



METROPOLITAN
KNOXVILLE
AIRPORT
AUTHORITY

Request for Proposal
for Bulk Fuel Services
(Automotive Fuel Only)
at
McGhee Tyson Airport
Alcoa, TN

Issue Date:
Friday, June 3, 2022

Proposal Due Date:
Friday, June 24, 2022

METROPOLITAN KNOXVILLE AIRPORT AUTHORITY
P.O. Box 15600
Knoxville, TN 37901
Phone: (865) 342-3001

METROPOLITAN KNOXVILLE AIRPORT AUTHORITY
ELECTRICAL AND MECHANICAL MAINTENANCE SERVICE AGREEMENT
REQUEST FOR PROPOSAL

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I. Notice (Advertisement)

The Metropolitan Knoxville Airport Authority (MKAA) is accepting the following “Request for Proposal”:

- **Automotive Bulk Fuel (not Aircraft)**

The timeline, scope of work, and other information is included in the Request for Proposals documents.

A Request for Proposal (RFP) package describing the required services can be obtained online at www.flyknoxville.com under the “Do Business @ TYS” tab or by emailing Michael Giles at Michael.Giles@tys.org.

Two (2) copies of the proposal must be submitted to the following:

Metropolitan Knoxville Airport Authority
Attn: Michael Giles
2055 Alcoa, Hwy
Suite 1
Alcoa, TN 37701

Or email to Michael.Giles@tys.org no later than 4:00 PM EST on Friday, June 24, 2022.

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II. Business, Contract, and Proposal Requirements

DBE Program

Firms shall comply with the MKAA approved DBE Program (available at www.flyknoxville.com) to ensure disadvantaged business enterprises as defined in 49 CFR Part 26 have the maximum opportunity to participate in the performance of contracts and subcontracts and shall not be discriminated against on the basis of race, color, national origin, disability, or sex in the award and performance of DOT assisted contracts or other contracts defined by the MKAA.

Title VI Solicitation Notice

The Metropolitan Knoxville Airport Authority (MKAA), in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors MKAA will affirmatively ensure any contract entered into pursuant to the advertisement, [select disadvantaged business enterprises or airport concession disadvantaged business enterprises] will be afforded full and fair opportunity to submit bids in response to the invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Response Costs

All costs incurred in preparing the response to the RFP, participating in the RFP process, and negotiating with the MKAA, whether or not an award is granted, shall be solely the responsibility of the Respondent. All materials and documents submitted by the Respondent in response to the RFP will become the property of the MKAA and shall not be returned to the Respondent.

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Contractual Requirements

Choice of Law. The laws of the State of Tennessee must govern the operation and enforceability of any resulting Agreement from this Request for Proposal. Any action or legal proceeding arising out of or related to any resulting Agreement from the Request for Proposal must be brought in the state courts of Knox County, Tennessee, or in the federal court in the district where the Airport is located.

Indemnification. MKAA cannot indemnify the selected Company in any resulting Agreement from this Request for Proposal with respect to any matters.

Confidentiality. MKAA cannot agree to confidentiality provisions in any resulting Agreement from the Request for Proposal due to open records laws.

Federal Aviation Administration Provisions. The selected Respondent must agree to comply with Civil Rights provisions and any other applicable Federal Aviation Administration requirements in any resulting Agreement from the Request for Proposal.

Written Agreement Required. The selected Respondent will be required to enter into a written agreement with the Metropolitan Knoxville Airport Authority to provide all services required in the RFP.

Procurement and Ethics Requirements. The Respondent must agree to comply with all normally accepted procurement and ethics standards.

Civil Rights Provisions. Metropolitan Knoxville Airport Authority, for itself, assignees, and successors in interest agrees to comply with Nondiscrimination Acts and Authorities, which will be noted in the resulting contract or agreement.

Right to No Award or Partial Award

Award will be made to the Respondent(s) with the most qualified and/or responsive proposal which may or may not be the lowest cost (if applicable), if awarded. MKAA reserves the right to reject all responses, reject portions of any response, or accept the response(s) deemed most advantageous to MKAA. In addition, MKAA reserves the right to modify the terms of the RFP at any time. MKAA will provide the Respondents with written notice of cancellation or modification.

