

REQUEST FOR PROPOSALS

HIGH IMPACT VIDEO / PRESENTATION PRODUCTION SERVICES SAVANNAH/HILTON HEAD INTERNATIONAL AIRPORT



**PROPOSAL DUE DATE: FRIDAY, JULY 26, 2019
4:00 P.M. EDT**

1. PURPOSE

Proposals are hereby requested from all interested and qualified parties (hereinafter referred to as “Company” or “Companies”) desiring to present their qualifications and experience, to partner with the SAC’s Marketing team to produce high impact presentations. Proposals that concisely present the information requested in the order and manner requested will be considered more favorably than a Proposal (“Proposal” or “Offer”) from an Offeror of commensurate qualifications that displays a lack of organization, conciseness, or attention to detail.

The scope of the Proposals is to:

- Demonstrate the ability to create a powerful, dynamic interactive video presentation to convey the need for a new interstate interchange at the airport and to serve as the centerpiece of the State of the Airport presentation.
- Demonstrate the ability to create a powerful, dynamic interactive presentation to showcase the current and proposed infrastructure and development at the airport.
- Demonstrate the ability to create other presentations and media on an as needed basis with little notice.

2. RESERVATION OF RIGHTS

This RFP shall in no manner be construed as a commitment on the part of the Savannah Airport SAC (SAC) to execute a Professional / Vendor Services Agreement, to pay any cost incurred in the preparation of proposals to this request, or to procure or contract for any services. The SAC reserves the right to reject any proposal, which in its opinion does not have adequate qualifications. Furthermore, the SAC reserves the right to reject any or all proposals and to advertise for new proposals for any reason(s) or for no reason(s). The SAC reserves the right to waive minor irregularities and/or formalities. More than one proposal from the same Proposer under the same or different names will not be considered. Reasonable grounds for believing that a Proposer is involved in providing more than one proposal to the SAC will cause the rejection of all proposals from such Proposer. One or all proposals will be rejected if there is any reason for believing that collusion exists among Proposers, and no participant in such collusion will be considered in this or in future requests for proposals for the management/operation of the restaurant as provided herein.

Proposals will not be accepted from any Proposer that is in arrears or default with the SAC upon any debt or contract or is in default as surety or otherwise upon any obligation to the SAC.

3. GENERAL DESCRIPTION OF SERVICES

The Savannah Airport SAC (SAC) seeks the services of a creative Presentation Production Company to partner with our Marketing team to produce two or more dynamic presentations. The objectives of the presentations are to:

- Communicate the infrastructure development at the airport.
- Educate the audience in the operations of an airport.
- Create awareness and appreciation for the economic impact the airport has on the region.
- Dramatically demonstrate the need for an improved interstate interchange serving the airport and surrounding commercial development.
- Overall ability to tell the airport story.

4. SCOPE OF WORK

The company must be capable of taking SAC concepts and carry them from concept through production to final delivery. The company shall have the necessary expertise to produce industry-leading work that may include, but is not limited to, the following list of services:

Pre-Production Planning

- Scriptwriting
- Storyboard Creation
- Location Scouting
- Casting
- Production Management
- Creative Direction

Production

- Multimedia production including 4K footage integration.
- Visual effects and editing
- UAS Imagery
- Voiceover and ADR recording
- Digital animation
- Ensure interchangeable segments

Post-Production

- Music selection from library sources approved by SAC
- Sound editing and mixing
- Video editing and may include special effects
- Presentation Coaching
- Modifying presentations and annual updates

- Onsite production services at presentation venues

The SAC anticipates a delivery date for the final production of the interchange and State of the Airport Presentation between Jan 1, 2020 and February 15, 2020. All assets, project files, and finished media will be delivered to SAC in a format determined by SAC. Company agrees that all deliverables, renderings, sketches, drawings, proofs, and notes or other documents or work product obtained by or produced by Company under this Contract shall be provided to SAC upon request and otherwise brand protected. Upon the SAC's request or upon the expirations of this Contract, Company shall deliver or return all copies of the Work to SAC. The Company is permitted, subject to its obligations of confidentiality to retain one copy of the Work for archival purposes and to defend its work product. Portions may be used subject to SAC's approval.

