

**LEGAL NOTICE**  
**Request for Proposals**  
**MSCAA Project Number 24-1477-00**  
**Parking Guidance System**

Sealed proposals for Parking Guidance System will be received by the Memphis-Shelby County Airport Authority (Authority), Procurement Department, 4150 Louis Carruthers Drive, Memphis, TN 38118, until **2:00 PM Local Time on 3/6/2025**. A listing of all proposers responding will be posted to the Authority's website one (1) hour after the response deadline. Responses to Requests for Proposals will not be publicly opened and read. A complete Request for Proposals Packet with submittal instructions, additional data, and response format may be found on the Authority's website ([www.flymemphis.com](http://www.flymemphis.com)) on or after January 29, 2025.

A pre-proposal conference will be held Tuesday, February 11, 2025, at 1:00 pm (local time) in the Authority's Board Room on the Mezzanine Level, Terminal B of the Memphis International Airport, 2491 Winchester Road, Memphis, TN 38116 as well as virtual via video conference (Microsoft Teams Meeting Information: Meeting ID: 272 925 626 671; Passcode: T4QS3MV9). The link to the video conference can be found at [www.flymemphis.com](http://www.flymemphis.com). It is **MANDATORY** to attend the pre-proposal conference either virtually or in-person for those wishing to submit a proposal.

Immediately following the pre-proposal conference the Authority will conduct a site visit. For those wishing to submit a proposal, a site visit is **MANDATORY** for those that did not attend the first pre-proposal conference/site visit held on October 9, 2024. All attendees should register for the site visit by sending an email to [bidquestions@flymemphis.com](mailto:bidquestions@flymemphis.com).

All **Proposers** are responsible for checking the Authority's website up to the submission deadline for any updates, addenda, or additional information. In accordance with the Authority's purchasing policies, the Authority will give preference to businesses located in Shelby County, Tennessee when awarding contracts and making purchases, unless prohibited by law. The successful Bidder must sign a contract with the Authority that includes Federal Aviation Administration provisions, if applicable, regarding the Buy American Preference, Foreign Trade Restriction, Davis-Bacon, Affirmative Action, Debarment and Suspension, Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment, Domestic Preferences for Procurements, and Drug-Free Workplace, all of which are incorporated herein by reference.

Each **proposal** must be made by a contractor licensed in Tennessee and be accompanied by a \$5,000 Proposal Bond. The successful **proposer** must execute a Performance Bond and a Payment Bond in the amount of 100% each of the Contract Price and meet the Disadvantaged Business Enterprise (DBE) participation goal for this project, which is **6%**.

The Authority reserves the right to reject any or all responses to this Request for **Proposals** in whole or in part; to waive any informalities, technicalities, or omissions related to this Request for **Proposals**; and to reject responses on any other basis authorized by the Authority's purchasing policies.

The Authority is an equal opportunity employer and prohibits discrimination based on the grounds of age, race, sex, color, national origin, disability, marital status, military service, or sexual orientation in its hiring and employment practices and in the admission to, access to, or operation of its programs, services, and activities.

By order of:  
Terry Blue, A.A.E.  
President and CEO  
Memphis-Shelby County Airport Authority