



FORT WAYNE-ALLEN COUNTY AIRPORT AUTHORITY
REQUEST FOR PROPOSALS

Notice is hereby given that the Fort Wayne-Alten County Airport Authority (the Authority) is soliciting request for proposals (RFP) for a location based software that will provide tracking of work orders and a record of inspections in accordance with FAR Part 139.

Proposal requirements and evaluation criteria are more particularly described in specifications on file and available at the Authority's website at www.fwairport.com, Airport Business, Solicitations & Bidding. Any issued addendums to this bid will be posted at this site. It will be the responsibility of interested firms to obtain any and all posted addendums.

Sealed proposals should be directed to the Fort Wayne-Alten County Airport Authority, 3801 W. Ferguson Road, Ste. 209, Fort Wayne, Indiana, 46809. Proposals must be received no later than 5 p.m. Eastern Standard Time on September 9, 2019. The outside of the proposal should be marked, "RFP for Location based Inspection/Work Order Software Procurement."

The Fort Wayne-Alten County Airport Authority, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all proposers that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

The Fort Wayne-Alten County Airport Authority reserves the right to reject any and all proposals received.

FORT WAYNE-ALLEN COUNTY
AIRPORT AUTHORITY

Joe Marana, A.A.E.

Director of Operations & Facilities

NOTE TO PUBLISHER: Please publish two (2) times in the Journal Gazette, once on August 16, 2019 and once on August 23, 2019. An invoice and proof of publications may be sent to 3801 W. Ferguson Road, Fort Wayne, IN 46809.

NOTE TO NORTHWEST NEWS: Please publish this legal notice twice: one time on August 21, 2019 and one time on August 28, 2019. An invoice and proof of publication may be sent to the address above.

A Whole New Altitude

FORT WAYNE-ALLEN COUNTY AIRPORT AUTHORITY

REQUEST FOR PROPOSALS
LOCATION BASED INSPECTION/WORK ORDER SOFTWARE PROCUREMENT

A. Introduction

a) General Information

The Fort Wayne-Allen County Airport Authority (FWACAA) is soliciting proposals for a Location based software that will provide tracking of work orders and a record of inspections in accordance with FAR Part 139. The software will automatically link work orders created during a specified time frame into an inspection record. Additionally, the software will be able to create customizable forms by FWACAA. Requirements of the software are further detailed in the Scope of Work.

It is vital that any software purchased will be user friendly for ease of use by FWACAA personnel. We desire to purchase software that meets FAR 139 requirements in a manner that eliminates user work load and potential for error. Inspection records, work orders, and NOTAMs should be as seamless as possible. Additionally, we desire the capability of the software to expand at a future date with property, lease, and asset management solutions.

The Authority will consider proposals for a cloud-based solution taking into consideration all potential costs over a three-year period.

To be considered, an original and three (3) copies of a proposal must be received at the offices of the Fort Wayne-Allen County Airport Authority, 3801 W. Ferguson Rd., Suite 209, Fort Wayne, IN 46809 by 5:00 p.m. local time on September 9th, 2019. Proposals must be sealed and clearly marked "RFP for Location based Inspection/Work Order Software Procurement." The Authority reserves the right to reject any and all proposals submitted.

The Fort Wayne-Allen County Airport Authority, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Questions regarding this proposal shall be directed to Ryan Bauer at 260-446-3451 or rbauer@fwairport.com.

Addendums to this proposal will be posted on the Authority's website at www.fwairport.com, Airport Business, Solicitations & Bidding, RFP for Location based

Inspection/Work Order Software Procurement. It is the responsibility of interested parties to monitor the site and obtain any posted addendums.

b) Scope of Work

The software must be capable of performing, at a minimum, the following:

