

**REQUEST**

**FOR**

**BIDS**

***JANITORIAL SUPPLIES***

***RFB NUMBER 23-0007***

**DUE DATE:**

**MARCH 31, 2023**

## TRANSMITTAL LETTER

March 2, 2023

Dear Respondent,

The Memphis-Shelby County Airport Authority (Authority) is seeking a qualified Respondent to provide a Janitorial Supplies for the Authority. This Request for Bids (RFB) is under the direction of the Procurement Department.

The Procurement Department is responsible for coordinating all communications between the Authority and Respondents. The RFB limits the manner, method, and type of communications that the Authority and Respondents 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 Respondents are hereby notified that all updates, addenda and additional information, if any, shall be posted to the Authority website [www.flymemphis.com](http://www.flymemphis.com), and Respondents are responsible for checking the Authority website up to the time of the RFB 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 Respondent 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 Respondent. All Respondents must use forms provided by the Authority.

No Respondent may withdraw an opened Response 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 2.07 million passengers were enplaned at the Airport in the Fiscal Year ending June 30, 2022, an increase of approximately 65.5% compared to FY 2021.

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 (CST).

|                |  |
|----------------|--|
| March 2, 2023  | Publication of Legal Notice                                    |
| March 2, 2023  | Release of RFB Documents                                       |
| March 16, 2023 | Questions Due from Respondents by 4:30 p.m.                    |
| March 22, 2023 | Questions and Answers posted on Authority website by 4:30 p.m. |
| March 31, 2023 | Response Due to Authority by 2:00 p.m.                         |
| April 20, 2023 | Anticipated Board Approval of the Award of Contract            |
| May 1, 2023    | Anticipated Contract Commencement Date                         |

The terms “Purchase Order” and “Contract” in this RFB shall be interchangeable.

**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 Respondents. Respondents should direct all communications to the Procurement Department via email at [Bids@flymemphis.com](mailto:Bids@flymemphis.com). Respondents 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 Respondent 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 Respondent. The only exception to this requirement is for communications between prospective Respondents and the Authority's in-house and outside legal counsel to further client communications on pending matters that are not related to this RFB. This restriction on communication will govern until the RFB process has been completed and a contract has been fully executed for the for these services. Please note that 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](http://www.flymemphis.com). Respondents are responsible for checking the Authority's website up to the time of the RFB 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](mailto:Bids@flymemphis.com). Questions will be accepted until 4:30 PM, March 16, 2023. Answers will be provided by 4:30 p.m., March 22, 2023. Answers will only be posted on the website, [www.flymemphis.com](http://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](http://www.flymemphis.com)

Respondents 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.

All responses shall be sealed and clearly marked with the Respondent's name and address and the words "Janitorial Supplies" and "RFB Number 23-0007" on the outside of the envelope or container. The Respondent shall allow sufficient time to ensure receipt of the response. It is the sole responsibility of the Respondent to have the response delivered to the Authority at the address below before the closing hour and date given in this RFB.

Respondents 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. 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 March 31, 2023:**

Procurement Department  
Memphis-Shelby County Airport Authority  
4150 Louis Carruthers Drive  
Memphis, Tennessee 38118  
Attn: Request for Bids, Janitorial Supplies,  
RFB Number 23-0007

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/82078848266?pwd=VU5qQitETXRRem1PN25GcVNTY0ovdz09>

Meeting ID: 820 7884 8266

Passcode: 629986

One tap mobile +13017158592 US (Washington D.C)

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 Respondents 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 Respondent. 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 Respondent 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 deadline for RFB submission. 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 Respondent. 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 delivered to the Authority during the 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, Tennessee 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 Purchase Orders 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 STATE OF TENNESSEE PURCHASING PROVISIONS**

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

No Boycott of Israel. Pursuant to Tennessee Public Chapter No. 775, approved April 8, 2022, by submission of a response, each respondent certifies that their company is not currently engaged in and will not for the duration of services herein engage in, a boycott of Israel.

### **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 dollar-value of the bid respectively that is received in relation to such valuation 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 SCOPE OF SERVICES**

Purchase of janitorial supplier for use at Memphis Airport to include the following items listed below. Supplier must be able to warehouse inventory and deliver on a Just In Time (JIT) schedule. Purchase orders will be issued for each delivery.

