



METROPOLITAN
KNOXVILLE
AIRPORT
AUTHORITY

Request for Proposal
Janitorial Supplies and
Cleaning Equipment Service Maintenance
for the
Metropolitan Knoxville Airport Authority

Issue Date:
July 23, 2023

Proposal Due Date:
August 11, 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 Janitorial Supplies and Cleaning Equipment Service Maintenance.

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 August 11, 2023.

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II. Minimum Requirements

Basic Supply List

- See Appendix 1 (Top 30 Products listed with estimated annual usage)
- Any substitution and/or cost savings will be noted as “Continuous Improvement.”
- Cleaning Equipment List see Appendix 2

Ordering

- All primary items (see Appendix 1) must be stored within 90 miles of MKAA.
- The ordering process will be completed via an on-line process.

Delivery

- Scheduled deliveries will be received every Monday and Thursday between 7:00 AM EST and 8:00 AM EST.
- Delivery of goods cannot be a courier delivery service (i.e., FedEx, UPS, etc).
- MKAA has two delivery locations at 2055 Alcoa Hwy, Alcoa TN and one location at 2701 Spence Place, Knoxville TN
- The primary warehousing must be within 60 miles of 2055 Alcoa Hwy, Alcoa TN.

Pricing

- The initial contract will be for 3 years.
- All unit commodity pricing will be constant for 14 months until January 1, 2025.
- Any pricing increase request after 14 months must be presented in writing 90 days prior to the expected date of the change and cannot exceed 3%
- Please note any delivery fee
- Please note any environmental surcharge or fuel surcharge
- Note - Metropolitan Knoxville Airport Authority is Tax Exempt

Cleaning Equipment Service Plan

- General Preventative Maintenance Plan
- 48-hour response for any equipment breakdown

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III. Submission Contents and Procedure

Submission Contents

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

1. Introduction including description of the firm, location of the headquarters, years of operation, location of warehousing operations, and credentials of the management team.
2. Respondent's plan for delivery and ordering communication including emergency/non-standard requirements.
3. List of references (5 minimum)
4. Appendix 1 (Cost of Top 30 Products) completed. The cost of the actual/exact item listed must be provided.
5. Continuous Improvement
 - a. Substitutions or alternatives will note the current item listed in Appendix 1 and the potential replacement as a cost comparison.
 - b. Any alternatives to support Environmental Improvement shall be listed with supporting documentation and a cost comparison to the current item.
6. Cleaning Equipment Maintenance Plan
 - a. List Qualifications of the Service Department
 - b. Location of the Service Technicians
 - c. Base Hourly Rate of the Service Technicians
 - d. Equipment Model/Type Certifications
 - e. List On-Site Capabilities
 - f. List Off- Site Capabilities

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Submission Procedure

Proposals shall be submitted no later than 4:00 PM local time on August 11, 2023

| | |
|---|--|
| <u>Regular U.S. mail to:</u> Michael Giles Procurement 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 |
|---|--|

All submittals received after the designated time will not be considered.

IV. Selection Timeline and Evaluation Criteria

Selection Timeline:

| | |
|-----------------------------------|-------------------------------------|
| Notice Publication Dates | July 23, 2023, thru August 11, 2023 |
| Last Day for Questions | August 4, 2023 |
| Proposals Due | August 11, 2023, by 4:00 PM EST |
| Interview Sessions (if questions) | To Be Determined |
| Estimated Start Date | October 1, 2023 |

Evaluation Criteria

Respondent may be selected for interviews and presentations by an MKAA selection committee based upon review of the proposals provided in response to the RFP.

The most qualified Respondent will be selected based on the following criteria:

1. 0-30 Points: Basic Information including References.
2. 0-30 Points: Service Equipment Plan Qualifications
3. 0-15 Points: Continuous Improvement Ideas
4. 0-15 Points: Delivery and Communications Plan
5. 0-15 Points: Pricing (Total Cost of Appendix 1)

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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, 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 August 4, 2023, by 4:00 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, August 7, 2023.

