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METROPOLITAN  
KNOXVILLE  
AIRPORT  
AUTHORITY

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Request for Proposal  
For

Technology Modernization  
Audio-Visual and Public Address Upgrades

at  
McGhee Tyson Airport  
Alcoa, TN

Issue Date:  
January 1, 2023

Proposal Due Date:  
January 25, 2023

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

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## AUDIO-VISUAL & PUBLIC ADDRESS UPGRADES

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## I. Notice (Advertisement)

The Metropolitan Knoxville Airport Authority (MCAA) is accepting proposals for the Technology Modernization Audio-Visual and Public Address upgrades project at McGhee Tyson Airport. The scope of work includes upgrading a core segment of the Audio-Visual and Public Address Systems.

A Request for Proposal (RFP) package, which includes a Scope of Work (SOW) can be obtained online at [www.flyknoxville.com](http://www.flyknoxville.com) under the “Do Business @ TYS” tab or by emailing Michael Giles at [michael.giles@tys.org](mailto:michael.giles@tys.org).

The proposal must be submitted through email to [bids@tys.org](mailto:bids@tys.org) no later than **4:00 PM EST time on January 25, 2023**.

A **mandatory** pre-bid meeting will be held on **Tuesday, January 17, 2023, at 3:00pm**, at the Offices of the MCAA, Third Floor of the Terminal Building, 2055 Alcoa Hwy, Alcoa, TN. A site visit will follow immediately after the meeting. Anyone wishing to attend the site visit must provide a valid driver’s license for photocopy to the Airport Authority at the time of the visit, no exceptions.

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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](http://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, 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 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.

**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 solicit, 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](mailto:Michael.Giles@tys.org). All inquiries must be received before January 13, 2023. 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 a certificate of insurance as required by the Metropolitan Knoxville Airport Authority.



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**III. Schedule for Selection (and Submission Requirements)**

Schedule for Selection

Notice Dates	January 1-January 20, 2023
Last Day for Submittal Questions	January 13, 2023
Mandatory Pre-Proposal Meeting	January 17, 2023, 3:00PM EST
Proposals Due	January 25, 2023
Legal Review / Contract Terms	January 30-February 3, 2023
Board Approval of Contract	February 22, 2023
Contract Commencement	February 27, 2023

**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 or digital signature, if applicable.

Proposals shall contain all required information outlined in the RFP.

All Bidders must be licensed contractors as required by the “CONTRACTOR’S LICENSING ACT OF 1994”, Tennessee Code Annotated, Section 62-6-101, et seq. Bidder’s attention is directed to section 62-6-119, Tennessee Code Annotated. Contractors must be licensed in TN at the time of the bid opening. All bids must include the following where applicable:

- (1) The name, license number, expiration date thereof, and license classification of the contractor applying to bid for the prime contract;
- (2) The name, license number, expiration date thereof, and license classification of the contractor applying to bid for the masonry contract where the total cost of the materials and labor for the masonry portion of the construction project exceeds one hundred thousand dollars (\$100,000);
- (3) The name, license number, expiration date thereof, and license classification of the contractor applying to bid for the electrical, plumbing, heating, ventilation, or air conditioning contracts except when such contractor's portion of the construction project is less than twenty-five thousand dollars (\$25,000);

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(4) For each vertical closed loop geothermal heating and cooling project, the company name, department of environment and conservation license number, classification (G, L or G,L) and the expiration date, except when the geothermal portion of the construction project is in an amount less than twenty-five thousand dollars (\$25,000);

(5) Prime contractor bidders who are to perform the masonry portion of the construction project which exceeds one hundred thousand dollars (\$100,000), materials and labor, the electrical, plumbing, heating, ventilation or air conditioning or the geothermal heating and cooling must be so designated; and

(6) Only one (1) contractor in each of the classifications listed above shall be written on the bid envelope or provided within the electronic bid document.

### Evaluation Criteria

The award of the RFP will be based on lowest responsive and responsible bid.

### Request for Information (RFI)

MKAA reserves the right to determine, at its sole discretion, the appropriateness and adequacy of responses to written comments, questions, and requests related to this RFP. MKAA's official, written responses may constitute an amendment of this RFP. Each prospective Respondent shall carefully review this RFP, including but not limited to, attachments, amendments, questions, comments, defects, objections, or any other matter requiring clarification or correction (collectively called "Questions and Comments").

Any prospective Respondent having Questions and Comments concerning this RFP must provide them in writing to MKAA no later than the written Questions & Comments Deadline detailed in the RFP.

