



1020 South Plant Road
 Wheeling, Illinois 60090
 847.537.2580
 www.chiexec.com

**REQUEST FOR QUALIFICATIONS
 MANAGED INFORMATION TECHNOLOGY SERVICES AND AUDIO - VISUAL SUPPORT AT
 CHICAGO EXECUTIVE AIRPORT**

The Chicago Executive Airport (Airport), owned jointly by the City of Prospect Heights and the Village of Wheeling (Communities) and governed by and through the Airport’s Board of Directors (Board), is requesting Statements of Qualifications (Statements) from entities capable of providing information technology consulting and support services.

Schedule of Events

The schedule of events (subject to change) for this RFQ is as follows:

Issue Date of RFQ	January 4, 2024
Respondent Question Submission Deadline	January 26, 2024
Airport’s Response Deadline for Answering Questions	February 2, 2024
Response Submission Deadline	February 9, 2024
Selection of Qualified Respondent to Negotiate Agreement	TBA
Successful Respondent Execution of Agreement	TBA
Board Execution of Agreement	TBA
Commencement of Agreement	TBA

Questions

Any questions concerning the RFQ must be submitted to Mr. George Sakas, Director of Economic Development, at the below email address. All such requests must be received by January 26, 2024. A formal written addendum will be issued in response to the questions submitted (if any). In addition, if there are any changes to the RFQ, an addendum will be issued. Addendums will be posted for all prospective respondents.

Delivery of Statements Qualifications

Statement of qualifications clearly marked “**Statement of Qualifications for Managed Information Technology Services and Audio-Visual Support at Chicago Executive Airport**” must be received by the Director of Economic Development at or prior to 3:00 p.m. CST on February 9, 2024. All Statements shall be addressed to:

Mr. George Sakas
 Director of Economic Development
 Chicago Executive Airport
 1020 South Plant Road
 Wheeling, IL 60090-6312
admin@chiexec.com

The Airport is soliciting Statements because it has determined that this process is ideally suited to serving the best interests of the Airport. The Airport reserves the right to reject any or all Statements or to request new Statements.

Receipt of Statements shall not in any way obligate the Airport to enter into an agreement of any kind with any respondent. The Airport shall not be responsible in any manner for any cost or expense associated with the development or submission of Statements.

All data and documentation submitted as part of this RFQ shall become the property of the Airport. The Airport shall have the right to copy, reproduce, publicize, or otherwise dispose of the documents in any way that the Airport selects. After awarding this contract, all responses, documents, and materials contained in the Statements shall be considered public information and will be made available for inspection in accordance with the Illinois Freedom of Information Act.

The Airport hereby notifies that all respondents will be afforded the full opportunity to submit a Statement of Qualifications in response to this request and that no person shall be discriminated against on the grounds of race, color, age, sex, or national origin in consideration for an award issued pursuant to this RFQ.

Thank you in advance for your consideration of this opportunity and we look forward to receiving your Statement of Qualifications.

George Sakas
Director of Economic Development
Chicago Executive Airport

I. OVERVIEW OF THE RFQ

A. Opportunity Introduction

The Airport is requesting Statements from entities capable of providing managed information technology services and audio-visual support.

B. Location

The Airport is located at 1020 Plant Road Wheeling, IL 60090.

C. Management and Operation

Successful respondent will be responsible for the complete management and operation of all information technology related functions. This includes, at a minimum:

- Network/operations support utilizing Office 365, Teams phones, One Drive, Virtower, App 139, Sage to Yardi for GL software, ICT GX Protege, Digital Watch Dog
- Manage and maintain “cloud” server storage and backup
- Security solutions for web and Internet services (network and application level)
- Technology capital project management (recommendations and replacement schedule)
- Manage other information technology vendors printer/copier
- Manage Microsoft Surfaces and Office computers with upgrades as needed
- Board Room audio visual redesign
- Conference room audio visual redesign
- Entry vestibule audio visual redesign
- Multi-factor authentication implementation
- Recommendations for IT advancements

D. Term:

The Airport anticipates a three-year contract with the successful respondent.