- (1) The software must meet FAA requirements contained in FAR Part 139 (specifically 139.301 and 139.327) for tracking inspections recorded on an electronic self-inspection form. These Federal Aviation Regulations can be found on the FAA web site at http://www.faa.gov/airports/airport_safety/part139_cert/. The inspection form, contained in the software, will be customized to meet all the inspection elements provided on the current Authority inspection form. A copy of the current form is included as Exhibit A.
- (2) The inspection form will be created in “real-time” by automatically populating based upon work orders created during the inspection time frame. A visual reference of the inspection checklist will be available while conducting the inspection. The inspection forms will be stored electronically and can be printed in hard copy format.
- (3) Work orders that are FAR Part 139 discrepancies will remain unsatisfactory on subsequent inspections until the work order has been completed.
- (4) The software will allow for data collection and inspections other than FAR Part 139 inspections to be conducted and maintained. The data fields associated with these inspection forms will be able to be configurable by authorized FWACAA personnel (ex. building information to be stored and viewed via location based “pins”).
- (5) The software will be capable of recording and maintaining a minimum of 12 calendar months of concurrent inspections and work orders. It must contain a method for archiving records while preserving any incomplete work orders. It must also provide a means of viewing and reporting on archived records.
- (6) Completed inspections will be searchable based on user criteria, such as, dates, type of inspection, unsatisfactory conditions, etc.
- (7) The software will prompt the user to add a NOTAM reference number to work orders that require a NOTAM. If a NOTAM reference number is not added, then the software will return an error message.
- (8) The software will have customizable rules and workflows (ex. sends notifications to assigned personnel when inspections or work orders have not been completed by a user defined specified time).

- (9) The software will automatically generate a unique sequential record number for each of the inspections and for each work order.
- (10) The software will display work orders in a location based bird's-eye view format. Work orders will be able to be visually distinct based upon status and type of discrepancy. The displayed work orders will also be able to be filtered based upon user input. Work orders will also have the ability to be viewed in a list or in an exportable file.
- (11) Work orders will be created in a standard format and will contain typical work order detail such as a location, description of the discrepancy, assigned personnel, date of issuance, completion status, assigned completion date, and completion date. Wherever possible, discrete predefined "drop-down" boxes will be utilized for each piece of work order information.
- (12) Work orders will have the ability to be marked/tracked as items related to the Airport's Security Plan.
- (13) Work orders will have the ability to track cost and labor hours in separate drop-down boxes.
- (14) Work orders will have the ability to have photos or files attached to them upon creation of the work order and throughout its life cycle (i.e. work status updates can include adding photos or files).
- (15) The software will be able to notify personnel via email when work orders have been assigned to them. The software will be able to accommodate establishing distribution lists so that multiple individuals can be notified based on the type of work and the individual's role (i.e. lighting assigned to electricians).
- (16) The software should be able to be accessed by multiple users who have authorized access to the software via a web interface.
- (17) The software will be able to accommodate an approximate minimum of 20 users. Those users will be assigned individual log-in credentials and user privileges. The privileges will be able to be customized based upon FWACAA need
- (18) The data tracked and maintained by the software will be exportable by Comma Delimited, Microsoft Excel, or other universal format.
- (19) 24 hour a day, 7 day a week emergency technical support must be available to assist in prompt resolution of any difficulties experienced. Your proposal should detail your firm's technical assistance availability and offering.

- (20) Prior to the effective start date of the new service, there must be a 30-day “burn-in” period of no service issues or required technical support with the new service. All training must be completed prior to starting the “burn-in” period.
- (21) Installation and hands-on training services must be provided as necessary to complete the implementation process for successful user start-up. Training services must include hard copy or electronic training materials. All training must be conducted prior to the start of the new service “burn in” period. Cost for such services must be listed in the appropriate section of the cost proposal.
- (22) The software will be accessible through Windows 7, 8.1 and 10 pro and portable devices. The data will remain wholly owned by FWACAA.
- (23) The software must have capability to expand beyond Part 139 inspections and work orders to include property and lease tracking information and asset management (i.e. “modules”). The proposal should include all available modules. If there is an additional cost, include it in the proposal, however, enter it separate from the base cost on Exhibit C, Price Proposal. This additional cost will not factor into the “Price” evaluation of the proposal.

c) Key milestone dates for this RFP are:

RFP Release	8/16/19
Proposal Due Date	9/9/19
FWACAA Evaluation of Proposal	9/13/19
Demonstrations (if deemed necessary by FWACAA)	9/23/19 – 9/27/19
Anticipated Award Notification	9/30/19
Begin Service with Selected Firm	1/1/20

d) Deliverables

- (1) Location based Inspection and Work Order Software
- (2) Maintenance services to promptly resolve any technical difficulties
- (3) Installation and training services and materials to implement program

B. Proposal Evaluation Process

a) Proposal Format

The proposal that the vendor will submit shall contain, at a minimum, the following critical information:

- (1) Detail, in narrative form, the features of your software and explain how it complies with the criteria outlined in the Scope of Work contained in Section A.b) above. List each of the elements contained in items (1) through (23) above and

indicate how your firm can meet these requirements. Pictures, sample screen layouts, and diagrams may be included.

