

County of San Diego Department of Public Works, Airports

Request for Proposals

“Rehabilitate and Lease 16 Aircraft Hangars at Borrego Valley Airport in Borrego Springs, California”



Proposal Due Date: [Wednesday, April 22, 2010 at 5:00pm PT](#)

The date and time proposals are due shall be strictly observed.

COUNTY OF SAN DIEGO
Department of Public Works, Airports
Gillespie Field Administration Building
1960 Joe Crosson Drive
El Cajon, California 92020

Issued March 2, 2010

TARGET TIMELINE FOR
REQUEST FOR PROPOSALS TO REHABILITATE AND LEASE 16 AIRCRAFT
HANGARS AT COUNTY OF SAN DIEGO'S BORREGO VALLEY AIRPORT IN
BORREGO SPRINGS, CA

<u>Description</u>	<u>Target Date for Completion</u>
Issue the Request For Proposals	March 2, 2010
Open House	March 25, 2010
Deadline for submittal of written questions	March 29, 2010
Questions and answers on Web	April 6, 2010
Due Date for Submittal of proposals to County	April 22, 2010
Notify Short List and set up Interviews	May 3, 2010
Interview Short List Candidates	May 12-14, 2010
Final Selection of Successful Proposer	June 11, 2010
Agreements signed	July 9, 2010
Approval by Board of Supervisors	August 4, 2010
30 Year Lease Commences	September 1, 2010

**REQUEST FOR PROPOSALS
REHABILITATION OF AIRCRAFT STORAGE HANGARS
AT BORREGO VALLEY AIRPORT**

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The RFP Submittal Package contains the following components:

- Proposer's Questionnaire
- Site Location Maps
- Airport Layout Plan
- Schedule of Rates and Charges
- Aviation Areas Development Standards
- Aviation Areas Performance Standards
- Master Lease Economic Terms Form
- County Lease Form
- Hydroswing Doors Estimate

GUIDELINES AND REQUIREMENTS
FOR PROPOSAL SUBMITTAL

The County of San Diego is soliciting proposals from qualified parties who may be interested in leasing aircraft hangars at Borrego Valley Airport. Two (2) hangar buildings are available for rehabilitation. There is one (1) parcel of .27 acre improved with four (4) existing box hangars and, one (1) parcel of .814 acre improved with twelve (12) existing T-hangars. Your proposal will be for both parcels. See attached plat map for exact locations.

The successful Proposer for the existing hangars must be willing to rehabilitate the hangars in a professional manner. It is expected that the rehabilitation project will be designed in such a way that the existing hangars will architecturally blend with the newer hangars adjacent to the parcels.

Parties participating in this Request for Proposals (RFP) process will analyze the feasibility of rehabilitating aircraft storage hangars on Airport property, and propose the economic terms of a lease under which the Proposer would provide site rehabilitation.

The County reserves the right to accept or reject any and all proposals received as a result of the RFP, to negotiate with any qualified proposer, and modify or cancel in part or in its entirety this RFP, if it is in the best interest of the County.

Proposals will be evaluated based upon the following criteria: highest and best aviation use of the site in the opinion of the County Airports staff, proposer's knowledge of aviation business, experience with developing and managing aviation parcels, business reputation, ability to finance site rehabilitation, and the proposed revenue arrangement with the County.

Please thoroughly review the materials contained in this Submittal Package. This information will guide you in the preparation of your submittal.

LETTER OF INTEREST/PROPOSAL

This part of your submittal will be a narrative written on your letterhead. This narrative should contain the following elements.

Who You Are. Your letter of interest should identify who you are and present a description of your qualifications to rehabilitate the hangars. If you represent a company or other organization, please describe the key individuals who will be involved in the project if you are ultimately selected to rehabilitate the site. Include brief biographical statements for these key individuals.