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Rejection of Responses / Cancellation of RFP

MKAA reserves the right to reject any or all responses to the RFP, including, but not limited to, any response containing exceptions to the minimum requirements and/or specifications or fails to meet the minimum requirements and/or specifications in whole or in part. Responses containing terms and conditions other than those specified herein may be considered nonresponsive. Partial or incomplete responses may be rejected. MKAA reserves the right to reject responses or penalize Respondents who do not follow the requirements of the RFP and, likewise, to waive any informalities, technicalities, or omissions therein. Responses having any erasures or corrections shall be initialed in ink by the Respondent. Unsigned responses will be considered nonresponsive.

Also, MKAA reserves the right to reject any response when a parent, subsidiary, affiliate, or predecessor in interest of the Respondent has pending litigation or claims with MKAA, or if any response includes a proposed subcontractor or supplier having pending litigation or claims with MKAA, if MKAA determines, in its sole discretion, such litigation or claims may adversely affect the ability of the parties to work efficiently and effectively under any purchase order resulting from the RFP, or for any other reason as determined by MKAA. MKAA further reserves the right to cancel the RFP process at any time.

Explanation by Addendum Only

No interpretation of the meaning of any provision in the RFP or the correction of any apparent ambiguity, inconsistency, error, or any other matter pertaining to the RFP shall be made orally. Every request for interpretation or for additional information regarding this RFP shall be made in writing, via email to Michael Giles, Purchasing Manager, at Michael.Giles@tys.org. All inquiries must be received before Friday, June 17, 2022. Should an Addendum be issued, the Respondent must acknowledge receipt on the proposal form.

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No-Contact Policy

The Chairman of the Board of Commissioners of the MKAA has imposed a no-contact policy on the selection process. The no-contact policy is intended to prohibit any potential proposer from engaging in any direct or indirect lobbying of any Board Member, MKAA staff member, other persons or organization who may be involved in the RFP process. The no-contact policy is effective between the date the RFP is issued and the date of the approval of the Service Agreement by the Board of Commissioners. Questions submitted in writing for clarifications of the information contained in the RFP are not prohibited by the policy.

Insurance

The Respondent shall furnish and keep in force for the life of the agreement Workmen's Compensation Insurance for all workers employed on the job and other insurance documentation as required by the Metropolitan Knoxville Airport Authority.

Term of Agreement and Fees

The MKAA intends to enter into an agreement with the selected Respondent commencing on a time to be determined and continuing for a period of five (5) years, with an optional four (4) year renewal to be exercised at the MKAA's sole discretion.

The Respondent or MKAA can terminate the agreement upon ninety (90) days written notice without cause and without prejudice to any other right and remedy.

The Service Agreement Fees (if applicable) may be adjusted annually by mutual agreement throughout the term of the agreement and any extensions hereof.

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III. Schedule for Selection (and Submission Requirements)

Schedule for Selection

| | |
|---------------------------------|-----------------------------------|
| Notice Publication Dates | June 3, 2022 – June 24, 2022 |
| Mandatory Pre-Proposal Meeting | Not Applicable |
| Appointments Available | June 13-15, 2022 |
| Last Day for Question Submittal | Friday, June 17, 2022, by 2:00 PM |
| Proposals Due | Friday, June 24, 2022, by 2:00 PM |
| Interviews, If Needed | Week June 27, 2022 |
| Board Approval of Contract | To Be Determined |
| Contract Commencement | To Be Determined |

Mandatory Pre-Proposal Meeting

A mandatory pre-proposal meeting will not be held for the noted Request for Proposals.

Proposal Content and Submission

All proposals must include a cover letter indicating the Respondent's name, address, telephone number, and email address. An authorized representative of the firm must sign the proposal in ink.

Proposals shall contain all required information outlined in the RFP. Please see attached Exhibits.

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Evaluation Criteria

The selection committee will consider all documents submitted in response to the RFP and all other relevant information. A point matrix will be used to score the RFP based on the following criteria:

1. Experience and Reputation (up to 25 points)
2. Emergency and Local Support (up to 25 points)
3. Management, Staffing, and Resources (up to 25 points)
4. Pricing (up to 25 points)

The committee's selection will be those Respondents which, in the committee's sole opinion, are best able to provide the services according to the MKAA's needs.