II. RESPONDENT INSTRUCTIONS

Introduction

The Airport is soliciting Statements because it has determined that this process best serves the interests of both the Airport and the general public. As such, all respondents will be afforded full opportunity to submit Statements in response to this RFQ and no person shall be discriminated against on the grounds of race, color, age, sex, or national origin in consideration for an award issued pursuant to this RFQ.

However, receipt of Statements shall not in any way obligate the Airport to enter into an agreement of any kind with any respondent. Further, the Airport reserves the right to reject any or all Statements for any or no reason; modify, supplement, or amend the RFQ document, process, or schedule; waive any informality; negotiate any portion of any submittal; negotiate with any respondent; postpone, reissue, or cancel the RFQ; or advertise for new Statements.

Investigation of Conditions and Circumstances

The submission of a Statement shall be considered conclusive evidence that the respondent:

(1) has read, is thoroughly familiar with, and fully understands the RFQ document and all related materials, (2) considers itself fully qualified, experienced, capable, and competent to provide information technology consulting and support services and is fully aware and understands all the requirements associated with doing so, (3) has thoroughly, conscientiously, and independently investigated all aspects of the opportunity and all related conditions or circumstances and has not relied in any way on any information or data conveyed in this RFQ document or otherwise provided by the Airport, and (4) is fully aware of and understands the conditions or circumstances that exist in the technology industry.

The Airport cannot and does not make any representation or warranty regarding the information conveyed in the RFQ document and any other related materials. As such, respondents shall conduct their own independent investigation and analysis and make their own assessments, judgments, and decisions regarding this opportunity.

Preparation of Statement of Qualifications

Statements must be submitted in such a manner as to make them complete and free from ambiguity. All paper Submittal Forms must be completed, printed, and inserted into the Statement, and be properly signed in ink by the respondent or its legally authorized officer or agent. In case of conflict between words and numerals, the words, unless obviously incorrect, shall prevail. Respondents are cautioned to verify all aspects of the Statements prior to submittal. Negligence on the part of the respondent or any party preparing any portion of the Statement confers no right to withdraw or make modifications to the Statement.

The Airport shall not be responsible for any cost or expenses associated with the Statement submitted including, but not limited to, research, investigation, development, preparation, production, duplication, transmittal, delivery, or presentation of the Statement or any additional information, materials, or documentation. All costs and expenses shall be the sole responsibility of the respondent.

Prohibition Against Lobbying

The respondent shall not lobby, either on an individual or collective basis, the Communities or Airport (their governing bodies, employees, or outside advisors) or any federal, state, or local elected or public officials or staff (support) personnel regarding this RFQ. Respondents, the respondent's acquaintances, friends, family, outside advisors, agents, or other representatives shall not contact the Communities or Airport (their governing bodies, employees, or outside advisors) or any federal, state, or local elected or public officials or staff (support) personnel to arrange meetings, visits, or presentations (beyond those contemplated in this RFQ) to influence the outcome of the selection process. Violation of this provision, by or on behalf of a respondent, will result in disqualification of the respondent.

Schedule

The schedule for this RFQ process (which is subject to change) follows:

Issue Date of RFQ	January 4, 2024
Respondent Question Submission Deadline	January 26, 2024
Airport’s Response Deadline for Answering Questions	February 2, 2024
Response Submission Deadline	February 9, 2024
Selection of Qualified Respondent to Negotiate Agreement	TBA
Successful Respondent Execution of Agreement	TBA
Board Execution of Agreement	TBA
Commencement of Agreement	TBA
Issue Date of RFQ	January 4, 2024
Respondent Question Submission Deadline	January 26, 2024
Airport’s Response Deadline for Answering Questions	February 2, 2024
Response Submission Deadline	February 9, 2024
Selection of Qualified Respondent to Negotiate Agreement	TBA
Successful Respondent Execution of Agreement	TBA
Board Execution of Agreement	TBA
Commencement of Agreement	TBA

Submission of Questions

Any questions, comments, or requests concerning the RFQ must be submitted by email, to Mr. George Sakas, Director of Economic Development at admin@chiexec.com, and submitted any time prior to 5:00 p.m. on January 26, 2024 (the question submission deadline).