Companies are expected to demonstrate their high impact capabilities through examples and links to previous work. They may also be asked to demonstrate their capabilities during an in-person presentation.

5. Pre-Proposal Meeting and Written Question Deadline

A pre-proposal conference is scheduled for **Friday, July 19th at 1:00 p.m.** in the Savannah Airport Commission Conference Room. Attendance at this pre-proposal meeting is encouraged. The purpose of the meeting will be to provide an overview of the scope of work and discuss the requirements and objectives of the RFP. Please call 912.964.0514 x 3315 or send an email to (mdunn@flysav.com) to indicate your attendance at the Pre-Proposal Meeting. Interested parties are invited to submit WRITTEN questions and requests for clarification to the Commission in advance of the Pre-Proposal Meeting. The deadline to submit questions and requests will be **Thursday, July 18th, at Noon**. In order to receive communications and responses to questions and requests for clarification, interested parties must send an email indicating the company name and contact information to Meghan Dunn at mdunn@flysav.com (Tel: 912.964.0514 x 3315) or, Company must attend and sign-in at the Pre-Proposal meeting.

6. PROPOSAL EXHIBITS

Exhibit A	Information Concerning Proposer
Exhibit B	RFP Timeline: Schedule of Events
Exhibit C	Acknowledgement of Addenda
Exhibit D	Professional Services Agreement
Exhibit E	Record and Electronic Copies of Previous Similar Work
Exhibit F	Pricing Proposal

7. PROPOSAL REQUIREMENTS

Clear, concise, yet detailed responses to the criteria below are to be provided in the Proposal. In addition, the Bid/Proposal Affidavit and Acknowledgement of Addenda (if applicable) must be included. Standard sales material may be provided but must be attached as an appendix rather than included within the body of the Proposal. Offerors must paginate the Proposal and are requested to provide tabs to separate responses to each of the technical criteria.

The following information must be furnished in the Proposal per this solicitation, as more fully described below in items a – g. Failure to include any of the items listed below may disqualify your Company's response. The Criteria are listed in order of importance. Offerors are requested to compile their Proposals in the same order. It is the Offeror's responsibility to tailor its response to demonstrate its qualifications to perform the scope of work specifically for SAC.

a. Mandatory Requirements: Company shall provide a brief history of the company including the number of years providing video and presentation pre-production, production, and post-production services with emphasis on the requirements specified in the Scope of Work of Section 4 of this solicitation. Include link(s) to relevant work.

- Company shall provide a minimum of three (3) client references (contact name, company name, and telephone number including extension numbers). At least one reference should be for a high impact presentation client. SAC reserves the right to contact references not provided in the proposal.
- SAC will provide a general outline for the presentation(s). The presentation(s) will require dynamic transitions and animation triggers, which coincide with a timeline of past, present, and future development and air service activity.

b. Technical Approach: Provide a narrative of how your company will approach the requested services in the Scope of Work, set form in Section 4 of this solicitation by the delivery date. The Proposer understands that the description and timeline for the sample presentation is provided for the purpose of demonstrating the Proposer's creative and technical approach to similar projects. The successful Proposer shall be required to provide their technical approach and timeline for the actual presentations provided by SAC.

c. Proposed Key Personnel Qualifications: Proposer shall provide the name(s) for the proposed production team, inclusive of position(s) and applicable background/resume. Resume must include the proposed individual's experience, educational, and employment background.

d. Special/Unique Qualifications: Proposer shall provide a description of special or unique services offered by the firm.

e. Proposal Affidavit: Proposer shall complete and sign the Proposal Affidavit enclosed in Appendix A and enclose with the Proposal.

f. Acknowledgement of Receipt of Addenda Form: If any addenda to the RFP documents are issued prior to the due date and time for Proposals, Exhibit C must be completed, signed, and included in the Offeror's Proposal.

g. Acknowledgement of Review of Professional Services Agreement: The SAC's Agreement for this Procurement will contain the provisions in Exhibit D. By submitting a Proposal, the Offeror warrants that they have reviewed Exhibit D and will execute an agreement: a) in substantially the same form; and b) with these terms and conditions upon request by SAC. For accounting purposes only, SAC will issue purchase order(s) to the awarded Company.