- (2) List the minimum system hardware, software, and network software requirements necessary for the Authority to properly install, operate, and maintain the software to be provided by your firm. It is desirable that the software work on the Authority's existing network and be stored remotely. However, if it will not, pricing is to be obtained for the vendor to supply the equipment and operating software. If we decide to purchase the equipment, we reserve the option to purchase directly from a supplier of our choosing.
- (3) Provide examples of the reports and forms that your system can generate.
- (4) Provide a step-by-step description of the process to complete field inspection.
- (5) Provide a step-by-step description of the process to generate a work order.
- (6) Provide a step-by-step description of the process to create custom rules and workflows (ex. customized inspection).
- (7) Explain the security features which prevent tampering of software components.
- (8) Provide a listing of other airports current utilizing your software. Provide the name and contact number references from these airports.
- (9) Explain the training and installation services that your firm will provide. Pricing for these services should be provided on the cost proposal contained in Exhibit B to this RFP.
- (10) Detail ongoing technical support and maintenance services offered by your firm. Indicate any warranty period provided after installation. If remote access is required, indicate the type of internet connection required. Indicate any required ongoing maintenance costs in the appropriate section of the cost proposal contained in Exhibit B. Explain what services are included with your maintenance costs. Any required reoccurring costs beyond the initial licensing fee should be explained. If ongoing maintenance fees are not required, explain how system modifications are handled.
- (11) All software licensing costs for a 3-year period are to be detailed in Exhibit B. If the software is not an all-in-one package, enter the fees for property, lease, and asset management solutions separate from the location-based Part 139 inspection and work order portions.
- (12) Provide information regarding your firm's background. Indicate the structure of your firm and the number of years it has been in business. If it previously existed under another name, indicate applicable information here.

- (13) Submit your software license agreement or product terms and conditions. Indicate whether these terms are negotiable. Please be advised that any terms that are not negotiable and contain provisions which conflict with Indiana law may result in rejection of your proposal. Exhibit C contains required contract provisions which must be incorporated into the resulting contract document.
- (14) Detail the property, lease tracking, and asset management features. Provide a step-by-step description of the process to use them and how they interact with the other software features (ex. work orders associated with a particular building and lease).
- (15) Include other useful information about your product that you feel would be beneficial in the evaluation process.
- (16) Exhibit D & E must be completed and returned with your proposals.

b) Evaluation Process

The proposals will be evaluated and ranked based on the written material submitted. Evaluation criteria will be related to the following and weighted as shown:

Weight	Criteria
Pass/Fail	Software meets the mandatory specification requirements outlined in of the Scope of Work
40 points	Price
40 points	Quality of the software’s functionality in fulfilling the Authority’s needs
10 points	Evaluation of installation, training, and maintenance services available
10 points	Background, stability of the firm, and references

Upon completion of the ranking system above, the two highest firms may be invited to provide a demonstration of their system to the evaluation team if deemed necessary by the Authority. The demonstration will be scored on a 30-point basis weighted as shown:

Weight	Criteria
20 points	Ease of use and quality of the software’s functionality in fulfilling the current needs of the Authority
10 points	Ability of the software to expand to meet the future needs of the Authority

Exhibit A – Part 139 Self-Inspection Form

FORT WAYNE AIRPORT SELF-INSPECTION CHECKLIST

Date: _____ | Inspection Type: Daytime | Inspector: _____ | Time: _____

FACILITY	CONDITIONS	S	U S	W/O #	NOTAM #	Notes
Pavement	Cracking/Spalling/Heaves					
	FOD Gravel/Debris/Sand					
	Pavement lip over 3'					
	Ponding/Edge Dams					
Markings	Clearly visible/standard					
	Runway markings					
	Taxiway markings					
	Glass beads/Reflectivity					
	Holding position markings					
	<u>Non Movement</u> Markings					
Construction	Barricades/Lights					
	Staging Areas					
	Temporary Fencing/Other					
Safety Areas	Ruts/humps/erosion					
	Drainage/construction					
	Supports Equipment/Aircraft					
	Frangible bases					
Signage	Un-authorized objects					
	Obscured/operable					
Lighting	Damaged/retroreflective					
	Damaged/Missing					
	Inoperable					
	Faulty Aim/Adjustment					
	In-Pavement Lights					
	Obscured					
Navigational Aids	RWG Lights					
	Rotating beacon operable					
	Wind Indicators					
Obstructions	PAPI/REIL/Approach lighting system					
	Obstruction lights operable					
Wildlife Hazards	Safety areas					
	Wildlife Present/Location					
Fuel islands	Perimeter Fencing					
	General overall conditions					
Structures	General overall conditions					
	Exterior lighting					
Other	Miscellaneous					