The Airport’s responses to questions, comments, or requests will be provided in the form of a written addendum to the RFQ document. All parties will be emailed any addendum issued by the Airport no later than 7 calendar days prior to the Response Submission Deadline (due date). Questions or clarifications pertinent to all qualifications will be communicated with all respondents that have submitted a “Request for Information by Potential Bidders”.

Oral communications from the Airport (the Communities, Board, Airport Management, Communities or Airport employees, outside advisors, or another person associated with this RFQ) shall not be binding on the Airport and shall in no way modify the provisions of the RFQ document. Only written responses (in the form of a formal addendum issued by the Airport) shall be binding on the Airport. All addenda must be acknowledged by respondents on the “Acknowledgement of Addenda” form provided in the Submittal Forms.

Delivery of Statement of Qualifications

Completed Statements (and any additional or supplemental information or documentation) must be submitted with the words "**Statement of Qualifications for Managed Information Technology Services and Audio-Visual Support at Chicago Executive Airport**", emailed or delivered to the Airport prior to 3:00 p.m. (local time) on February 9, 2024. All Statements shall bear the name and address of the respondent and be addressed and delivered to:

George Sakas
Director of Economic Development
Chicago Executive Airport
1020 Plant Road Wheeling, IL 60090-6312
admin@chiexec.com

Statements will be opened in private at 3:00 PM CST on February 9, 2024.

Proposals may be delivered by email or in person. Faxed proposals will not be accepted. Proposals received after the time specified above will be returned unopened. The Airport is not responsible for late, misdirected, or damaged submissions and reserves the right to accept or reject any or all proposals for any reason. Failure to follow the specified format or to address all requirements of this RFQ may, at the Airport's sole discretion, result in the rejection of the Proposal.

Submittal of Statement of Qualifications

Statements must conform to the requirements stipulated in the RFQ. Each respondent agrees that all information, data, and any other documentation submitted or provided by the respondent shall become the property of the Airport and it shall not be returned to the respondent. As such, the Airport shall have the right to copy, reproduce, disclose, publicize, or dispose of the information, data, and documentation in any way for any purpose at any time that the Airport selects. In addition, the Airport shall be free to use as its own any ideas, concepts, suggestions, recommendations, techniques, or plans submitted or provided by respondent without obligation for compensation or payment or liability of any kind to respondent.

Any proprietary information, data, or other documentation that the respondent wishes to remain confidential (to extent allowed under Illinois law) should be clearly identified in the Statements. In addition, the respondent must provide justification for such a request.

Withdrawal of Statements Qualifications

No Statements may be withdrawn after they have been submitted to the Airport unless the respondents so requests by letter and such request is received by the Airport prior to the time set for receiving Statements. No Statements may be withdrawn after the scheduled due date for a period of one hundred twenty (120) days.

Disqualification and Rejection of Statement of Qualifications

A respondent may be disqualified and/or Statements may be rejected by the Airport for any of the following reasons:

- Submission of Statements after the Response Submission Deadline (due date).
- Submission of more than one Statement hereunder by an individual, firm, or corporation under the same or different names.
- Evidence of collusion among respondents.
- Existence of any unresolved claims between the respondent and the Airport.
- Respondent, for any reason, does not fully meet the qualifications, standards, and requirements established by the Airport. The burden of proof shall be on the respondent and the standard of proof shall be by clear and convincing evidence.
- The respondent has intentionally or unintentionally misrepresented or omitted material fact in the Statement and/or in supporting documentation.
- The respondent has failed to make full disclosure in the Statement and/or in supporting documentation.
- The respondent or an officer, director, agent, representative, shareholder, or employee of the entity has a record of materially violating the Regulatory Measures of the Airport (or any other Airport), the FAA, or any other Regulatory Measure applicable to the Airport and/or the respondent's proposed services.
- The respondent or an officer, director, agent, representative, shareholder, or employee of the entity has defaulted on the performance of any agreement at the Airport or at any other airport.
- The respondent has not demonstrated that it possesses adequate financial responsibility or that it is reasonably capable of undertaking the proposed services.
- The respondent or an officer or director of respondent has been convicted of a felony.
- The respondent's proposed services have been or could be detrimental to the Airport.
- The respondent seeks terms and conditions which are inconsistent with Airport policies or the RFQ issued by the Airport.