#### **7.1 Samples**

The Authority may request samples of items for the Bidder to provide at a later date.



| Description   | Part number<br>Manufacturer | Unit of<br>Measure<br>(UOM) | Each per<br>UOM      | Yearly Usage<br>by UOM | Yearly Usage<br>by<br>Each |
|---|-----------------------------|-----------------------------|----------------------|------------------------|----------------------------|
| Brown Roll Towel  | 88012-N<br>Vondrehle        | Case                        | 16 rolls per<br>case | 476 cases              | 7616<br>each               |
| Multifold Towel   | 548-K<br>Vondrehle          | Case                        | 4000<br>per case     | 82 cases               | 328,000<br>each            |
| Toilet Seat Cover   | BWK-5000B<br>Boardwalk      | Case                        | 5000<br>per<br>case  | 140<br>cases           | 700,000<br>each            |
| Baby Changing Liner   | KB150-99<br>Koala Kare      | Case                        | 500<br>per case      | 178 cases              | 89,000<br>each             |
| Toilet Tissue<br>4.3" x 3.6"                                  | 5022<br>Vondrehle           | Case                        | 96<br>per case       | 754 cases              | 72,384<br>each             |
| Light n Foamy Soap<br>Citrus                                  | 330804<br>Spartan           | Case                        | 4<br>per<br>case     | 298 cases              | 1,192<br>each              |
| Scott Jumbo Tissue<br>2 ply                                   | KCC07006<br>Kimberly Clark  | Case                        | 12<br>per case       | 962 cases              | 11,544<br>each             |
| Enmotion Hardwound<br>Roll White Towel<br>1 ply 8.25" x 700ft | 89420<br>Georgia-Pacific    | Case                        | 6<br>per case        | 694 cases              | 4,164<br>each              |
| Purell Professional<br>Advance hand Sanitizer                 | 646002<br>Gojo              | Case                        | 2<br>per case        | 120 cases              | 240<br>each                |

## 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). Bidder must state in detail, referencing the specified item, any proposed equivalent item including Manufacturer, Item Number and brief description.

In the event of an equivalent part number, The Authority has the sole discretion of determining equivalency.

In the event of a discrepancy between a unit price bid and an extended total in the bid proposal, the unit 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 the first Purchase Order on or around May 1, 2023.

**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](mailto: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.

**11 REQUEST FOR BIDS FORMS**

**11.1 Respondent Information Form (Required)**

If Respondent is an INDIVIDUAL, fill out the following:

Individual's name: \_\_\_\_\_

If Respondent is a PARTNERSHIP, fill out the following:

|                      |                         |
|----------------------|-------------------------|
| <u>Partner Name:</u> | <u>Partner Address:</u> |
| _____                | _____                   |
| _____                | _____                   |
| _____                | _____                   |
| _____                | _____                   |

If Respondent is a CORPORATION, fill out the following:

NAME OF CORPORATION PRESIDENT: \_\_\_\_\_

NAME OF CORPORATION SECRETARY: \_\_\_\_\_

All Respondents 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 NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

SIGNATURE OF RESPONDENT: \_\_\_\_\_

**11.2 Pricing Schedule (Required)**

The Company shall provide Janitorial Supplies in accordance with the Specifications included in Section 7 for the prices shown in the tables below.

| Description                                       | Part number<br>Manufacturer | Unit Cost | Year One<br>Total Unit Cost |
|---|-----------------------------|-----------|-----------------------------|
| Brown Roll Towel                                  | 88012-N<br>Vondrehle        |           |                             |
| Multifold Towel                                   | 548-K<br>Vondrehle          |           |                             |
| Toilet Seat Cover                                 | BWK-5000B<br>Boardwalk      |           |                             |
| Baby Changing Liner                               | KB150-99<br>Koala Kare      |           |                             |
| Toilet Tissue 4.3" x 3.6"                         | 5022<br>Vondrehle           |           |                             |
| Light n Foamy Soap Citrus                         | 330804<br>Spartan           |           |                             |
| Scott Jumbo Tissue 2 ply                          | KCC07006<br>Kimberly Clark  |           |                             |
| Hardwound Roll White Towel<br>1 ply 8.25" x 700ft | 89420<br>Georgia-Pacific    |           |                             |
| Purell Professional Advance hand<br>Sanitizer     | 646002<br>Gojo              |           |                             |

