



METROPOLITAN  
KNOXVILLE  
AIRPORT  
AUTHORITY

Request for Proposal  
Airport Tow Behind Sweeper  
for the  
Metropolitan Knoxville Airport Authority

Issue Date:  
January 29, 2023

Proposal Due Date:  
February 20, 2023

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

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#### **I. Notice (Advertisement)**

The Metropolitan Knoxville Airport Authority (MKAA) is accepting “Request for Proposals” for an Airport Tow Behind Sweeper.

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

The proposal must be submitted to the Metropolitan Knoxville Airport Authority no later than 4:00 PM local time on February 20, 2023.

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## II. Minimum Requirements

### Equipment Requirements

- Year – New
- Frame Type – Front Swivel Wheel and Tow Bar OR 5<sup>th</sup> Wheel Type Towing Bar (No Front Wheel)
- Broom Drive System – Mechanical or Hydrostatic
- Broom Length (Broom Only) – 165 inches
- Broom Rotation Speed – Minimum 540 RPM
- Engine Power – Minimum 300 HP

### Proposal Requirement

- Available within 180 days (minimum) of Purchase Order being issued.
- Base Price
- Any Options – Include Separate Pricing
- 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 equipment package information
3. Options included on the equipment
4. Delivery Cost
5. Total Sales Price
6. Guaranteed Availability Date (date equipment could be delivered)

#### Submission Procedure

Proposals shall be submitted no later than 4:00 PM EST on February 20, 2023, 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	January 29 thru February 20, 2022
Last Day for Questions	February 8, 2023
Proposals Due	February 20, 2023, by 4:00 PM EST
Interview Selection/Notification	Not Applicable
Interview Sessions (if questions)	Not Applicable
Estimated Start Date	March 1, 2023

#### Evaluation Criteria

Vendors will be selected based on lowest total cost of the base model, if all criteria are met. The MKAA reserves right to cancel the Request for Proposals.

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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](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 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 with the lowest cost, 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](mailto:michael.giles@tys.org). All inquiries must be received before February 8, 2023, by 4:00 PM EST. Questions by phone will not be accepted.

All questions and answers will be available as an addendum. To receive this information, please send an email to Michael Giles at the email address above after 4:00PM EST, February 10, 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.

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## VI. Required State Contract Provisions



Aeronautics Division

### Required State Contract Provisions

For Obligated Sponsors and Airport Improvement Program Projects

#### STANDARD TERMS AND CONDITIONS:

Grantees shall not assign an Aeronautics Grant Contract or enter into a subcontract for any of the services performed under an Aeronautics Grant Contract without obtaining the prior written approval of the State. If such subcontracts are approved by the State, each shall contain, at a minimum, sections of the Aeronautics Grant Contract pertaining to "Conflicts of Interest," "Lobbying," "Nondiscrimination," "Public Accountability," "Public Notice," and "Records" (as identified by the section headings). Notwithstanding any use of approved subcontractors, the Grantee shall remain responsible for all work performed.

Please modify the highlighted fields accordingly based on the respective contract.

#### CONTRACT CLAUSES:

D.6. Conflicts of Interest. Contractor warrants that no part of the total contract amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to MKAA in connection with any work contemplated or performed relative to this Contract.

D.7. Lobbying. The Contractor certifies, to the best of its knowledge and belief, that:

a. No federally appropriated funds have been paid or will be paid, by or on behalf of the

undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

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- b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this contract, grant, loan, or cooperative agreement, the Promisor shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- c. The Contractor shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352.

- D.10. Nondiscrimination. Contractor hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Contractor on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal, Tennessee state constitutional, or statutory law. The Contractor shall, upon request, show proof of nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

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#### Aeronautics Division

D.12. Public Accountability. If the Contractor is subject to Tenn. Code Ann. § 8-4-401 *et seq.*, or if this Contract involves the provision of services to citizens by Contractor on behalf of the State, Contractor agrees to establish a system through which recipients of services may present grievances about the operation of the service program. The Contractor shall also display in a prominent place, located near the passageway through which the public enters in order to receive Grant supported services, a sign at least eleven inches (11") in height and seventeen inches (17") in width stating:

NOTICE: THIS AGENCY IS A RECIPIENT OF TAXPAYER FUNDING. IF YOU OBSERVE AN AGENCY DIRECTOR OR EMPLOYEE ENGAGING IN ANY ACTIVITY WHICH YOU CONSIDER TO BE ILLEGAL, IMPROPER, OR WASTEFUL, PLEASE CALL THE STATE COMPTROLLER'S TOLL-FREE HOTLINE: 1-800-232-5454.

The sign shall be on the form prescribed by the Comptroller of the Treasury. Contractor shall obtain copies of the sign from the Tennessee Department of Transportation, Aeronautics Division, and upon request from the Contractor, provide Contractor with any necessary signs.

D.13. Public Notice. All notices, informational pamphlets, press releases, research reports, signs, and similar public notices prepared and released by the Contractor in relation to this Contract shall include the statement, "This project is funded under a grant contract with the State of Tennessee." All notices by the Contractor in relation to this Contract shall be approved by the State.

D.15. Records. The Contractor and any approved subcontractor shall maintain documentation for all charges under this Contract. The books, records, and documents of the Contractor and any approved subcontractor, insofar as they relate to work performed or money received under this Grant Contract, shall be maintained in accordance with applicable Tennessee law. In no case shall the records be maintained for a period of less than five (5) full years from the date of the final payment. The Contractor records shall be subject to audit at any reasonable time and upon reasonable notice by the Tennessee Department of Transportation, the Comptroller of the Treasury, or their duly appointed representatives.

The records shall be maintained in accordance with Governmental Accounting Standards Board

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(GASB) Accounting Standards or the Financial Accounting Standards Board (FASB) Accounting Standards Codification, as applicable, and any related AICPA Industry Audit and Accounting guides.

In addition, documentation of grant applications, budgets, reports, awards, and expenditures will be maintained in accordance with U.S. Office of Management and Budget's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

Contract expenditures shall be made in accordance with local government purchasing policies and procedures and purchasing procedures for local governments authorized under state law.

The Contractor shall also comply with any recordkeeping and reporting requirements prescribed by the Tennessee Comptroller of the Treasury.

The Contractor shall establish a system of internal controls that utilize the COSO Internal Control - Integrated Framework model as the foundation for the internal control system. The Contractor shall incorporate any additional Comptroller of the Treasury directives into its internal control system.

Any other required records or reports which are not contemplated in the above standards shall follow the format designated by the head of the Tennessee Department of Transportation, the Central Procurement Office, or the Commissioner of Finance and Administration of the State of Tennessee.

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**VII. Addendum (TBD)**

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