Protests based on any objection to the RFP will be considered waived and invalid if the objection has not been brought to the attention of MKAA, in writing, by the Written Questions & Comments Deadline.

MKAA will send the official response to these questions and comments to prospective Respondents from whom MKAA has received a Notice of Intent to respond, and on the date detailed in the RFP.

### STEP 1 – READ THE SOLICITATION DOCUMENT & ASK QUESTIONS, IF ANY

#### How to Ask Questions

- The contact person for questions is: Michael Giles, Purchasing Manager
- E-mail: [Michael.Giles@tys.org](mailto:Michael.Giles@tys.org)
- Questions should be emailed to the contact by 4:00PM EST January 13, 2023

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Other personnel are NOT authorized to discuss this request for proposal with responders before the proposal submission deadline. Contact regarding this RFP with any personnel not listed above could result in disqualification. When emailing questions, please include the Title of the RFP in the subject line.

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#### **Submission Procedure**

If your firm is interested in providing Metropolitan Knoxville Airport Authority (MCAA) with the Audio-Visual and Public Address Systems described above, please submit Proposals no later than 4:00PM EST January 25, 2023, by e-mail to: [bids@tys.org](mailto:bids@tys.org).

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## IV. Scope and Qualifications

### Scope of Work

- A. Due to the systems involved in the Project being critical to the day-to-day operations of MKAA and the explicit need of coordination between the Audio-Visual Contractor (AVC) and the other trades involved on the Project, MKAA is requiring the AVC serve as “prime contractor” overseeing the scheduling and coordination of the other trades involved in the Project.
- B. Bidders are required to provide the full and complete Project as outlined in the following Specification sections. No Partial Project Bids will be accepted.

#### **DIVISION 02 — EXISTING CONDITIONS**

02 41 19 – SELECTIVE DEMOLITION

#### **DIVISION 06 — WOOD, PLASTICS, AND COMPOSITES**

06 10 00 – ROUGH CARPENTRY

06 41 00 – ARCHITECTURAL WOOD CASEWORK

#### **DIVISION 07 — THERMAL AND MOISTURE PROTECTION**

07 92 00 - JOINT SEALANTS

#### **DIVISION 09 — FINISHES**

09 05 61 – COMMON WORK RESULTS FOR FLOORING PREPARATION

09 21 16 - GYPSUM BOARD ASSEMBLIES

09 22 16 – NON-STRUCTURAL METAL FRAMING

09 51 00 - ACOUSTICAL CEILINGS

09 66 23 – RESINOUS MATRIX TERRAZZO FLOORING

09 91 23 - INTERIOR PAINTING

#### **DIVISION 10 — SPECIALTIES**

10 26 00 - WALL AND DOOR PROTECTION

#### **DIVISION 12 — FURNISHINGS**

12 36 00 – COUNTERTOPS

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#### **DIVISION 27 — COMMUNICATIONS**

27 05 28 - PATHWAYS FOR COMMUNICATIONS SYSTEMS

27 05 29 – HANGERS AND SUPPORTS FOR COMMUNICATIONS SYSTEMS

27 05 44 – SLEEVES AND SEALS FOR COMMUNICATIONS PATHWAYS AND CABLING

27 11 00 - COMMUNICATIONS EQUIPMENT ROOM FITTINGS

27 13 00 – COMMUNICATION SYSTEMS IDENTIFICATION

27 13 23 - COMMUNICATIONS OPTICAL FIBER BACKBONE CABLING

27 15 13 - COMMUNICATIONS COPPER HORIZONTAL CABLING

27 33 53 – RACK MOUNT UNINTERRUPTIBLE POWER SUPPLY

27 41 00 – AUDIO VISUAL AND PAGING SYSTEMS

- C. The following Specification sections are considered part of the Project and will require the AVC to provide coordination and scheduling as part of their integration. The equipment and services contained within these sections will be Provided By Other (PBO) contractors under separate contracts.