Your Rehabilitation Plan

Proposals must include a project plan or preliminary rehabilitation plan. This shall include:

- A. A preliminary plot plan showing the general location of proposed improvements to the existing hangars on the premises and further identification as to use, occupancy, onsite manager and other information that might be deemed to be consistent with the proposed rehabilitation. It is envisioned that the uneven, cracked concrete floors in the larger building and the asphalt over concrete in the smaller building will be addressed first. New door systems for the smaller building are also envisioned. An estimate for Hydroswing Doors is included towards the back of this RFP as information only. Alternate brands are acceptable. Replacement of damaged exterior wall sheathing is also envisioned.
- B. A proposed rehabilitation schedule. If the rehabilitation is to be completed in phases, the phase completion schedule should be indicated on the plot plan.
- C. How the project will be funded. If outside financing will be used, the source of funding.

All proposers are urged to discuss their individual rehabilitation plans with the County's Planning and Land Use Department, and Airports Division of the Department of Public Works.

The selected proposer(s) will be required to submit a complete rehabilitation plan, consisting of a detailed plot plan, schematic elevations, financial plan, rehabilitation schedule, estimated rehabilitation costs and landscape plans, during final negotiations.

The amount of permitting and environmental assessment required will depend on the concept. There are fewer requirements for rehabilitation of existing facilities than for a new development. Rehabilitation of existing facilities are typically categorically exempt from further environmental assessment.

County does not guarantee any conditions, including soils or flooding. County will not provide any further utilities for rehabilitation. Any environmental clearances required for the proposed uses will be the sole responsibility of the proposer. If proposal include more than standard rehabilitation of existing facilities, each proposer is encouraged to discuss the proposed uses, rehabilitation and anticipated tenants with the County's Department of Planning and Land Use (DPLU). Also, a meeting with the Borrego Springs Fire Department may be useful. All rehabilitation plans will be subject to review and approval by the County. The approved general rehabilitation plan along with all necessary environmental clearances will become a part of the lease and will control the rehabilitation.

Your Concept. Your narrative should continue with your rehabilitation concept, including a description of the primary use or business you envision for the site. Include as much detail as possible relative to all uses or businesses that would be planned for the site. For example, if you propose a full service fixed base operation, you would want to describe the type of services and facilities that would be available to pilots and aircraft owners. Business activities such as aircraft sales, parts sales, maintenance, and other services should be thoroughly described. For each service planned, you should indicate whether this would be provided through a sublessee or directly by your organization.

Why You and Your Concept Would Be Good for Borrego Valley Airport. Indicate why you believe your rehabilitation concept would be good for Borrego Valley Airport. Describe what is unique about your concept and how it might benefit, and benefit by, other aviation businesses at the airport. You should identify your customers or clients, and where they would come from. This would be a profile description of potential clients, not necessarily specific individuals or entities. If you have information about market demand for your proposed business services or products, please include such, as this will greatly enhance the credibility of your proposal.

Relevant Experience/Projects. Describe your relevant past or current experience that qualifies you and/or your organization to succeed in developing your concept. Include brochures if appropriate, and photographs of similar rehabilitation or development projects you have successfully undertaken, or are currently involved with.

BUSINESS PLAN

A business plan should be submitted as part of the proposal package. This plan shall include such items as marketing survey information, financing required, financing secured or conditionally secured, management plans for the daily management of the facilities, and a cash flow analysis. This business plan should include back up strategies if the original plan cannot be implemented.

PROPOSER'S QUESTIONNAIRE

In addition to your narrative, and business plan, please complete the enclosed Proposer's Questionnaire. This is a very important part of your submittal for purposes of evaluating your qualifications to lease and rehabilitate the hangars. The first part of this questionnaire deals with personal information about you, and members of your organization. Complete the appropriate

sections that apply to you and your organization, i.e. sole proprietorship, partnership, corporation, or limited liability company. Provide four business references and the requested financial data, and attach the required forms or exhibits. In the sections dealing with your proposed method of operation and experience statement, you may refer to your narrative and or business plan if the information requested has been provided there.

