

**Request for Proposal (RFP)**  
**Instructions to Proposers**

- A. Contractors shall submit two (2) copies of their proposal in an enclosed sealed envelope, box or package, and clearly marked on the outside with the applicable Request for Proposal title, Contractor's name, address, phone, and primary contact name. Proposal must be delivered to the following address to the attention of the proposal point of contact:

Columbia Metropolitan Airport  
125A Summer Lake Drive  
West Columbia, SC 29170

- B. All proposals must be delivered by **2:00 p.m. on the proposal due date**. Requests for extension of time to submit will not be granted. Late proposals will be rejected. Requests to modify or withdraw a proposal after its submission will not be considered. Proposals sent via e-mail or fax will not be accepted.
- C. The opening and reading of a proposal does not constitute the District's acceptance of the Contractor as responsive and responsible.
- D. It is the sole responsibility of the Contractor to insure that the proposal arrives on time and bears the handwritten signature of an official duly authorized to sign all copies. The name, address and telephone number of the person to contact must be clearly identified.
- E. Any questions about the RFP should be directed in writing to the Airport point of contact listed in the RFP.
- F. No proposal may be withdrawn for a period of ninety (90) days after the proposal submission deadline.
- G. Other than with written consent from the Point of Contact, all Contractors, including any persons affiliated with or in any way related to a Contractor, are strictly prohibited from contacting any Commissioners or any District personnel on any matter having to do in any aspect with this RFP. Any other contact with such persons associated with the District shall be made only through and in coordination with the Point of Contact and must be made in writing. Prohibitive or inappropriate contacts made by Contractor may result in the disqualification of the Contractor. This requirement will be strictly enforced.
- H. The District may elect to issue addenda to this RFP. All addenda will be posted on the District website at the following URL:

<https://columbiaairport.com/procurement-bids/>

It is the responsibility of the Contractor to view, obtain or download all addenda issued by the District for this RFP. The Contractor shall acknowledge all issued addenda on the Acknowledgement of Addendum Form.

- I. Submission of a proposal establishes a conclusive presumption that the Contractor is thoroughly familiar with the Request for Proposal (RFP) and that the Contractor understands and agrees to abide by all of the stipulations and requirements contained therein.
- J. All notations must be typed or printed in ink. No erasures are permitted. Mistakes may be crossed out and corrections must be initialed in ink by the person(s) signing the Proposal Forms.

- K. All costs incurred in the preparation and presentation of the proposal is the Contractor's sole responsibility; no costs will be reimbursed.
- L. All documentation submitted with the proposal will become the property of the District.
- M. Proposals are to be submitted as outlined below:
1. Proposer Information
  2. References
  3. Proof of Insurance Coverage
  4. Certification
  5. Acknowledgement of Addendum
  6. Proposal Form
- N. The District reserves the right to cancel any or all solicitations, in whole or in part, as well as reject any or all proposals, or to accept or reject any proposal in part, and to waive any minor informality or irregularity in proposals received if it is determined by the Executive Director or his designee that the best interest of the District will be served by so doing. If the solicitation is cancelled or all proposals are rejected by the District, a notice will be posted on the District website as identified for the posting of addenda. A proposal will not be considered from any person, firm or corporation that is in arrears or in default to the District on any contract, debt, or other obligation, or if the Contractor is debarred by the District from consideration for a contract award.
- O. Proposals are subject to public disclosure after the final ranking in accordance with state law. All information contained in any submitted bid, request for proposal, or request for proposal document to the District will be available for public review upon Freedom Of Information Act (FOIA) request. All Contractors are hereby advised that any information that they may consider to be confidential or proprietary and would give a competitive advantage if disclosed, should be identified, along with a statement as to whether or not a claim of confidential or proprietary privilege is being asserted. If such information is later sought by a FOIA request, the Contractor will be allowed to justify its claim of privilege and the District will assess the validity of said claim in advance of any release.
- P. In the event a contract is entered into pursuant to this RFP, the Contractor shall not discriminate against any qualified employee or qualified applicant for employment because of race, sex, color, creed, national origin or ancestry. The Contractor must include in any and all subcontracts a provision similar to the above.
- Q. Any ambiguity in any proposal as a result of omission, error, lack of clarity or non-clarity by the Contractor with this RFP, instructions, and all conditions of the submission shall be interpreted in the light most favorable to the District.