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 Respondent 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 RFP. Any action or legal proceeding arising out of or related to any resulting Agreement from RFP must be brought in the state courts of Knox County, Tennessee, or in the federal court in the district where the Airport is located.

Sovereign Immunity of MKAA. MKAA will not enter into any agreement which contains a clause requiring MKAA to indemnify, hold harmless, or defend any party. Also, MKAA will not enter into any agreement which contains a clause limiting its remedies against any party.

Indemnification. The Selected Respondent must agree to indemnify and hold MKAA, its commissioners, officers, agents and/or employees harmless from and against any and all lawsuits, damages and expenses, including court costs and attorney's fees, by reason of any claim and/or liability imposed, claimed and/or threatened against MKAA, its commissioners, officials, agents and/or employees for damages because of any damages arising out of or in consequence of the performance of services by the Selected Respondent to the extent that such damages are attributable to the negligence of the Selected Respondent or its agents and/or employees.

Confidentiality. MKAA cannot agree to confidentiality provisions in any resulting Agreement from this Invitation to Bid 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 this Invitation to Bid.

Non-Boycott of Israel. The Selected Respondent will certify that it is not currently engaged in and will not for the duration of any resulting Agreement engage in, a boycott of Israel as defined by Tenn. Code Ann. § 12-4-119. This provision shall not apply to any resulting Agreement with a total value of less than two hundred fifty thousand dollars (\$250,000) or to vendors with less than ten (10) employees.

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No-Contact Policy. The Chairman of the Board of Commissioners of MCAA 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 MCAA commissioners or staff member, other persons or organization who may be involved in the request for proposals process. The no-contact policy is effective between the date the request for proposals is issued and the date of the approval of the resulting agreement by the Board of Commissioners or authorized representative or cancellation of the request for proposals process. Questions submitted in writing for clarifications of the information contained in the request for proposals are not prohibited by the policy.

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VI. Appendix 1 (Basic Janitorial Items)