The submittal of a complete and detailed Proposer's Questionnaire will enable County Airports staff to evaluate your qualifications in the best possible light. Please note that the confidentiality of the information you submit cannot be guaranteed because, under the Freedom of Information Act, all government records are potentially accessible by the public. Notwithstanding, County Airports staff will within the legal limits of its administrative control, strive to protect the confidentiality of all personal and financial information submitted in connection with this RFP, and will use this information only for the purposes intended.

This request for proposals does not commit the County to award a contract, to pay any costs incurred in the preparation of proposals, or to procure or contract for services or supplies. The County reserves the right to accept or reject any and all proposals received as a result of the RFP, to negotiate with any qualified company, and modify or cancel in part or in its entirety this RFP if it is in the best interest of the County.

SITE EVALUATION, SUBMITTAL, AND SELECTION PROCESS

Site

The County of San Diego owns and operates eight general aviation airports. One of them is Borrego Valley Airport located in the unincorporated area of Borrego Springs. The airport consists of approximately 245 acres of land with 22 based aircraft. Located 90 miles from San Diego, Borrego Valley Airport has an east/west runway of 5000 feet. The latest reports indicate approximately 19,818 annual operations. At the present time, there is a contract manager at the airport who manages the fuel service and other air terminal services.

Aviation Uses of the Site

UNLESS SPECIFICALLY APPROVED BY THE COUNTY OF SAN DIEGO IN ADVANCE, THESE PARCELS CAN ONLY BE USED FOR AIRCRAFT STORAGE HANGARS.

Inspecting the Site

Parties participating in this proposal process (the Proposer) will first conduct an inspection of the site at Borrego Valley Airport to evaluate the physical and economic feasibility of rehabilitating the aircraft storage hangars. No warranties are made as to the suitability of the site for any specific use, or the availability of utilities, or other offsite services. Access to the site will be on March 25, 2010 and arranged through designated Airports staff. Tim Caulder, Senior Property Agent, will be the point of contact for the Proposer. His telephone number is (619) 956-4806.

Optional Open House

An optional open house will be held at the Borrego Valley Airport from 10:00 AM – 12:00 PM on Thursday, March 25, 2010. County Airport staff will be at the open house to answer questions and discuss issues not covered in the RFP package. It is strongly recommended that all interested parties attend the open house.

Submitting a Proposal

After evaluating the feasibility of the site as a potential location for the rehabilitation of aircraft storage hangars, the Proposer will submit its proposal on the forms provided with this RFP. Each submittal must contain:

A Letter of Interest

A completed Proposer's Questionnaire

Proposer's Business Plan

A completed Master Lease Economic Terms Form

Proposals are due by 5:00 p.m., April 22, 2010, and must be delivered to:

COUNTY OF SAN DIEGO - AIRPORTS DIVISION
1960 Joe Crosson Drive
El Cajon, CA 92020-1236
Attn: Tim Caulder, Sr. Property Agent

Selection Process

County Airports staff will review all proposals, conduct reference checks, make any necessary follow up inquiries of the Proposal, and may select a Proposer with which to negotiate the final terms of a master lease, or the County may reject all proposals. County reserves the right to select a short-list of top-ranked Proposers, based on the initial response, and to request from those Proposers more detailed proposals before making a selection of the successful Proposer, if any.

The County may schedule and conduct oral interviews and receive presentations from the top-ranked (short-listed) Proposers, to determine the selected Proposer and rank order of proposals. The oral presentations/interviews, should they be necessary, will be held during the week of May 12-14, 2010. Failure to appear for an interview will be grounds for disqualification from further consideration. The County reserves the right to award a lease agreement without holding oral presentations/interviews, should the rating panel find this step unnecessary.

It is anticipated that the decision on selection or rejection will be made by June 11, 2010. If additional time is required the Proposers will be notified of the County's need for additional time. This RFP does not commit the County to award a Lease, to pay any costs incurred in the preparation of proposals, or to procure or contract for services or supplies. The County reserves the right to accept or reject any and all proposals received as a result of the RFP, to negotiate with any experienced and qualified Proposers, and to modify or cancel in part or in its entirety this RFP if it is in the best interest of the County.