Yearly cost \$ \_\_\_\_\_

**This space intentionally left blank.**

If proposing equivalent items, they must be stated on this form.

| Description                                      | Part Number<br>Manufacturer | Unit of<br>Measure<br>(UOM) | Each per<br>UOM | Cost / UOM | Yearly Cost |
|--|-----------------------------|-----------------------------|-----------------|------------|-------------|
| Brown Roll Towel                                 |                             |                             |                 |            |             |
| Multifold Towel                                  |                             |                             |                 |            |             |
| Toilet Seat Cover                                |                             |                             |                 |            |             |
| Baby Changing Liner                              |                             |                             |                 |            |             |
| Toilet Tissue<br>4.3" x 3.6"                     |                             |                             |                 |            |             |
| Light n Foamy<br>Soap Citrus                     |                             |                             |                 |            |             |
| Scott Jumbo Tissue<br>2 ply                      |                             |                             |                 |            |             |
| Hardwound Roll<br>White Towel                    |                             |                             |                 |            |             |
| Purell Professional<br>Advance<br>Hand Sanitizer |                             |                             |                 |            |             |

Yearly cost for equivalent items \$ \_\_\_\_\_

Combined both tables for the Total yearly cost \$ \_\_\_\_\_

(Use additional pages if needed)

Except as noted above, the undersigned certifies full compliance with the specification stated in the RFB. It is understood and agreed that in the event the items delivered upon award are not compliant, the Bidder will be required to take whatever steps necessary to insure full compliance at no additional cost to the Authority.



F.O.B.: Delivered, 4150 Louis Carruthers Drive, Memphis, TN 38118

Proposed 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: \_\_\_\_\_

**11.3 Information on All Firms Providing Responses (Required)**

**Information on All Firms that Provided Bids or Quotes**

This requirement applies to all firms, regardless of whether they are subs or primes, regardless of the gender or race of their owners, and regardless of whether they are ultimately chosen to participate in the contract. Please list below the name, address, phone number and contact person for every firm that provided you a bid or a quote on this RFB – even if you ultimately decided not to use the firm in preparing your final response. The first line should be used for the **Respondent** of this RFB. All sections must be completed to the best of your ability.

Authority RFB No.: **23-0007 – JANITORIAL SUPPLIES**

| Name of Firm | Full Address of Firm | Point of Contact | Phone No. | DMWBE?<br>Y/N | Firm Age<br>Years | AGRR* |
|--------------|----------------------|------------------|-----------|---------------|-------------------|-------|
|              |                      |                  |           |               |                   |       |
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|              |                      |                  |           |               |                   |       |
|              |                      |                  |           |               |                   |       |
|              |                      |                  |           |               |                   |       |

\*Footnote: Please enter the letter for the category that best identifies your annual gross revenue.  
 AGRR =Annual Gross Revenue Ranges: **A** = Less than \$500,000 **B** = \$500,000 - \$1 Million **C** = \$1 - \$2 Million **D** = \$2 - \$5 Million **E** = Over \$5 Million

**11.4 Voluntary Disclosure of Respondent Data (Voluntary)**

Do **not** submit this form on company letterhead

| <b><u>VOLUNTARY DISCLOSURE OF RESPONDENT DATA</u></b>  |                             |       |
|--|-----------------------------|-------|
| For Title VI Compliance, the Authority asks for <b><u>voluntary disclosure</u></b> of the following information: |                             |       |
| Gender:  | Male                        | _____ |
|  | Female                      | _____ |
| Race:  | Caucasian                   | _____ |
|  | Black American              | _____ |
|  | Hispanic American           | _____ |
|  | Native American             | _____ |
|  | Subcontinent Asian American | _____ |
|  | Asian-Pacific American      | _____ |
|  | Other (please specify)      | _____ |