



METROPOLITAN
KNOXVILLE
AIRPORT
AUTHORITY

Request for Proposal
for Mechanical Services Vendor
at
McGhee Tyson Airport
Alcoa, TN

Issue Date:
Saturday, October 9, 2021

Proposal Due Date:
Wednesday, November 10, 2021

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 Proposal” statements for a Mechanical Services Vendor at McGhee Tyson and Downtown Island Airports. The scope of work includes preventive maintenance and repairs and replacement of HVAC-related equipment and Building Automation System equipment. The service agreement also includes providing water treatment and air filters. Additional mechanical work may be requested.

A Request for Proposal (RFP) package, which includes a Scope of Work 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.

A mandatory pre-proposal meeting will be held on Tuesday, October 19, 2021 at 2:00 PM. The meeting will be held at the 510 Center, 2950 Airfield Service Drive, Alcoa, TN 37701. Preventative maintenance tasks for each building, equipment lists, water treatment specifications, badging requirements, air filter specifications, and work order system requirements will be discussed. Documents will be provided, including detailed scope requirements.

Four (4) copies of the proposal must be submitted to the Administrative Offices of the Metropolitan Knoxville Airport Authority no later than 2:00 PM local time on Wednesday, November 10, 2021.

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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 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 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 Thursday, November 4, 2021. 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.

Term of Agreement and Fees

The MKAA intends to enter into an agreement with the selected Respondent commencing approximately February 1, 2022 and continuing for a period of four (4) years, with an optional five (5) 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 may be adjusted annually by mutual agreement throughout the term of the agreement and any extensions hereof and shall not exceed five (5%) percent in any one (1) year.

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III. Schedule for Selection (and Submission Requirements)

Schedule for Selection

Notice Publication Dates	October 9 – 16, 2021
Mandatory Pre-Proposal Meeting	Tuesday, October 19, 2021 at 2:00 PM
Appointments Available	October 25 – 29, 2021
Last Day for Submittal Questions	Thursday, November 4, 2021 by 2:00 PM
Proposals Due	Wednesday, November 10, 2021 by 2:00 PM
Interviews, If Needed	November 29 – December 3, 2021
Board Approval of Contract	January 2021
Contract Commencement	February 1, 2022

Mandatory Pre-Proposal Meeting

A mandatory pre-proposal meeting will be held on Tuesday, October 19, 2021 at 2:00 PM. The meeting will be held at the 510 Center, 2950 Airfield Service Drive, Alcoa, TN 37701. Preventative maintenance tasks for each building, equipment lists, badging requirements, water treatment specifications, air filter specifications, and work order system requirements will be discussed. Documents will be provided, including detailed scope requirements.

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 Appendix H – Agreement Qualification Requirements and Evaluation Points Matrix and Appendix I – Proposal Form for Mechanical Services Agreement.

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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 (up to 20 points)
2. Local Vendor Resources (up to 35 points)
3. Water Treatment Subcontractor (up to 10 points)
4. Replacement Parts, Air Filters, and Preventative Maintenance and Repair of Specialty HVAC Equipment (up to 10 points)
5. Documentation of Maintenance-Related Energy Savings Projects Involving Retro Commissioning (up to 5 points)
6. Use of CMMS (up to 5 points)
7. Total Service Agreement Cost Per Year (up to 10 points)
8. Business Certificates: DBE / Veteran Owned / Woman Owned / Certified Small Business / GSA (up to 5 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 2:00 PM local time on Wednesday, November 10, 2021, 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 (4) 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

Definitions

Specialty HVAC Equipment: Specialty HVAC equipment is defined as, “a 100% outside air unit that operates between -20 and 120° F to provide approximately 184,200 BTU/hour heating and 540,000 BTU/hour cooling capacity.” PC air units are mounted on passenger boarding bridges.

Retro Commissioning: Retro commissioning is defined as, “the application of the commissioning process to existing buildings.” Retro commissioning is a process that seeks to improve how building equipment and systems function together. Depending on the age of the building, retro commissioning can often resolve problems that occurred during design or construction or address problems that have developed throughout the building’s life. In all, retro commissioning improves a building’s operations and maintenance (O&M) procedures to enhance overall building performance.

CMMS: A computerized maintenance management system, also known as computerized maintenance management information system, is a software package that maintains a computer database of information about an organization's maintenance operations.