Negotiation of Master Lease

If a proposal is selected through this RFP process, Airports staff will negotiate the terms of a master lease contract with the Proposer. The final lease document will conform to the lease form that is in this package. This lease must be reviewed and approved by County Counsel. Once the Proposer and Airports staff, with County Counsel concurrence, are in agreement as to the terms of a master lease, the lease will be presented to the Board of Supervisors or the County Lease Administrator for review and approval. Only the Board of Supervisors or the County Lease Administrator can enter into a long-term lease on behalf of the County.

MASTER LEASE ECONOMIC TERMS

The Proposer should propose economic terms of a lease (no out-of-pocket expenses to County) for a term not to exceed thirty (30) years, whereby the selected Proposer (Lessee) will be responsible for: site rehabilitation, management and maintenance, including:

- Rehabilitating aircraft storage hangars on the site.
- Ensuring that appropriate FAA regulations are complied with.
- Tracking, controlling and administering insurance standards.
- Managing completed rehabilitation for the term of the lease.

Proposal: Capital Investment

Proposer must provide site rehabilitation criteria, with details to indicate the level of rehabilitation, administrative building (if applicable), which would be part of the rehabilitation. Minimum capital investment will be \$162,000. This may be completed over a period of two years. Additional Capital Improvement during first 10 years can also be proposed. Project committing to greater Capital Improvements will receive additional points towards selection.

Capital Investment Proposed: \$ _____ (minimum \$162,000) Over 2 years.

Future Capital Investment Proposed: \$ _____ (no minimum) Over 10 years.

Rent Proposal: Ground Rent

The minimum rent acceptable to the County is \$365 per month for the parcels (1.084 combined acres) improved with the existing hangars (12 T-hangars and 4 box hangars).

Please propose a monthly rent. Ground rent will be adjusted according to the Consumer Price Index each year and the rents will be reviewed and renegotiated every ten years if necessary.

Ground Rent Proposed: \$ _____ Per Month

Rent Proposal: Purchase or Lease of Existing Improvements

The County has carefully reviewed how to provide a reasonable rent and yet still recognize a limited value in the existing improvements. We've prepared two options. Both estimates start by determining the current value of the existing improvements as detailed below.

County staff has estimated the current replacement cost of the leasehold improvements at \$450,000. To achieve this low value, staff assumed the lowest possible ranking of .5 on a scale of 1-4, with 1 being considered low and 4 being considered good. A ranking of .5 would be considered less than low or poor and is much lower than we typically use but after giving consideration to the amount of rehabilitation required it was decided this low ranking for these buildings could be justified.

It is appropriate to depreciate the value for the age of the improvements. For purposes of estimating depreciation, 80% is assumed as a reasonable average depreciation factor for physical and functional depreciation. A depreciation factor of approximately 80% reduces the value of the improvements for equity calculations to \$90,000.

Option One

In this option you would pay a facility rent for the improvements in addition to the ground rent. Using the County's standard capitalization rate on the estimated value of the facility the facility rent would be \$676 per month. The County will consider proposals of \$600 or higher. This would be in addition to the ground rent. Lessee would be responsible for all taxes, insurance and maintenance of the facility. Facility rent will be adjusted according to the Consumer Price Index each year and the rents will be reviewed and renegotiated every ten years if necessary.

Proposal: Facility Rent: \$ _____ (minimum \$600)

Option Two

In Option Two you would purchase the hangars from the County for the term of the 30 year lease, The County will consider proposals of \$90,000 or higher. This amount could be paid in advance or amortized over 15 years with principal and interest payments at 9% annual rate.

Proposal Purchase of Improvements: \$ _____ (minimum \$90,000)

Current Occupancy/Vacancy Status

The County currently has 4 box hangars within one building, all currently vacant. The other building with 12 T-hangars (1 vacancy) is leased through August 31, 2010. Marketing has been limited due to the upcoming RFP.