An Offeror may modify their Technical Proposal by e-mail any time prior to the due date and time, providing that the Issuing Office is satisfied that a written confirmation of the modification with signature of the Company was mailed prior to the proposal due date and time. Technical Proposals may not be modified, supplemented, cured, or changed in any way after the due date and time, unless specifically requested by SAC.

7. **PROPOSAL SUBMISSIONS**

a. **Written proposals:** All proposals must be submitted in writing. Proposal must be delivered in a sealed envelope or package conspicuously labeled “**SEALED PROPOSAL – HIGH IMPACT PRESENTATION PRODUCTION SERVICES.**” In addition, the envelope must contain the following information:

Name of Company: _____

Address: _____

Phone: _____

If delivered by mail, Proposals must be enclosed in an “inner” envelope labeled as indicated above and such “inner” envelope/package must be mailed in an envelope/package addressed as indicated in the following paragraph (b).

b. **Submission of Proposal:** All proposals must be delivered by the Company in person, or by certified or registered mail to:

Executive Director
Savannah Airport SAC
400 Airways Avenue
Savannah, GA 31408-8000

c. An original and three (3) copies of each Proposal must be submitted. A high-resolution PDF contained on a flash drive must also be included with the submittal package.

d. **Noting Proprietary Information:** If the Company wishes to protect trade secrets or proprietary information contained in the Proposal, a letter must be attached to the first page of the Proposal specifically stating which data or other materials should not be subject to public disclosure and noting the page(s) on which the information appears. The Company must state in the letter the reason why protection is necessary.

e. ***Submission Deadline: All Proposals must be submitted no later than 4:00 P.M. EDT on Friday, July 26, 2019. Any Proposals received after the stated time and date will not be accepted.***

f. After the Proposal opening, based on an evaluation of Proposals submitted, the Savannah Airport SAC may select one or more companies to conduct discussions with and require in-person presentations regarding their qualifications and ability to furnish the required service to best serve the needs of the SAC.

8. ADDENDA TO REQUEST FOR PROPOSAL

a. The Savannah Airport SAC may issue addenda to this Request for Proposal. Any such addendum officially amends the Request for Proposal and may be used to modify, correct or add to the information contained herein. It is the responsibility of each Company to assure that the SAC has the name, address and phone number of the person to whom such addenda should be sent.

b. A sample “Acknowledgment of Addenda” form is included as Exhibit C in this Request for Proposal. This form must be completed after each Addendum is received and a signed copy returned to the Savannah Airport SAC for our files.

c. Failure to acknowledge receipt of any Addendum on the “Acknowledgment of Addenda” form provided may result in the disqualification of your proposal.

9. WITHDRAWAL OF PROPOSALS

Any Proposal may be withdrawn up until the date and time set above for opening of the Proposals. Any Proposals not withdrawn will, upon opening, constitute an irrevocable offer for a period of ninety (90) days to provide the services at Savannah/Hilton Head International Airport set forth in these specifications until one of the Proposals has been duly accepted by the SAC.

10. EVALUATION OF PROPOSALS

Proposals will be evaluated on the basis of the Proposers’ ability to provide the services. Each Proposal will be evaluated, at a minimum, on the following basis:

- a. Proposed Presentation Concept
- b. Business Qualifications
- c. Management / Key Personnel Qualifications
- d. Production Planning Services
- e. Disadvantaged Business Enterprise Program
- f. Record and Electronic Copies of Previous Similar Work
- g. Pricing Information

No one criteria or combination of criterion will be controlling the selection of the best Proposal. The selection will be based upon the best judgment of the SAC in seeking the best and highest quality of services based on all information submitted.