FORT WAYNE AIRPORT SELF-INSPECTION CHECKLIST

Date: _____ | Inspection Type: Nighttime | Inspector: _____ | Time: _____

FACILITY	CONDITIONS	S	U S	W/O #	NOTAM #	Notes
Pavement	Cracking/Spalling/Heaves					
	FOD Gravel/Debris/Sand					
	Pavement lip over 3'					
	Ponding/Edge Dams					
Markings	Clearly visible/standard					
	Runway markings					
	Taxiway markings					
	Glass beads/Reflectivity					
	Holding position markings					
	<u>Non Movement</u> Markings					
Construction	Barricades/Lights					
	Staging Areas					
	Temporary Fencing/Other					
Safety Areas	Ruts/humps/erosion					
	Drainage/construction					
	Supports Equipment/Aircraft					
	Frangible bases					
	Un-authorized objects					
Signage	Obscured/operable					
	Damaged/retroreflective					
Lighting	Damaged/Missing					
	Inoperable					
	Faulty Aim/Adjustment					
	In-Pavement Lights					
	Obscured					
	RWG Lights					
Navigational Aids	Rotating beacon operable					
	Wind Indicators					
	PAPI/REIL/Approach lighting system					
Obstructions	Obstruction lights operable					
	Safety areas					
Wildlife Hazards	Wildlife Present/Location					
	Perimeter Fencing					
Fuel islands	General overall conditions					
Structures	General overall conditions					
	Exterior lighting					
Other	Miscellaneous					

FORT WAYNE AIRPORT SELF-INSPECTION CHECKLIST

Date: _____ | **Inspection Type:** Special Inspection | **Inspector:** _____ | **Time:** _____

FACILITY	CONDITIONS	S	U S	W/O #	NOTAM #	Notes
Pavement	Cracking/Spalling/Heaves					
	FOD Gravel/Debris/Sand					
	Pavement lip over 3'					
	Ponding/Edge Dams					
Markings	Clearly visible/standard					
	Runway markings					
	Taxiway markings					
	Glass beads/Reflectivity					
	Holding position markings					
	<u>Non Movement</u> Markings					
Construction	Barricades/Lights					
	Staging Areas					
	Temporary Fencing/Other					
Safety Areas	Ruts/humps/erosion					
	Drainage/construction					
	Supports Equipment/Aircraft					
	Frangible bases					
	Un-authorized objects					
Signage	Obscured/operable					
	Damaged/retroreflective					
Lighting	Damaged/Missing					
	Inoperable					
	Faulty Aim/Adjustment					
	In-Pavement Lights					
	Obscured					
	RWG Lights					
Navigational Aids	Rotating beacon operable					
	Wind Indicators					
	PAPI/REIL/Approach lighting system					
Obstructions	Obstruction lights operable					
	Safety areas					
Wildlife Hazards	Wildlife Present/Location					
	Perimeter Fencing					
Fuel islands	General overall conditions					
Structures	General overall conditions					
	Exterior lighting					
Other	Miscellaneous					

FORT WAYNE AIRPORT SELF-INSPECTION CHECKLIST

Date: _____ | Inspection Type: Periodic Inspection | Inspector: _____ | Time: _____

