October 13, 2026

TO: **All Potential Bidders**

SUBJECT: **Airport Marketing Plan**

Bid Ref. **#27-029**

Bid opening date & time: **November 10, 2026, 5:00 p.m.**

ADDENDUM NO. #1
The items contained in this addendum are added to and/or deleted from and become part of the specifications and proposal documents for the above-referenced Invitation to Bid. Bidders **must acknowledge receipt** of the Addendum on the Bid Form, located in the invitation to bid, when the bids are submitted.

Questions/Answers:

Question #1: Budget. Is there an estimated budget or funding source for this engagement, including the first-year creative?
Answer: There is no estimated budget; we are looking for the best proposals, and pricing is one of the evaluation criteria.

Question #2: Scope. The introduction notes that air service development consulting is provided under a separate contract, while Section 3 lists air service development consulting services. Please confirm whether air service development is part of this scope.
Answer: Air Service Development is not part of the scope.

Question #3: For a consulting practice that operates remotely, would a designated home office or coworking office arrangement satisfy the permanent office requirement upon contract award?
Answer: A dedicated, private coworking office arrangement will work.

Question #4: Would a valid Occupational Tax Certificate issued by the city or county where our business is based satisfy the business license requirement, or would a separate City of Albany registration be necessary? **Answer: Yes, an OTC issued where your business is based out of will suffice.**

Question #5: For a Georgia LLC, would the Articles of Organization and Certificate of Organization satisfy the corporate registration documentation requirement? **Answer: For proposal submission yes, if you are the awarded proposal winner you will need a business license and/or Occupational Tax Certificate.**

Question #6: Which insurance and local business registration requirements must be satisfied at proposal submission versus contract award? **Answer: A copy of the Certificate of Insurance must be sent with the proposal versus the awarded proposal winner will need to send the Certificate of Insurance with all additional insured endorsement pages.**

Question #7: Would a commercial business mailbox satisfy the permanent office requirement for a consulting practice that operates remotely? **Answer: For proposal submission yes, for proposal winner no.**

End of Addendum 1

Destiny Solomon
Destiny Solomon, Buyer I

Cc: David Hamilton, Director of Airport & Transit
Roberto Pagan, Superintendent of Operations
Ryan Smith, Administrative Managers
Hillary Horton, Administrative Assistant