document”).¹ All changes shall be implemented pursuant to this subsection (the “Change Document Procedures”) and any Applicable Law.

4.3.1 Potential change documents that may be issued concerning this Agreement include, but are not limited to:

(a) Change documents to the Agreement involving an increase to the Maximum Payment Amount executed between City and Consultant which may or may not require legislative approval under Code Section 2-1292.

(b) Change documents to the Agreement involving no increase to the Maximum Payment Amount, changes in the value of the Charges or changes in the terms or amounts of compensation under the Maximum Payment Amount executed between City and Consultant pursuant to Code Section 2-1292(d).

(c) Unilateral change documents to the Agreement issued by City pursuant to Code Section 2-1292(d) involving no increase to the Maximum Payment Amount, changes in the value of the Charges or changes in the terms or amounts of compensation under the Maximum Payment Amount.

(d) Change documents that do not involve an increase in the Maximum Payment Amount will be executed pursuant to Code Section 2-1292(d) either bilaterally or unilaterally by City.

4.3.2 City may propose a change in the Services or other aspects of this Agreement by delivering written notice to Consultant describing the requested change (“Change Request”). Within ten (10) days of receipt of City’s Change Request, Consultant shall evaluate it and submit a written response (“Proposed Change Document”). A Change Request which involves the reduction of Services shall be effective upon written notice to Consultant.

¹ Change Documents may assume numerous multiple forms and titles depending on the nature of the change involved (e.g. Change Order, Unilateral Change Order, Amendment, Contract Modification, Renewal, etc.).

4.3.3 Consultant may, without receiving any Change Request, on its own submit a Proposed Change Document describing its own proposed requested change to the Agreement.

4.3.4 Each proposed change document shall include the applicable schedule for implementing the proposed change, any applicable changes to the Charges (either increased or decreased) and all other information applicable to the proposed change. Each Proposed Change Document shall constitute an offer by Consultant and shall be irrevocable for a period of sixty (60) days. City shall review and may provide Consultant with comments regarding a Proposed Change Document, and Consultant shall respond to such comments, if any. A Proposed Change Document from Consultant will become effective only when executed by an authorized representative of City.

4.4 City may propose any changes to the Agreement, including, but not limited to, changes that it contends do not involve an increase to the Maximum Payment Amount, a change in the Charges or changes in the terms or amounts of compensation under the Maximum Payment Amount, and Consultant shall, in good faith, evaluate such proposed Change Request. If City and Consultant are able to reach agreement on such Change Request, each will execute a Change Document concerning such Change Request pursuant to Code Section 2-1292(d). Nothing in this Agreement shall, in the event of disagreement between City and Consultant concerning a proposed Change Request, or otherwise, prohibit City from issuing a Unilateral Change Document to Consultant, pursuant to Code Section 2-1292(d), and City and Consultant agree to resolve their dispute pursuant to the Dispute Resolution Procedures set forth in Exhibit E. During the pendency of such dispute, Consultant shall continue to perform the Services, as changed by such Unilateral Change Document.

4.5 Suspension of Services. City may, by written notice to Consultant, suspend at any time the performance of all or any portion of the Services for any amount of time. Upon receipt of a suspension notice, Consultant must, unless the notice requires otherwise, immediately (a) discontinue suspended Services on the date and to the extent specified in the notice, (b) place no further orders or subcontracts for materials, services or property with respect to suspended Services and (c) take any other reasonable steps to minimize costs associated with the suspension.

5. PAYMENT PROCEDURES.

5.1 Invoices. Consultant shall prepare and submit to City invoices for payment of all Charges in accordance with this Agreement, including any Task Order issued to Consultant by City. Each invoice shall be in such detail and in such format as City may reasonably require.

5.2 Payment. Approved invoices will be paid by City within thirty (30) days, to the extent practicable. City may disallow payments for Services for failure to submit timely invoices.

5.3 Disputed Charges. If City in good faith disputes all or any portion of an invoice, City may withhold such disputed amount by notifying the Consultant in writing of the basis for any dispute within thirty (30) days of the later of (a) receipt of the invoice or (b) discovery of the basis for any such dispute. City and Consultant agree to use reasonable commercial efforts to resolve any disputed amount within thirty (30) days of the date City notifies Consultant of the disputed amount.

5.4 Taxes and Liens. Consultant is liable for all taxes levied or assessed against any of Consultant's personal property, fixtures, furniture or equipment as well as any sales, use or ad valorem taxes attributed to the Services rendered by Consultant or Consultant's subcontractors, if any. Consultant agrees not to permit or suffer any liens to be imposed on any Airport property.

5.5 No Acceptance of Nonconforming Work. No payment of any invoice or any partial or entire use of the Services by City constitutes acceptance of any Services.

5.6 Payment of Other Persons. Prior to the issuance of Consultant's final payment from City, Consultant shall certify to City in writing, in a form satisfactory to City, that all subcontractors, materialmen, suppliers and similar firms or persons engaged by Consultant in connection with this Agreement have been paid in full or will be paid in full utilizing the monies constituting final payment to Consultant.

6. CONSULTANT'S OBLIGATIONS.

6.1 Consultant Personnel. Consultant shall be responsible, at its own cost, for all recruiting, hiring, training, educating and orienting of all Consultant Personnel.

6.2 Consultant Authorized Representative. Consultant designates the individual named as the 'Authorized Representative' on page one (1) of this Agreement as the Consultant Authorized Representative ("Consultant Authorized Representative") for purposes of this Agreement. The Consultant Authorized Representative shall: (a) be an employee within Consultant's organization, with the information, authority and resources available to properly coordinate Consultant's responsibilities under this Agreement; (b) serve as primary interface and the single-point of communication for the Consultant for the provision of Services; (c) have day-to-day responsibility and authority to address issues relating to the Services; and (d) devote adequate time and efforts to managing and coordinating the Services.

6.3 Qualifications. Upon City’s reasonable request, Consultant will make available to City all relevant records of the education, training, experience, qualifications, work history and performance of Consultant Personnel.

6.4 Removal of Personnel Assigned to City Contract. Within a reasonable period, but not later than seven (7) days after Consultant’s receipt of notice from City that the continued assignment to the City (for the Services to be performed under this Agreement) of any Consultant Personnel is not in the best interests of City may create a conflict of interest (in the City’s sole determination), Consultant shall remove such Consultant Personnel from providing services under this Agreement. Consultant will not be required to terminate the employment of such individual. Consultant will assume all costs associated with the replacement of any Consultant Personnel. In addition, Consultant agrees to remove from the continued assignment to the City any Consultant Personnel who have engaged in willful misconduct or have caused the Consultant to commit a breach of this Agreement immediately after Consultant becomes aware of such misconduct or breach.

6.5 Subcontracting. Consultant may not assign, license, subcontract or encumber all or any portion of this Agreement (or any of the Services set forth herein) without the prior written approval of the AGM, which may be granted or withheld in the AGM’s sole discretion. If Consultant assigns, subcontracts or licenses the right to perform any of the Services, Consultant shall remain (i) primarily responsible for the performance of all Services; (ii) the City’s sole point of contact under this Agreement; and (iii) responsible for the payment of any subcontractors, licensees or assigns.

6.6 Key Consultant Personnel and Key Sub-Consultants.

6.6.1 The following Persons are identified by Consultant as Key Consultant Personnel under this Agreement:

(a) _____ and

(b) _____.

6.6.2 Consultant shall not transfer, reassign or replace any Consultant Key Personnel during the term of this Agreement without prior written approval from City.

6.7 Conflicts of Interest. Consultant shall immediately notify City, in writing, of any and all potential or actual conflicts of interests, which arise or may arise during the execution of its work in the fulfillment of the requirements of the Agreement whether or not the City has

identified such conflict of interest. Such notice shall specify the nature of the conflict of interest (or potential conflict of interest) and include all facts that are in any way related to the conflict of interest in detail. The City shall make a written determination as to whether a conflict of interest actually exists and the actions to be taken to resolve the conflict of interest, which may include, without limitation, termination of this Agreement or the suspension of Services.

6.8 Commercial Activities. Neither Consultant nor any Consultant Personnel shall establish any commercial activity, issue concession agreements or permits of any kind to third Parties for establishing any activities on City property.

6.9 Airport Security Requirements. Consultant shall comply, at its own expense, with TSA and the City's security requirements, except the costs associated with obtaining or renewing a SIDA Security Badge, Vehicle Access Permit and fingerprinting for Consultant's Personnel are reimbursable expenses. Consultant shall cooperate with TSA and the City on all security matters and shall promptly comply with any project security arrangements established by City. Compliance with such security requirements shall not relieve Consultant of its responsibility for maintaining proper security nor shall it be construed as limiting in any manner Consultant's obligation with respect to federal, state, and local laws and regulations and its duty to undertake reasonable action to establish and maintain secure conditions at and around any of its personal property and throughout the Airport. The City's Department of Aviation Security Policies are set forth on **Exhibit F**, attached hereto and incorporated herein by this reference, as the same may change from time to time. Additional Airport security information is available at: www.atlanta-airport/Business/Security and http://www.atlanta-airport.com/Business/Security/security_services.aspx.

7. CITY'S AUTHORIZED REPRESENTATIVE.

7.1 Designation and Authority. City designates the City Authorized Representative named on page 1 of this Agreement (the "City Authorized Representative") who shall: (a) serve as primary interface and the single-point of communication for the provision of Services; (b) have day-to-day responsibility to address issues relating to this Agreement; and (c) to the extent provided under the Code, have the authority to execute any additional documents or changes on behalf of City.

7.2 City's Right to Review and Reject. Any Work Product, Service or other document or item to be submitted or prepared by Consultant hereunder shall be submitted to the City Authorized Representative for review. The City Authorized Representative may disapprove, if in the City Authorized Representative's sole opinion, the Work Product, Service, document or item is not in accordance with the requirements of this Agreement or sound professional

service principles, or is impractical, uneconomical or unsuited in any way for the purposes for which the Work Product, Service, document or item is intended. If any of the said items or any portion thereof are so disapproved, Consultant shall revise the items until they meet the approval of the City Authorized Representative. However, Consultant shall not be compensated under any provision of this Agreement for repeated performance of such disapproved items.

8. CONSULTANT REPRESENTATIONS AND WARRANTIES. As of the Effective Date and continuing throughout the Term, Consultant represents and warrants to the City as follows:

8.1 Authority. Consultant is duly incorporated or formed, validly existing and is in good standing under the laws of the state in which it is incorporated or formed, and is in good standing in each other jurisdiction where the failure to be in good standing would have a material adverse effect on its business or its ability to perform its obligations under this Agreement. Consultant is validly existing and in good standing under the laws of the State of Georgia. Consultant has all necessary power and authority to enter into and perform its obligations under this Agreement, and the execution and delivery of this Agreement and the consummation of the transactions contemplated by this Agreement have been duly authorized by all necessary actions on its part. This Agreement constitutes a legal, valid and binding obligation of Consultant, enforceable against it in accordance with its terms. No action, suit or proceeding in which Consultant is a party that may restrain or question this Agreement or the provision of Services by Consultant is pending or threatened.

8.2 Professional Standards. The Services will be performed in a professional and workmanlike manner in accordance with the best industry standards and practices used in well managed operations performing services similar to the Services.

8.3 Equipment. Any equipment or materials used by Consultant shall be of merchantable quality and fit for the purposes for which they are intended. Further, Consultant shall maintain any equipment or materials provided or used by Consultant in good working order, in compliance with the best industry practices, all Applicable Laws and the Scope of Services.

8.4 Intellectual Property Rights. None of the processes or procedures utilized by Consultant to fulfill its obligations hereunder, nor any of the materials and methodologies used by Consultant in fulfilling its obligations hereunder, nor any of the Services or Work Product shall infringe any Third Party's Intellectual Property Rights or privacy, publicity or other rights. This Agreement does not confer a license to Consultant, its subcontractors, assigns or affiliated entities, to use any of the City's intellectual property, including any of the City's logos, designs,

and copyrighted publications. Consultant shall not use the Airport intellectual property, or any intellectual property confusingly similar to the Airport intellectual property, without the Aviation General Manager's prior written consent.

9. COMPLIANCE WITH THE LAWS.

9.1 General. Consultant and its subcontractors will perform the Services in compliance with all Applicable Laws

9.2 City's Socio-Economic Programs. Consultant shall comply with Appendix A and any applicable City socio-economic programs, including, but not limited to City's EBO and EEO Programs, and requirements set forth in the Code in the performance of the Services.

9.3 Consents, Licenses and Permits. Consultant will be responsible for, and the Charges shall include the cost of, obtaining, maintaining and complying with, and paying all fees and taxes associated with, all applicable licenses, authorizations, consents, approvals and permits required of Consultant in performing Services and complying with this Agreement.

10. CONFIDENTIAL INFORMATION.

10.1 General. Each Party agrees to preserve as strictly confidential all Confidential Information of the other Party for two (2) years following the expiration or earlier termination of this Agreement; provided, however, that each Party's obligation to preserve the confidentiality of the other Party's Confidential Information that constitutes trade secrets pursuant to Applicable Laws will continue for so long as such Confidential Information continues to constitute a trade secret under Applicable Law. Consultant acknowledges and agrees to treat any information that may be deemed Sensitive Security Information by the Department of Homeland Security as Confidential Information or any other similar Confidential Information related to security will be considered trade secrets. Upon request by City, Consultant will return any such trade secret information to City. Except as set forth herein, each Party agrees to hold the Confidential Information of the other in trust and confidence and will not disclose it to any Person, or use it (directly or indirectly) for its own benefit or the benefit of any other Person other than in the performance of its obligations under this Agreement.

