

REQUEST

FOR

BIDS

**REPLACEMENT S&C SWITCHGEAR FOR AIRWAYS VISTA
GEAR
*RFB NUMBER 22-0007***

BID DUE DATE:

JANUARY 25, 2022

TRANSMITTAL LETTER

December 13, 2021

Dear Bidder,

The Memphis-Shelby County Airport Authority (Authority) is seeking a qualified Bidder to provide Replacement S&C Switchgear for Airways Vista Gear for the Authority. This Request for Bids (RFB) Number 22-0007 is under the direction of the Maintenance Department.

As the Director of the Procurement Department for the Authority, I am responsible for coordinating all communications between the Authority and Bidders. The RFB limits the manner, method, and type of communications that the Authority and Bidders may have once an RFB process is initiated to ensure that the process is fair and impartial. Please review the RFB carefully and abide by all required deadlines, dates, and terms.

All Bidders are hereby notified that all updates, addenda, and additional information, if any, shall be posted to the Authority website www.flymemphis.com, and Bidders are responsible for checking the Authority website up to the time of the response submission deadline.

The Authority reserves the right to reject any or all responses to this RFB in whole or in part; to waive any informalities, technicalities, or omissions therein; and/or to cancel this process at any time. The Authority also reserves the right to reject any response when a parent, subsidiary, affiliate, or predecessor in interest of the Bidder has pending litigation or claims with the Authority, or if any response includes a proposed subcontractor or supplier that has pending litigation or claims with the Authority, if the Authority determines, in its sole discretion, such litigation or claims may adversely affect the ability of the parties to work efficiently and effectively under this RFB, or for any other reason as determined by the Authority. Any such responses will be returned to the Bidder. All Bidders must use forms provided by the Authority.

No Bidder may withdraw an opened Bid without the Authority's consent.

The Authority shall give a preference to businesses located in or near the County of Shelby, State of Tennessee in awarding contracts and making purchases whenever the application of such a preference is reasonable in light of the valuation points/dollar-value of the proposal/bid received in relation to such valuation points/expenditures and pursuant to the terms and conditions that are outlined in the adopted policy as amended.

Should you have questions regarding this RFB, the RFB sets forth a process by which you may submit your questions and receive answers. Thank you for your participation in this process. We look forward to receiving your response.

Sincerely,

Nathan Luce, P.E.
Director of Procurement
Memphis-Shelby County Airport Authority

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1 BACKGROUND

The Authority owns and operates Memphis International Airport (MEM), Charles Baker Airport and General DeWitt Spain Airport. Memphis International Airport is located in Shelby County about 13 miles southeast of downtown Memphis. Memphis International Airport is the principal air carrier airport serving west Tennessee, north Mississippi, southeast Missouri, and east Arkansas. Memphis International Airport is also the principal hub for FedEx, making MEM the world’s busiest cargo airport and the single largest economic engine in the Mid-South.

The Airport is primarily an origin and destination (O&D) airport. Approximately 1.3 million passengers were enplaned at the Airport in the Fiscal Year ending June 30, 2021, a decrease of approximately 26.7% compared to FY 2020. However, this decrease is attributed to the significant downturn in passenger traffic due to the COVID-19 pandemic, which had a devastating impact on the aviation industry worldwide. Traffic has gradually increased since its low point in April 2020.

The Airport is located on 4,640 acres of land in the County and includes a terminal complex of approximately one million square feet, and four other buildings containing approximately 100,000 square feet, which are used by air carriers and all-cargo carriers as transfer facilities for cargo. These buildings are adjacent to the terminal complex and are separate from FedEx facilities that contain approximately 3.5 million square feet and occupy approximately 518 acres.

2 REQUEST FOR BIDS TIMELINE, COMMUNICATIONS AND PROCESS

2.1 *RFB Timeline*

While this timeline sets forth important dates for this Request for Bids (RFB) process, the entire RFB should be consulted for additional information and requirements concerning these deadlines. The schedule below is subject to change without liability to the Authority.