The final terms of the lease will be negotiated between the selected Proposer and Airports staff, subject to review and approval by County Counsel. The County Board of Supervisors or County Lease Administrator will base their decision of awarding the lease upon recommendations from Airports staff.

EVALUATION CRITERIA

The lease resulting from this RFP will be awarded to that responsible Proposer whose offer, conforming to the requirements of the RFP, is determined to be the most advantageous to the County of San Diego. The proposal shall contain a complete response to each of the areas identified below, in the order and numbering sequence shown.

- | | | |
|----|--|------------|
| 1. | Financial Terms | 30 POINTS |
| | a) Minimum Rent | |
| | b) Facility Rent | |
| | c) Cost of rehab in excess of minimum capital improvement of \$162,000 | |
| 2. | Rehabilitation Plan | 30 POINTS |
| | a) How the hangars would be rehabilitated | |
| | b) Criteria for determining hangar rehabilitation | |
| | c) Aviation development/rehabilitation and fixed based operations experience | |
| 3. | Financial strength of Proposer/ Project | 20 POINTS |
| | a) Equity in project | |
| | b) Financial commitments | |
| 4. | Experience | 20 POINTS |
| | a) Similar development/rehabilitation | |
| | b) References | |
| | Total Possible | 100 POINTS |

SUBMITTAL

Proposals must be submitted in a format following the outline of this RFP. Proposals presented in any other format will be considered non-responsive and will be rejected. Proposals shall include the information and services requested. The proposal must be signed with the name and title of the person duly authorized to sign the offer. Proposals received after the time fixed for receiving them will not be considered. Late proposals will be returned to the Proposer unopened.

Each proposal shall be delivered to San Diego County Airports, Gillespie Field, 1960 Joe Crosson Dr., El Cajon, CA 92020-1236, on or before 5:00 p.m., April 22, 2010. The proposal documents submitted shall be addressed to the DEPARTMENT OF PUBLIC WORKS (DPW) Attention: Tim Caulder, enclosed in a sealed envelope bearing the RFP title, and the name and location of the place of business of the Proposer. It is the sole responsibility of the Proposer to see that the proposal is received on time.

The County of San Diego reserves the right to reject any and all proposals and to waive any informality in the proposals received. Airports staff will review all proposals and (i) select a successful proposer, or (ii) reject all proposals. Following selection of a successful proposer, if any, Airports staff will negotiate a lease agreement with the successful proposer. A non-refundable processing fee of \$3,000 will be payable at the beginning of the lease negotiation process. This lease will be subject to review and approval by County Counsel and then submitted to the Board of Supervisors or County Lease Administrator for its review and approval. Only the Board of Supervisors or the County Lease Administrator has the authority to enter into the lease with a successful proposer.

Selection without Discussion

Proposers are cautioned that any selection hereunder may be effected without discussion. Each proposer should present its best offer at this time and not rely on additional negotiations to obtain a satisfactory proposal.

PROPOSER'S QUESTIONNAIRE

PART A.1

(TO BE COMPLETED BY SOLE PROPRIETORSHIP / SMALL BUSINESS / TRUST)

Completion of this Proposer's Questionnaire is necessary to provide County staff with sufficient information about the Proposer to make a considered recommendation to the County's Board of Supervisors.

An Aviation Lease Agreement at Borrego Valley Airport in Borrego Springs, California, shall not be considered until all the information requested in this Questionnaire is received. Statements must be complete and accurate. Omission, inaccuracy, or misstatement shall be cause for rejection.

Name of Proposer exactly as it will appear on the Lease: 1.	
Full Name and other Names or Aliases of Proposer: 2.	
Telephone: 3.	
Business Address: 4.	
Business Phone: 5.	Business Fax: 6.
Residence Address: 7.	How Long: 8.
Present Position or Title: 9.	
Date of Birth: 10.	Place of Birth: 11.
Spouse's Name: 12.	
Spouse's Date and Place of Birth: 13.	