10.2 Disclosure of Confidential Information or Information Other Party Deems to be Confidential Information. Each Party will be entitled to disclose any Confidential Information if compelled to do so pursuant to: (i) a subpoena; (ii) judicial or administrative order; or (iii) any other requirement imposed upon it by Applicable Law. Prior to making any such disclosure of Confidential Information, to the extent allowed pursuant to Applicable Law, each Party shall

provide the other with thirty-six (36) hours prior notice by facsimile of its intent to disclose, describing the content of the information to be disclosed and providing a copy of the pleading, instrument, document, communication or other written item compelling disclosure or, if not in writing, a detailed description of the nature of the communication compelling disclosure with the name, address, phone number and facsimile number of the Person requesting disclosure. Should the non-disclosing Party contest the disclosure, it must (at its sole expense): (a) seek a protective order preventing such disclosure; or (b) intervene in such action compelling disclosure, as appropriate. This Section shall be applicable to information that one Party deems to be Confidential Information but the other Party does not.

11. WORK PRODUCT.

11.1 Except as otherwise expressly provided in this Agreement, all reports, information, data, specifications, computer programs, technical reports, operating manuals and similar work or other documents, all deliverables, and other work product prepared or authored by Consultant or any of its contractors exclusively for the City under this Agreement, and all intellectual property rights associated with the foregoing items (collectively, the "Work Product") shall be and remain the sole and exclusive property of the City. Any of Consultant's or its contractors' works of authorship comprised within the Work Product (whether created alone or in concert with City or a Third Party) shall be deemed to be "works made for hire" and made in the course of rendering Services and, whether pursuant to the provisions of Section 101 of the U.S. Copyright Act or other Applicable Law, such Work Product shall belong exclusively to City.

11.2 If any of the Work Product is determined not to be a work made for hire, Consultant assigns to City, worldwide and in perpetuity, all rights, including proprietary rights, copyrights, and related rights, and all extensions and renewals of those rights, in and to the Work Product. If Consultant has any rights to the Work Product that cannot be assigned to the City, Consultant unconditionally and irrevocably waives the enforcement of such rights and irrevocably grants the City (during the term of such rights) an exclusive, irrevocable, perpetual, transferable, worldwide, fully paid and royalty-free license, with rights to sublicense through multiple levels of sub-licensees, to reproduce, make, have made, create derivative works of, distribute, publicly perform and publicly display by all means, now known or later developed, such rights.

11.3 City shall have the sole and exclusive right to apply for, obtain, register, hold and renew, in its own name or for its own benefit, all patents, copyrights, applications and registrations, renewals and continuations and all other appropriate protection.

11.4 To the extent exclusive title or complete and exclusive ownership rights in any Work Product created by Consultant Employees may not originally vest in City by operation of Applicable Law, Consultant shall, immediately upon request, unconditionally and irrevocably assign, transfer and convey to City all rights, title and interest in the Work Product.

11.5 Without any additional cost to City, Consultant Employees shall promptly give City all reasonable assistance and execute all documents City may reasonably request to enable City to perfect, preserve, enforce, register and record its rights in all Work Product.

11.6 Consultant irrevocably designates City as Consultant's agent and attorney-in-fact to execute, deliver and file, if necessary, any documents necessary to give effect to the provisions of this Section and to take all actions necessary, in Consultant's name, with the same force and effect as if performed by Consultant.

12. GEORGIA OPEN RECORDS ACT. Notwithstanding anything herein to the contrary, information provided to the City is subject to disclosure under the Georgia Open Records Act, as amended from time to time ("GORA"). Pursuant to O.C.G.A. § 50-18-72(a)(34), an entity submitting records containing trade secrets that wishes to keep such records confidential under this paragraph shall submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitute trade secrets pursuant to Article 27 of Chapter 1 of Title 10 [*O.C.G.A § 10-1-760 et seq.*].

13. AUDIT AND INSPECTION RIGHTS.

13.1 General.

13.1.1 Consultant must keep accurate records concerning the performance of Services under this Agreement including, but not limited to, records of the hours, identity and Services provided by any individuals (whether working for Consultant or a subconsultant/subcontractor of Consultant), amounts claimed for reimbursement for the Services, etc. Consultant acknowledges and agrees that the City has the right to audit Consultant. Consultant will provide to City, and any Person designated by City, access to Consultant Personnel and to Consultant owned property for the purpose of performing audits and inspections of Consultant, Consultant Personnel and/or any of the relevant information relating to the Services and this Agreement. Such audits, inspections and access may be conducted to: (a) verify the accuracy of Charges, invoices and payments made to the City (if any); (b) examine Consultant's performance of the Services; (c) monitor compliance with the terms of this Agreement; and (d) any other matters reasonably requested by City. Consultant

shall provide full cooperation to the City and its designated Persons in connection with audit functions and examinations by regulatory authorities.

13.1.2 All audits and inspections will be conducted during business hours, except with respect to Services that are performed during off-hours.

13.1.3 Consultant shall promptly respond to and rectify the deficiencies identified in and implement changes suggested by any audit or inspection report.

13.1.4 If any audit or inspection of Charges or Services reveals that City has overpaid any amounts to Consultant, Consultant shall promptly refund such overpayment and Consultant shall also pay to City interest on the overpayment amount at the rate of one-half percent (0.5%) per month (or such maximum rate permissible by Applicable Law, if lower) from the date the overpayment was made until the date the overpayment is refunded to City by Consultant.

13.2 Records Retention. Until the later of: (a) six (6) years after expiration or termination of this Agreement; (b) the date that all pending matters relating to this Agreement (*e.g.*, disputes) are closed or resolved by the Parties; or (c) the date such retention is no longer required to meet City's records retention policy or any record retention policy imposed by Applicable Law, if more stringent than City's policy, Consultant will maintain and provide access upon request to the records, data, documents and other information required to fully and completely enable City to enforce its audit rights under this Agreement.

14. INDEMNIFICATION BY CONSULTANT.

14.1 General Indemnity. Consultant shall indemnify, defend and hold City, its agencies and its and their respective officers, directors, employees, advisors, and agents, successors and assigns (collectively, the "City Indemnitees"), harmless from and against any losses, liabilities, damages, demands and claims, and all related costs (including reasonable legal fees and costs of investigation, litigation, settlement, judgment, interest and penalties) arising from claims or actions based upon:

(a) Consultant's or Consultant Personnel's performance, non-performance or breach of this Agreement;

(b) compensation or benefits of any kind, by or on behalf of Consultant Personnel, or any subcontractor, claiming an employment or other relationship with Consultant or such subcontractor (or claiming that this Agreement creates an inherent, statutory or

implied employment relationship with City or arising in any other manner out of this Agreement or the provision of Services by such Consultant Personnel or subcontractor);

(c) any actual, alleged, threatened or potential violation of any Applicable Laws by Consultant or Consultant Personnel, to the extent such claim is based on the act or omission of Consultant or Consultant Personnel, excluding acts or omissions by or at the direction of City;

(d) death of or injury to any individual caused, in whole or in part, by the tortious conduct of Consultant or any Person acting for, in the name of, at the direction or supervision of or on behalf of Consultant; and

(e) Damage to, or loss or destruction of, any real or tangible personal property caused, in whole or in part, by the tortious conduct of Consultant or any Person acting for, in the name of, at the direction or supervision of or on behalf of Consultant.

14.2 Intellectual Property Indemnification by Consultant. Consultant shall indemnify and hold City Indemnitees harmless from and against any losses, liabilities, damages, demands and claims, and all related costs (including reasonable legal fees and costs of investigation, litigation, settlement, judgment, interest and penalties) arising from claims or actions based upon any of the processes, procedures, Work Product, materials and methodologies used by Consultant (or any Consultant agent, contractor, subcontractor or representative), or City's use thereof (or access or other rights thereto) in connection with the Services, or any of the Services themselves, infringes or misappropriates the Intellectual Property Rights of a Third Party. If any processes, procedures, Work Product, materials, methodologies or Services provided by Consultant hereunder is held to constitute, or in Consultant's reasonable judgment is likely to constitute, an infringement or misappropriation, Consultant will in addition to its indemnity obligations, at its expense and option, and after consultation with City regarding City's preference in such event, either: (a) procure the right for City Indemnitees to continue using such processes, procedures, Work Product, materials, methodologies or Services; (b) replace such processes, procedures, Work Product, materials, methodologies or Services with a non-infringing equivalent, provided that such replacement does not result in a degradation of the functionality, performance or quality of the Services; (c) modify such processes, procedures, Work Product, materials, methodologies or Services, or have such processes, procedures, Work Product, materials, methodologies or Services modified, to make them non-infringing, provided that such modification does not result in a degradation of the functionality, performance or quality of the processes, procedures, Work Product, materials,

methodologies or Services; or (d) create a feasible workaround that would not have any adverse impact on City.

15. LIMITATION OF LIABILITY.

15.1 General. The maximum aggregate liability of City hereunder is limited to the Maximum Payment Amount to be paid by the City during the then current year under the Agreement that corresponds to the year in which the event giving rise to such liability occurs. City will not be liable or responsible to Consultant for any loss(es), damage(s) or expense(s) that Consultant may sustain or incur if either the quantity or character of any services to be provided by City is changed or is no longer available or is no longer suitable for Consultant's requirements. City will not be liable or responsible to Consultant for any loss(es), damage(s) or expense(s) arising out of, resulting from, relating to or concerning, directly or indirectly, any Force Majeure events, including, without limitation, acts of terrorism, including, but not limited to, loss(es), damage(s) or expense(s) sustained or incurred by Consultant as a result of:

15.1.1 a change in the Airport's or Consultant's business resulting from such terrorist acts;

15.1.2 the enactment of laws responding to or concerning such terrorist acts; or

15.1.3 any other detrimental effect upon Consultant or its business resulting from such terrorist acts.

15.2 Exceptions to Limitations. The limitations set forth in the immediate Section 16.1 shall not apply to: (a) personal injury, wrongful death or tangible property damage; (b) any claim for infringement of intellectual property; (c) any breach of Section 12.1; or (d) any claim involving a violation of any Applicable Law concerning homeland security, terrorist activity or security sensitive information, regardless of the manner in which such damages are characterized.

16. INSURANCE AND BONDING REQUIREMENTS. Consultant shall comply with the insurance and bonding requirements set forth on Exhibit D. Consultant further agrees that its obligation to indemnify and hold harmless the City Indemnitees will not be limited to the limits or terms of Consultant's liability insurance, if any, required under this Agreement.

17. FORCE MAJEURE. Neither party shall be deemed to be in breach of this Agreement by reason of a failure to perform any of its obligations hereunder to the extent that such failure is caused by strike or labor troubles, unavailability of materials or utilities, riots, rebellion, terrorist attack, insurrection, invasion, war, action or interference of governmental authorities,

acts of God, or any other cause whether similar or dissimilar to the foregoing which is reasonably beyond the control of the parties, excluding the failure to pay any sum (collectively, a "Force Majeure Event"). In no event shall the failure to pay any monetary sum be deemed a Force Majeure Event. If either party claims the occurrence of a Force Majeure Event, such party must promptly give notice to the other of the existence of such Force Majeure Event, the nature and extent thereof, the obligation hereunder affected thereby and the actions to be taken to abate or terminate such event. Upon the occurrence of a Force Majeure Event, the non-performing Party will be excused from performance or observance of affected obligations for as long as (a) the Force Majeure Event continues and (b) the affected Party diligently continues to attempt to recommence performance or observance to the extent commercially reasonable without delay. If any Force Majeure Event continues for thirty (30) consecutive days, City may, at its option during the continuation of such event, terminate this Agreement, in whole or in part, without penalty or further obligation or liability of City.

18. TERMINATION.

18.1 Events of Default. Consultant shall be in default under the terms of this Agreement if Consultant:

18.1.1 fails to pay any sum within 5 days of the date such payment is due to the City whether or not City has provided Consultant with an invoice or written notice of the amount due or overdue;

18.1.2 ceases to provide the Services without the written consent of the Aviation General Manager;

18.1.3 fails to comply with the requirements set forth in **Appendix A** or **Exhibit D**;

18.1.4 fails to keep, perform or observe any term, covenant or condition set forth in this Agreement;

18.1.5 intentionally or willfully misrepresents any material fact to the City;

18.1.6 makes any material misrepresentation (or failed to make a full and accurate disclosure) to the City in the documents, questionnaires or materials submitted by the Consultant in response to Request for Proposals No. FC-6642 pursuant to which this Agreement was awarded, or failed to comply with all requirements, including, without limitation, the ethical standards and conflicts of interest policies set forth in the City Code; or

18.1.7 fails to pay any and all taxes and/or assessments required to be paid under this Agreement or in the operation of Consultant's business.

18.2 City's Remedies: If Consultant is in default, City will notify Consultant in writing of the nature of the default and the time period within which to cure, if any. If Consultant, (a) where a specific time period for the cure is provided in the applicable subsection of this Agreement does not cure the default within that period or (b) where a time period for the cure is not specifically provided in the applicable section, does not cure the default within twenty (20) days from receipt of notice from City, City may, without further notice to Consultant's sureties, if any, elect to exercise any of the following remedies:

18.2.1 Allow this Agreement to continue in full force and effect and to enforce all of City's rights and remedies under it, including, without limitation, the right to assess fines and the right to collect rent as it becomes due together with interest at the rate of one and one-half percent (1.5%) per month.

18.2.2 Terminate all or any portion of this Agreement or any of Consultant's rights under this Agreement at any time thereafter and recover from Consultant all costs, expenses, losses and damages recoverable under this Agreement or Applicable Law.

18.2.3 Cure any default at Consultant's sole cost and expense cost. If City at any time, by reason of Consultant's default, pays any sum to cure any default, the sum paid by City shall be immediately due from Consultant to City on demand, and shall bear interest at the rate of one and one-half percent (1.5%) per month from the date paid by City until the date City is fully reimbursed by Consultant.

18.2.4 Exercise any and all other rights or remedies available under this Agreement or at law or in equity.

18.3 Re-procurement Costs. In addition to all other rights and remedies City may have, if this Agreement is terminated by City pursuant to **Section 18.1**, Consultant will be liable for all costs in excess of the Charges for all terminated Services reasonably and necessarily incurred by City in the completion of the Services, including the cost of administration of any agreement awarded to other Persons for completion. If City improperly terminates this Agreement for cause, the termination for cause will be considered a termination for convenience in accordance with the provisions of **Section 18.5**.