Selection Criteria

Respondents must complete and/or submit all the information stipulated in the RFQ. Failure to do so will be grounds for disqualification of the respondent. The Statement and any other information or documentation submitted by the respondent will be relied on by the Airport in making the decision to award a contract and must be warranted by the respondent as true, accurate, and complete.

Statements will be evaluated based upon the following criteria (the weighting or value associated with each element has been identified in parenthesis immediately following the criteria to give respondents an idea of the relative importance of each element to the Airport):

1. Technical Expertise of the Firm – (35%)
2. Plan, Methodology, Approach and Strategy – (10%)
3. Experience and qualifications of specific personnel – (40%)
4. Proposed Pricing, Rates, Fees and Expenses – (10%)
5. Submittal forms – (5%)

Selection Committee

A selection committee will most likely be comprised of, but not limited to, senior Airport staff and Airport Board of Directors. The selection committee will review the Statements and may later invite the most qualified respondent to present the Statement in more detail to the committee. After its deliberations are complete, the committee will recommend a selection (if any) to the Board. Should the Airport hold interviews with a brief list of qualified respondents, the final choice will be based on the Statement score and interview points. The contract award shall be made by the Board and its decision will be final.

Interviews

Respondents may have to interview and/or make a presentation to the selection committee, the Board and/or Airport Management, with the date and time to be determined.

Additional or Supplemental Information and Documentation

The Airport reserves the right to request additional or supplemental information or documentation or clarification from respondents, to conduct such investigations as the Airport considers appropriate with respect to the qualifications, experience, capabilities, or reputation of any respondent or the information or documentation contained in any Statement.

Award of Contract

The decision of the Airport and the award of the contract will be final. All respondents will be notified in writing whether they have been selected by the Airport. The Airport reserves the right to cancel the award without liability at any time before the agreement has been executed by both parties.

III. STATEMENT CONTENT

Statements must be organized so that each element (identified below) is addressed in the order indicated here. Respondents must answer all questions completely and accurately and furnish all required information, data, and documentation – failure to do so may result in disqualification. Respondents must provide (Statements will be evaluated based on) the following items:

1. Cover Letter

Each respondent must submit a cover letter identifying the name of proposing entity (or entities). An authorized representative of the proposing entity must sign the cover letter.

2. Executive Summary

Each submittal must contain an executive summary that summarizes the key elements of the Statement. In addition, a statement that explains why the Airport should select the respondent (i.e., why the respondent would be the best selection) must be included in the executive summary.

3. Technical Expertise of the Firm

Each Statement must provide a description of the respondent's capacity and resources to offer information technology consulting and support services including but not limited to familiar software and hardware systems. Respondents should provide documentation for any certifications of the firm.

4. Plan, Methodology, Approach and Strategy

Each Statement must provide a detailed description of the respondent's approach to the implementation and operation of the services desired and a portfolio of services offered.

5. Experience and Qualifications of Specific Personnel

Each Statement must contain resumes and technical biographies, including lists of certifications for team members that will be involved in providing consulting and support services to the Airport.

6. Proposed Pricing, Rates, Fees, and Expenses

Each Statement must contain information relating to the pricing, rates, fees and expenses of the information technology consulting and support services offered. This should include proposed flat fee rates for each service offered and/or hourly billing rates for each team member of the firm along with which team members will work on certain tasks.