11. FINAL EVALUATION, RANKING, AND SELECTION

a. Recommendation of Award for Further Discussion: An evaluation and selection committee may recommend an Offeror an award based upon the Offeror's Proposal and Price Proposal (included in Exhibit F) without further discussion. However, should the evaluation and selection committee find that further discussion would benefit the SAC, then the committee may recommend such discussions. If so, then SAC shall establish procedures and schedules for conducting discussion and will notify responsible Offerors.

b. Final Ranking and Selection: Following the evaluation of the Technical Proposals and Price Proposals, the evaluation and selection committee will make an initial overall ranking of the Proposals and recommend the award of the contract to the Offeror(s) whose Proposal(s) is (are) determined to be the most advantageous to the SAC. The decision of the award(s) of the Contract will be made at the discretion of SAC and will depend on the facts and circumstances of the procurement. All Offerors will be notified of the award(s) selection.

c. Negotiations: Negotiations may be conducted with certain companies so elected and at the conclusion of such negotiations, the SAC will select the Company deemed in the judgment of the SAC to be the most qualified, best suited, and who best meets the requirements of the SAC among those submitting Proposals.

12. RENEWAL OF PROFESSIONAL SERVICES / VENDOR AGREEMENT

a. The initial term of the Professional Services / Vendor Agreement will be for two (2) years. After which, at the SAC's option, and provided the Proposer is not in default of the terms and conditions of said Agreement, it may be automatically renewed for one successive one (1) year period, unless thirty (30) days written notification is given by either party one to the other not to extend, prior to the end of the initial term or any renewal term.

b. No guarantee or representation is made herein as to the time between the Proposal opening and any subsequent SAC action.

13. INSURANCE AND INDEMNIFICATION

The Proposer must procure and maintain at its sole expense the following types and amounts of insurance throughout the contract agreement term, which amounts may be adjusted by the SAC from time-to-time in the future, protecting Proposer and SAC from claims and actions set forth in the indemnity provisions of the agreement.

a. Commercial General Liability insurance (including, but not limited to, Premises/Operations, Broad Form Comprehensive General Liability Endorsement, Contractual, Independent Contractors, Broad Form Property Damage, and Personal Injury, as applicable); and such other coverage as may be generally issued by insurance companies for businesses similar to that engaged in by Proposer, which SAC may reasonably require.

b. It is understood that the insurance coverages and limits required of Proposer hereunder are designed to meet the minimum requirements as established by SAC. Proposer alone shall be responsible for the sufficiency of its own insurance program. With no intent to limit Proposer's liability or the indemnification provisions set forth herein, Proposer shall procure and maintain General Liability Insurance during the term of the agreement no less than One Million Dollars (\$1,000,000) each occurrence, Combined Single Limit, bodily injury and property damage, including Employer's non-ownership liability and hired auto coverages as applicable.

c. Proposer must carry and place on file in the SAC office an original signed copy of Proposer's Certificate of Insurance reflecting the following additional limits:

(2) Worker's Compensation in compliance with Georgia Statutory Limits, including an All States Endorsement.

d. Proposer's policy covering the said insurance shall be issued by a company doing business in the State of Georgia, countersigned by a Georgia agent and approved by the Airport's Executive Director and shall not be subject to cancellation or change until after thirty (30) days written notice shall have been given to SAC. A Certificate of Insurance, reflecting the above and name the Mayor and Aldermen of the City of Savannah and the Savannah Airport SAC, as *additionally insured*, shall be delivered to SAC by Proposer in advance prior to beginning restaurant management/operation as established herein.

e. SAC will not be liable for any damage to Proposer's property from any cause unless solely caused by fault or negligence of SAC, and Proposer waives all claims against SAC for damage to persons or property arising for any reason, unless solely caused by fault or negligence of SAC.

f. All insurance policies must contain a standard cross-liability provision and must stipulate that no insurance held by SAC will be called upon to contribute to a loss covered thereunder. SAC will have no liability for any premiums charged for such coverage, and the inclusion of SAC as additional insured is not intended to and shall not make the SAC a partner or joint venturer with Proposer in Proposer's operations. Such policies will also insure Proposer against the risks to which it is exposed as the operator of the business authorized under this RFP and will be for full coverage with any deductibles and/or retentions subject to approval by SAC and must contain provisions on the part of the respective insured waiving the right of such insurers to subrogation.