Experience Modification Rate (EMR): An Experience Modification Rate (EMR) has a significant impact on the worker's compensation insurance premium of a business. An EMR letter, sometimes called an E-Mod letter, is a note that details your company's experience modification rating. An experience modification rating is a number that communicates your company's history of workplace injury in comparison to other companies in your industry.

OSHA 10-Hour Card: 10-Hour Department of Labor Outreach Completion Cards are awarded to students who successfully complete ten (10) hours of construction or general industry OSHA Outreach Training.

EPA 608 Certification – Universal: The EPA Section 608 Test is a closed book test intended to measure a technician's basic knowledge of refrigerant containment laws set by the Clean Air Act.

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Respondent Qualifications

The following requirements shall be considered as the minimum standard for a Respondent to be considered as qualified to provide services under this contract and shall be a prerequisite to any award.

1. A period of five (5) years of experience in the performance of HVAC maintenance, as specified, shall be considered a minimum.
2. The Respondent shall maintain a field office and/or warehouse that is within fifty (50) miles of the facility to be serviced under this specification.
3. The Respondent shall have a three (3) year average Experience Modification Rate (EMR) of less than (<) or equal to (=) 1. Each Service Technician shall maintain an OSHA 10-Hour General Industry or Construction Training Certificate and EPA 608 Universal Certification.
4. Services that are to be provided shall be performed by qualified and trained service personnel **that are directly employed** by the Respondent. Subcontracting portions of the system or services requested in this specification shall only be allowed for the water/stream treatment and Eddie Current Testing Vendors.
5. The Respondent shall also be a currently TN Licensed Mechanical Contractor and shall submit, with this proposal, references of at least three (3) maintenance agreements exceeding \$150,000 in total agreement cost and a minimum of five (5) references, within fifty (50) miles of the owner's facility, for which services are presently being provided as outlined within this specification.
6. The Respondent shall submit with its proposal data that indicates the use of a uniform and detailed method by which preventive maintenance tasks are defined, scheduled, recorded, updated, and processed. The Respondent's preventive maintenance program shall be computer generated, based on run time, manufacturer's recommendations, and a historical data bank of similar equipment. Simple computer based, run time only, or hand scheduled programs **are not** acceptable.
7. The Respondent shall have an active documented Customer Quality Assurance Program.

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8. As part of this proposal, the Respondent shall submit for evaluation a comprehensive and detailed technical and business prospectus, descriptively outlining the ability to adequately and satisfactorily perform the services as requested in this specification. Please provide financial information detailing maintenance activity for the past three (3) years.
9. It is the intention of this specification to establish and define those services that are to be performed and, in addition, to determine the capability and experience of the Respondent desiring to provide such services.
10. Award of the contract shall be evaluated on a variety of factors, in addition to cost, such as technical competence, references, experience, financial ability, and other factors requisite to adequate and satisfactory performance of the services desired.
11. All Respondents desiring to provide services specified shall visit the job site to become familiar with the facility and equipment prior to submitting a proposal. No proposal shall be accepted from any Respondent unless they have attended the mandatory pre-proposal meeting.

The Respondent shall not be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required within this specification, due to failure to investigate the conditions or become acquainted with all the information concerning the services to be performed.

Scope of Work

1. Preventive maintenance services shall be provided by the Respondent on all equipment and associated components related to the mechanical systems as outlined within the specifications.
2. This is a full service contract. All labor, overtime, travel costs, parts, supplies, and any other expenses incurred and expended on such a call shall be provided by the Respondent and shall be included in the cost of the service program. See service terms and conditions per building in Appendix A.
3. The Respondent shall furnish all personnel, filters, water treatment, test equipment, tools, and services in conformance with the terms and conditions as outlined below. Some parts and materials may be provided by the Airport Authority. See service agreements per building in Appendix A.

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Preventative Maintenance and Emergency Service Calls

1. The Respondent shall perform the preventive maintenance services as scheduled in MicroMain. Scheduled preventative maintenance work orders should be completed and closed within thirty (30) days.

After each service call, a service report or closed work order will be filed electronically with MKAA having access to that report and overall service history.

2. All labor, overtime, travel costs, parts, supplies, and any other expenses incurred and expended on such a call shall be provided by the Respondent and shall be included in the cost of the service program. See service terms and conditions per building in Appendix A.

The Respondent shall provide emergency service as requested. Emergency service shall be considered repairs needed during non-standard work hours in addition to the scheduled preventive maintenance calls.

This emergency service shall be provided as often as needed, on a 24-hour basis, weekends and legal holidays included.