FACILITY	CONDITIONS	S	U S	W/O #	NOTAM #	Notes
Pavement	Cracking/Spalling/Heaves					
	FOD Gravel/Debris/Sand					
	Pavement lip over 3'					
	Ponding/Edge Dams					
Markings	Clearly visible/standard					
	Runway markings					
	Taxiway markings					
	Glass beads/Reflectivity					
	Holding position markings					
	<u>Non Movement</u> Markings					
Construction	Barricades/Lights					
	Staging Areas					
	Temporary Fencing/Other					
Safety Areas	Ruts/humps/erosion					
	Drainage/construction					
	Supports Equipment/Aircraft					
	Frangible bases					
	Un-authorized objects					
Signage	Obscured/operable					
	Damaged/retroreflective					
Lighting	Damaged/Missing					
	Inoperable					
	Faulty Aim/Adjustment					
	In-Pavement Lights					
	Obscured					
	RWG Lights					
Navigational Aids	Rotating beacon operable					
	Wind Indicators					
	PAPI/REIL/Approach lighting system					
Obstructions	Obstruction lights operable					
	Safety areas					
Wildlife Hazards	Wildlife Present/Location					
	Perimeter Fencing					
Fuel islands	General overall conditions					
Structures	General overall conditions					
	Exterior lighting					
Other	Miscellaneous					

Exhibit B – Price Proposal

All costs to meet the required elements contained in the scope of work must be listed here. Detail annual software license cost for a 3-year period based on an *approximate minimum* number of 20 users.

Location based Part 139 inspection and work order software license _____/year

Maximum annual percentage increase for licensing fees during years 2-3 _____%

Installation fees and/or set up fees (if not included in licensing) _____

Customization fee for implementation based upon the scope of work _____/
Lump Sum

Training fees (if not included in licensing) _____

Maintenance/Tech support fees for services described in your proposal _____/year

Maximum annual percentage increase for maintenance/tech support fees
Years 2-3 _____%

Annual data storage costs (if not included in licensing) _____/year

Additional Property, Lease, and Asset Management software license _____/year

Exhibit C-Required Contract Provisions

AIRPORT AND AIRWAY IMPROVEMENT ACT OF 1982, SECTION 520 GENERAL CIVIL RIGHTS PROVISIONS

The contractor agrees that it will comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or handicap be excluded from participating in any activity conducted with or benefiting from Federal assistance.

This provision binds the contractors from the bid solicitation period through the completion of the contract. This provision is in addition to that required of Title VI of the Civil Rights Act of 1964.

CIVIL RIGHTS ACT OF 1964, TITLE VI - 49 CFR PART 21 CONTRACTUAL REQUIREMENTS

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the **Title VI List of Pertinent Nondiscrimination Statutes and Authorities**, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:
 - a. Withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. Cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the sponsor to enter into any litigation to protect the interests of the sponsor. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

Title VI List of Pertinent Nondiscrimination Authorities

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 CFR part 21 (Non-discrimination In Federally-Assisted Programs of The Department of Transportation—Effectuation of Title VI of The Civil Rights Act of 1964);
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing

entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38;

- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

Exhibit D

NON-COLLUSION AFFIDAVIT

State of _____)

SS:

County of _____)

The undersigned Bidder or Agent, being duly sworn, on oath says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to be offered by anyone at such letting, nor to prevent any person from submitting a offer, and that this offer is made without reference to any other offer and without any agreement, understanding, or combination with any other person in reference to such offers in any way or manner whatever.

FIRM OR CORPORATION NAME: _____

SIGNATURE: _____

NAME: _____

ITS: _____

Subscribed and sworn to before me this ____ day of _____, 2012.

Notary Public

Printed or Typed Name: _____

My Commission Expires: _____

Exhibit E

INDIANA LEGAL EMPLOYMENT DECLARATION

The State of Indiana has enacted a law (I.C. 22-5-1.7) requiring the Fort Wayne-Allen County Airport Authority to require the following before renewing or entering into contracts for services:

This Declaration serves as notice that all Contractors performing services must, as a term of their contract:

1. Enroll in and verify the work eligibility status of newly hired employees of the contractor through the E-Verify programs (but is not required to do this if the E-Verify program no longer exists); and
2. Verify, by signature below, that the Contractor does not knowingly employ unauthorized aliens.

By signing below, this affidavit becomes a part of and is incorporated into any contract for services that your firm currently has with the Fort Wayne-Allen County Airport Authority.

I, _____, a duly authorized agent of _____ (name of Company), declare under penalties of perjury that _____ (name of Company) does not employ unauthorized aliens to the best of its knowledge and belief.

(Name of Company)
By: _____
(Authorized Representative of Company)

Subscribed and sworn to before me on this _____ day of _____, 20____.

My Commission Expires: _____

County of Residence: _____

Notary Public – Signature

Notary Public – Printed Name

PLEASE SEE <https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES> FOR INSTRUCTIONS AND ELECTRONIC REGISTRATION FOR E-VERIFY.