| | Description | Estimated Annual Sales based on Jan-Jun 2023 | U/M | Mfg Item Number | Case Pack Info | Unit Cost | Estimated Annual Cost |
|----|--|--|-----|-----------------|-----------------|-----------|-----------------------|
| 1 | 19375 Compact Coreless High Capacity Toilet Tissue 2 Ply | 1148 | CS | GPC19375 | 36 RL/CT | | |
| 2 | enMotion Hardwound Roll Towel White 1 Ply 8.25" x 700' | 856 | CS | GPC89420 | 6 RL/CS | | |
| 3 | Clorox Germicidal Bleach Commercial Solution Conc 121 OZ | 474 | BO | CLO30966 | 3 EA/CT | | |
| 4 | 33 x 39 White 1.1 Mil Low D 33 Gallon Liner 10/15 | 410 | CS | APT2144 | 150/CS | | |
| 5 | GOJO Luxury Foam Hand Soap FMX 1250 ML Cranberry | 348 | CT | GOJ516104CT | 4 EA/CT | | |
| 6 | * Steriphene II Disinfectant Deodorant 20 OZ Spring Breeze | 264 | CN | 607500 | 12 CN/CS | | |
| 7 | Nitra-Med Heavy PF Nitrile Exam Glove 5mil,Blue, Large -100/bx | 240 | BX | RPP43203 | 100/BX 10BX/CS | | |
| 8 | Deodorant Urinal Screen Red Cherry Scent | 230 | EA | FRS12DSCF | 12 EA/BX | | |
| 9 | Wepak Non Acid Bathroom Disinfectant Ready To Use QT | 202 | CS | T2212N | 12 QT/CS | | |
| 10 | 38 x 58 Black 1.5 mil Low D Liner on rolls 60 gallon 100/cs | 168 | CS | APT2200 | 100 EA/CS | | |
| 11 | * Purell Instant Hand Sanitizer NXT 1000 ML | 160 | EA | GOJ215608 | 8 EA/CS | | |
| 12 | 33 x 39 White .75 Mil Low D Liner 33 Gallon Rolls 6/25 | 160 | CS | APT2224 | 150 EA/CS | | |
| 13 | 33 x 40 Clear 1 Mil Low D Liner 33 Gallon | 140 | CS | APT2126 | 100 EA/CS | | |
| 14 | Nitra-Med Heavy PF Nitrile Exam Glove 5mil,Blue, Medium -100/ | 120 | BX | RPP43202 | 100/BX 10BX/CS | | |
| 15 | Nitra-Med Heavy PF Nitrile Exam Glove 5mil,Blue,XLarge-100/bx | 120 | BX | RPP43204 | 100/BX 10BX/CS | | |
| 16 | Nitra-Med Heavy PF Nitrile Exam Glove 5mil,Blue, Small -100/bx | 100 | BX | RPP43201 | 100/BX 10BX/CS | | |
| 17 | * Purell ES8 Healthcare Hand Sanitizer Foam 1200 mL TF | 60 | CS | GOJ775302 | 2 EA/CT | | |
| 18 | Americlean Glass Cleaner RTU 1 QT | 54 | CS | 765632 | 12/CS | | |
| 19 | Victoria Bay Toilet Seat Covers 1/2 Fold 1 Ply White | 50 | CS | SHIELD | 5000 EA/CS | | |
| 20 | Clorox Clean-Up Disinfectant Cleaner With Bleach 32 OZ | 36 | QT | CLO35417 | 9 QT/CS | | |
| 21 | 24 x 32 White .5 Mil Low D Liner 12-16 Gal Rolls 20/25 | 22 | CS | APT2-222 | 500 EA/CS | | |
| 22 | 60" Screw Type Mop Handle | 20 | EA | 3460 | 1 EA/EA | | |
| 23 | AmeriClean Lemon Laundry Detergent Powder 50 LB | 20 | DR | L046 | 50 LB/DR | | |
| 24 | Bounty Select-A-Size Paper Towels 5.9x11 2 Ply 74 SH/RL | 18 | CT | PGC65538 | 12 RL/CT | | |
| 25 | Procell Alkaline Batteries, D, 12/Box | 16 | PK | DURPC1300 | 12 EA/BX | | |
| 26 | Clean On The Go Damp Mop Neutral Floor Cleaner #8 2 L | 16 | CS | 473602 | 4/CS | | |
| 27 | Cotton Dust Mop Head 5" X 48" Natural | 12 | EA | 22548 | 12/CS | | |
| 28 | Lobby Corn Broom With 27" Wood Handle | 12 | EA | 50160 | 12/CS | | |
| 29 | Clorox Fresh Scent Disinfecting Wipes | 12 | EA | CLO15949 | 75/CN 6CN/CT | | |
| 30 | JRT002 Jumbo Jr Toilet Tissue 8.75" Diameter 2 Ply 650' | 10 | CS | JRT002 | 12RL/CS 48CS/SK | | |
| | Total Estimated Annual Cost | | | | | | |

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VII. Appendix 2 (Basic Equipment List)

1. I-Mop XL Model # 1264254 Qty - 2
2. Chariot 2 Model # IVacATV Qty - 1
3. Tennant Model # 3640 Qty - 1
4. Tennant Model # T-16 Qty - 1
5. Tennant Model # 7200 Qty - 1
6. Tennant Model # 2550 Qty - 1
7. Tennant Model # 5700 Qty - 3
8. Tennant Model # S5 Qty - 1
9. Tennant Model # 3500 Qty - 2
10. Tennant Model # V-WD-15 Qty - 2
11. Tennant Model # F-Series Qty - 3
12. Tennant Model # B-10 Qty - 1
13. Tennant EX-SC 1020 Carpet Extractor - 1

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