18.4 Termination by City for Insolvency. The Parties acknowledge and agree that the City may terminate this Agreement immediately by delivering written notice of such

termination to Consultant if Consultant : (a) becomes insolvent, as that term may be defined under Applicable Law, or is unable to meet its debts as they mature; (b) files a voluntary petition in bankruptcy or seeks reorganization or to effect a plan or other arrangement with creditors; (c) is adjudicated bankrupt or makes an assignment for the benefit of its creditors; (d) fails to deny or contest the material allegations of an involuntary petition filed against it pursuant to any Applicable Law relating to bankruptcy, arrangement or reorganization, which is not dismissed within sixty (60) days; or (e) applies for or consents to the appointment of any receiver, transferee or liquidator for all or any portion of its property.

18.5 Termination by City for Convenience. The City shall have the right to terminate this Agreement without cause at any time during the Term by giving written notice to Consultant at least fourteen (14) days prior to the date such termination is to be effective. Upon a termination for convenience, Consultant waives any claims for damages, including loss of anticipated profits. Consultant's sole remedy and City's sole liability under this Section, City will pay the service fees and charges set forth in Section 7 for Services properly performed and rendered prior to the notice of termination, plus all reasonable costs for Services performed and rendered after the termination (if any), as specified in such notice, and reasonable administrative costs of settling and paying claims arising out of the termination of Services under purchase orders or subcontracts except to the extent any products under such purchase orders or subcontracts can be used by Consultant in its business within the thirty (30) days following termination; provided. Consultant must substantiate such costs in writing with proof satisfactory to City.

18.6 Effect of Termination. Unless otherwise provided herein, termination of this Agreement, in whole or in part and for any reason, shall not affect: (a) any liabilities or obligations of either Party arising before such termination or out of the events causing such termination; or (b) any remedies to which a Party may be entitled under this Agreement, at law or in equity. Upon termination of this Agreement, Consultant shall immediately: (i) discontinue Services on the date and to the extent specified in the notice; (ii) inventory, maintain and turn over to City all Work Product, licenses, equipment, materials, plant, tools, and property furnished by Consultant or provided by City for performance of the terminated Services; (iii) comply with all other reasonable requests from City regarding the terminated Services; and (iv) continue to perform in accordance with all of the terms and conditions of this Agreement any portion of the Services that are not terminated.

19. DISPUTE RESOLUTION; LAW; VENUE.

19.1 The Parties acknowledge and agree to first attempt to resolve any dispute arising under or related to this Agreement pursuant to this Section and Exhibit E. Both Parties shall continue performing under this Agreement while the Parties are seeking to resolve any such dispute unless, during that time, this Agreement is terminated or expires. Consultant agrees that it will not suspend or withhold the performance of any of the Services during the pendency of any payment dispute.

19.2 Applicable Law. This Agreement shall be governed by and construed in accordance with the substantive laws of the State of Georgia without regard to its choice of law principles.

19.3 Jurisdiction and Venue. The Parties hereby submit and consent to the jurisdiction of the State or Superior courts of Fulton County, Georgia or the United States District Court for the Northern District of Georgia and irrevocably agree that all actions or proceedings relating to this Agreement will be litigated in such courts, and each of the Parties waives any objection which it may have based on improper venue or forum *non conveniens* to the conduct of any such action or proceeding in such court.

20. LEGAL REQUIREMENTS; CITY POLICIES; EQUAL BUSINESS OPPORTUNITY (EBO) BUSINESS PARTICIPATION AND NON-DISCRIMINATION PROVISIONS.

20.1 City's Required Policies. Consultant acknowledges that Consultant has reviewed, is familiar with and agrees to comply with:

20.1.1

20.1.2 Equal Business Opportunity (EBO) Policy. The City's Equal Business Opportunity Policy attached as Appendix A and incorporated herein by this reference, as the same may be amended from time to time by the City, Georgia Department of Transportation or US Department of Transportation ("USDOT"). In addition to its compliance with the EBO Policy, Auditor shall work in good faith with the City's Office of Contract Compliance ("OCC") (and any other federal, state or local governmental or quasi-governmental agency) to maximize opportunities in the utilization of certified EBO firms during the Term of this Agreement.

20.1.3 Equal Employment Opportunity (EEO) Policy. The City's Equal Employment Opportunity Policy as set forth in Code Sections 2-1200 and 2-1414 and **Appendix A.**

20.1.4 Non-Discrimination Policy. The City’s Business Non-Discrimination Policy is set forth as Code Sections 2-1358 and 2-1387 and **Appendix A**.

20.1.5 Ethics Policy. The City’s Ethics in Public Contracting Policy as set forth in Code Sections 2-1481 through 2-1490.

20.1.6 Conflicts of Interest Policy. The City’s Conflicts of Interest Policy as set forth in Code Section 2-1482.

20.1.7 Predatory Lending Policy. The City’s Prohibition against predatory lending as set forth in Code Section 2-1213, which states, “By signing below, the Contractor, or its authorized agent, certifies, under penalty of perjury, that this Agreement is made by a person or business entity that is neither a predatory lender nor a high cost lender, nor is the Contractor an affiliate of a predatory lender or a high cost lender, as defined by City of Atlanta Code Section 58-102. The undersigned Contractor, or authorized agent, further certifies that he/she is an agent duly authorized to sign this certification on behalf of the Contractor.”

20.1.8 Contingent Fees Prohibited. The Consultant warrants that it has not employed or retained any company or person, other than a bona fide employee working for the Consultant, to solicit or secure this contract; and that the Consultant has not paid or agreed to pay any person, company, association, corporation, individual or firm, other than a bona fide employee working for the Consultant, any fee, commission, percentage, gift or any other consideration contingent upon or resulting from the award or making of this agreement.

20.1.9 Sustainability Policy. The City’s Green Initiatives (Atlanta Sustainable Building Ordinance (ASBO)).

20.1.10 Anti-Kickback Policy. The City’s prohibition against kickbacks and gratuities as set forth in Code Section 2-1484(d), which states: “The undersigned acknowledges the following prohibitions on kickbacks and gratuities:

- (a) It is unethical for any person to offer, give or agree to give any employee or former employee a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter

pertaining to any program requirement or a contract or subcontract or to any solicitation or proposal therefor.

- (b) It is unethical for any employee or former employee to solicit, demand, accept or agree to accept from another person a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter pertaining to any program requirement or a contract or subcontract or to any solicitation or proposal therefor.
- (c) It is also unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith as an inducement for the award of a subcontract or order.”

20.1.11 Non-discrimination Certificates. By the execution of this Agreement, Consultant certifies as follows: “The services covered by this Agreement will not discriminate in any way in connection with this Agreement against any employee or applicant for employment because of race, color, religion, sex, national origin or physical handicap, and Consultant will take affirmative action to insure that applicants are employed, and those employees are treated during employment without regard to their race, color, religion, sex, national origin or physical handicap. Consultant shall state in all advertisements and solicitations that it is an equal employment opportunity employer.”

20.1.12 USDOT Non-discrimination Ordinance. This Agreement is subject to the requirements of the U.S. Department of Transportation’s regulations, 49 CFR part 23, subpart F. Consultant agrees that it will not discriminate against any business owner because of the owner’s race, color, religion, national origin, sex or physical handicap in connection with the award or performance of any agreement covered by 49 CFR part 23, subpart F. Consultant agrees to include the above statements in any subcontracts or subsequent agreements that it enters into and cause those businesses to similarly include the statements in subsequent agreements.

20.2 Public Use and Federal Grants

20.2.1 To the best of Consultant's knowledge, the physical locations/booths made available for Consultant's use, if any, are subject to the terms of those certain sponsor's assurances made to guarantee the public use of the Airport as incidental to grant agreements between City of Atlanta and the United States of America, as amended. City and Consultant represent that none of the provisions of this Agreement violate any of the provisions of the Sponsor's Assurance Agreement.

20.2.2 It is further covenanted and agreed that nothing contained in this Agreement shall be construed to grant or authorize the granting of an exclusive right within the meaning of Section 308 of the Federal Aviation Act of 1958.

20.2.3 Consultant for itself, its subcontractors, personal representatives, successors in interest and assigns, as a part of the consideration hereof, does hereby covenant and agree that (1) no person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefit of, or be otherwise subjected to discrimination in the use of said facilities; (2) in the construction of any improvements on, over, or under physical locations/booths made available for Consultant's use and the furnishings of services thereon, no person on the grounds of race, color, or national original shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination; (3) Consultant shall use the physical locations/booths made available for Consultant's use in compliance with all other requirements imposed by or pursuant to the Code of Federal Regulations for the Department of Transportation at Title 49, Subtitle A, Office of the Secretary of Transportation, Part 21, titled "Nondiscrimination in Federally Assisted Programs of the Department of Transportation — Effectuation of Title VI of the Civil Rights Act of 1964", and as said regulations may be amended; and (4) in the event of breach of any of the above nondiscrimination covenants, City shall have the right to terminate this Agreement thereon, and hold the same as if this Agreement had never been made or issued. Provision (4) shall not be effective until the procedures of 49 CFR Subtitle A, Part 21 are followed and completed, including the exercise or expiration of appeal rights.

21. GENERAL.

21.1 Notices. Any notices required or permitted by this Agreement shall be in writing and sent to the respective Party at the address on page one (1) of this Agreement, and if to the City, a copy to the Department of Aviation's Chief Financial Officer at 6000 North Terminal Parkway, Atrium Suite 4000, Atlanta, Georgia 30320, and shall be deemed delivered: (a) when delivered by hand or courier or by overnight delivery with signature receipt required; (b) when sent by facsimile with a copy sent by another means specified in this Section; or (c) three (3)

days after the date of mailing by United States certified mail, return receipt requested with all postage prepaid. Any Party may change its address for communications by notice in accordance with this Section.

21.2 Waiver. Any waiver by either Party or failure to enforce their rights under this Agreement shall be deemed applicable only to the specific matter and shall not be deemed a waiver or failure to enforce any other rights under this Agreement, and this Agreement shall continue in full force and effect as though such previous waiver or failure to enforce any rights had not occurred. No supplement, modification, amendment or waiver of this Agreement will be binding on City unless executed in writing by an authorized signatory for the City.

21.3 Assignment. Neither this Agreement, nor any rights or obligations under it, may be assigned, encumbered, licensed or subcontracted in any manner by Auditor without the prior written consent of the Aviation General Manager, and any attempt to do so without such written consent shall be void *ab initio*. The Aviation General Manager may grant or deny consent to assign, subcontract, license or encumber this Agreement or the Services in his/her sole discretion.

21.4 Publicity. Auditor shall not make any public announcement, communication to the media, take any photographs or release any information concerning City, the Services or this Agreement without the prior written consent of the Aviation General Manager.

21.5 Severability. In the event that any provision of this Agreement is declared invalid, unenforceable or unlawful, such provision shall be deemed omitted and the remainder of this Agreement shall not be affected and shall continue to be enforceable to the greatest extent under Applicable Law. Each covenant and agreement contained in this Agreement shall be construed to be a separate and independent covenant and agreement; the breach of any such covenant or agreement by City shall not discharge or relieve Auditor from Auditor's obligation to perform each and every covenant and agreement of this Agreement to be performed by Auditor.

21.6 Further Assurances. Each Party shall provide such further documents or instruments required by the other Party as may be reasonably necessary to give effect to this Agreement.

21.7 No Drafting Presumption. No presumption of any Applicable Law relating to the interpretation of contracts against the drafter shall apply to this Agreement.

21.8 Survival. Any provision of this Agreement which contemplates performance or observance subsequent to any termination or expiration of this Agreement or which must survive in order to give effect to its meaning, shall survive the expiration or termination of this Agreement.

21.9 Independent Contractor. Auditor is an independent Auditor of City and nothing in this Agreement shall be deemed to constitute Auditor and City as partners, joint venturers, or principal and agent, or be construed as requiring or permitting the sharing of profits or losses. Neither Party has the authority to represent or bind or create any legal obligations for or on behalf of the other Party.

21.10 Third Party Beneficiaries. This Agreement is not intended, expressly or implicitly, to confer on any other Person any rights, benefits, remedies, obligations or liabilities.

21.11 Cumulative Remedies. Except as otherwise provided herein, all rights and remedies under this Agreement are cumulative and are in addition to and not in lieu of any other remedies available under Applicable Law, in equity or otherwise.

21.12 Entire Agreement. The Contract Documents contain the entire Agreement of the Parties relating to their subject matter and supersede all previous communications, representations or agreements, oral or written, between the Parties with respect to such subject matter. This Agreement may only be amended or modified by a writing executed by each Party's authorized representative and each such writing shall be deemed to incorporate the Contract Documents, except to the extent that City is authorized under Applicable Law to issue unilateral changes to Contract Documents. AUDITOR MAY NOT UNILATERALLY AMEND OR MODIFY THIS AGREEMENT BY INCLUDING PROVISIONS IN ITS INVOICES, OR OTHER BUSINESS FORMS, WHICH SHALL BE DEEMED OBJECTED TO BY CITY AND OF NO FORCE OR EFFECT.

21.13 Gender. Words of any gender used in this Agreement shall be held and construed to include any other gender and words in the singular number shall be held to include the plural, unless the context otherwise requires.

21.14 Exhibits and Attachments. All exhibits, appendices, attachments, riders and addenda referred to in this Agreement are incorporated into this Agreement and made a part hereof for all intents and purposes.

21.15 Time of the Essence. Time is of the essence with regard to each provision of this Agreement.

21.16 Evidence of Authority. If Auditor is other than a natural person, Auditor shall deliver to City such legal documentation as City may request to evidence the authority of those signing this Agreement to bind Auditor .

21.17 Drug-Free Workplace Policy. Auditor acknowledges that pursuant to the Federal Drug-Free Workplace Act of 1989, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on City property or in the performance of any of the Services.

21.18 Delegation of Authority. Any act(s), whether discretionary or ministerial, that the Aviation General Manager is authorized or required to perform under this Agreement may be performed by such person(s) as the Aviation General Manager shall designate in writing to perform such act(s).