PROPOSER'S QUESTIONNAIRE
PART A.2
(TO BE COMPLETED BY LIMITED LIABILITY COMPANY - LLC)

Completion of this Proposer's Questionnaire is necessary to provide County staff with sufficient information about the Proposer to make a considered recommendation to the County's Board of Supervisors. **A Questionnaire must be provided for each member of the LLC.**

An Aviation Lease Agreement at Borrego Valley Airport in Borrego Springs, California, shall not be considered until all the information requested in this Questionnaire is received. Statements must be complete and accurate. Omission, inaccuracy, or misstatement shall be cause for rejection.

Name of LLC exactly as it will appear on the Lease: 1.	
Full Name and other Names or Aliases of Member: 2.	
Telephone: 3.	
Business Address: 4.	
Business Phone: 5.	Business Fax: 6.
Residence Address: 7.	How Long: 8.
Present Position or Title: 9.	
Date of Birth: 10.	Place of Birth: 11.
Spouse's Name: 12.	
Spouse's Date and Place of Birth: 13.	

PROPOSER'S QUESTIONNAIRE
PART A.2 *continued*
(TO BE COMPLETED BY LIMITED LIABILITY COMPANY - LLC)

LIMITED LIABILITY COMPANY STATEMENT

- 1. State of Filing: _____
- 2. Date of Filing with Secretary of State: _____
Enclose copy of filing and any operating agreement or supporting documentation.
- 3. Has the LLC transacted business in the County of San Diego, California?
Yes () No () If yes, state most recent date: _____

4. Name, address and title(s) of the manager(s), if any:

<u>Name</u>	<u>Address</u>	<u>Title(s)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. Name, address and share of each member:

<u>Name/Title(s)</u>	<u>Address</u>	<u>Share %</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PROPOSER'S QUESTIONNAIRE
PART A.3
(TO BE COMPLETED BY CORPORATION)

Completion of this Proposer's Questionnaire is necessary to provide County staff with sufficient information about the Proposer to make a considered recommendation to the County's Board of Supervisors. **A Questionnaire must be provided for each corporate officer (President, Vice-President, Secretary, and Treasurer) and for each Director holding 10% or more of the issued stock.**

An Aviation Lease Agreement at Borrego Valley Airport in Borrego Springs, California, shall not be considered until all the information requested in this Questionnaire is received. Statements must be complete and accurate. Omission, inaccuracy, or misstatement shall be cause for rejection.

Name of Corporation exactly as it will appear on the Lease: 1.	
Full Name and other Names or Aliases of Officer () and/or Director (): 2.	
Telephone: 3.	
Business Address: 4.	
Business Phone: 5.	Business Fax: 6.
Residence Address: 7.	How Long: 8.
Present Position or Title: 9.	
Date of Birth: 10.	Place of Birth: 11.
Spouse's Name: 12.	
Spouse's Date and Place of Birth: 13.	

PROPOSER'S QUESTIONNAIRE
PART A.3 continued
(TO BE COMPLETED BY CORPORATION)

CORPORATION STATEMENT

1. State of incorporation: _____
2. Date of incorporation: _____
3. Is the corporation authorized to do business in the State of California?
 Yes () No () If yes, as of what date: _____
4. The corporation is held: Publicly () Privately ()
5. If publicly held, how and where is the stock traded? _____

6. List the following:

	Authorized	Issued	Outstanding
(a) No. of Voting Shares:	_____	_____	_____
(b) No. of Non-voting Shares:	_____	_____	_____
(c) No. of Shareholders:	_____	_____	_____
(d) Value per share of Common Stock:			
Par \$	_____		
Book \$	_____		
Market \$	_____	As of	____ / ____ / ____

7. Name, address and share of each member:

<u>Name/Title(s)</u>	<u>Address</u>	<u>Share %</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

REFERENCES
PART B
(TO BE COMPLETED BY ALL PROPOSERS)

List four persons or firms with whom the Proposer has conducted business transactions during the past three years. At least two of the references named are to have knowledge of the Proposer's debt payment history. At least one reference must be a bank or lending institution with which the Proposer is presently conducting business.