h. Indemnification

Proposer shall protect, defend, and indemnify SAC and its officers, agents and employees from and against any and all liabilities, losses, suits, claims, judgments, fines or demands arising by reason of injury or death of any person, or damage to any property, including all reasonable costs for investigation and defense thereof (including but not limited to attorney fees, court costs, and expert fees), of any nature whatsoever arising out of or incident to this Agreement and/or the use or occupancy of the Leased Premises or the acts or omissions of

Proposer's officers, agents, employees, contractors, subcontractors, licensees, or invitees, regardless of where the injury, death or damage may occur, unless such injury death or damage is caused by the sole negligence of the SAC. The SAC shall give to Proposer reasonable notice of any such claims or actions. The Proposer shall also use counsel reasonably acceptable to SAC in carrying out its obligations hereunder. The provisions of this section shall survive the expiration or early termination of this Agreement.

14. REQUESTS FOR ADDITIONAL INFORMATION

Requests for information included in the Request for Proposal must be made in writing and received by the Savannah Airport SAC no later than ten (10) calendar days prior to the deadline for submitting the Proposal.

15. RIGHTS TO SUBMITTED MATERIAL

All responses, inquiries, or correspondence relating to or in reference to this Request for Proposal, and all other reports, charts, displays, schedules, exhibit, and other documentation submitted by the Companies will become the property of the Savannah Airport SAC.

SAVANNAH AIRPORT COMMISSION

Gregory B. Kelly, A.A.E.,
Executive Director

EXHIBIT A
HIGH IMPACT VIDEO / PRESENTATION PRODUCTION SERVICES
INFORMATION CONCERNING PROPOSER

The following information is to be furnished by the Proposer and must be sworn to, before a Notary Public, by an Officer (authorized representative) of Proposer who has the responsibility and authority to bind the company to statements made. Attach additional sheets as may be necessary to completely answer each question.

1. PROPOSERS BACKGROUND AND OWNERSHIP

- a. Name of Firm (exactly as it will appear on the Agreement)

- b. Principal Office Address

- c. Telephone Number
Area Code: _____
- d. Contact Person

(Title) _____
- e. For identification of business entity (check one and complete one of the next three statements):
 - () Corporation
 - () Partnership
 - () Joint Venture
 - () Other _____

If a Corporation, answer the following:

- a. When incorporated? _____
- b. Where incorporated? _____
- c. Is the corporation authorized to do business in the State of Georgia:
 - (1) Yes (2) NoIf yes as of what date: _____

(2) If Georgia is not State of Incorporation:

- i. Address of the registered office in Georgia:

ii. Name of registered agent in Georgia at such office:

iii. Attach certificate of authority to transact business in Georgia.

d. The corporation is held:
Publicly () Privately ()

e. Furnish the name, title and address of each officer, director and shareholders owning the corporations issued stock.

NAME, TITLE, ADDRESS	SEX	MINORITY GROUP STATUS	% OWNED

MINORITY GROUP STATUS:

- | | |
|------------------------------|-----------|
| 1. BLACK | 5. ESKIMO |
| 2. SPANISH SPEAKING AMERICAN | 6. ALEUT |
| 3. ASIAN | 7. INDIAN |
| 4. HANDICAPPED | 8. WOMAN |

If a partnership, answer the following:

- a. Date of Organization: _____
- b. General Partnership () Limited Partnership ()
- c. Partnership Agreement recorded: Yes () No ()
- d. Has the Partnership previously done business in Georgia:
Yes () No ()
If Yes, When: _____
Where: _____
- e. Names, addresses, and partnership share of each general partner:

NAME & ADDRESS	SEX	MINORITY GROUP STATUS	% OWNED

MINORITY GROUP STATUS:

- | | |
|------------------------------|-----------|
| 1. BLACK | 5. ESKIMO |
| 2. SPANISH SPEAKING AMERICAN | 6. ALEUT |
| 3. ASIAN | 7. INDIAN |
| 4. HANDICAPPED | 8. WOMAN |

