

**METROPOLITAN KNOXVILLE AIRPORT AUTHORITY
McGHEE TYSON AIRPORT**

REQUEST FOR PROPOSALS (RFP)

for

Integrated Pest Management Pest Control Service

1. Introduction

The Metropolitan Knoxville Airport Authority (MKAA) is accepting proposals for establishment of an Integrated Pest Management (IPM) pest control plan for various buildings at McGhee Tyson Airport. The services will be administered by the Airport Authority's ACR (Authority Contract Representative) who will be the Purchasing Specialist. The CTR (Contract Technical Representative) will be the Facility Maintenance Supervisor.

2. General Description

The MKAA is working to develop an Integrated Pest Management pest control program for the main terminal and other facilities at McGhee Tyson Airport. Pesticide use will be governed by need, not by scheduled application. A detailed description of the minimum scope of services for this pest control contract is found in the Proposal Specifications for Integrated Pest Management section of this Request for Proposal, marked as Exhibit B. A proposing firm may offer services in addition to those listed in the Request for Proposal. However, bids submitted in response to this request must meet all requirements established in this RFP, including all sections, attachments and exhibits.

The MKAA reserves the right to accept or reject any proposal, and to award a contract to the proposing firm deemed to be in the best interest of the MKAA.

3. Examination of the Contract Site

The proposing firm is expected to carefully examine the site of the proposed work, plans, specifications and contract forms. The contractor shall satisfy himself as to the character, quality and quantities of work to be performed, materials to be furnished and as to the requirements of the proposed contract. The submission of a proposal shall be prima facie evidence that the proposing firm has made such examination and is satisfied as to the conditions to be encountered in performing the work and as to the requirements of the proposed contract, plans and specifications.

An examination of the areas described in this Request for Proposals and included in the proposed contract can be arranged by contacting the Contract Technical Representative (CTR), Bill Chambers, phone 865-342-3054 or email to bill.chambers@tys.org.

4. Submission of Proposals

A. Organization

Proposals are to contain at least the following information:

1. Statement of Understanding

(a) Summarize the proposing firms understanding and approach to the contract, emphasizing key service and coordination issues that such a contract entails.

(b) Included in the statement of understanding may be references to solutions or approaches on similar contracts completed by the proposing firm, as they directly relate to McGhee Tyson Airport.

2. Qualification of Firm

(a) A statement describing in detail the firm's experience in pest control management.

(b) A listing of previous work comparable to the proposed pest control management services for McGhee Tyson Airport in which the firm was responsibly involved and a detailed description of the firm's role including dates, services, references and other data to demonstrate the firm's capabilities and experience.

3. Personnel

A complete statement of the proposed project manager and key personnel's qualifications and of the experience relevant to the proposed contract, including references with names, titles and phone numbers.

4. Fees

A comprehensive listing of charges, containing sufficient detail to enable MKAA to evaluate the fee.

5. Current Workload

Summarize the firm's present workload and the firm's ability to meet the proposed contract requirements contained in the Proposal Specifications attached to this Request for Proposals.

B. Submission Deadline

Proposals must be received no later than 3:00 PM, Friday, March 21, 2014 in the Administration Offices of the Metropolitan Knoxville Airport Authority, 3rd floor of the Main Terminal, McGhee Tyson Airport, 2055 Alcoa Highway, Alcoa, Tennessee, 37701.

Addressed to:

Pest Control Proposal
George Masek, Purchasing Specialist
Metropolitan Knoxville Airport Authority
P.O. Box 15600
Knoxville TN 37901

5. Vendor Selection Process

A. Evaluation

A selection committee will review and evaluate the proposals based on a comparative analysis of the professional qualifications and experience of each firm. Evaluation criteria will include:

1. Capability to perform all aspects of the project.
2. Recent firm experience comparable to the proposed contract.
3. Capability to complete the contract without having a major cost escalation or overruns.
4. Demonstrated ability to meet schedules or deadlines.
5. Cost associated with proposed services.
6. Key personnel's professional background and related experience.
7. Quality of related work previously undertaken.
8. Familiarity with and proximity to the geographic location of McGhee Tyson Airport.

The selection committee, at its option, may contact a reasonable number of references from among those provided by the proposing firm to ascertain the quality of work, ability to meet schedules, cost control and contractor-client relationship.

B. Interviews

The selection committee may conduct interviews with each firm submitting a proposal. Each firm will be notified of the time and place of the interview.

C. Selection

The selection committee may, at its option, review the experience and qualification data, the submitted Proposal, the interview results and other relevant data, and using the selection criteria developed for the contract, rank the qualified firms.

The MKAA will attempt to execute a contract for the proposed services, either in part or in full, with the firm whose proposal is deemed to be in the MKAA's best interest. If a contract cannot be executed with the first choice of the selection committee, the MKAA may elect to pursue a contract with one of the other firms in the sequence of ranking established by the selection committee. The selection process will not be considered final until a contract has been successfully executed.

The MKAA reserves the right to waive any formalities or irregularities in the proposals received and to reject any or all proposals or to award or refrain from awarding the contract for the work, whichever is deemed to be in the MKAA's best interest.

The MKAA reserves the right to cancel this Request for Proposals, without incurring any obligation to any proposing firm if such cancellation is in the best interest of the MKAA. The MKAA shall not be bound until such time as a contract in writing is executed by both the selected firm and the MKAA.

D. Contract Documents

A form of Pest Control Services Agreement is attached and any proposing firm agrees, if selected, to execute a contract in that form appropriately completed.

6. Questions on the Scope of Services

Questions concerning elements described in the Proposal Specifications or any other section of the Request for Proposals should be submitted in writing (facsimiles will be accepted) to the following individual:

George Masek
Purchasing Specialist
Metropolitan Knoxville Airport Authority
P.O. Box 15600
Knoxville, TN 37901
Fax (865) 342-3050