



LAKE HAVASU CITY, ARIZONA
ADMINISTRATIVE SERVICES DEPARTMENT

◆ PROCUREMENT ◆

Addendum No. 4

Request for Proposals (RFP)

RFP No.: P24-AIRPORT-500367

**Aeronautical Land For Lease
South End West of Taxiway C
Lake Havasu City Municipal Airport**

This Addendum herein removes the requirement by the Proposer to submit an electronic copy of their proposal using an external thumb (USB) drive and provides the Proposer an opportunity to submit their proposal electronically through the City's DemandStar network solution. Attention is called to the following changes, additions, clarifications and/or deletions to the original solicitation and shall be taken into account in preparing submissions:

There is no change in the opening date. **Submissions are due no later than 3:00 p.m., Arizona Time, May 12, 2023** as indicated in the RFP.

ITEM	CHANGES AND CLARIFICATIONS
1	Proposals shall be submitted in a sealed package clearly marked with the RFP Number and the Proposer's name and address clearly indicated on the front of the package or may be submitted electronically via the City's DemandStar Network at https://www.demandstar.com/app/buyers/bids/411137/details . Proposals shall be submitted on or prior to the exact date and time above indicated. Late Proposals will not be considered under any circumstances.
2	The Proposal shall be submitted with an original ink (original proposal) or digital signature (electronic proposal) by a person authorized to sign.
3	Proposers are encouraged to carefully read the entire Request for Proposal package and all Addenda. The Proposal Format shall be adhered to as specified on Page 11, paragraph 9.
4	Change page 11, paragraph 10 titled Proposal Delivery to remove " and one (1) electronic copy (in PDF format on a CD or thumb drive) of the proposal. ". Clarification: Proposers shall submit either one (1) signed original proposal or may submit an electronic digitally signed proposal via the City's DemandStar Network as herein stated in Item 1.
5	Proposals submitted through the City's DemandStar Network at https://www.demandstar.com/app/buyers/bids/411137/details must be submitted under the appropriate solicitation opportunity. Submissions erroneously submitted under the wrong solicitation will not be considered.
6	RFP Addendum: Any changes to the solicitation document will be in the form of a solicitation Addendum. Addenda are posted to the City's website at https://www.lhcaz.gov/budget-and-finance/bids-rfps and the City's DemandStar Network at https://www.demandstar.com/app/buyers/bids/411137/details under the appropriate solicitation opportunity. Interested parties are cautioned to check these platforms for amendments prior to submitting their SOQ. The City will not be held responsible if a proposer fails to receive any amendment issued. <i>The City is not responsible for any oral changes to the RFSQ made by any employee, including the Selection Panel, City Manager, Department Heads, and other staff of the City. Interested parties are cautioned not to rely on any such oral changes.</i>



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7	Proposal Opening: All information contained in the Proposal shall be deemed as exempt from public disclosure based on the City's need to avoid disclosure of contents to competing Proposers during the evaluation and negotiation process. The Proposals shall not be open for public inspection until after Contract award. After Contract award, the successful statement of qualifications, evaluation documentation, and executed Contract shall be open for public inspection. A Proposal Opening Abstract listing the firms submitting proposals will be posted to the City's website at: https://www.lhcaz.gov/budget-and-finance/bids-rfps
8	Contact with City employees (including anyone on the Selection Panel, the City Manager, Department Heads, and other staff) other than the designated contact persons indicated in the RFP regarding this solicitation is strictly prohibited during the proposal process.

Date: 5/9/2023 BY: Lynette Singleton, Procurement Official