If a joint venture, answer the following:

- a. Date of organization: _____
- b. Joint venture agreement recorded? Yes () No ()
Where recorded: County: _____ State: _____
- c. Has the joint venture previously done business in Georgia?
Yes () No ()
- d. Names, address and percent of ownership of each joint venturer:

NAME & ADDRESS	SEX	MINORITY GROUP STATUS	% OWNED

MINORITY GROUP STATUS:

- | | |
|------------------------------|-----------|
| 1. BLACK | 5. ESKIMO |
| 2. SPANISH SPEAKING AMERICAN | 6. ALEUT |
| 3. ASIAN | 7. INDIAN |
| 4. HANDICAPPED | 8. WOMAN |

2. OTHER INFORMATION

a. Have any agreements or contracts held by Proposer for management/operation of a restaurant or related business been canceled?

Yes () No () If yes, attach details

b. Has Proposer ever been sued for issues pertaining to fee payments, breach of contract and/or performance?

Yes () No () If yes, attach details

c. Surety Information: Have you ever had a bond or surety canceled or forfeited?

Yes () No () If yes, attach details which include name of bonding company, date, amount of bond and reason for such cancellation or forfeiture.

d. Bankruptcy Information: Have you ever been declared bankrupt?

Yes () No () If yes, attach details which include date, court jurisdiction, amount of liabilities and amount of assets.

EXHIBIT B
RFP TIMELINE – SCHEDULE OF EVENTS

Issue Request for Proposals	Friday, July 12, 2019
Pre-proposal meeting	Friday, July 19, 2019 – 1:00 p.m.
Proposals due	Friday, July 26, 2019 - 4:00 p.m.
Negotiate and execute agreement	August 7, 2019 SAC Meeting

EXHIBIT C
ACKNOWLEDGEMENT OF ADDENDA

ADDENDUM NO. ____

_____, 2019

SAVANNAH/HILTON HEAD INTERNATIONAL AIRPORT

REQUEST FOR PROPOSALS – HIGH IMPACT VIDEO PRODUCTION SERVICES

The following amendments, additions, deletions shall be made to the Request for Proposal. Insofar as these documents are at variance with this Agreement, Addendum No. ____ dated _____, shall govern:

1. [specific information, additions, deletions, clarifications here]

I hereby acknowledge receipt of Addendum No. ____

(Signature)

(Name of Company)

_____, 2019
(Date)

EXHIBIT D
PROPOSED PROFESSIONAL SERVICES AGREEMENT

Proposed agreement follows this page

CONTRACT FOR PROFESSIONAL SERVICES

THIS AGREEMENT, made and entered into by and between SAVANNAH AIRPORT COMMISSION, a public body corporate organized under the laws of the State of Georgia, hereinafter called "Commission," and _____ hereinafter called "Company," is for the services described under Item 2 of this Agreement.

- 1. General Nature of Project: Savannah Airport Commission – High Impact Video Production Services
- 2. Scope of services to be performed by the Company (If additional pages are necessary, they are identified as Attachment A: _____)

Attachment A: _____

- 3. COMPENSATION: The compensation to be paid to the Company for providing the services called for herein shall be _____. If the project extends beyond the estimated duration, due to additional reviews or tasks, additional time and travel will be billed at standard Time and Materials (T&M) rates. The Company must request formal written authorization prior to T&M reimbursement.
- 4. DURATION: This agreement shall remain in effect for a period of two years from the execution date hereof. At the end of the initial two-year term, the Agreement will be automatically renewed for three successive one-year renewal terms; unless thirty (30) days written notice is given from either party to the other of its intent to renew.
- 5. INVOICE PROCEDURE: The Company shall submit an invoice to Commission requesting payment once deliverables have been provided to the Commission. Invoices shall be addressed to:

Savannah Airport Commission
Attention: Accounts Payable
400 Airways Avenue
Savannah, Georgia 31408

Commission may withhold payment or submission of the Company’s invoice if the Company’s services hereunder are not satisfactory to Commission.