#### **DIVISION 26 — ELECTRICAL**

26 05 19 - LOW-VOLTAGE ELECTRICAL POWER CONDUCTORS AND CABLES

26 05 26 - GROUNDING AND BONDING FOR ELECTRICAL SYSTEMS

26 05 29 - HANGERS AND SUPPORTS FOR ELECTRICAL SYSTEMS

26 05 33 - RACEWAYS AND BOXES FOR ELECTRICAL SYSTEMS

26 05 53 - IDENTIFICATION FOR ELECTRICAL SYSTEMS

26 24 16 – PANELBOARDS

26 27 26 - WIRING DEVICES

26 33 53 - STATIC UNINTERRUPTIBLE POWER SUPPLY

26 43 13 - SURGE PROTECTION FOR LOW-VOLTAGE ELECTRICAL POWER CIRCUITS

#### Bid Package Requirements

- A. See the Audio-Visual & Public Address Project Specifications for a detailed outline of Bid Submittal Requirements. No responses will be accepted that do not fulfill all requirements listed in that document
- B. By submitting a bid, Contractors acknowledge that they fully understand the impact that these Projects have on the day-to-day operations of MKAA. Contractors also acknowledge that they fully understand the level of scope and coordination that will

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be required for the successful completion of the project. Any disruption to MKAA operations, or delay in completion caused by the failure to perform of a Contractor on either phase, many result in Liquidated Damages being levied on the offending party.

- C. Proposal responses are to be for the complete systems as outlined in the Audio-Visual & Public Address Project Specifications. No RFP responses for partial or incomplete systems solutions will be accepted.
- D. Where a conflict between this document and the Project Specification exists, the Project Specification shall supersede.
- E. Proposals shall include, but not be limited to the following:
  - 1. The submission shall be organized as specified below that is labeled with Company Name, RFP title, and identification of information enclosed. Pages of the Proposal shall be 8.5" x 11" sheets, double-sided and double-spaced. Bid Forms included as an Attachment(s) at the end of this document should be included at the front of the submission.
    - (a) Form of Non-collusion Affidavit
    - (b) Indemnification form
    - (c) Equal Opportunity Report Statement
    - (d) Certification of Nonsegregated Facilities
    - (e) Trade Restriction Clause
    - (f) Certification Regarding Debarment, Suspension, etc.
    - (g) Insurance Provisions
  - 2. Cover Letter: The Proposer shall submit a cover letter with the name of the Proposer, address, telephone number, email address, and contact person, and a listing of subcontractors and/or consultants that may be hired by the Proposer for the project. The Proposer's office indicated shall be the location of the office through which services would be conducted under the Contract. The Cover letter shall also be accompanied by a summary of contents contained in the Proposal.
  - 3. Cost Proposal: Proposal shall include detailed pricing. Pricing for additions and deletions to the number of units will be based on the unit prices that Proposer supplies based on the provided schedule. Prices shall include all materials for a full system purchase, to include licenses, labor & installation, maintenance & warranty, shipping, delivery, taxes, and fees. Provide the pricing for one year of support and touch maintenance with the ongoing maintenance and future support. Ongoing maintenance shall be offered on an optional basis for optional years after system acceptance (after the system warranty has expired).
  - 4. Technical Response: Each Proposer shall submit a detailed technical response conforming to the requirements specified herein. The Proposer's Technical Response shall be used to determine the technical acceptability of the Proposer

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with regards to its understanding, acceptance, and compliance with the requirements and specifications set forth in this RFP.

- a. The Proposer shall tailor its response to the RFP format of Section I and II; specifically, each response paragraph shall be identified with the corresponding Solicitation paragraph/ subparagraph numbers being addressed. The Proposer shall include the RFP text for each line item with their response to that line item. If a specific requirement cannot be met, the Proposer must respond to that section with the reason why and an alternative solution. Any non-response or omission to a requirement or specification shall be considered as a negative response during evaluation.
- b. The Proposer's Technical Response shall include:
  - 1) Section 1: Provide a detailed technical description of the Proposer solution and how it will effectively meet the Technical Specifications outlined in this RFP.
  - 2) Section 2: This section shall include the Proposer's responses to the technical requirements defined in Section I and II of this solicitation. The Proposer shall clearly identify each paragraph and subparagraph number and provide a complete response to the specified requirement stating how the requirement will be met. The response of, "understand and comply" is not an acceptable response for these paragraphs and responses with this or similar phrases will be considered unresponsive.
  - 3) Section 3: Implementation Plan. This section shall include a design summary, as an abstract to provide design diagram, detailed integration and integration functionality descriptions, configuration interface details. The Implementation plan shall define the tasks and their relationships to one another, showing that all work required can be completed successfully within **twelve (12) months** from the Notice to Proceed.
  - 4) Section 4: Implementation Schedule: This section shall include the Proposer's proposed implementation schedule beginning from notice-to-proceed date in chronological order to completion. The proposed schedule is only a draft to show the Owner the different stages the Proposer's plans to implement the entire length of the project. The final implementation schedule shall be approved by the Owner before the project begins. The schedule shall also identify the timing of key phases and milestones presented in this RFP.