7. Submittal forms

All the Submittal Forms must be included with the Statement. Any attachments (to the forms) must also be included in the Statement to be considered. A list of the Submittal Forms that must be completed are as follows:

1. Respondent Information
2. Respondent's Warrants
3. Respondent's Legal Statements
4. Respondent's Qualifications and Experience
5. Respondent's Affidavit
6. Acknowledgement of Addenda

8. Additional Information

The Respondent may include any additional information for the Airport's decision.

IV. APPENDIX - SUBMITTAL FORMS

To help the Airport make an informed decision, please provide the following information, data, and materials for our review.

All submittal forms must be completed and be properly signed by the respondent or its legally authorized officer or agent. In case of conflict between words and numerals, the words, unless obviously incorrect, shall prevail. Charts, diagrams, photographs, and exhibits may be attached if desired.

1. Respondent's Information

Legal Name: _____

Business Name: _____

A. Type of entity (check one):

- Sole Proprietor Corporation Limited Liability Company
 Partnership Other (identify): _____

B. Primary office (contact information):

Name: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Facsimile: _____

Email: _____

C. Official representative (contact information) – if different from the primary office:

Name: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Facsimile: _____

Email: _____

2. Respondent's Warrants

The Respondent warrants the following:

A. If SOLE PROPRIETOR, please complete the following:

1. The undersigned is an individual doing business under the name of:

_____ in
 the Municipality of _____, in the County of _____,
 State of _____.

2. Date operations began: _____

B. If a PARTNERSHIP, please complete the following:

1. The undersigned is a partnership doing business under the name of:

_____ in
 the Municipality of _____, in the County of _____,
 State of _____.

2. Describe type of partnership (check one)

General Partnership Joint Venture
 Limited Partnership Other (identify) _____

3. Date partnership was formed: _____

4. Has the partnership been recorded? (If yes, identify where and when?)

Yes No

5. The following is a complete and accurate list of names of the partners – if necessary, attach a separate sheet and identify it as **Attachment 2-B-5**.

Name/Title	Business Address	City	State	Zip

C. If a CORPORATION, please complete the following:

1. The undersigned is a duly authorized officer acting as a corporation of _____, organized on _____, and existing under the laws of the State of _____.

2. Is the corporation in good standing? (If yes, attach a copy of good standing and identify it as **Attachment 2-C-2**)

Yes No

3. Is the corporation qualified to do business in the State of Illinois?

Yes No

If foreign corporation (not incorporated in Illinois), provide “business qualification number” from the Illinois Secretary of State (No. _____) and attach a copy of business qualification certificate and identify it as **Attachment 2-C-3**.

4. The corporation is: (check one)

Public Private

5. If a publicly held corporation, how and where is the stock traded?

6. The following is a complete and accurate list of officers, directors, and major (≥ 5%) shareholders of said corporation – if necessary, attach a separate sheet and identify it as **Attachment 2-C-6**.

(NOTE: If the corporation is listed on the New York or American Stock Exchange and its last annual statement and report is submitted herewith, the names of shareholders need not be listed on this form).

Name/Title	Business Address	City	State	Zip

7. The following officers are duly authorized to execute agreements on behalf of said corporation – attach a copy of the by-laws or corporation resolution authorizing these officers and identify it as **Attachment 2-C-7**.

Name/Title	Business Address	City	State	Zip

D. If a LIMITED LIABILITY COMPANY, please complete the following:

1. The undersigned is a duly authorized officer acting as _____ of a limited liability company organized on _____ and existing under the laws of the State of _____.

2. Is the limited liability company in good standing? (If yes, attach a copy of good standing and identify it as **Attachment 2-D-2**)

Yes No

3. Is the limited liability company qualified to do business in the State of Illinois?

Yes No

If foreign limited liability company (not from Illinois), provide “business qualification number” from the Illinois Secretary of State (No. _____) and attach copy of business qualification certificate and identify it as **Attachment 2-D-3**.

4. The following is a complete and accurate list of members of the limited liability company – attach separate sheet identified as **Attachment 2-D-4** if preferred or necessary.