- 6. INSURANCE: The Company shall procure and maintain throughout the term of this Agreement the following insurance limits and coverage and shall, upon executing this Agreement, provide Commission a certificate(s) of insurance evidencing the same, showing Mayor and Aldermen of the City of Savannah, the SAVANNAH AIRPORT COMMISSION and its directors, employees, officers and agents as an Additional Insured on all coverage except workers’ compensation and professional liability:
 - A. COMMERCIAL GENERAL LIABILITY Insurance including Bodily Injury, Property Damage, Personal Injury, Blanket Contractual and Broad Form Property Damage Coverage including Products and Completed Operations, and XCU exposure with combined single limits of not less than \$1,000,000 per occurrence.

- B. COMMERCIAL AUTOMOBILE LIABILITY Insurance including owned, non-owned, leased and hired motor vehicle coverage with limits not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage.
 - C. WORKER'S COMPENSATION Insurance as required by law including Employer's Liability Insurance with limits of not less than \$1,000,000 per accident, \$1,000,000 per disease and \$1,000,000 policy limit on disease.
 - D. PROFESSIONAL LIABILITY Insurance with a limit of not less than \$1,000,000 per claim.
7. INDEMNIFICATION: The Company shall indemnify and save harmless Commission and its agents, representatives and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, liabilities, costs and expenses, including attorney's fees, arising out of or in connection with or claimed to arise out of or in connection with any negligent act, error, omission or wrongful act of the Company or anyone acting on its behalf in connection with or incident to this Agreement.
8. ASSIGNABILITY: The Company shall not assign any interest in this Agreement and shall not transfer any interest in the same, whether by assignment or novation, without the prior written consent of Commission.
9. TERMINATION: This Agreement may be terminated by either party by thirty (30) days written notice in the event of substantial failure to perform in accordance with the terms herein by the other party through no fault of the terminating party. If this Agreement is so terminated, Commission shall pay the Company compensation for work satisfactorily completed up to the date of termination.

Commission may terminate this Agreement for convenience or for any other business reason. In the event of such termination or suspension, Commission shall pay the Company for the work accomplished up to the date of termination or suspension.

10. ENTIRETY OF AGREEMENT: The terms and conditions of this Agreement embody the entire agreement and understanding between the parties hereto, and there are no other agreements and understandings, oral or written, with reference to the subject matter hereof that are not merged herein and superseded hereby. No alteration, change or modification of the terms of the Agreement shall be valid unless made in writing and signed by both parties hereto. Each party acknowledges participation in the negotiations and drafting of this Agreement and any modifications thereto, and that, accordingly, this Agreement will not be construed more stringently against one party than against the other.
11. WAIVER: Any failure by Commission to require strict compliance with any provision of this contract shall not be constructed as a waiver of such provision, and Commission may subsequently require strict compliance at any time, notwithstanding any prior failure to do so.
12. GOVERNING LAW: This Agreement shall be deemed to be governed by and construed in accordance with the laws of the State of Georgia. Company agrees and consents to the exclusive jurisdiction of the courts of the State of Georgia for all purposes regarding this agreement and further

agrees and consents that venue of any action brought hereunder shall be exclusively in the County of Chatham.

- 13. PROPRIETARY INFORMATION: It is understood and acknowledged that Commission. may provide to Company information which is proprietary and/or confidential during the term of this Agreement. Company agrees to maintain the confidentiality of such information during the term of this Agreement and afterwards. All materials containing such confidential information shall be returned to Commission at the conclusion of the project.
- 14. SCOPE OF SERVICES: Company understands and agrees that the Scope of Services described in Item 2 hereof is not a guarantee of a specific amount of work to be signed under this Agreement. Commission, at its option, may elect to expand, reduce or delete the extent of each work element described in the Scope of Services.
- 15. ORDER OF PREFERENCE: If attachments are included in this Agreement and in the event of any inconsistency between the attachments and the terms of this Agreement, the inconsistency will be resolved by giving preference in the following order:
 - A. This Agreement
 - B. The Attachments

IN WITNESS WHEREOF, this Agreement is accepted on the date last written below, subject to the terms and conditions above stated and the provisions set forth herein.