21.19 Award and Execution of Agreement. The award and execution of this Agreement by the City is authorized by Resolution No. 16-R-_____, which was adopted by City's Council on _____, 2016, and approved per City Charter Section 2-403 on _____, 2016, a copy of which is attached to this Agreement as Exhibit B. This Agreement will not become binding on City and City will incur no liability under it until it has been duly executed by Auditor, returned to City with all required submittals, including insurance and bonding, executed by the Mayor, attested to by the Municipal Clerk, approved by City Attorney as to form and delivered to Auditor.

21.20 Attorneys' Fees. If City should bring any action under this Agreement or consult or place this Agreement, or any amount payable to City pursuant to this Agreement, with an attorney concerning or for enforcement of any of City's rights hereunder, then Auditor agrees in each and any such case to pay to City all costs, including, but not limited to, court costs and reasonable attorneys' fees, incurred by City in connection therewith.

21.21 Section Headings. The section headings contained herein are for the convenience of City and Auditor and are not to be used to construe the intent of this Agreement or any part thereof, nor to modify, amplify, or aid in the interpretation or construction of any of the provisions thereof.

21.22 Reference to Clause or Section Entitled. When reference in this Agreement is made to a specific clause with a specific title set forth in a section heading or section number, such reference will include all sections and subsections of such clause.

21.23 Applicability of Code Provisions. All terms of this Agreement shall be governed by and shall be subject to all the provisions of the Code of Ordinances of City of Atlanta, Georgia, now and as may be amended from time to time.

21.24 Unauthorized Goods or Services. Auditor acknowledges that this Agreement and any changes to it by amendment, modification, change order or other similar document may have required or may require the legislative authorization of the City's Council and approval of the Mayor. Under Georgia law, Auditor is deemed to possess knowledge concerning the City's ability to assume contractual obligations and the consequences of Auditor's provision of goods or services to the City under an unauthorized contract, amendment, modification, change order or other similar document, including the possibility that the Auditor may be precluded from recovering payment for such unauthorized goods or services. Accordingly, Auditor agrees that if it provides goods or services to the City under a contract that has not received proper legislative authorization or if Auditor provides goods or services to the City in excess of the any contractually authorized goods or services, as required by the City's Charter and Code, the City may withhold payment for any unauthorized goods or services provided by Auditor. Auditor assumes all risk of non-payment for the provision of any unauthorized goods or services to the City, and it waives all claims to payment or to other remedies for the provision of any unauthorized goods or services to the City, however characterized, including, without limitation, all remedies at law or equity.

21.25 Illegal Immigration Reform and Enforcement Act. This Agreement is subject to the Illegal Immigration Reform and Enforcement Act of 2011 ("Act"). Pursuant to Act, the Auditor must actively participate in the E-Verify Program established by the United States Department of Homeland Security to verify the work authorization status of Auditor's employees for the duration of this Agreement. For the entire Term of this Agreement, the Auditor must comply with the Act (O.C.G.A. 13-10-90 et seq.), as it may be amended from time to time, including but not limited to, obtaining affidavits from Auditor's subcontractors and sub-subcontractors demonstrating their participation in the E-Verify Program for the duration of their contract with the Auditor. Auditor shall further include the obligation to obtain affidavits demonstrating E-Verify participation in its subcontracts with all of Auditor's subcontractors and sub-subcontractors that perform all or part of the Services in this Agreement. It is not the intent of this section to provide detailed information or legal advice concerning the Act. Auditor is responsible to independently apprise itself of and comply with the requirements of the Act and to assess its effect on City contracts and its participation in those contracts. For additional information on the E-Verify program or to enroll in the program, go to <https://e-verify.uscis.gov/enroll>.

IN WITNESS WHEREOF, The Parties, by their authorized representatives, have executed this Agreement as of the Effective Date.

CONSULTANT:

By: _____

Name: _____

Title: _____

ATTEST:

By: _____

Name: _____

Title: Secretary/Assistant Secretary (SEAL)

CITY:

Mayor

ATTEST:

Municipal Clerk (SEAL)

APPROVED:

Chief Procurement Officer

APPROVED:

Aviation General Manager

APPROVED AS TO FORM:

Senior Assistant City Attorney

Exhibit A

Scope of Services

Exhibit A

Scope of Services

Consultant shall support the Department of Aviation by delivering on-call marketing consulting services to Hartsfield-Jackson Atlanta International Airport.

1. Consultant shall perform select marketing consultation services on an as-needed basis. The assignment of projects will be determined primarily by the Airport's Marketing Division ("ATL"). Detailed scope of work and budget will be prepared on a Task Order basis for each assignment.
2. Consultant will assist ATL reach key audiences and achieve desired assigned project goals. These goals will be achieved through consultative support of marketing activations and promotional campaigns for the Airport using a variety of approaches. Tactical areas include, but are not limited to:
 - a. Internal and external strategies for ATL in line with the Airport's marketing objectives.
 - b. Ideation and content development for various media placements, marketing campaigns, marketing communication elements, trade shows and event activations.
 - c. Core messaging development.
 - d. Translation services for cross-cultural and international marketing campaigns.
 - e. Social media campaign ideation.
 - f. Digital innovation and other Internet and electronic advertising.
 - g. Promotional event planning.
 - h. Recurring analysis of results reporting on campaign progress and media measurements and metrics.
 - i. Ongoing project support as required.

Key Areas of Marketing

In addition to overall marketing for the Airport, on-call services may support specific Airport departments. The following is a sample of projects that may be needed by individual Airport departments. This list is not meant to be all inclusive and may be subject to change.

1. General Airport
 - a. Develop Airport marketing strategy for ATL to be used as a guideline for all Airport-related products and campaigns.
2. Air Service Development (Cargo and Passenger Airline Focus)
 - a. Strategize print and online collateral.
 - b. Strategize promotional campaigns for national and international trade show events including collateral materials.
 - c. Track and report what stakeholders and clients are saying about ATL as well as Airport competitors with periodic summary reports.
 - d. Design and support the implementation of an action plan to deal with sources of negative feedback and either maintain or enhance triggers that stimulate positive feedback.
 - e. Media planning, scheduling and placement (including all forms of social media).
3. Parking
 - a. Strategize print and SMS mobile advertising.
 - b. Strategize targeted direct marketing campaigns including direct mail, email and Internet advertisements.
 - c. Strategize promotional campaigns that include on- and off-Airport marketing opportunities.
4. Guest Relations
 - a. Concept promotional campaigns on Airport to promote ATL guest relations principals to employees and Airport stakeholders.
 - b. Strategize promotional campaigns on- and off-Airport to recruit area residents interested in serving as airport guest relations volunteers.
 - c. Strategize in-Airport activities that recognize and reward ATL passengers for publicity opportunities.
 - d. Develop strategic customer messages for use on Airport and managed social media outlets including reports to managers of information from analytics dashboards.

- Consultant shall have available qualified, trained and experienced staff in the areas of marketing, public relations and communications.
- Consultant shall make post-campaign results (where applicable) available on-line where all designated stakeholders have access to view all the data.
 - Statistical reports shall provide substantive information obtained from executed campaigns.
 - Reports shall also be made available in an electronic spreadsheet, graphic and executive summary formats. The electronic formats provided to DOA staff must be in a manner that can be easily summarized, sorted, filtered and copied.
 - Reports shall also be summarized in a format to present to senior management for information and decision-making.

Although the scope of work included represents the Airport's anticipated needs, there may be instances in which it is in the Airport's best interest to permit exceptions to requirements and accept proposed alternatives.

The Airport General Manager shall have the right, at his sole discretion, at any time prior to or during the term of the Agreement, to expand, reduce or otherwise modify the Scope of Services to best meet the needs of Hartsfield-Jackson Atlanta International Airport.

EXHIBIT A.1: COMPENSATION

EXHIBIT A.1

COMPENSATION

1. Compensation

- 1.1. **General Compensation Terms:** Consultant will be compensated for Services pursuant to the terms of this Services Agreement and the specific Task Order associated with such Services.
- 1.2. **Potential Compensation Structure of Task Orders:** City may issue Task Orders to Consultant based upon any compensation arrangement allowed by Applicable Law including, but not limited to, the following:
 - 1.2.1. **Task Order Maximum Payment Amount; Lump Sum:** A Project under a Task Order may involve payment of a total lump sum amount to Consultant and a specific payment schedule, based upon negotiations between City and Consultant.
 - 1.2.2. **Task Order Maximum Payment Amount; Not to Exceed Amount:** A Project under a Task Order may involve payment of compensation up to a specific not to exceed amount, based upon specific fully-burdened hourly billing rates of personnel providing Services on the Project (in addition to or in alteration of those included on Exhibit A.2) and specific categories of reimbursable expenses, as negotiated between City and Consultant and included in the specific applicable Task Order.
- 1.3. **Consumer Price Index (CPI):** For compensation purposes under this Agreement no salary or amount shall exceed the negotiated salary or amount received by said personnel or negotiated rate for a principal as of the effective date of this Agreement unless the Aviation General Manager, or his designated representative, has been notified in advance, in writing, of the increased salary, rate or amount and approves the increase. The DOA reserves the right to approve all personnel, amounts and salaries of said personnel performing services under this Agreement. For adjustments submitted after the effective date of this Agreement, the Consultant must demonstrate that increases in salary, or the principal's rate are in accordance with the U.S. Consumer Price Index and the rate set forth in Exhibit A.2, which shall not to exceed four (4%) percent per year. Such requested increases shall be subject to audit by the City.

1.4. **Certified Audit Report:** At the end of each calendar year, Consultant may be requested to submit a Certified Audit Report prepared in accordance with Federal Acquisition Regulations (FAR) following the format outlined in the Uniform Audit and Accounting Guide prepared by the American Association of State Highway and Transportation Officials, as it may be updated.

2. Reimbursable Expenses: Reimbursable expenses include:

2.1. Expenses of large format reproductions and handling of drawings, specifications and other deliverables and documents, excluding reproductions for the office use of Consultant and for its subconsultants.

2.2. Expenses of renderings, models and mock-ups requested by the City.

2.3. Out-of-town travel, accommodations and subsistence charges for specialist subconsultants; provided, however that they must be approved in writing in advance by the Aviation General Manager. Consultant must provide estimate of travel cost.

2.4. Travel to Atlanta as needed by the Department of Aviation. Prior approval by the Aviation General Manager for travel by the Consultant and any subconsultants/contractors is required. Consultant must provide estimate of travel cost.

2.5. Additional Reimbursable Expenses may be added on a Task Order by Task Order basis when approved by the Aviation General Manager.

3. Non-Reimbursable Expenses. Non-reimbursable expenses include, but are not limited to:

3.1. Printing and reproduction costs of documents for Consultant team use.

3.2. Computer time charges.

3.3. Plotting Time and expenses.

3.4. Overtime expenses unless pre-approved by the Aviation General Manager or his designee.

3.5. Local in-town travel.

- 3.6. Cell phones and cell phone charges.
- 3.7. If an expense is not explicitly included in this Agreement as a reimbursable expense, it is a non-reimbursable expense.
- 3.8. Postage and shipping (including overnight express) charges.
- 3.9. Parking charges.

4. Additional Provisions Concerning Reimbursable Expenses.

- 4.1 Reimbursable expenses are to be included as part of the Not-To-Exceed fee for each Task Order, and shall not be invoiced separately.
- 4.2 All reimbursable expenses will be paid at cost. Pay request submitted by Consultant for reimbursable expenses must be accompanied by invoices and receipts and will be paid to Consultant upon approval by the Aviation General Manager. The Aviation General Manager reserves the right to disapprove any request for reimbursable expenses which is not submitted in the form, in the manner and under the circumstances required under this Agreement.
- 4.3 An amount equal to the premium payments for overtime work or night work, actually paid to partners, principals, architects, engineers, planners and other professional and technical employees for time actually spent by them in the performance of Services when such overtime or other premium payments have been demonstrated to be in accordance with Consultant's normal business practice and have been authorized in writing in advance by the Aviation General Manager may also be reimbursed under this Agreement in writing. Premium time shall not accrue prior to the completion of 40 hours per week of work by any given individual. Such premium payments to supervisory employees, who do not receive such payments in Consultant's normal business practice, shall not be given under this Agreement.
- 4.4 Consultant will be reimbursed for Consultant payments made to subconsultants for work at an amount equal to the amounts actually paid to the subconsultant. The City does not allow Consultant to receive a markup on subconsultant

payments as the management and administration of a subconsultant is contained in Consultant multiplier and resources allocated in an executed Task Order. Billing Rates and Classifications for Subconsultants are established in **Exhibit A.2**.

4.5 Consultant shall keep, and shall cause any subconsultants to keep, daily records of the time spent in the performance of Services by all persons providing Services under this Agreement, as well as records of the amounts of such rates and amounts actually paid for the performance of such services and records and receipts of reimbursable expenditures. Failure to do so shall be a conclusive waiver of Consultant's right to compensation for such services or expenses. City has the right to audit all such records.

5. Submittal of Invoices. Consultant must prepare and submit to City invoices ("Invoice" or "Invoices") on the first day of each month during the Term of this Agreement requesting payment for Services rendered during the previous month in accordance with the specific terms of compensation set forth in the applicable Task Order. Consultant must submit all invoices in original & three (3) copies to:

City of Atlanta
Department of Aviation
6000 N. Terminal Pkwy | Atrium, Suite 4000 | Atlanta, GA 30320
Attention: Invoice Compliance
Reference: Agreement No. **FC-8462**

6. Format of Invoices. The invoice shall be entered and submitted in the DOA Planning and Development "On-Line Invoicing System (OLIS), on a monthly basis representing charges for the work completed during the previous month. Other invoice format will be set forth in the applicable Task Order.

7. Payment of Invoices. Approved invoices will be paid by City within thirty (30) days, to the extent practicable. City may disallow payments for Services for failure to submit timely invoices.

8. City's Right to Withhold Payments. City may withhold payments for Services that involve disputed costs, or are otherwise performed in an inadequate fashion. Payments withheld by City will be released and paid to Consultant when the Services are

subsequently performed adequately and on a timely basis, causes for disputes are reconciled or any other remedies by City have been satisfied.