All times listed are Memphis, Tennessee Local time

December 13, 2021	Publication of Legal Notice
December 13, 2021	Release of RFB Documents
January 11, 2022	Questions Due from Respondents by 4:30 p.m.
January 18, 2022	Questions and Answers posted on Authority website by 3:00 PM
January 25, 2022	Response submission deadline 2:00 PM
February 1, 2022	Anticipated Award Date

2.2 *Communication with the Authority during this RFB*

The Authority has designated Nathan Luce, Director of Procurement, to be responsible for coordinating communications between the Authority and Bidders. Bidders should direct all

communications to the Procurement Department via email at Bids@flymemphis.com. Bidders are further advised that any communication, either verbally or in writing, direct or indirect, subsequent to the date of issuance of the RFB by a prospective Bidder or any of its owners, officers, employees, or agents, or any individual or entity acting on its behalf, with any member of the Board of Commissioners or any officer or employee of the Authority, except as provided in this section, is **strictly prohibited** and may be cause for disqualification of the prospective Bidder. This restriction on communication will govern until the RFB process has been completed and a contract has been fully executed for these services. The Authority prefers all communication to be in writing.

2.3 Addenda

All updates, addenda and other information, if any, shall be posted to the Authority's website, www.flymemphis.com. Bidders are responsible for checking the Authority's website up to the time of the response submission deadline.

2.4 Questions Regarding RFB

Questions regarding this RFB must be submitted in written form via email to Nathan Luce at Bids@flymemphis.com. Questions will be accepted until 4:30 PM, January 11, 2022. Answers will be provided by 4:30 p.m., January 18, 2022. Answers will only be posted on the website, www.flymemphis.com.

2.5 RFB and Response Submissions

A copy of this RFB will be available on the Authority's website, www.flymemphis.com.

Bidders shall prepare responses in compliance with all the instructions outlined in this RFB, providing the requested information and returning the completed document to the Authority by the submission deadline. Respondents shall also include a USB drive with a complete digital copy of their response.

All responses shall be sealed and clearly marked with the Bidders name and address and the words **"Request for Bids, Replacement S&C Switchgear for Airways Vista Gear" and "RFB Number 22-0007"** on the outside of the envelope or container. The Bidder shall allow sufficient time to ensure receipt of the response. It is the sole responsibility of the Bidder to have the response delivered to the Authority at the address below before the closing hour and date given in this RFB.

Bidders should note that FedEx First Overnight[®] and UPS Next Day Air Early AM[®] shipments typically arrive before normal Authority business hours of 7:00 AM – 3:30 PM Local Time for the delivery address. Should you choose to ship by one of these methods, and your shipment arrives before the Authority's business hours, FedEx or UPS will not deliver the package until the following day. Any response tendered for delivery to the Authority must be in the Authority's possession prior to the opening date and time. Any delivery received after the submission deadline will be accepted and returned to the Bidder unopened.

Responses must be received at the address below **before 2:00 PM Local Time on January 25, 2022:**

Procurement Department
Memphis-Shelby County Airport Authority
4150 Louis Carruthers Drive
Memphis, Tennessee 38118

Attn: Request for Bids, Replacement S&C Switchgear for Airways Vista Gear - RFB
Number 22-0007.

Responses to all Request for Bids will be opened and publicly read thirty (30) minutes after the response deadline via zoom.

Join Zoom Meeting

<https://us06web.zoom.us/j/88117045853?pwd=SnBMS01uLzN5Znp0N0k2WDBjTFI4QT09>

Meeting ID: 881 1704 5853

Passcode: 038506

One tap mobile

+13126266799,88117045853# US (Chicago)

+16468769923,88117045853# US (New York)

The Authority reserves the right to extend the opening date or time, provided no RFB responses have been previously opened. Late responses will NOT be considered and will be returned to the Respondent unopened.

2.6 Rejection of Responses / Cancellation of RFB

The Authority reserves the right to reject any or all responses to this RFB, including, but not limited to, any response that contains 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. The Authority reserves the right to reject responses or penalize Bidders who do not follow the requirements of the RFB and, likewise, to waive any informalities, technicalities, or omissions therein. Responses having any erasures or corrections shall be initialed in ink by the Bidder. Unsigned responses will be considered nonresponsive.

The Authority also reserves the right to reject any response when a parent, subsidiary, affiliate, or predecessor in interest of the Bidder has pending litigation or claims with the Authority, or if any response includes a proposed subcontractor or supplier that has pending litigation or claims with the Authority, if the Authority determines, in its sole discretion, such litigation or claims may adversely affect the ability of the parties to work efficiently and effectively under any contract resulting from this RFB, or for any other reason as determined by the Authority. The Authority further reserves the right to cancel this RFB process at any time.

