

STANDARD PROCEDURE

Aviation Authority

SUBJECT: ADVERTISEMENT OR DUE
PUBLIC NOTICE

Number: S410.14

Effective: 09/19/12

Revised: 05/11/22

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PURPOSE: To establish the procedures for the placement of advertisements or due public notices in compliance with the Enabling Act and Chapter 50, Florida Statutes.

GENERAL: The Procurement Department (Procurement) is responsible for all solicitation advertisements (Ads) and the advertisement of due public notices (Public Notices) for the Hillsborough County Aviation Authority (Authority).

Ads will be posted on the e-Procurement portal on the Authority website and placed in at least two newspapers in general circulation in Hillsborough County, Florida, that have been in existence for one year, are printed and published once a week, and contain at least 25 percent of their words in the English language. Ads will be published once a week for two consecutive weeks, at least six calendar days apart. Additional advertising locations such as periodicals and other entity websites may be utilized, as applicable.

Public Notices will be placed on the Authority website "Public Notices" page and advertised once in at least one newspaper meeting the criteria set forth above. Public Notices for competitive solicitations previously advertised do not need to be re-advertised in the newspaper. Non-Solicitation Public Notices will be posted on the Authority website by the responsible department.

PROCEDURES:

- A. Where notice is required by law, the publication will be in accordance with that law, unless such law is in conflict with the Enabling Act.
- B. Ads
 1. For individual solicitations where specific details are required, such as but not limited to CCNA solicitations, or otherwise requested, Procurement will:
 - a. Complete a Solicitation Advertisement Request Form PRC-08 to include advertising locations and desired publication dates, along with a copy of the Ad.
 - b. E-mail the approved Solicitation Advertisement Request Form PRC-08 and Ad to LegalNotices@TampaAirport.com before noon, at least four business days prior

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to the required publish date.

- c. E-mail the Ad to identified newspapers and other advertising locations as necessary.
- d. Contact each newspaper and other advertising locations in order to confirm receipt and accuracy of the Ad proof to be published.
- e. Post the Ad on the e-Procurement portal on the Authority website, along with the associated solicitation documents, on the publish date.

The Finance Department (Finance) will obtain a proof of publication affidavit for each Ad published in a newspaper.

2. For all other Solicitations, Procurement will complete the steps noted in Section B (1) above in order to post an Ad that is general in nature, to run every week in two different newspapers, that provides directions for accessing the Authority website "Current Solicitation Opportunities" page.

C. Public Notices – Meetings and Events

1. The Requesting Department will:
 - a. E-mail the Public Notice, desired advertising location(s) and publication date(s) to LegalNotices@TampaAirport.com before noon, at least four business days prior to the required publish date, as applicable.
 - b. E-mail a copy of the Public Notice to the Service Desk and copy the webmaster at least 48 hours prior to the requested posting date for posting on the "Public Notices" page of the Authority website.
2. Procurement will:
 - a. Assist the Requesting Department in determining the publication date(s).

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- b. E-mail the Public Notice to identified newspaper(s) and other advertising locations.
 - c. Contact each newspaper and other advertising locations to verify receipt of the Public Notice and confirm accuracy of the Ad proof to be published.
 - d. Post the Public Notice on the “Public Notices” page of the Authority website on the requested date.
3. Finance will obtain a proof of publication affidavit for each Public Notice published in a newspaper.
- D. Public Notices – Sole Source Purchases
1. Procurement will:
 - a. E-mail the Notice of Intent to Sole Source to LegalNotices@TampaAirport.com before noon, at least four business days prior to the required publish date.
 - b. E-mail the Public Notice to the identified newspaper.
 - c. Contact the newspaper to verify receipt of the Public Notice and confirm accuracy of the Ad proof to be published.
 - d. Post the Notice of Intent to Sole Source on the “Public Notices” page of the Authority website.
 2. Finance will obtain a proof of publication affidavit for each Public Notice published in a newspaper.

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E. Emergency Notice

1. In case of an emergency, the Chief Executive Officer or designee may waive legal notice requirements in a manner consistent with State law.

APPROVED: Michael Stephens

DATE: 5/11/22