REFERENCE NO. 1

Name: _____ Telephone: _____

Firm: _____

Title: _____

Address: _____

Nature and magnitude of purchase, sale, loan, business association, etc.:

REFERENCE NO. 2

Name: _____ Telephone: _____

Firm: _____

Title: _____

Address: _____

Nature and magnitude of purchase, sale, loan, business association, etc.:

REFERENCE NO. 3

Name: _____ Telephone: _____

Firm: _____

Title: _____

Address: _____

Nature and magnitude of purchase, sale, loan, business association, etc.:

REFERENCE NO. 4

Name: _____ Telephone: _____

Firm: _____

Title: _____

Address: _____

Nature and magnitude of purchase, sale, loan, business association, etc.:

OFFEROR'S DISCLOSURE FORM

GENERAL INFORMATION. The Offeror hereby certifies that all statements and all answers to questions herein are true and correct to the best of its knowledge and belief. Statements must be complete, accurate and in the form requested. County reserves the right to confirm and request clarification of all information provided. Incomplete disclosures may deem Offeror's Proposal to be non-responsive by County, and the Proposal may be rejected and returned.

Offeror Name: _____

Address: _____

City: _____ **State:** _____ **ZIP:** _____

Telephone No.: () _____ **FAX Number:** () _____

E-Mail Address: _____

Disclose the name of each officer, director, principal, and owner of each proposing entity and/or shareholder who owns or controls five percent (5%) or more of the business entity. This page may be photocopied if additional space is required. The individuals listed below are disclosed as having the noted relationship with the business entity/Offeror listed above. Show appropriate letter in the box to the left.

KEY:	A=Officer	E=Controller of 5% or more of stock
	B=Director	F=Spouse
	C=Principal	G=Child under the age of 18
	D=Owner	

- | | | | |
|-----------------------------|-------|------------------------------|-------|
| 1. <input type="checkbox"/> | _____ | 7. <input type="checkbox"/> | _____ |
| 2. <input type="checkbox"/> | _____ | 8. <input type="checkbox"/> | _____ |
| 3. <input type="checkbox"/> | _____ | 9. <input type="checkbox"/> | _____ |
| 4. <input type="checkbox"/> | _____ | 10. <input type="checkbox"/> | _____ |
| 5. <input type="checkbox"/> | _____ | 11. <input type="checkbox"/> | _____ |
| 6. <input type="checkbox"/> | _____ | 12. <input type="checkbox"/> | _____ |

CERTIFICATION: I hereby certify that the information which I have provided on this form is true and correct, that I am authorized to sign on behalf of the business set out above and if requested by the County will provide, within ten (10) days of notice, the necessary documents to substantiate the information provided on this form.

Name: _____ **Title:** _____

(CORPORATE SEAL)

Dated: _____

ACKNOWLEDGMENT OF REVIEW AND ACCEPTANCE OF LEASE TERMS

GENERAL INFORMATION. The Proposer hereby certifies that it has thoroughly reviewed the attached Proposed Aviation Lease Agreement and that, in the event it is selected as the successful Proposer, it will accept the terms of the proposed lease with the following exceptions:

Please note that the following sections of the Proposed Aviation Lease Agreement will not be subject to change at the request of Proposer: Possession and Use, Security, Environmental and ALP Compliance, Indemnification and Insurance, Hazardous Materials, Nondiscrimination, Affirmative Action Program, and Waiver of Relocation Assistance Benefits.

The Proposed Aviation Lease Agreement terms shall not be construed as a binding agreement until transferred to a formal, written contract and approved by the County Board of Supervisors or the County Lease Administrator.

CERTIFICATION: I hereby certify that the information which I have provided on this form is true and correct, that I am authorized to sign on behalf of the business set out above and if requested by the County will provide, within ten (10) days of notice, the necessary documents to substantiate the information provided on this form.

Name: _____ **Title:** _____

(CORPORATE SEAL)

Dated: _____