2.7 RFB to Bind Bidder

The response must contain the signature of a duly authorized officer of the Bidder with the legal right to bind the Bidder. All submitted responses shall be binding for a period of one hundred twenty (120) days from the response submission deadline. Further, the successful Bidder will be bound by the Bid prices and terms quoted pursuant to the Contract (Contract) between the successful Bidder and the Authority, in excess of one hundred twenty (120) days.

2.8 Response Modification or Withdrawal

Responses may be modified or withdrawn in writing prior to the response submission deadline. After the submission deadline, no modifications will be accepted, and responses may only be withdrawn with the Authority's consent.

2.9 Response Costs

All costs incurred in preparing the response to this RFB, participating in this process and negotiating with the Authority, whether or not a contract is awarded, shall be solely the responsibility of the Bidder. All materials and documents submitted by Bidders in response to this RFB become the property of the Authority and shall not be returned to the Bidders.

2.10 Protest

Any protest must be filed in writing and received by the Authority within seven (7) calendar days of the date of the occurrence of the event that is the subject of the protest, *e.g.*, the opening of responses, the award, or a determination that a respondent is not responsible or that a response is not responsive.

Any protest must be actually delivered to the Authority during the Authority's regular business hours of 7:00 AM – 3:30 PM Local Time in order to be deemed to be received by the Authority as required under this Section. A protest must be submitted in hard copy and addressed as follows:

Memphis-Shelby County Airport Authority
Attention: Director of Procurement
4150 Louis Carruthers Drive
Memphis, TN 38118

Any protest sent by telegraphic or facsimile transmission or by email or other electronic means will not meet the filing requirements set forth herein and will not be deemed to be received by the Authority.

No objections with regard to the application, meaning, or interpretation of the specifications contained herein will be considered after the opening of the subject RFB.

3 TERMS AND CONDITIONS

The Authority intends to issue a Purchase Order to the lowest and most responsive bidder, if award is made. The Authority's Purchase Order Terms and Conditions are available at <https://www.flymemphis.com/opportunities> and made a condition of this RFB.

4 IRAN DIVESTMENT ACT

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list [of persons engaging in investment activities in Iran] created pursuant to T.C.A. § 12-12-106.

5 BUY LOCAL INITIATIVES

The Authority shall give a preference to businesses with their principal place of business in the County of Shelby, State of Tennessee in awarding contracts and making purchases whenever the application of such a preference is reasonable in light of the valuation points/dollar-value of the proposal/bid respectively that is received in relation to such valuation points/expenditures and pursuant to the terms and conditions that are outlined in the adopted policy as amended. If applicable, the Authority may also give a preference to businesses operating in the County of Shelby, State of Tennessee, or to businesses with their principal place of business in the Memphis, TN-MS-AR Metropolitan Statistical Area.

6 DBE & BDD PROGRAMS

The Authority operates a federal Disadvantaged Business Enterprise (DBE) Program and a non-federal Business Diversity Development (BDD) Program to ensure full and fair opportunities are available to businesses owned by socially and economically disadvantaged individuals that desire to do business with the Authority. **However, this RFB is solely for the purchase of goods by the Authority and, accordingly, there are no DBE requirements.** Additional information regarding the Authority's DBE and BDD Programs is available at <https://www.flymemphis.com/do-business-with-mem>.

7 SPECIFICATIONS

Replacement S&C Switchgear for Airways Vista Gear. Part number 953212-L2M3P6R1
1T1X4Y4Y8Y2 1-SXXX VISTA SOURCE-TRANSFER. **No Exceptions** and the successful respondent will be responsible for the offloading of the equipment and the exact location will be provide at the time of order.