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Submission Procedure

Proposals shall be submitted no later than 4:00 PM local time on Friday June 24, 2022, addressed by regular surface mail to:

Michael Giles
Purchasing Manager
Metropolitan Knoxville Airport Authority
PO Box 15600
Knoxville, TN 37901

Or by courier or hand-delivered to;

Michael Giles
Purchasing Manager, 3rd Floor Admin. Offices
Metropolitan Knoxville Airport Authority
2055 Alcoa Highway
Alcoa, TN 37701

Four (2) copies of the proposal shall be submitted. Proposals shall be limited to twenty-five (25) pages inclusive of attachments and exclusive of any financial information.

The exterior of the submittal package needs to contain: Respondent Name, RFP Title, and Date Mailed or Delivered.

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IV. Scope and Qualifications

Detailed Scope of Services

Generally, the services contemplated under this RFP are in the form of a Delivery Service Agreement for providing the items listed. The Airport Authority will look to the selected Respondent to offer its expertise in terms of cost efficiencies, service, staffing, and all other components associated with the RFP.

The work scope under this RFP includes four (4) general elements:

1. Experience and Reputation
2. Emergency and Local Support - The on-call staff is to be “qualified and capable” to provide delivery on-call services on a 24/7/365 basis with a twenty-four (24) hour response time including legal holidays, if requested.
3. Management, Staffing, and Resources
4. Overall cost of services

The Respondent should understand that the Agreement is non-exclusive in nature and the MKAA reserves the right to use other Respondents should the selected Respondent and MKAA be unable to agree on a scope and/or fees.

The nature of this work requires all Respondent employees to be uniformed and speak conversational English. All Respondent equipment will be identified with a company name and logo.

Equipment and tasks involved in this RFP are as follows:

- Above Ground Fuel Tanks
- Associated Gages, Hoses, and Couplings

The Respondent should include or consider the following items in their proposal:

1. If necessary, provide for equipment inspections and suggest repairs/adjustments based on inspections and present proposals for major repairs as needed.
2. The Respondent’s on-call staff is to be “qualified and capable” to provide on-call services of an electrical and/or mechanical nature on a 24/7/365 basis with a twenty-four (24) hour response time including legal holidays, if requested.
3. All employees are not required but must be able to obtain an airport security badge if future needs require

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4. All employees must conform to Tennessee Drug Free Requirements and conform to Limited English Proficiency (LEP) Guidelines.
5. Employees will wear a logo work shirt or vest that clearly identifies them as Respondent employees, and they must wear their badge as outlined in the security requirements.
6. Trucks must be identified with the company name and phone number.
7. Work must conform to all applicable manufacturer, TOSHA, and standard best practices.
8. Additional credentials such as Driver's Licenses, OSHA Certificates, and other regulatory Licenses/Certifications may be required during the term of this agreement.
9. All tools must be kept within reaching distance of employees and never left unattended.

Minimum Qualifications

1. The Respondent shall have a minimum of five (5) years of continuous and recent experience in providing Delivery Services for the MKAA specific equipment or similar to the MKAA equipment.
2. The Respondent must be qualified and licensed to conduct business in the State of Tennessee. If not qualified and licensed, the Respondent must confirm in writing that, if selected, such licensing will be obtained within thirty (30) days following notice of selection.
3. The Respondent will supply labor and equipment to perform the work and NOT subcontract selected aspects of the work. Subsidiaries of the contracted Respondent are acceptable.
4. The Respondent must show proof of an EMR Safety Rating of < 1 (E-Mod Letter or Letter from the Insurance Carrier).

Minimum Qualifications for Delivery Technicians

1. The minimum staffing of more than 1 available Delivery Driver Monday-Friday.
2. The Delivery Drivers shall have all required State, Local, DOT, etc. licenses.

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V. Work Requirements

Behavior

1. Sexual Harassment of any kind will be dealt with to the full extent of the law.
2. No coarse or vulgar language.
3. Proper dress always required.
4. Shirts, pants, and shoes must be worn for safety.
5. Special equipment must be worn as appropriate (respirators, gloves, etc.).
6. If anyone asks you to stop working for any reason, stop and report to your supervisor or MKAA contract representative.