The Respondent shall be capable of responding to an emergency situation within two (2) hours, 24/7/365 when requested.

The emergency service response system shall be a professionally manned telephone answering service. Automatic telephone answering and recording machines or home telephone numbers are not acceptable. See Appendix F – Owner and Vendor Work Guidelines.

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Services Included

The general services listed below shall apply to the systems and equipment as shown on the "Equipment List" and as described in the section entitled "Equipment Included."

1. Examine each piece of equipment and device to see that it is functioning properly and is in good operational condition.
2. Clean all components of dust, old lubricants, etc. to allow the equipment to function as designed.
3. Paint all equipment as needed to prevent and protect against corrosion and deterioration.
4. Lubricate all equipment where needed to permit bearings, gears, and all contact wearing points to operate freely and without undue wear.
5. Adjust all linkages, motors, drives, etc. that have drifted from the initial design settings and positions.
6. Calibrate all sensing, monitoring, output, safety, and read-out devices for proper ranges, settings, and optimum efficiencies.
7. Repair the device by the addition of replacement parts, should the above maintenance not be adequate.
8. Replace the device, should the above maintenance not be accurate.
9. Test and cycle all equipment as a system after it has been cleaned, lubricated, adjusted, and calibrated to assure that it is in proper operating condition and performing at optimum efficiency.

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Air Filter Service

1. Filter media must be of type and specification requested by the Metropolitan Knoxville Airport Authority. ***Substitute filters will not be accepted.*** See Appendix D.
2. The Respondent shall provide, install, regularly change, and dispose all air filters at the scheduled frequency. See preventative maintenance tasking and equipment listing for each building in Appendix A.

Additional Services

1. Please include cost for Eddy Current Testing on chillers every two (2) years.
2. Please provide a listing of labor and equipment charges that would apply to additional requested mechanical services.

Tasking Not Included

1. Cleaning of main return air grills in the Terminal located at the main elevator and by the revolving door is not included.
2. Washing of air filters on PC air equipment located on the passenger boarding bridges is not included.

V. Work Requirements

Equipment Included

1. The specific quantities, sizes, and model numbers of the major pieces of equipment are listed separately in Appendix A.
2. The preventive maintenance and the responsibility of the Respondent shall not be limited only to these major pieces of equipment as shown in Appendix A but shall also include all appurtenant devices and systems as listed below that are related to the heating, ventilating, and air conditioning system.

Heating System: Boilers, burners, furnaces, pumps, heating coils, steam traps, water strainers, unit heaters, duct heaters, heat exchangers, humidifiers, etc.

Cooling System: Air conditioning compressor(s), evaporative condensers, air cooled condensers, cooling towers, cooling tower fans, pumps, water chillers, cooling coils, etc.

Air Handling System: Fans, motors, air grills, plenums, registers, air filters, dampers, induction units, mixing boxes, fan coils units, etc.

Building Automation System, Mechanical, and Electrical Controls: All Temperature Control Systems (TCS), Direct Digital Controls (DDC), thermostats, pressure controls, relays, limits, valve operators, damper motors, humidity controls, step switches, time clocks, contractors, controllers, capacity controls, safety controls, recorders, control panels, gauges, computers, monitors, JACE, control wiring, lighting, interface modules, etc.

Miscellaneous Equipment: Manual valves, float valves, direct expansion valves, thermometers, gauges, magnetic starters, manual motor starters, pump and van motor drives, belts, electrical wiring from motor starter to their respective motor, check valves, refrigerant piping and piping insulation, refrigerant, etc.

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Equipment Not Included

1. Excluded items shall be considered as: non-maintainable components, heat exchangers, coils, foundations, structural supports, domestic water lines, drains, plumbing, gas lines, piping, storage tanks, air handling ductwork, boiler shell and tubes, unit cabinets, boiler trim and refractory material, cooling tower structures, etc.
2. The specification covers only equipment as listed herein, and in the event the system is changed, or if any equipment is added or not included in this specification, then that portion shall be added or deleted as required and shall be in accordance with this specification.