- 9. Releases of all Claims.** City may, as a condition precedent to any payment, require Consultant to submit for itself, its subconsultants, immediate and remote, and all material suppliers, vendors, laborers and other parties acting through or under it, complete waivers and releases of all claims against City arising under or by virtue of this Services Agreement. Upon request, Consultant must, in addition, furnish acceptable evidence that all claims have been satisfied.
- 10. Acceptance of Payments by Consultant; Release.** The acceptance by Consultant of any payment for Services under this Services Agreement will, in each instance, operate as, and be a release to City from, all claim and liability to Consultant for everything done or furnished for or relating to the Services for which payment was accepted, unless Consultant, within five (5) days of its receipt of a payment, advises City in writing of a specific claim it contends is not released by that payment.
- 11. Claims against Consultant.** If there are claims filed against Consultant in connection with its performance under this Services Agreement, for which City may be held liable if unpaid, and such claims are not promptly removed by Consultant after receipt of written notice from City to do so, City may resolve any of those claims and deduct all costs in connection with that resolution from payments or other monies due, or which may become due, to Consultant. If the amount of any withheld payment or other monies due Consultant under this Services Agreement is insufficient to meet any of those costs, or if any claim against Consultant is discharged by City after final payment under this Services Agreement is made, Consultant must promptly pay City all reasonable costs incurred by City concerning the claim after Consultant's receipt of written notice from City.

EXHIBIT A.2

COST PROPOSAL

BASE PERSONNEL CLASSIFICATIONS/FULLY BURDENED **HOURLY BILLING RATES FOR TASK ORDERS**

EXHIBIT A.2

BASE EMPLOYEE CLASSIFICATIONS/FULLY BURDENED HOURLY BILLING RATES FOR TASK ORDERS

CONSULTANT NAME: _____

| <u>Personnel Classification</u> | <u>Fully Burdened Hourly Billing Rate²</u> |
|--|--|
| 1. Project Director | _____ |
| 2. Art Manager | _____ |
| 3. Copywriter | _____ |
| 4. Graphic Designer | _____ |
| 5. Planner | _____ |

² This table is provided for purposes of negotiation. The City intends to finalize this table to include the base employee classifications necessary to render Services under this Services Agreement and the applicable fully burdened hourly billing rates, which will apply to all Services provided under any Task Order. The rates are to remain set at these levels for 2-years of the initial term. Consideration of increased billing rates will be given for the final year of the initial term and as part of the renewal option. This table will be finalized and included in Exhibit A.3 attached to any Services Agreement awarded pursuant to this solicitation. Proponent should be prepared to present its audited overhead rates in support of the proposed billing rates.

EXHIBIT B

CITY COUNCIL RESOLUTION

(Document to be inserted at the time of Agreement execution.)

EXHIBIT C

DEFINITIONS

When used in the Contract Documents, the following capitalized terms have the following meanings:

1. "Applicable Law(s)" means all federal, state or local statutes, laws ordinances, codes, rules, regulations, policies, standards, executive orders, consent orders, orders and guidance from regulatory agencies, judicial decrees, decisions and judgments, permits, licenses, reporting or other governmental requirements or policies of any kind by which a Party may be bound, then in effect or which come into effect during the time the Services are being performed, and any present or future amendments to those Applicable Laws, including those which specifically relate to: (a) the business of City; (b) the business of Contractor or Contractor's subcontractors; (c) the Lease Agreement and the Lease Agreement Documents; or (d) the performance of the Services under this Lease Agreement or any Task Order.
2. "Charges" means the amounts payable by City to Contractor under this Lease Agreement.
3. "City Security Policies" means the policies set forth in **Exhibit F**.
4. "Code" means the Code of Ordinances for the City of Atlanta, Georgia, as amended.
5. "Confidential Information" means all information, including, but not limited to, business or financial information, plans, strategies, forecasts, forecast assumptions, proprietary business practices and methods, marketing information and material, customer, supplier, and employee information, and all information concerning relationships with customers, suppliers and employees, proprietary ideas, concepts, know-how, methodologies, specifications, operations, processes and systems manuals, profiles, system and management architectures, diagrams, graphs, models, sketches, technical data, research and all other information related to a Party's past, present or future business activities or operations, now known or later discovered or developed, furnished or made available by or on behalf of one Party to the other or otherwise obtained by a Party from any source in connection with this Lease Agreement, including: (i) all information of a Party to which the other has had or will have access; (ii) all information of a Third Party, including customers and suppliers; (iii) all information entered or to be entered into software or equipment by or on behalf of a Party, as well as information obtained or derived from this information, including any such information as stored in, accessed or transmitted through or processed by equipment or

software; and (iv) all information whose disclosure is exempted or restricted under Applicable Law. Confidential Information does not include information that is: (a) subject to public disclosure under Applicable Law such as the Georgia Open Records Act or the Federal Freedom of Information Act; (b) publicly available or becomes so in the future without restriction and through no fault or action of the receiving Party or its agents; (c) rightfully received by either Party from a Third Party and not accompanied by confidentiality obligations; (d) already in the receiving Party's possession and lawfully received from sources other than the disclosing Party; (e) independently developed by the receiving Party without use of or reference to the Confidential Information of the disclosing Party; or (f) approved in writing for release or disclosure without restriction by the disclosing Party.

6. "Contract Documents" include this Agreement and the Exhibits, Addenda, Appendices and other documents attached hereto or referenced herein as well as any authorized changes or addenda hereto.
7. "Force Majeure Event(s)" means acts of war, domestic and/or international terrorism, civil riots or rebellions, quarantines, embargoes and other similar unusual governmental actions, extraordinary elements of nature or acts of God.

EXHIBIT D
INSURANCE/BONDING REQUIREMENTS

EXHIBIT D
INSURANCE & BONDING REQUIREMENTS
FC-8462, ON-CALL AIRPORT MARKETING CONSULTING SERVICES

A. Preamble

The following requirements apply to all work under the Agreement. **To the extent permitted by applicable law, the City of Atlanta (“City”) reserves the right to adjust or waive any insurance or bonding requirements contained in this Exhibit D and applicable to the Agreement.** For all purposes hereunder, including but not limited to any Additional Insured Endorsements, the City shall include the City of Atlanta, its elected officials, officers, agents, and employees.

1. Evidence of Insurance and Bonding Required Before Work Begins

No work under the Agreement may be commenced until all insurance and bonding requirements contained in this Exhibit D, or required by applicable law, have been complied with and evidence of such compliance satisfactory to City as to form and content has been filed with City.

At the time Consultant submits to City its executed Agreement, Consultant must satisfy all insurance and bonding requirements required by this Exhibit D and applicable by law, and provide the required written documentation to City evidencing such compliance. In the event that Consultant does not comply with such submittal requirements within the time period established by the solicitation documents applicable to the Agreement, City may, in addition to any other rights City may have under the solicitation documents applicable to the Agreement or under applicable law, make a claim against any proposal security provided by Consultant.

If the Consultant is an entity (e.g., corporation, limited liability company, etc.) or a partnership (e.g., general partnership, limited partnership, joint venture, etc.) then Consultant shall tender insurance certificates and bonds in the name of Consultant’s entity or partnership as the primary insured.

2. Project Number & Name

The project number (**FC-8462**) and name (On-Call Airport Marketing Consulting Services) must be referenced in the description section of the insurance certificate.

3. Minimum Financial Security Requirements

All companies providing insurance required by this Exhibit D must meet certain minimum financial security requirements. These requirements must conform to the ratings published by A.M. Best & Co. in the current Best's Key Rating Guide - Property-Casualty. Upon request, the Consultant must submit the ratings for each company to the City.

For all agreements, regardless of size, companies providing insurance or bonds under the agreement must meet the following requirements:

- i) Best's Rating not less than A-;
- ii) Best's Financial Size Category not less than Class VII;
- iii) Companies must be authorized to conduct and transact insurance contracts by the Insurance Commissioner, State of Georgia; and
- iv) All performance and payment bonds must be underwritten by a U.S. Treasury Circular 570 listed company.

If the issuing company does not meet these minimum requirements, or for any other reason is or becomes unsatisfactory to City, City will notify Consultant in writing. Consultant must promptly obtain a new policy or bond issued by an insurer acceptable to City and submit to City evidence of its compliance with these conditions.

Consultant's failure to comply with all insurance and bonding requirements set forth in this Exhibit D and applicable to the Agreement will not relieve Consultant from any liability under the Agreement. Consultant's obligations to comply with all insurance and bonding requirements set forth in Exhibit D and applicable to the Agreement will not be construed to conflict with or limit Consultant's indemnification obligations under the Agreement.

4. Insurance and Bonds Required for Duration of Contract

All insurance and bonds required by this Exhibit D must be maintained during the entire term of the Agreement, including any renewal or extension terms, and until all work has been completed to the satisfaction of City.

5. Notices of Cancellation & Renewal

Consultant must, notify the City of Atlanta in writing at the address listed below by mail, hand-delivery or facsimile transmission, within two (2) business days of any notices received from any insurance carriers providing insurance coverage or surety providing bonds under this Agreement and Exhibit D (including any attachments thereto) that

Consultant receives concerning the proposed cancellation, or termination of coverage or security:

Enterprise Risk Management
68 Mitchell St., Suite 9100
Atlanta, GA 30303
Facsimile No. (404) 658-7450

Confirmation of any mailed notices must be evidenced by return receipts of registered or certified mail.

Consultant shall provide the City with evidence of required insurance and bonding prior to the commencement of this Agreement, and, thereafter, with a certificate and/or bonds evidencing renewals or changes thereto at least fifteen (15) days prior to the expiration of previously provided certificates and/or bonds.

6. Agent Acting as Authorized Representative

Each and every agent acting as Authorized Representative on behalf of a company affording coverage under this Agreement shall warrant when signing the Acord Certificate of Insurance that specific authorization has been granted by the Companies for the Agent to bind coverage as required and to execute the Acord Certificates of Insurance as evidence of such coverage. City of Atlanta coverage requirements may be broader than the original policies; these requirements have been conveyed to the Companies for these terms and conditions.

In addition, each and every agent shall warrant when signing the Acord Certificate of Insurance that the Agent is licensed to do business in the State of Georgia and that the Company or Companies are currently in good standing in the State of Georgia.

7. Certificate Holder

The **City of Atlanta** must be named as certificate holder. All notices must be mailed to the attention of **Enterprise Risk Management** at **68 Mitchell Street, Suite, 9100, Atlanta, Georgia 30303**.

8. Additional Insured Endorsements – Form CG 20 26 07 04 or Equivalent

City shall be covered as an Additional Insured, as its interest may appear, under any and all insurance required pursuant to this Agreement, and such insurance shall be primary and non-contributory with respect to the Additional Insured. However, this requirement does not apply to Workers' Compensation or Professional Liability Insurance. Additional insured status extending to ongoing and completed operations per CG 20 26 07 04 or

their carrier equivalent shall be provided. Additional insured status shall be maintained following project completion equivalent to the statute of repose in the State of Georgia.

NOTE: A copy of the Additional Insured Endorsement or its equivalent must be forwarded to the Risk Management Department as soon as practicable but in no event more than ten (10) days after the effective date of the Agreement.

9. Mandatory Sub-Contractor/Consultant Compliance

Consultant must require and ensure that all of Consultant's subcontractors operating under the Agreement at any level are sufficiently insured and bonded.

10. Self-Insured Retentions, Deductibles or Similar Obligations

Any self-insured retention, deductible or similar obligation will be the sole responsibility of the Consultant.

11. Waiver of Subrogation in favor of the City of Atlanta

The certificates of Commercial General Liability Insurance and Commercial Automobile Liability Insurance tendered by the Consultant must clearly indicate a waiver of subrogation in favor of the City of Atlanta.

B. Workers' Compensation

Consultant must procure and maintain Workers' Compensation in the following limits to cover each employee who is or may be engaged in work under the Agreement:

| | |
|-----------------------------------|----------------------------------|
| Workers' Compensation | Statutory |
| Employer's Liability: | |
| Bodily Injury by Accident/Disease | \$1,000,000 each accident |
| Bodily Injury by Accident/Disease | \$1,000,000 each employee |
| Bodily Injury by Accident/Disease | \$1,000,000 policy limit |

C. Commercial General Liability Insurance

Consultant must procure and maintain Commercial General Liability Insurance on Form CG 00 00 01 (or equivalent) in an amount not less than **\$1,000,000 per occurrence subject to a \$2,000,000 aggregate**. The following indicated extensions of coverage must be provided:

Contractual Liability

- Broad Form Property Damage
- Premises Operations
- Personal Injury
- Advertising Injury
- Medical Expense
- Additional Insured Endorsement (primary& non-contributing in favor of the City)
- Waiver of Subrogation in favor of the City of Atlanta

D. Commercial Automobile Liability Insurance

Consultant must procure and maintain Automobile Liability Insurance in an amount not less than **\$1,000,000** Bodily Injury and Property Damage combined single limit. The following indicated extensions of coverage must be provided:

- Owned, Non-owned & Hired Vehicles
- Waiver of Subrogation in favor of the City of Atlanta

If Consultant does not own any automobiles in the corporate name, non-owned vehicle coverage will apply and must be endorsed on either Consultant's personal automobile policy or the Commercial General Liability coverage required under this **Exhibit D**.

Additionally, in accordance with Section 22-181(b) of Chapter 22, Code of Ordinances of the City of Atlanta, all vehicles requiring access to the restricted areas of the airport must be covered by an automobile liability policy in the minimum amount of **Ten Million Dollars (\$10,000,000)** combined single limit for personal injury and property damage. The \$10,000,000 limit of liability will also be imposed on any parties transporting workers, materials and/or equipment to the Airport site from parking lots or similar facilities.

E. Excess or Umbrella Liability Insurance

Consultant shall procure and maintain a policy providing Excess or Umbrella Liability Insurance which is at least as broad as the underlying policy. This insurance, which shall be maintained throughout the life of the contract, shall be in an amount of not less than **\$3,000,000 per occurrence**.

