



Leon County

Board of County Commissioners

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Purchasing Division
2284 Miccosukee Road
Tallahassee, Florida 32308
(850) 606-1600

Commissioners

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District 2

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District 5

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At-Large

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At-Large

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County Administrator

HERBERT W.A. THIELE
County Attorney

February 16, 2009

Bid Title: Leon County Sheriff's Heliport Addition
Bid No: BC-02-25-09-20
Opening Date: Wednesday, February 25, 2009 at 2:00 PM

Airport Security Information

Dear Vendor:

As noted at the site visit on Friday, February 13, 2009, staff working on the air side of the Heliport facility must observe the airport security requirements. A Yellow Badge is the required security level. There may be a ratio of a badged worker to three non-badged personnel only if they are in the same immediate area.

The process for securing a Yellow Badge is to complete a security badge application and a pre-employment background check application and submit then to the Airport Operations Office with two forms of identification and a \$25 application fee. Each approved applicant must attend a security class prior to issuance of a badge. The classes are held on Tuesdays at 1 PM and applicants will be notified in advance if approved. For further information, you may contact the Airport Operations Office at (850) 891-7807.

Both of the required forms are attached. They are available on the internet at:
Badge Application - <http://www.talgov.com/airport/pdf/badge-app.pdf>
Background Check - <http://www.talgov.com/airport/pdf/background.pdf>

TALLAHASSEE REGIONAL AIRPORT
Pre-Employment Background Check Application

Name: _____
Address: _____ City: _____
State: _____ Zip: _____ Telephone: (____) _____
Do you have any aliases? Yes No If yes, what are they? _____
Nicknames: _____

EMPLOYMENT HISTORY

Please provide all previous employers (*start with the most recent*) for the past 5 years. You must account for any periods of unemployment of 12 months or more. If at any time during the past 5 years you were not employed, or were self-employed, you must provide evidence as to your whereabouts during the time in question; examples may include tax records, billing records, work orders or personal references.

From: Employer: _____ Telephone: _____
 Supervisor(s): _____
To: Address: _____
 City: _____ State: _____ Zip: _____

VERIFIED: YES NO DATE: _____ INITIALS _____ CONTACT NAME: _____

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 Supervisor(s): _____
To: Address: _____
 City: _____ State: _____ Zip: _____

VERIFIED: YES NO DATE: _____ INITIALS _____ CONTACT NAME: _____

From: Employer: _____ Telephone: _____
 Supervisor(s): _____
To: Address: _____
 City: _____ State: _____ Zip: _____

VERIFIED: YES NO DATE: _____ INITIALS _____ CONTACT NAME: _____

Explain any gaps in employment of more than 12 months:

I certify that the statements and information on the application are truthful and understand that all identification badges issued shall remain the property of Airport Administration (City of Tallahassee, Department of Aviation) and must be returned upon termination of employment.

Applicant Signature

Company

Date

I hereby certify that the individual listed above has satisfactorily undergone a review, and verification of the five years preceding the date the access investigation was initiated. I also certify that this employee fully understands his/her responsibility to challenge any unauthorized person(s) in the Air Operations Area (AOA). It shall be the company's responsibility to ensure that all badges are returned to the Airport Operations office; any badges not returned will be assessed a fine of \$50.00 per badge.

Company Authorized Signature

Date