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Parts Replacement

1. All parts, components, or devices for the mechanical systems that are worn or are not in proper operational condition shall be repaired and/or replaced with new parts, components, or devices.
2. When equipment or parts are replaced in their entirety and a newer design of this device is available and is functionally equivalent and compatible, the device of the newer design shall be used as the replacement.
3. All preventative maintenance, repair and replacement parts, components, and devices for the mechanical systems and equipment as listed shall be included in the cost of the service program. See service levels as listed in Appendix A.
4. All miscellaneous parts and supplies necessary to maintain the mechanical systems and equipment shall be supplied by the Respondent and shall be included in the cost of the service program (valve packings, lubricants, tools, paints, test instruments, meters, etc.).
5. The Respondent shall not be made responsible for repairs or replacement necessitated by reason of negligence or misuse of the equipment by other than the Respondent, or by reason of any other cause beyond the control of the Respondent, except ordinary wear and tear.
6. The Respondent shall be available, at no additional charge, for consultation, minor design, and equipment changes or modifications to automatic temperature control and mechanical systems. The Respondent shall be expected to recommend energy saving modifications, low cost – no cost modifications, and operating procedure changes to the owner.
7. MKAA will furnish some parts as needed. Vendor supplied non-proprietary parts will be billed separately with the specified markup (%) percentage. Please indicate the vendor markup percentage (%) in the proposal forms.

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Maintenance Procedures and Records

1. The Respondent shall utilize computer generated preventive maintenance directions, which indicate task functions to be performed on each scheduled service call, as determined by calendar periods, operating hours (runtime), manufacturer's recommendations, and historical data bank, as pertinent to each task. The Respondent is requested to use the Airport Authority's MicroMain program.
2. As work is due, the Respondent shall issue, to the mechanic on the job, the necessary and appropriate recommended maintenance procedures and a listing of any special lubricants, tools, etc., that are required for proper maintenance of the apparatus concerned.
3. The Respondent's administration system shall provide for continuous updating of maintenance procedures and frequencies. Breakdown experience and frequency shall determine the on-site material inventory level and preventive maintenance frequencies.
4. During the course of the service program, the Respondent shall advise and assist in the determination of improvements to the mechanical system that shall conserve energy and minimize utility expenditures.

Performance Review

1. The owner's agent may review, at any time, the services provided and reports submitted to verify the preventive maintenance is, in fact, being properly and adequately performed. Any lack of maintenance service, complaints, or deficiencies in the performance of the services shall be submitted to the Respondent in writing for correction.
2. For problems or deficiencies of significant importance or of a continual nature, a time period of compliance shall be established after discussion and mutual agreement. Failure of the Respondent to correct the deficiencies within the time period agreed upon shall constitute cause for termination of the services and/or withholding of payment.
3. Cost for meetings, performance reviews, training, etc., will be included in the cost of the program.

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Special Conditions

1. The Respondent's responsibility for injury to persons or property that may be caused by or arise through the maintenance, service, functioning, or use of the system shall be limited to injury caused directly by the Respondent's negligence in performing the obligations as set forth in this specification. The Respondent shall not be made liable for consequential or speculative damages.
2. The Respondent shall not be made liable for any loss, delay, injury, or damage, whether direct or consequential, that may be caused by conditions beyond the Respondent's direct control including, but not limited to, acts of government, strikes, lockouts, fire, explosion, theft, riot, civil commotion, war, malicious mischief, flood, and other acts of God.
3. The Respondent shall maintain Comprehensive General Liability Insurance. A Certificate of Insurance shall be provided by the Respondent and included as part of the proposal. See Appendix G – Insurance Certificate Guidelines.
4. The Respondent shall not be required to make safety tests or install new attachments or additional controls or equipment as recommended or directed by an insurance company, laboratory, or governmental authority.
5. Access to all devices to be serviced shall be provided for the Respondent. The Respondent shall not be held responsible for equipment malfunction or damage, should access to equipment or the inability to start and stop primary equipment incidental to the operation of the mechanical system, be denied or not provided.

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VI. Appendices

The following appendices will be provided at the mandatory pre-proposal meeting:

- Appendix A – Equipment Listing, Service Plan, and Filters Required per Building
- Appendix A1 – Additional Scope / Equipment for FN 800
- Appendix B – Contractor Badging Guidelines for TYS
- Appendix C – Water Treatment Tasking and Specifications
- Appendix D – Air Filter Specifications
- Appendix D1 – Additional Air Filter Specifications
- Appendix E – Maps of TYS/DKX Facility Numbers
- Appendix F – Owner and Vendor Work Guidelines
- Appendix G – Insurance Certificate Guidelines
- Appendix H – Agreement Qualification Requirements and Evaluation Points Matrix
- Appendix I – Proposal Form for Mechanical Services Agreement