- Coverage must follow form with primary policy
- May be used to achieve minimum general and auto liability limits
- Coverage must be as broad as primary policy

F. Property Insurance

Consultant shall procure and maintain Property Insurance covering all forms of risk on all Tenant Improvements and any other interests of Lessee, if applicable, in or about the Leased Premises, including inventory, supplies, and other property of the Consultant located at said Premises, insuring against the perils of fire, lightning, extended coverage, perils vandalism, malicious mischief, glass breakage and sprinkler leakage, in an amount equal to the full replacement value of Tenant Improvements and any other interests of the Consultant in or about said Premises.

G. Professional Liability/Errors & Omissions Insurance

Consultant shall procure and maintain during the life of this Agreement Professional Liability Insurance in an amount of **\$2,000,000** per occurrence and annual aggregate. The policy will fully address the Consultant's professional services associated with the scope of work contained in this document. The policy will include at least a three-year Extended Reporting Provision as well as these extensions of coverage.

H. Payment Bond

At, or prior to, Consultant's execution of the Agreement, Consultant must, at its own expense, deliver to the City a Payment Bond in an amount equal to one hundred percent (100%) of the first year's payment amount specified in the Agreement, naming the City as co-obligee and issued by a surety company or companies in such form as approved by the City's Attorney as attached hereto at Exhibit D-1. The bond must be renewed annually at one hundred percent (100%) of the then current year's payment amount specified in the Agreement. The bond must be kept in full force and effect during the Term and any renewals.

1. The surety company issuing the bond must give the Aviation General Manager notice in writing by registered mail at least sixty (60) days prior to an anniversary date of the bond of its intention not to renew or to terminate the bond.
2. A Corporate Surety that is satisfactory to City, authorized to do business in the State of Georgia, and listed in the latest issue of U.S. Treasury Circular 570 must execute the bond.
3. An agent of the Surety residing in the State of Georgia must execute the bond. The date of the bond must be the same as the date of execution of the Agreement by City. The Surety must appoint an agent for service in Atlanta, Georgia, upon whom all notices must be shown on each bond. The person executing the bond on behalf of the Surety must file with the bond a general power of attorney unlimited as to amount and type of bond covered by such

power of attorney, and certified to by an official of said Surety. The bond must be on form provided by City. The Agreement will not be executed by City until after the approval of the bond by City's Attorney.

4. For additional information regarding Payment Bonds, please see Exhibit D-1 attached hereto and incorporated herein by this reference.

Exhibit D-1

Payment Bond

EXHIBIT D-1

ATTACHMENT 2

Payment Bond

INSTRUCTIONS

1. This form is required for use in connection with the Agreement identified on its face. There shall be no deviation from this form without approval by the City.
2. The full legal name and business address of the Principal shall be inserted in the space designated "Principal" on the face of the form. The bond shall be signed by an authorized person. Where such person is signing in a representative capacity (e.g., an attorney-in-fact), but is not a member of the firm, partnership, or joint venture, or an office of the corporation involved, evidence of this authority must be furnished.
3. Corporation executing the bond as surety must be among those appearing on the U.S. Treasury Department's most current list of approved sureties and must be acting within the amounts and limitations set forth therein.
4. Corporate surety shall be duly authorized by the Commissioner of Insurance of the State of Georgia to transact surety business in the State of Georgia.
5. Do not date this bond. The City will date this bond the same date or later than the date of the Agreement.
6. The Surety shall attach a duly authorized power-of-attorney authorizing signature on its behalf of any attorney-in-fact.
7. Corporations executing the bond shall affix their corporate seals. Individuals shall execute the bond opposite the word "Seal."
8. The name of each person signing this bond shall be typed or printed in the space provided.

Payment Bond

"City" City of Atlanta, Georgia
"Project" On-Call Airport Marketing Consulting Services
"FC No." 8462

"Principal"
Type of Organization ("X" one):
 Individual
 Partnership
 Joint Venture
 Corporation

"Surety:" (Name and Business Address) _____

duly authorized by the Commissioner of Insurance of
the State of Georgia to transact surety business in the
State of Georgia.

"Agreement:" Agreement between Principal and City, dated _____ day of _____, 20____, regarding
performance of Work relative to the Project.

"Penal Sum:" _____

KNOW ALL MEN BY THESE PRESENTS, that we, the Principal and Surety hereto, as named above, are held and firmly bound to the City in the above Penal Sum for the payment of which well and truly to be made we bind ourselves, our heirs, executors, administrators, successors, jointly and severally. Principal and Surety agree that the Penal Sum shall be equal to or greater than one hundred percent (100%) of the annual contract value as specified in the Agreement for the first year of the Term as defined therein. If this bond is renewed annually as described below, then Principal and Surety agree that the Penal Sum shall equal or exceed the annual contract value as specified in the Agreement for the same 12-month period of the annual bond.

WHEREAS, the Principal and the City entered into the Agreement identified above;

NOW, THEREFORE, the conditions of this obligation are such that if the Principal shall faithfully and fully comply with, perform and fulfill all of the undertakings, covenants, conditions and all other of the terms and conditions of said Agreement, including any and all duly authorized modifications of such Agreement, within the original term of such Agreement and any extensions thereof, which shall include, but not be limited to any obligations created by way of warranties and/or guarantees for workmanship and materials which warranty and/or guarantee may extend for a period of time beyond completion of said Agreement, this obligation shall be void; otherwise, of full force and effect.

And the Surety to this bond, for value received, agrees that no modification, change, extension of time, alteration or addition to the terms of the Agreement or to the Work to be performed thereunder shall in any way affect its obligation on this bond, and it does hereby waive notice of any such modification, change, extension of time, alteration or addition to the terms of the Agreement or the Work. Surety further agrees that it will provide City with at least 60 days' written notice by registered mail prior to any suspension, cancellation or termination of this bond; otherwise, this bond shall remain in full force and effect for a minimum of one (1) year (i.e., twelve (12) full months) beginning from the Effective Date of the Agreement. This bond may be renewed on an annual basis provided the renewal covers the requisite Penal Sum as required above; and, in the event Surety declines to renew this bond, Surety agrees that it will provide City with at least 60 days' written notice by registered mail prior to the expiration date of bond.

It is agreed that this bond is executed pursuant to and in accordance with the provision of O.C.G.A. Sections 13-10-1 and 36-82-101, *et seq.* and is intended to be and shall be construed to be a bond in compliance with the requirements thereof,

though not restricted thereto.

IN WITNESS WHEREOF, the Principal and the Surety have caused these presents to be duly signed and sealed this _____ day of _____, 20____.

PRINCIPAL: _____

President/Vice President (Sign)

President/Vice President (Type or Print)

Attested to by:

Secretary/Assistant Secretary (Seal)

SURETY: _____

By: _____
Attorney-in-Fact (Sign)

Attorney-in-Fact (Type or Print)

APPROVED AS TO FORM

Associate/Assistant City Attorney

APPROVED

City's Chief Financial Officer

EXHIBIT E

DISPUTE RESOLUTION PROCEDURES

EXHIBIT E

DISPUTE RESOLUTION PROCEDURES

1. If Consultant contends it is entitled to compensation or any other relief from City or if there are any disagreements over the scope of Services or proposed changes to the Services, Consultant shall, without delay and within three (3) days of being aware of the circumstances giving rise to Consultant's claim, provide written notice of its claim to City. If Consultant fails to give timely notice as required by this subsection or if Consultant commences any alleged additional work without first providing notice, Consultant shall not be entitled to compensation or adjustment for any such work to the extent timely notice was not provided. Such notice shall include sufficient information to advise City of the circumstances giving rise to the claim, the specific contractual adjustment of relief requested and the basis for such request. Within ten (10) days of the date that Consultant's written notice to City is required under this subsection, Consultant shall submit a Proposed Change Document relating to the claim meeting the requirements of Subsection 5.3.2 of this Agreement.
2. The parties are fully committed to working with each other throughout the Project and agree to communicate regularly with each other at all times so as to avoid or minimize disputes or disagreements. If disputes or disagreements do arise, Consultant and City each commit to resolving such disputes or disagreements in an amicable, professional and expeditious manner so as to avoid unnecessary losses, delays and disruptions to the Services.
3. If a dispute or disagreement cannot be resolved informally Consultant Authorized Representative and Authorized City Representative, upon the request of either party, shall meet as soon as conveniently possible, but in no case later than thirty (30) days after such a request is made, to attempt to resolve such dispute or disagreement. Prior to any meetings between the Authorized Representatives, the parties will exchange relevant information that will assist the parties in resolving their dispute or disagreement.

EXHIBIT F

AIRPORT ACCESS, SECURITY AND SAFETY MEASURES
(AS APPLICABLE)

EXHIBIT F

AIRPORT ACCESS, SECURITY AND SAFETY MEASURES (AS APPLICABLE)

- 1. Work in Progress.** Contractor shall be responsible for and shall bear any and all risk of loss or damage to work in progress and, pursuant to the Section titled "TITLE AND RISK OF LOSS," to equipment and materials.
- 2. Maintenance.** Contractor shall maintain the Work including any provisionally accepted portions thereof and including any portions occupied by City or put into service until final acceptance of the Work as a whole. Use shall not constitute acceptance, relieve Contractor of its responsibilities, or act as a waiver by the City of any terms of this Agreement (see specification section SP-4B, Extended Maintenance).
- 3. Material Handling.** Contractor's responsibility for materials and plant equipment required for the performance of this Agreement shall include:
 - 3.1** Receiving and unloading;
 - 3.2** Storing in a secure place and in a manner subject to City's review. Outside storage of materials and equipment subject to degradation by the elements shall be in weather tight enclosures provided by Contractor;
 - 3.3** Delivering from storage to construction site all materials and plant equipment as required; and
 - 3.4** Maintaining complete and accurate records for City's inspection of all materials and plant equipment received, stored and issued for use in the performance of this Agreement.
- 4. Security.** Contractor shall at all times conduct all operations under this Agreement in a manner to avoid the risk of loss, theft, or damage by vandalism, sabotage or any other means to any equipment, materials, work or other property at the Jobsite. Contractor shall continuously inspect all equipment, materials and work to discover and determine any conditions which might involve such risks and shall be solely responsible for discovery, determination and correction of any such conditions.
- 5. Airport Security Requirements.** Contractor shall comply with the Transportation Security Administration ("TSA") and the City's security requirements for the Airport. Contractor shall cooperate with the TSA and the City on all security matters and shall promptly comply with any Project security arrangements established by City. Such compliance with these security requirements shall not relieve Contractor of its responsibility for maintaining proper security for the above-noted items, nor shall it be construed as limiting in any manner Contractor's obligation with respect to all applicable state, federal and local laws and regulations and its duty to undertake reasonable action to establish and maintain secure conditions at the Jobsite.
- 6. Preventing Unauthorized Access.** The Airport has been secured to prevent unauthorized access to the Air Operations Area ("AOA"), the secured area, the sterile area and other

controlled areas of the Airport. Contractor shall cooperate to the fullest extent with the TSA and DOA to maintain the integrity of the security system. The Contractor shall control its operations and the operations of its subcontractors and all suppliers so as to provide for the free and unobstructed movement of aircraft, aircraft operations personnel and equipment in the AOA, the secured area, the sterile area and other controlled areas of the Airport as defined herein.

7. Transportation Security Administration/Responsibility of Contractor. In order to comply with the TSA and DOA security requirements, Contractor shall be responsible for informing itself as to current, ongoing, and changing requirements, and for remaining in compliance with those requirements throughout this Agreement. The security requirements are as follows and from time to time may change as required by the TSA and/or DOA.

7.1 Security Identification Display Area (SIDA). The Security Identification Display Area (“SIDA”) is defined in the Airport Security Program as any area that requires individuals to continuously display Airport issued or Airport approved identification badges. Personnel associated with construction contracts in the AOA secured area or sterile area of the Airport shall display SIDA badges at all times. The TSA and the DOA require all personnel to display SIDA badges in areas controlled for security purposes at all times.

7.2 FBI/CHRC Checks. To obtain a SIDA badge, each individual must successfully undergo a Security Threat Assessment and a Federal Bureau of Investigation (“FBI”) fingerprint based Criminal History Records Check (“CHRC”) which must reveal no convictions of disqualifying crimes within the last ten years as defined in Transportation Security Regulation, TSR Part 1542.209. Each individual must also attend a security awareness course conducted by the DOA Security Division. Each employee must present two proper forms of identification and citizenship/employment eligibility documents if necessary. Contractor shall be responsible for all fees associated with obtaining a SIDA badge (i.e., badge and fingerprint fees as determined by DOA). The current cost for the CHRC is \$50.00 per individual. The current cost for badge is \$60.00 per individual. Cost for lost badges is \$60.00 for each replacement badge.

7.2.1 In order to obtain up-to-date costs for the CHRC and for badging, Contractor shall contact the DOA Security office at (404) 530-6667 prior to sending individuals to the DOA Security office for badging. Contractor/Escorting Requirements are specified in subsection below.

7.3 Displaying Badges. Employees and those of all subcontractors must display a DOA issued badge showing Contractor’s name and an employee number. All personnel shall be required to wear this badge at all times while within the secured areas of the Airport.

7.4 Badging Records and Process. Contractor shall maintain an up-to-date record of all badge holders showing name, address, sex, height, weight, color of eyes and badge number. Contractor will be required to furnish this information to the DOA upon request.