(COMPANY)

SAVANNAH AIRPORT COMMISSION

SIGNED: _____

SIGNED: _____

(Printed Name and Title)

(Printed Name and Title)

DATE:
_____, 2019

DATE:
_____, 2019

EXHIBIT E
RECORD AND ELECTRONIC COPIES OF PREVIOUS SIMILAR WORK

Company: _____ Phone: _____

Address: _____ Contact Person: _____

Project Description: _____

May we contact this company for a reference? YES NO Digital Copy Provided? YES NO

Company: _____ Phone: _____

Address: _____ Contact Person: _____

Project Description: _____

May we contact this company for a reference? YES NO Digital Copy Provided? YES NO

Company: _____ Phone: _____

Address: _____ Contact Person: _____

Project Description: _____

May we contact this company for a reference? YES NO Digital Copy Provided? YES NO

Company: _____ Phone: _____

Address: _____ Contact Person: _____

Project Description: _____

May we contact this company for a reference? YES NO Digital Copy Provided? YES NO

EXHIBIT F
PRICING INFORMATION

Proposal No:
Price Proposal Due Date:
Proposal For: **High Impact Video / Presentation Production Services**
Proposer: _____

PRICE PROPOSAL

DATE _____

Mr. Gregory B. Kelly, A.A.E.
Executive Director
Savannah Airport Commission
400 Airways Avenue
Savannah, GA 31408

Dear Mr. Kelly,

The undersigned hereby submits the Price Proposal as set forth in RFP # _____ dated _____, 2019, and the following subsequent addenda (if applicable):

Addendum _____ Dated _____
Addendum _____ Dated _____

We confirm that this Price Proposal is based on the Requirements per the RFP and any subsequent addenda as noted above.

Having received clarification on all matters upon which any doubt arose, the undersigned proposes to provide services as described in this RFP and subsequent Addenda as noted above. By signing and submitting this response, undersigned hereby agrees to all the terms and conditions of this RFP including any issued addenda. Proposers are cautioned to verify their final proposals prior to submission, as SAC cannot be responsible for Proposer's errors or omissions. Any price proposal that has been accepted by SAC may not be withdrawn by the proposer.

- A. Attached to this Price Proposal Form is our firm's maximum hourly billing rates for all personnel and staff positions that will be applicable through _____. We confirm that these hourly billing rates are fully loaded and include all costs and expenses. We understand that there are no reimbursables associated with any resulting agreement.

We understand that by submitting a proposal we are agreeing to the terms and conditions included in the RFP documents, and that the Bid/Proposal Affidavit submitted as part of the technical proposal remains in effect.

The evaluation of the subsequent final ranking of proposals will be in accordance with the RFP documents. We understand that technical weights greater than financial.

We understand that the SAC reserves the right to award a contract (or contracts) for all items, or any parts thereof, as set forth in detail under the information furnished in the RFP document. We further confirm that the Account Representative and any other Key People named within our Technical Proposal will be assigned to the SAC Vendor / Professional Services Agreement for the duration of the term. We understand that no changes in these assignments will be allowed without written authorization from the SAC via 30 days written notice prior to such changes being made.

The offeror represents, and it is a condition precedent to acceptance of this proposal, that the offeror has not been a party to any agreement to submit a fixed or uniform price. Sign where applicable below.

INDIVIDUAL PRINCIPAL

In Presence of Witness _____

Firm Name _____

Address _____

Phone _____

Signed:

Printed Name:

Title:

Personnel Hourly Rates (additional pages may be added)	Valid Through , 2019
Position	Hourly Rate
Pre-Production	
Production	
Post-Production	
Creative/Design Development	
Miscellaneous Fees / Services	

Sample Video / Presentation Production Budget Cost Estimate
Add roles/positions as needed for each service description

Service	Description	Days	Hourly Rate	Total
Pre-Production				
Subtotal:				
Production				
Subtotal:				
Post-Production				
Subtotal:				