



METROPOLITAN
KNOXVILLE
AIRPORT
AUTHORITY

Request for Proposal
Operations Vehicles
for the
Metropolitan Knoxville Airport Authority

Issue Date:
November 18, 2022

Proposal Due Date:
December 12, 2022

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

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REQUEST FOR QUALIFICATIONS

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I. Notice (Advertisement)

The Metropolitan Knoxville Airport Authority (MKAA) is accepting “Request for Proposals” for Operations Vehicles. The vendor will a proposal for a maximum of three (3) half (1/2) ton new (Ford or Chevrolet) 4x4 Trucks.

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

The proposal must be submitted to the Metropolitan Knoxville Airport Authority no later than 4:00 PM local time on December 12, 2022.

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II. Minimum Requirements

Vehicle Requirements

- Ford F150 XL Trim or Chevrolet 1500 Silverado
- Year – New
- Four Wheel Drive (4x4)
- Color – White
- Extended Cab
- Half Ton
- Engine – V8
- Fuel – Gasoline (Not Diesel or Electric)
- Vinyl Seat Trim
- Vinyl/Rubber flooring – No Carpet
- Transmission – Automatic
- Tow Package
- Spray In Bed Liner included
- Bed Length – 6ft minimum
- Auxiliary Upfitter Switches
- Running Boards

Proposal Requirement

- Available within 60 days (minimum) of Purchase Order being issued
- Base Price
- Options Price
- Delivery Cost included
- Detailed Warranty including the Manufacturer's Warranty
- Note - Metropolitan Knoxville Airport Authority is Tax Exempt

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III. Submission Contents and Procedure

Submission Contents

All proposals must be on Company Letterhead and the Proposal should contain:

1. Year, Model, and Make
2. Basic vehicle package information
3. Options included on the vehicle
4. Delivery Cost
5. Total Sales Price
6. Guaranteed Availability Date (date vehicle could be delivered)

Submission Procedure

Proposals shall be submitted no later than 4:00 PM local time on December 12, 2022, via:

<u>Regular U.S. mail to:</u> Michael Giles Purchasing Manager Metropolitan Knoxville Airport Authority PO Box 15600 Knoxville, TN 37901	<u>Or by courier or hand-delivered to:</u> Michael Giles Procurement Manager, 3rd Floor Admin. Offices Metropolitan Knoxville Airport Authority 2055 Alcoa Highway Alcoa, TN 37701
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All submittals received after this time will be returned unopened and will not be considered.

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IV. Selection Timeline and Evaluation Criteria

Selection Timeline:

Notice Publication Dates	November 20 thru December 9, 2022
Last Day for Questions	November 25, 2022
Proposals Due	December 12, 2022 by 4:00 PM
Interview Selection/Notification	December 13-23, 2022
Interview Sessions (if questions)	December 13-23, 2022
Estimated Start Date	January 23, 2023

Evaluation Criteria

Three (3) or more digital advertising firms may be selected for interviews and presentations by an MKAA selection committee based upon review of Qualification Statements provided in response to the RFP. MKAA staff will provide these selected firms with sample projects which the firms will then incorporate into an interview presentation.

The interview session will consist of a presentation not to exceed thirty (30) minutes followed by a thirty (30) minute question and answer session. The most qualified firm will be selected based on the following criteria:

1. 0-30 Points: Ability to produce Basic Requirements
2. 0-30 Points: Delivery Date
3. 0-25 Points: Other Options Available
4. 0-15 Points: Total Delivered Cost

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V. Terms and Conditions; Contract Requirements

DBE Program

Firms shall comply with 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 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 Request for Proposal (RFP), participating in the RFP process, and negotiating with 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 MKAA and shall not be returned to the Respondent.

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; Questions and Clarifications

Every request for interpretation, questions or for additional information regarding the RFP shall be made in writing to Michael Giles, Procurement Manager, Metropolitan Knoxville Airport Authority, Post Office Box 15600, Knoxville, TN 37901, or by email at michael.giles@tys.org. All inquiries must be received before November 25, 2022, by 2:00 PM EST. Questions by phone will not be accepted.

All questions and answers will be available to all interested firms. To receive this information, please send an email to Michael Giles at the email address above after 4:00PM EST, November 28, 2022.

The Metropolitan Knoxville Airport Authority is not responsible for any electronic communication failures or material delivery delays. MKAA reserves the right to reject all submittals without cause.

Should an Addendum be issued, the Respondent must acknowledge receipt.

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No-Contact Policy

The Chairman of the Board of Commissioners of 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 any agreement resulting from this RFP insurances policies reasonably requested by MKAA, including, but not limited to, Workmen's Compensation Insurance for all workers employed on the job. The Respondent shall provide certificate of insurance as required by the Metropolitan Knoxville Airport Authority. All insurance companies must be licensed to do business in Tennessee and the MKAA, its commissioners, its officers, and its employees must be added as additional insured on all policies.

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Contract 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 Respondent 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.