Work Habits

1. Respect the privacy of travelers and employees.
2. Do not take items from MKAA Property.
3. Be considerate of MKAA property when working. Respondent is responsible for any damages to facility and/or associated property.
4. Do not store materials on-site.
5. Before any work is performed, report to the Facility Maintenance Supervisor, Facility Manager, or appointed designee.
6. Follow all state and local fire and safety regulations.

Performance Standards

1. When the job is finished, leave the area in a neat and clean condition.
2. The Vendor is responsible for any spills and/or damage to MKAA property.
3. Do not turn equipment ON or OFF without prior notification.

Storage / Office Space

Space will not be provided to the Vendor for the noted service.

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Use of MicroMain

MicroMain will be used by the Fleet Maintenance Department to note any required repairs and/or preventative maintenance activities to the Fuel Tanks and Support Systems.

Repair Work Procedures

Any repair work needed, will be communicated from the Vendor to the Fleet Maintenance Department during the delivery process.

Responsibilities of the MKAA

The customer will perform inspections of the Fuel Tanks as noted and support the delivery systems with maintenance and other requirements to ensure safe, efficient, and compliant operations.

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Responsibilities of the Respondent

The Respondent's responsibility is to keep the delivery equipment in top operating condition and to minimize downtime and maintenance costs. The selected Respondent will maintain any compliance related and/or environmental documentation as required.

VI. Exhibits

The following exhibits are provided:

- Exhibit A – History
- Exhibit B – General Information
- Exhibit C – Invitation to Bid Sheet

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References/Related Documents:

[Appendix A](#)

2021 History

| Fuel Type | Gallons Consumed |
|-----------------------|------------------|
| Unleaded with Ethanol | 21,868 |
| 100% Unleaded | 3,391 |
| Diesel | 13,326 |

[Appendix B](#)

General Information

| | |
|---------------------------------|------------------------------------|
| Fuel Tank Design: | Above Ground |
| Unleaded with Ethanol Capacity: | 4,000 Gallons (only filled to 90%) |
| 100% Unleaded Capacity: | 4,000 Gallons (only filled to 90%) |
| Diesel Capacity: | 4,000 Gallons (only filled to 90%) |
| Delivery Constraints: | Tank-Wagon Only due to space |

[Appendix C](#)

“Invitation to Bid” Sheet attached below

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Metropolitan Knoxville Airport Authority
2055 Alcoa Highway
Alcoa, Tennessee 37701

Invitation to Bid Sheet
Bid # ()

The Metropolitan Knoxville Airport Authority (MKAA) is requesting the following Bid Proposal to be guaranteed for one year from the execution of the agreement.

Experience and Reputation

Provide 3 references for providing Bulk Fuel Delivery Services

Emergency and Local Support

Can your organization support emergency delivery needs (Saturday/Sunday delivery and ability to delivery with 4-hour request)?

The Delivery point and the Distribution point must be within 30 miles to support the operations of the Airport. Please provide the Distribution Point Address.

Management, Staffing and Resources

Can your organization support "Above Ground Fuel Tanks"? How many Trucks does your organization have available in the area to support a 4-hour response?

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Pricing (See Below)

Total Price per Delivery **does not** include the following:

1. OPIS Unbranded Rack Price Average in Knoxville on the day of delivery
2. Applicable State and Local Taxes and/or fees

Total Price per Delivery **does** include the following:

1. Profit
2. Transportation Cost
3. Surcharge fees
4. Other incidentals

Unleaded with Ethanol Pricing

A. _____ Total Price per Delivery

100% Unleaded Pricing

B. _____ Total Price per Delivery, Regular 87 octane gasoline with 10% ethanol

Diesel Pricing

C. _____ Total Price per Delivery

Note: All prices are United States Dollars

All Bidders must provide necessary insurance documentation and schedule an "On-Site" Meeting at the Metropolitan Knoxville Airport (2950 Airfield Service Drive, Alcoa 37701).

Company Name

Date

Authorized Representative Name (Printed)

Phone Number

Authorized Representative Name (Signature)

e-mail address