Description:

953212 - model 321 15 kv 12.5 ka fault interrupting current

1 - P6 - pad-mounted style, mild-steel outer enclosure

1 - L2-potential indication with provisions for low voltage phasing

1- M3 - 600 amp bushing and bus terminals – models 321 431 - 15kv

1- R11-remote-low pressure alarm with wires routed on tank- pad-mounted and dry-vault

1 - T1-three-pole manual fault-interrupter one way

- 1- X4-voltage transformer for 12 kv and 12.47 kv system voltages
- 1 - Y21-overcurrent lockout - pad-mounted or dry -vault mounted
- 1 - Y4-remote indication
- 1 - Y8-communications card

Engineer to order: Replacement tank only with no controls. Tank is identical to 953212-L2M3P6R11T1X4Y21Y4Y8-S139, except without HVE, 2 motor ops, MicroAT, LVE, LVE components. internal vts included.

8 RESPONSE STRUCTURE

It is not the intent of the Authority to restrict response preparation; however, to enable the Authority to evaluate each response in a uniform manner, all Bidders shall structure their response by submitting the response using the forms provided in Section 11 below and submitting data as requested in the following sections:

8.1 Bidder Information Form

Bidders must submit the Bidder Information Form provided in Section 11 below.

8.2 Price Schedule

Using the Price Schedule form provided in Section 11.2 below, Bidder must furnish a bid price for the specified item(s). In the event of a discrepancy between a unit price bid and an extended total in the bid proposal, the extended price shall govern.

9 AWARD

9.1 Authority's Right to No Award or Partial Award

Award will be made to the Bidder(s) with the lowest and most responsive Bid, if awarded. The Authority reserves the right to reject all responses, reject portions of any response, or accept the response(s) deemed most advantageous to the Authority.

9.2 Anticipated Award Date

The Authority anticipates issuing a Purchase Order on or around February 1, 2022.

10 PAYMENT TERMS

10.1 Payment and Billing Requirements

10.1.1 Invoice Submittal

Invoices for payments related to Equipment received under the Contract shall be presented as described below. Payment will be made only for correct invoices presented with a complete itemization of the charges related to the Equipment

delivered. Incorrect invoices will be returned for correction, unpaid. **All invoices must include the contract number and/or the purchase order number.** The successful Bidder must email the invoice to the email address below:

Finance Department – acctpayable@flymemphis.com

10.1.2 Payment Terms

Authority shall use its best efforts to pay invoices within thirty (30) days from the receipt of a correct invoice.

10.1.3 Taxes

The Authority is exempt from local, State, and Federal taxes. Tax certificates will be issued to the successful Bidder upon request.

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11 REQUEST FOR BID FORMS

11.1 Bidder Information Form (Required)

Bidder Information:

If Bidder is an INDIVIDUAL, fill out the following:

Individual's name: _____

If Bidder is a PARTNERSHIP, fill out the following:

Partner Name:

Partner Address:

_____	_____
_____	_____
_____	_____

If Bidder is a CORPORATION, fill out the following:

NAME OF CORPORATION PRESIDENT: _____

NAME OF CORPORATION SECRETARY: _____

All Bidders fill out the following:

NAME OF COMPANY: _____

PRINCIPAL BUSINESS ADDRESS: _____

CITY, STATE, ZIP CODE: _____

LOCAL STREET ADDRESS: _____

CITY, STATE, ZIP CODE: _____

FEDERAL TAX ID #: _____

TELEPHONE NUMBER: _____ CELL: _____

EMAIL ADDRESS: _____

PRINTED NAME: _____

SIGNATURE OF BIDDER: _____

11.2 Price Schedule (Required)

The Company shall provide Replacement S&C Switchgear for Airways Vista Gear in accordance with the Specifications included in Section 6 for the prices shown in the tables below.

Description of Equipment	Quantity	Unit Price	Freight Shipping Cost	Total
953212-L2M3P6R1 1T1X4Y4Y8Y2 1- SXXX VISTA SOURCE-TRANSFER	1 Each	\$ _____	\$ _____	\$ _____

F.O.B.: TBD at time of order, Memphis, TN 38118

Estimated Delivery Date: _____

By signing this RFB response and participating in this process, the undersigned warrants that he/she has read, understands and agrees to the terms and conditions contained in this RFB document and has full authority to submit the written and verbal responses on behalf of the entity for whom they are acting herein and that the information submitted to the Authority in Bidder's response is true, accurate and complete to the fullest extent possible and to the best of his/her knowledge and abilities.

Bidder: _____ Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____ Email: _____

Signature: _____ Title: _____

Printed Name: _____ Date: _____