#### Respondent Qualifications

1. Please refer to the individual Project Specifications for the Respondent's required Qualifications for participating in the Project.
2. Agreements:
  - a. Proposer shall provide a copy of their proposed Agreement and written 365-day warranty and ongoing maintenance plan. The Proposers will submit pricing for 24/ 7 remote help desk support, hardware warranty, broken out separately as indicated for years 2 thru 5.



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- b. The Proposer shall provide a copy of the proposed warranty agreement. The warranty shall warrant complete installation of all equipment to be free from defects in materials and workmanship for a period of not less than 365 days, commencing on client acceptance of each device installation, after commissioning. All maintenance work carried out during the warranty period shall be at no additional cost to the Owner.

### Pricing Proposal

- A. The Proposer shall provide the complete pricing proposal in this submission. Any costs associated with this Project not specifically set forth in this pricing proposal form shall be the responsibility of the Proposer, and shall be deemed included in the fees and charges proposed in response to this RFP. Along with the requirements listed herein, the Pricing Proposal shall include the following:
  1. Provide confirmation that the Proposer has no current or pending legal matter that could inhibit its ability to undertake the Project.
  2. Provide one full set of the Proposer's financial statements. The financial statements shall account for the last three (3) years of operation and shall include a balance sheet, an income statement, and a cash flow statement.
- B. The Proposer shall submit their pricing for the Project using the "Exhibit A: Proposal Pricing Form Template" as a guide.

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**Exhibit A: Proposal Pricing Form Template**

Proposers shall use the following as a guide for preparing their Pricing Submittals. Any Proposals that are submitted without a Proposal Pricing Form included will not be considered. Any Proposals that are submitted without this form being full and complete will not be considered.

Proposers may add as many lines as needed to fully disclose their pricing for the Project.

**Division 02, 06, 07, 09, 10, 12 Combined Pricing**

1. Line Item Materials Pricing

NAME AREA OF PROJECT (As listed in the Project Specification "Equipment List")				
QTY	MANUFACTURER	MODEL	UNIT COST	TOTAL COST
#	xxx	xxx	\$	\$
#	xxx	xxx	\$	\$
#	xxx	xxx	\$	\$

2. Labor Rate Schedule

LABOR RATE SCHEDULE (Proposer shall price their hourly rate for each of the following categories on the Project)		
	Labor Category	Hourly Rate
A	Project Manager	\$
B	Sr Engineer	\$
C	Site Supervisor	\$
D	Laborer	\$

3. Base Bid Totals

This section is for the Base Bid Totals only		
A	Equipment	\$

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B	Sales Tax on Equipment (if applicable for the Project)	\$
C	Labor	\$
D	Shipping	\$
E	Tool / Equipment Rentals	\$
F	Fees and Permitting	\$
G	<b>DIVISION 02, 06, 07, 09, 10, 12 GRAND TOTAL</b>	<b>\$</b>

### Division 27 Pricing

#### 1. Line Item Equipment Pricing

NAME AREA OF PROJECT (As listed in the Project Specification "Equipment List")				
QTY	MANUFACTURER	MODEL	UNIT COST	TOTAL COST
#	xxx	xxx	\$	\$
#	xxx	xxx	\$	\$
#	xxx	xxx	\$	\$

#### 2. Labor Rate Schedule

LABOR RATE SCHEDULE (Proposer shall price their hourly rate for each of the following categories on the Project)		
	Labor Category	Hourly Rate
A	Project Manager	\$
B	Sr AV Engineer	\$
C	Sr Programmer (DSP/Control Systems)	\$
D	Site Supervisor	\$
E	Lead Technician	\$
F	Technician	\$

#### 3. Base Bid Totals

This section is for the Base Bid Totals only
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A	Equipment	\$
B	Sales Tax on Equipment (if applicable for the Project)	\$
C	Labor	\$
D	Shipping	\$
E	Tool / Equipment Rentals	\$
F	Fees and Permitting	\$
G	DIVISION 27 GRAND TOTAL	\$

4. Option 1: One Year Extended Warranty and Preventive Maintenance

This section is for the Option 1 Totals only		
A	Option 1: One Year Extended Warranty and Service Contract as outlined in the bidder's Proposal	\$

5. Option 2: Three Year Extended Warranty and Preventive Maintenance

This section is for the Option 2 Totals only		
A	Option 2: Three Year Extended Warranty and Service Contract as outlined in the bidder's Proposal	\$