- 7.4.1** The Badging process may begin upon the Contractor's receipt of a formal Notice to Proceed (NTP) from the City and may take up to fourteen (14) calendar days to complete. Access to secured areas shall be denied until such time as the Contractor has completed the badging process.
- 7.4.2** If applicable, an Administrative NTP may be presented to the DOA Security Division by the Contractor in order to initiate the badging process for the Contractor's employees.
- 7.4.3** The Contractor shall appoint one of its employees as an Authorized Signatory and submit his or her name, on the Contractor's letterhead, to the DOA Security Division. The submittal letter shall indicate the Project Name, Agreement Number, Point of Contact, Telephone and Fax number, list of subcontractors including subcontractors' Authorized Signatory nature of the work to be performed by Contractor, and each subcontractor, location and duration, time frame(s), and justification for vehicle access, if required. A copy of the Contractor's Insurance Certificate shall accompany the letter. Once badged, the Contractor's Authorized Signatory shall be responsible for the badging process of his/her company employees.
- 7.4.4** Each Subcontractor identified in the Contractor's letter shall appoint one of its employees as an Authorized Signatory and submit his or her name through the Contractor, to the DOA Security Division. A copy of the Subcontractor's Insurance certificate shall accompany the letter. Once badged, the Subcontractor's Authorized Signatory shall be responsible for the badging process of his/her company employees.
- 7.4.5** Processing time for badging, at the badging office after completion of the CHRC, will last approximately one (1) hour. Processing time for Authorized Signatories will last an additional hour for briefing by the DOA Security Division. Authorized Signatory briefing sessions will be conducted only on Wednesdays at 2p.m. in the DOA Security office.
- 7.4.6** Each person applying for badging shall complete and submit all forms required by the DOA Security Division. All required forms will be provided to the Authorized Signatory at the time of the briefing at the DOA Security office.
- 7.4.7** Each person applying for a badge shall also submit to fingerprinting upon the submittal of said forms. Fingerprints will be utilized for a ten (10) year FBI-based criminal history records check for each individual employee.
- 7.4.8** Pursuant to TSR § 1542.209 certain felony convictions within the most recent ten (10) year period, may cause disqualification. A list of disqualifying Felony convictions is available in the offices of the DOA Security Division and in the TSR Regulations.

7.4.9 The Authorized Signatory will be notified when the results of the fingerprint checks are completed. Upon notification and approval, Contractor's and subcontractor's approved employees may return to the DOA Security Office, during posted hours, for photographing and badging. This process may take up to sixty (60) minutes.

7.4.10 Badges issued to Contractor and subcontractor employees and agents shall expire upon the happening of one (1) of the following events, whichever occurs first:

7.4.10.1 Completion of Agreement or subcontract, unless extended by the City;

7.4.10.2 Expiration of Insurance coverage, as indicated on the Contractor's Insurance certificate;

7.4.10.3 Employee's driver's license expiration date; or

7.4.10.4 Two (2) years from the issuance of the badge.

7.4.11 Contractor and its subcontractor shall be responsible for making arrangements, ahead of time, to extend badges, when necessary. A letter, directed to both the DOA Assistant General Manager of Public Safety & Security and the DOA Director of Security, explaining the reason(s) for the badge extension on Contractor's letterhead will be required. Extension requests must be approved in writing by the DOA prior to extension of the badges.

7.4.12 Contractor's questions concerning Airport Security shall be directed to (404) 530-6667.

8. Drivers. All drivers operating vehicles within the AOA must obtain, in addition to the DOA Security badge, a DOA Ramp Certification. Ramp Certification will be evidenced by a "D" designation placed on the face of the badge by the DOA Security Division.

8.1 Ramp Certification. City will require Airport Driver Safety Training and Ramp Certification for all personnel required to operate a motor vehicle in the AOA. This can be obtained by completing an Airport Driver Safety Training Course administered by the DOA Security Division. Contractor shall contact the DOA Security Office at (404) 530-6667 during normal business hours for more information.

8.2 Except as set forth below, all vehicles operating within the AOA shall carry a minimum liability insurance coverage amount of TEN MILLION DOLLARS (\$10,000,000.00).

8.3 Contractor shall mark all vehicles and construction equipment, including those of subcontractors, in a manner as required by the Department of Aviation and consistent with Transportation Security Regulations (TSR).

8.4 All vehicles operating within the AOA must display permanent signage, legible and visible from a sight distance of five hundred (500) feet on both sides of the vehicle. MAGNETIC SIGNS ARE PROHIBITED FROM USE IN THE AOA.

9. Protocols for Contractor Escorting. Prime contractor must incorporate escorting protocol with Security Plan submitted for approval by the DOA Security Manager. The DOA Security Manager must approve any exceptions. Contractor must attach a map of work area(s) and routes to access the work area(s) to project security plan submitted to the DOA Security Division for approval. Contractor may contact DOA Security Manager at (404) 530-6667 during normal operating hours.

9.1 All escorted vehicles and personnel must remain under the direction of authorized escorting personnel at all times.

9.2 Contractor and escorted personnel shall have no Terminal or Concourse access.

9.3 Escorting is limited to an approved Airport SIDA badged prime Contractor or an approved Airport SIDA badged escorting subcontractor approved by the DOA Security Manager to perform escorting duties. The individuals involved in escorting shall perform no other services other than escorting while in service. No other subcontractors will be allowed to escort any vehicle(s).

9.4 Escorting person(s) must have a SIDA badge and be approved to conduct escorts.

9.5 Designated badged prime Contractor employees approved or designated badged escorting subcontractor must escort prime Contractor employees and subcontractors' employees to all work sites. Once at the work site, badged employees, prime or subcontractors, may supervise unbaged employees, not to exceed five (5) employees per one (1) SIDA badged employee.

9.6 All personnel (badged or escorted) must have an employee photo ID displayed on the outermost garment, waist high or above. The employee badge must contain the employee's name, Contractor's name and project number or name. All escorted personnel must remain under the control of person(s) with an SIDA badge with escort privileges at all times while in the SIDA, Secure, or Sterile Areas.

9.7 Maximum vehicular escort—one (1) prime contractor vehicle or approved badged escorting subcontractor is permitted to escort two (2) subcontractor vehicles.

9.8 All vehicles requiring escort must access and egress the SIDA through Pre-approved gates. Vehicles requiring escort shall not be permitted access or egress through any other entry or exit point for any reason whatsoever.

9.9 All escorted vehicles must obtain a permit, valid for up to ten (10) hours, at Gate 59 or other approved vehicle access point. The obtaining of a permit, however, shall not relieve a vehicle from the requirement of being escorted as set forth herein.

9.10 In the event an escorted vehicle requires a time limit extension, the vehicle, and its original operator, must return to Gate 59 or approved vehicle access point to obtain a

time limit extension to complete work in the SIDA, Secure, or Sterile Areas. Time limit extension shall not exceed an additional ten (10) hour period under any circumstances.

10. Construction Contracts Within Sterile Area (Inside Terminal, Concourses)

10.1 Highest level of Security required.

10.2 All employees of prime Contractor, and its subcontractors, must be badged to work in the sterile area.

10.3 If escorting of unbadged Contractors and or subcontractors is required, an approved sponsor agency (DOA, AATC, HACM, HCM, etc.) must perform escort full time.

10.4 For any work requiring access to the sterile area (beyond the Passenger Screening Checkpoint area and on Concourses), a tool inventory must be conducted daily by the prime Contractor or designated representative. A copy of this inventory should be provided to the construction manager or project manager for verification. In general, tools will not be allowed to pass through the checkpoint area.

11. Restricted AOA Access. Contractor shall allow passage into the AOA or secured area through its access point to persons, vehicles, and equipment displaying identification of the DOA or provide an escort for each person or vehicle not displaying proper identification. Escort vehicles must be insured as specified per Exhibit D; Insurance. Escorted vehicles need not carry the aforementioned coverage but must carry the minimum amounts of insurance required by Georgia Law. However, Insurance coverage of escort vehicles must provide coverage as specified by **Exhibit D** for vehicles being escorted.

12. Visual Aids. In the event of the possibility of contact with the AOA or secured area, Contractor shall establish a system of visual aids for marking and delineating the limits of required clearances adjacent to active runways, taxiways, and NAVAIDS during both day and night time work, subject to City's approval prior to the start of any work under this Agreement. The approved system of marking and delineating shall be installed, maintained and protected at all times.

13. Tools and Materials. Contractor shall create and maintain an inventory of all tools and materials utilized within the SIDA, Secure Area, Sterile Area, Federal Inspection Service (FIS), and AOA.

13.1 All tools and materials shall be stored and maintained in a secured manner to prevent unauthorized use, within pre-designated areas within the secured areas of the airport. Storage designations shall be obtained by the Contractor and/or subcontractor, prior to mobilization, by contacting the DOA Properties Division at (404) 209-2945. Change requests for storage designation may be approved only through the DOA Properties Division with notification and concurrence from the DOA Security Division. Failure to comply with this requirement may result in the termination of Contractor's or subcontractor's contract and disqualification from working on construction contracts within secured areas of the Airport.

13.2 All tools and materials must be secured to prevent unauthorized use at all times within the secured areas of the Airport and/or the AOA. Failure to comply with this requirement may result in the termination of Contractor's or subcontractor's contract and disqualification from working on construction contracts within secured areas of the Airport.

13.3 Any and all job-specific or unusual tools and/or materials shall be presented to the security authority at point of entry gate when accessing and/or egressing the SIDA and/or AOA. Failure to comply with this requirement may result in the termination of Contractor's or subcontractor's contract and disqualification from working on construction contracts within secured areas of the Airport.

13.4 All vehicles shall remain subject to search while within the secured areas of the Airport and/or the AOA at all times. Vehicles may also be searched prior to entry to the secured areas of the Airport. The possession of weapons and other prohibited items may result in criminal or civil charges in accordance with applicable laws.

14. Dumpsters. Contractors and subcontractors shall be allowed no more than one (1) open dumpster per Agreement work area. Any and all other job-site dumpsters must remain securely covered and fastened at all times.

14.1 Trash must be removed daily.

14.2 No dumpster shall be permitted in the Terminal area for any reason whatsoever.

14.3 The Contractor shall be responsible for trash removal from dumpsters within the AOA. Contractor shall clear debris on a daily basis not later than the end of shift.

14.4 Dump trucks shall access and egress the AOA through pre-approved gates. Failure to comply with this requirement may result in the termination of Contractor's or subcontractor's contract and disqualification from working on projects within the secured areas of the Airport.

15. Terminal/Curbside. A maximum of two (2) Contractor vehicles or two (2) subcontractor vehicles may be permitted in a work area at any given time, subject to the approval of the Atlanta Police Department and the DOA Security. In the event one (1) Contractor vehicle is present, then no more than one (1) subcontractor vehicle may be present at the same time, and vice versa.

15.1 Debris removal may be allowed from curbside with special permission by the DOA Security Department.

15.2 When parked at curbside, at least one (1) badged employee must remain with the vehicle at all times. Vehicles must be removed as expeditiously as possible in all cases.

15.3 Areas surrounding vehicles accessing curbsides must be kept clean at all times.

15.4 For purposes of obtaining Terminal or Curbside access, the APD Airport Section shall be contacted by dialing (404) 530-6630 24 hours in advance of the desired access time.

16. Staging Areas. The Contractor's Construction staging area shall be identified on the plans.

17. Federal Inspection Service Areas. For any or all work conducted within Federal Inspection Service (FIS) areas, Contractor shall submit FIS Authorization requests to the **U. S. Customs & Border Protection (404) 765-2303**. The request shall detail the names of employees, description and area of work, work schedule, and any other relevant information to the DOA Security Department.

17.1 Contractor shall be responsible for obtaining the appropriate approvals and special SIDA badge FIS access decals from the appropriate Federal authorities. Special SIDA badge FIS access decals will not be required in if one (1) or more U.S. Customs Agent(s) are present at the work site at all times.

18. Security Checkpoints. Contractor and subcontractors shall maintain awareness among all employees, and at all times, that all Security Checkpoints are now under Federal jurisdiction rather than privately contracted Security agents. In general, contractors will not be allowed to carry tools and construction materials through the passenger security screening points.

18.1 Questions regarding Federal Security Checkpoints shall be directed to (404) 763-7437 or (404) 530-2150.

19. Restrictions on Operations. Contractor shall plan and conduct its operations so as not to enter upon lands in their natural state unless authorized by City. Contractor shall not damage, close or obstruct any utility installation, highway, road or other property until permits and City's permission therefore have been obtained. Contractor shall not disrupt or otherwise interfere with the operation of any pipeline, telephone, electric transmission line, ditch or structure unless specifically authorized by this Agreement. Contractor shall not damage or destroy cultivated and planted areas, or vegetation such as trees, plants, shrubs, and grass on or adjacent to the premises which, as determined by City, do not interfere with the performance of this Agreement. The City will be responsible for furnishing all rights-of-ways upon which the Work is to be constructed in advance of the Contractor's operation.

20. Cooperation with Agencies. Contractor shall cooperate with the owner of any public or private utility service, FAA or National Oceanic and Atmospheric Administration (NOAA), or a utility service of another government agency that may be authorized by the owner to construct, reconstruct or maintain such utility services or facilities during the progress of the Work. In addition, Contractor shall control its operations to prevent the unscheduled interruption of such utility services and facilities.

21. Location of Services. The City does not guarantee the accuracy or the completeness of the location information relating to existing utility services, facilities, or structures that may be shown on the plans or encountered in the Work. Any inaccuracy or omission in such

information shall not relieve Contractor of its responsibility to protect such existing features from damage or unscheduled interruption of service.

- 22. Notice to Owner/Operators.** Prior to commencing the work in the general vicinity of an existing utility service or facility, Contractor shall notify each owner/operator in writing of activities which might affect its interests. If, in Contractor's opinion, the owner/operator's assistance is needed to locate the utility service or facility or the presence of a representative of the owner/operator is desirable to observe the work, such advice should be included in the notification. Contractor shall furnish a copy of such written notices to City.
- 23. Excavation Methods.** Where the outside limits of an underground utility service have been located and staked on the ground, Contractor shall use excavation methods acceptable to City as may be required to insure protection from damage due to Contractor's operations.
- 24. Damage to Services.** Should Contractor damage or interrupt the operation of a utility service or facility by accident or otherwise, it shall immediately notify in writing the owner/operator, appropriate public safety authorities and City and shall take all reasonable measures to prevent further damage or interruption of service. Contractor in such events shall cooperate with the utility service of facility owner and City continuously until such damage has been repaired and service restored.
- 25. Failure to Protect Property.** Contractor shall not be entitled to any extension of time or compensation on account of Contractor's failure to protect all facilities, equipment, materials and other property as described herein. All costs in connection with any Improvements or restoration necessary or required by reason of unauthorized obstruction, damage or use shall be borne by Contractor.
- 26. Utility Contractor Licensing Requirements.** Contractor shall comply with the requirements of state law, including, but not limited to, O.C.G.A. § 43-14-8.2 (b)(1) which states that:

After June 30, 1994, no sole proprietorship, partnership, or corporation shall have the right to engage in the business of utility contracting unless such business holds a utility contractor license and there is regularly connected with such business a person or persons who holds a valid utility manager certificate issued under this chapter. Such utility manager must be actually engaged in the performance of such business on a full-time basis and oversee the utility contracting work of all employees of the business. In cases where a sole proprietorship, partnership, or corporation has more than one permanent office, then each permanent office shall be registered with the division and at least one person who holds a valid utility manager certificate issued under this chapter shall be stationed in each office on a full-time basis and shall oversee the utility contracting work of all employees of that office.