Name/Title	Business Address	City	State	Zip

5. The following members are duly authorized to execute agreements on behalf of said limited liability company – attach a copy of articles of organization and operating agreement authorizing these members and identify it as **Attachment 2-D-5**.

Name/Title	Business Address	City	State	Zip

3. Respondent’s Legal Statements

Please answer the following questions as applicable to the Respondent (the entity) and the Respondent’s partners (if partnership), members (if limited liability company), or directors, officers, and major shareholders (if corporation). A major shareholder is an individual or entity owning more than 33% of the outstanding common stock.

- A. Has the Respondent ever been convicted of a felony? *If yes, please give date, place, and nature of conviction(s) on a separate sheet and identify it as **Attachment 3-A**.*
 YES NO

- B. Has the Respondent ever been convicted of a crime involving fraud, theft, or dishonesty? *If yes, please give date, place, and nature of conviction(s) on a separate sheet and identify it as **Attachment 3-B**.*
 YES NO

- C. Has the Respondent (or any entity the Respondent has held an ownership interest in) ever been convicted of violating any Regulatory Measure related to, associated with, or that involved the proposed services, or any other activity(ies) normally occurring at or associated with an airport? *If yes, please give date, place, and nature of violation(s) on a separate sheet and identify it as **Attachment 3-C**.*
 YES NO

- D. Are there any past or pending judicial, regulatory, or administrative proceedings, investigations, arbitrations, mediations, claims, judgments, liens, or litigation against the Respondent (or any entity the Respondent has held or currently holds an ownership interest in)? *If yes, please give date, place, and nature of the action(s) on a separate sheet and identify it as **Attachment 4-D**.*
 YES NO

- E. Are there any pending uninsured claims against the Respondent (or any entity the Respondent has held or currently holds an ownership interest in)? *If yes, please give date, place, and nature of the claim(s) and whether (and to what extent) reserves have been maintained by the Respondent to cover the claim(s) – attach a separate sheet and identify it as **Attachment 3-E**.*
- YES NO
- F. Has the Respondent (or any entity the Respondent has held or currently holds an ownership interest in) been involved with, been declared bankrupt, filed a petition in any bankruptcy court, filed for protection from creditors in bankruptcy court, or had involuntary proceedings filed in bankruptcy court? *If yes, please give date, place, and nature of proceeding(s) on a separate sheet and identify it as **Attachment 3-F**.*
- YES NO
- G. Has the Respondent (or any entity the Applicant has held or currently holds an ownership interest in) ever had a bond or surety canceled or forfeited? *If yes, please give name of the bonding company, name and address of principal on bond and reason(s) for such cancellation or forfeiture on a separate sheet and identify it as **Attachment 3-G**.*
- YES NO
- H. Does any member of the Airport (its governing body, employees, or outside advisors) or any federal, state, or local elected or public official or staff member have any direct or indirect financial interest in the Respondent or the Respondent's proposed operations? *If yes, please provide the name(s) of such individual(s) and describe the relationship(s) on a separate sheet and identify it as **Attachment 3-H**.*
- YES NO
- I. If the Respondent is owned, controlled, or licensed (in whole or part) by another entity (person, partnership, limited liability company, or corporation), provide the name of the entity(ies) on a separate sheet and identify it as **Attachment 3-I**.
- J. Identify any agreements or contracts (existing, proposed, or currently being negotiated) with related parties (entities) pertaining to the proposed operation on a separate sheet and identify it as **Attachment 3-J**.
- K. Identify any joint ventures, partnerships, or affiliate agreements or contracts (existing, proposed, or currently being negotiated) with other parties (entities) pertaining to the proposed operation on a separate sheet and identify it as **Attachment 3-K**.
- L. If the Respondent has used or currently uses trade names or has done or currently does business under other names (fictitious or otherwise), provide the names of those entities on a separate sheet and identify it as **Attachment 3-L**.
- M. Provide a list of insurance claims against the Respondent (or any entity the Respondent has held or currently holds an ownership interest in) for the last three years on a separate sheet and identify it as **Attachment 3-M**.