APPENDIX A

OFFICE OF CONTRACT COMPLIANCE REQUIREMENTS



CITY OF ATLANTA

Kasim Reed
Mayor

SUITE 1700
55 TRINITY AVENUE, SW
ATLANTA, GA 30303
(404) 330-6010 Fax: (404) 658-7359
Internet Home Page: www.atlantaga.gov

OFFICE OF CONTRACT COMPLIANCE
Larry Scott
Director
lscott@atlantaga.gov

February 2, 2016

RE: Project No.: FC-8462, On-Call Airport Marketing Consulting Services

Dear Prospective City of Atlanta Bidder:

The above referenced contracting opportunity has been designated for **competition by and between City of Atlanta Certified Small Business Enterprises (SBEs) only**. The Office of Contract Compliance (OCC) information is an integral part of every City of Atlanta bid. All Bidders are required to make efforts to demonstrate compliance with all program requirements at or prior to the time of Bid opening, or upon request by OCC. Sheltered market program requirements mandate that the successful City of Atlanta Certified SBE awardee self perform a percentage of the work scope associated with the contract. The successful proponent will receive participation credit for the dollar value of its' self performance. Bidders are required to ensure that all prospective subcontractors, vendors, suppliers and other potential participants are not denied opportunities to compete for work on a City contract and afford all firms, including Small Business Enterprises (SBE) opportunities to participate in the performance of the business of the City to the extent of their availability, capacity and willingness to compete. Pay close attention to the specific SBE sheltered market goals for this project and the SBE sheltered market program reminders listed on page 5.

Additionally, as the City of Atlanta is developing its Small Business Enterprise database, prime bidders are encouraged to utilize OCC's EBO/SBO Program certification application to achieve SBE certification. All firms interested in bidding on this project must be certified as a SBE with the City of Atlanta or have an application for SBE certification submitted to OCC no later than the date and time of the bid opening. City of Atlanta Certified SBE prime proponents must meet the size standards of the United States Small Business Administration Guidelines related to restaurant operators/owners [see 13 C.F.R. § 121.201 (and further explained in 13 C.F.R. §§ 121.104 through 121.107)]. These requirements may be accessed via the internet by visiting: <http://ecfr.gpoaccess.gov/> and choosing "Title 13- Business and Credit" from the browse-able drop down field.

If you have any questions about the information included in this section of the solicitation, please contact the City of Atlanta Office of Contract Compliance at (404) 330-6010.

The City of Atlanta looks forward to the opportunity to do business with your company.

Table of Contents

| | |
|--|----------|
| Policy Statement..... | 1 |
| Implementation of SBE Sheltered Market Policy..... | 2 |
| OCC Review of Bidder Submissions..... | 2 |
| SBE Sheltered Market Program Bid/RFP Submittals..... | 2 |
| Monitoring of SBO Policy..... | 3 |
| Implementation of EEO Policy..... | 3 |
| Monitoring of EEO Policy..... | 3 |
| Small Business Enterprise Goals for this Project..... | 4 |
| Small Business Enterprise Program Reminders..... | 5 |
| <u>Covenant of Non-Discrimination (SBE1)</u>..... | 6 |
| First Source Jobs Program Policy Statement..... | 7 |

CITY OF ATLANTA
SMALL BUSINESS ENTERPRISE SHELTERED MARKET
POLICY STATEMENT

It is the policy of the City of Atlanta to promote full and equal business opportunity for all persons doing business with the City. On a contract by contract basis, the director of the office of contract compliance in consultation with the Chief Procurement Officer will designate certain procurements as **sheltered market procurement opportunities**. The purpose of the Small Business Enterprise Sheltered Market Program is to ensure that the City of Atlanta has a robust race-neutral approach to promoting full and equal business opportunity for all persons doing business with the City of Atlanta. Additionally, The City seeks to promote the growth and development of small businesses through mandated self-performance of minimum threshold portions of the scope of the contracting opportunities. The City believes this approach assists in its effort to promote commerce by assisting SBEs to actively participate in the City's procurement process, and ensure that the City of Atlanta utilizes programs that provide it with the best possible resources. SBE sheltered market requirements and goals for this project are set forth on page 6.

Implementation of SBE Sheltered Market Policy

The sheltered market designation shall be made only when there is a reasonable expectation that bids will be obtained from at least three responsible COA certified SBEs and that the award will be made at a fair market price. The director of the Office of Contract Compliance and Chief Procurement Officer may agree, with consultation and agreement with the Commissioner of the user agency or his or her designee, to designate certain contracts of a pre-determined expected dollar value for **competition by and between SBEs only**, except for those contracts pertaining to Municipal Street Systems, as described in O.C.G.A. § 32-4-1 et seq., pertaining to public works construction as described in O.C.G.A. § 36-91-1 et seq. or other projects for which a sheltered market would conflict with state law. A sheltered market procurement of a single acquisition or a class of acquisitions may be total or partial. The director of the Office of Contract Compliance and the Chief Procurement Officer may designate a portion of an acquisition as a sheltered market procurement, except for construction.

OCC Review of Bidder Submissions

The Office of Contract Compliance shall determine whether a Bidder has satisfied “certified SBE prime proponent” requirement of the sheltered market program and will determine whether a Certified SBE Prime proponent has satisfied the good faith efforts requirement of section 2-1372 based on its review of the Covenant of Non Discrimination, the Outreach Efforts Documentation, the SBE Project Participation Plan, and its review of other relevant facts and circumstances. In reviewing the documents submitted by a Bidder to determine whether the Bidder has satisfied the good faith outreach practices requirement of this section, the Office of Contract Compliance will consider, among other things, the total project dollars self performed, subcontracted to, and/or expended for services performed by all businesses (including certified SBEs), whether such businesses perform Commercially Useful Functions in the work of the contract based upon standard industry trade practices, whether any amounts paid to Supplier businesses are for goods customarily and ordinarily used based upon standard industry trade practices, and the availability of certified SBEs within the relevant NAICS Codes for such Eligible Project.

Small Business Enterprise Program Bid/RFP Submittals

The Covenant of Non Discrimination, the Outreach Efforts Documentation, the SBE Sheltered Market Project Participation Plan, and any other information required by OCC in the solicitation document must be completed in their entirety by each Proponent and submitted with the other required Bid/RFP documents in order for the Bid/RFP to be considered responsive. Failure to timely submit these forms, fully completed, will result in the Bid/RFP being considered as non-responsive, and therefore, excluded from consideration.

Monitoring Of SBE Sheltered Market Policy

Upon execution of a contract with the City of Atlanta, the successful bidder's SBE Sheltered Market Project Participation Plan will become a part of the contract between the bidder and the City of Atlanta. The SBE Sheltered Market Project Participation Plan will be monitored by the City of Atlanta's Office of Contract Compliance for adherence with the plan. The successful bidder will be required to provide specific information on a monthly basis that demonstrates the accuracy of reported self performance dollars and percentages, the use of subcontractors and suppliers where applicable as indicated on the SBE Sheltered Market Project Participation Plan. The failure of the successful bidder to provide the specific information by the specified date each month shall be sufficient cause for the City to evoke penalties as set forth in the City of Atlanta Code of Ordinances, Section 2-1373.

Implementation of EEO Policy

The City effectuates its EEO policy by adopting racial and gender work force availability for every contractor performing work for the City of Atlanta. These percentages are derived from the work force demographics set forth in the 2000 Census EEO file prepared by the United States Department of Commerce for the applicable labor pool normally utilized for the contract.

Monitoring of EEO Policy

Upon award of a contract with the City of Atlanta, the successful bidder must submit a Contract Employment Report (CER), describing the racial and gender make-up of the firm's work force. If the CER indicates that the firm's demographic composition does not meet the adopted EEO goals, the firm will be required to submit an affirmative action plan setting forth the steps to be taken to reach the adopted goals. The CER and the affirmative action plan, if necessary, will become a part of the contract between the successful bidder and the City of Atlanta. Compliance with the EEO requirements will be monitored by the Office of Contract Compliance.

Small Business Enterprise Sheltered Market Goals for this Project

Project No.: FC-8462, On-Call Airport Marketing Consulting Services

The dominant NAICS code(s) and trade(s) to be engaged for the above referenced solicitation is:

54163 Marketing Consulting Services

The U.S. Small Business Administration Size standard threshold for the above dominant NAICS Code(s) is: **14,000,000.00**

FC-8462, **On-Call Airport Marketing Consulting Services** procurement has been designated as a sheltered market opportunity for small business enterprises (SBEs). Therefore, there will be **no mandatory subcontractor participation goals** included in this solicitation. However, The COA certified SBE proponent who is awarded this project at the prime level must ensure that it self-performs at least 50% of the proposed contract value before making other scopes of work available for subcontracting.

All firms interested in bidding on this project at the prime level must be certified as a SBE with the City of Atlanta or have an application for SBE certification submitted to OCC no later than the date and time of the bid opening. City of Atlanta Certified SBE prime proponents must meet the size standards of the United States Small Business Administration Guidelines related to restaurant operators/owners [see 13 C.F.R. § 121.201 (and further explained in 13 C.F.R. §§ 121.104 through 121.107)]. These requirements may be accessed via the internet by visiting: <http://ecfr.gpoaccess.gov/> and choosing "Title 13- Business and Credit" from the browse-able drop down field.

If you have any questions about the information included in this section of the solicitation, please contact the City of Atlanta Office of Contract Compliance at (404) 330-6010.

Please be reminded that no Bidder shall be awarded a contract on an Eligible Project unless the Office of Contract Compliance determines that the Bidder has satisfied the good faith efforts requirement of section 2-1372 on such Eligible Project. Details of the OCC review process for determination of non-discrimination are detailed on pages 2 and 3 of this document.

Small Business Enterprise Sheltered Market Program Reminders

1. **Certification.** It is the prime contractor's responsibility to verify that all SBEs included on the Subcontractor Project Plan are certified by the City of Atlanta's Office of Contract Compliance, or have a certification application pending with the City of Atlanta's Office of Contract Compliance.
2. **Reporting.** The successful bidder must submit monthly SBO program participation reports to the Office of Contract Compliance in a manner as prescribed by the OCC contract monitor of record
3. **Subcontractor Contact Form.** It is required that bidders list and submit information on **all subcontractors** they solicit for quotes, all subcontractors who contact them with regard to the project, and all subcontractors they have discussions with regarding the project. Failure to provide complete information on this form will result in your bid being declared non-responsive.
4. **SBO/EBO Ordinance.** The SBO Program is governed by the provisions of the SBO/EBO Ordinance set forth in the City of Atlanta Code Division 12, section 2 - 1356 through 2 - 1480. The ordinance can be obtained from the City of Atlanta Clerk's Office at (404) 330-6032.
5. **Supplier Participation.** In order to receive full SBE credit, suppliers must manufacture or warehouse the materials, supplies, or equipment being supplied for use on the Eligible Project.
6. **OCC Registry of Certified Firms.** To access OCC's real time registry of vendors (certified or non-certified), visit our PRISM Compliance Management portal at: <https://pro.prismcompliance.com/default.aspx>. Next, click the drop down arrow under "Visit a Jurisdiction", select "City of Atlanta", and click "go!" Once there, you may search by Industry or Certification to obtain your desired results. You may also go to the website: www.atlantaga.gov/contractcompliance and scroll down to the section heading "Registry of Certified Firms" Click OCC's quarterly list to access the current directory of certified firms.

COVENANT OF NON-DISCRIMINATION

The undersigned understands that it is the policy of the City of Atlanta to promote full and equal business opportunity for all persons doing business with the City of Atlanta. The undersigned covenants that we have not discriminated, on the basis of a firm's revenue or employee size with regard to prime contracting, subcontracting or partnering opportunities. The undersigned further covenants that we have completed truthfully and fully the required forms SBE-2 and SBE-3. Set forth below is the signature of an officer of the bidding entity with the authority to bind the entity.

Signature of Attesting Party

Title of Attesting Party

On this ____ day of _____, 20____, before me appeared _____, the person who signed the above covenant in my presence.

Notary Public

Seal

First Source Jobs Program Policy Statement

The Atlanta Workforce Development agency has determined that the First Source Jobs Program is **not applicable** for FC# **8462, On-Call Airport Marketing Consulting Services**

However, it is the policy of the City of Atlanta to provide job opportunities to the residents of the City of Atlanta whenever possible. Although the First Source Jobs Program only applies to **Construction Projects**, Every contract with the City of Atlanta creates a potential pool of new employment opportunities. All prime contractor proponents are invited to work with the First Source Jobs Program to fill at least 50% of all new entry-level jobs, which arise from this, or any COA project, with residents of the City of Atlanta. For more specific information about the First Source Jobs Program contact Michael Sterling of the Atlanta Workforce Development Agency at (404) 546-3000. This City of Atlanta program is not included in or enforceable through 49 CFR Parts 23 and 26.

**Michael Sterling, Interim Executive Director
First Source Jobs Program
Atlanta Workforce Development Agency
818 Pollard Boulevard
Atlanta, Georgia 30315
(404) 546-3000**

APPENDIX B

Reserved

END OF DOCUMENT