4. Respondent’s Qualifications and Experience

Please answer the following questions as applicable to the respondent (the entity) and the respondent’s partners (if partnership), members (if limited liability company), and directors, officers, and major shareholders (if corporation).

A. Identify the number of years that respondent has engaged in the information technology consulting and support services and/or similar activity(ies): _____

B. Provide three (3) customer business references (and contact information).

1. Name: _____ Title: _____
Address: _____ City: _____ State: __ Zip _____
Telephone: _____ Email: _____

2. Name: _____ Title: _____
Address: _____ City: _____ State: __ Zip _____

C. Telephone: _____ Email: _____

1. Name: _____ Title: _____
Address: _____ City: _____ State: __ Zip _____

D. Telephone: _____ Email: _____

E. Provide three (3) financial business references (i.e., financial institutions where the Respondent maintains operating, savings, and/or investment accounts) and contact information.

1. Name: _____ Title: _____
Address: _____ City: _____ State: __ Zip _____
Telephone: _____ Email: _____

2. Name: _____ Title: _____
Address: _____ City: _____ State: __ Zip _____
Telephone: _____ Email: _____

3. Name: _____ Title: _____
Address: _____ City: _____ State: __ Zip _____
Telephone: _____ Email: _____

F. Provide three (3) years of historical financial statements (balance sheet, income statement, cash flow statement, and actual to budgeted performance) together with accountant’s opinions (compilation, review, or audit) – attach documents identified at **Attachment 4-H**.

G. Provide proof of existing insurance – attach documents identified at **Attachment 4-E**.

5. Respondent's Affidavit

Affiant, _____, of the municipality of _____, in the County of _____, and State of _____, of full age, being the first duly sworn according to law on my oath, deposes and states that:

1. Affiant states that this application is genuine; that it is not a sham or collusive in any way; that it (and all the information, data, and documentation provided in conjunction with it) is true, accurate, and complete; and that it is not made in the interest of or on the behalf of any entity not named or disclosed herein.
2. Affiant does hereby state that neither the respondent nor any of respondent's officers, partners, owners, shareholders, agents, representatives, employees, or parties in interest, has, in any manner conspired, colluded, connived, or agreed, directly or indirectly, with any person, firm, corporation, or other respondent or potential respondent to unfairly compete or compromise, in any way, the application process and the respondent has not paid or agreed to pay, directly or indirectly, any person, partnership, company, association, organization, corporation, or any other respondent or any potential respondent and has not paid any money or provided any other valuable consideration to any party for providing assistance in seeking acceptance of the application or attempting to seek acceptance of the application or fix the proposed terms, conditions, or provisions of this submittal or any other submittal of any other respondent, and hereby states that no such money or other reward will be hereinafter paid.
3. Affiant further states that the respondent (or any partner, member, director, officer, shareholder, agent, representative, or employee of the respondent) or any parties holding an ownership interest in the respondent has not recommended or suggested to the Airport or any of its officers, agents, representatives, employees, or parties in interest, any of the terms, conditions, or provisions not set forth in this submittal.
4. Affiant further states that the respondent (or any partner, member, director, officer, shareholder, agent, representative, or employee of the respondent) or any parties holding an ownership interest in the respondent is not a member of the Airport (its employees or outside advisors) nor a federal, state, or local elected or public official or staff member or is a related party except as noted herein below: _____

Signature:

Subscribed and sworn to before me

This _____ day of __, 20 _____
(Seal of Notary)

Name: _____

Title: _____

Entity's Name: _____

Notary Public - Commission Expires:

6. Acknowledgement of Addenda

The undersigned acknowledges receipt of the Addenda as listed below and represents that any additions or modifications to or deletions from the terms called for in these Addenda are included in this Statement of Qualifications.

ADDENDUM No. _____ DATE: _____

ADDENDUM No. _____ DATE: _____

ADDENDUM No. _____ DATE: _____

ADDENDUM No. _____ DATE: _____

ADDENDUM No. _____ DATE: _____

Signed:

Printed Name, Title