

**DIVISION 0 – SECTION 00200****INSTRUCTIONS TO BIDDERS / PROPOSERS**

Instruction for the preparation of proposals and the delivery thereof to the Memphis-Shelby County Airport Authority (MSCAA) are contained in General Provision Section 20 and additionally as follows. Prepare and submit proposals accordingly.

**1. RESERVATION OF RIGHTS:**

MSCAA reserves the right, in its sole discretion, to reject and disqualify the bid of any bidder that has pending litigation or claims with the MSCAA and to reject the bid when a parent, subsidiary, affiliate, or predecessor in interest of the Bidder has pending litigation or claims with the MSCAA.

MSCAA also reserves the right, in its sole discretion, to reject and disqualify the bid of any bidder if the bid includes any subcontractor(s) or supplier(s) of any tier that have pending litigation or claims with MSCAA, and to reject the bid when a parent, subsidiary, affiliate, or predecessor in interest of the subcontractor or supplier has pending litigation or claims with the MSCAA.

Bidders shall request from MSCAA a list of entities that have pending claims or litigation with MSCAA to avoid including such entities or their parents, subsidiaries, affiliates, or predecessors in interest in their proposal or bid. A list of affected entities may be obtained by a written or telephone request to Development Division at MSCAA, 2491 Winchester Road, Suite 113, Memphis, TN 38116-3856, telephone number (901) 922-8033.

**2. PRE-BID CONFERENCE:**

A Virtual Pre-Bid meeting will be held Tuesday, June 17, 2025, at 11:00 AM Local Time via video conference (Microsoft Teams Meeting Information: Meeting ID: 297 338 561 464 7; Passcode: 54jj3jr6). The link to the video conference can be found at [www.flymemphis.com](http://www.flymemphis.com). Attendance at the pre-proposal conference is strongly recommended.

**3. DRAWINGS AND SPECIFICATIONS FURNISHED TO CONTRACTOR:**

Electronic set of contract and proposal documents are available at <https://www.flymemphis.com/rfps-rfq> at no cost. Printed copies are not available.

**4. REFUSAL OF ISSUANCE OF PROPOSAL FORM TO BIDDERS IN DEFAULT AND DISQUALIFICATION OF BIDDERS:**

See General Provision Section 20 for disqualification of bidders and bidders in default.

**5. SUBMIT THE FOLLOWING WITH THE BID IN THE MANNER DESCRIBED BELOW:**

- A.
  - (1) Proposal
  - (2) Proposal Guarantee (Required Bid Security)
  - (3) Buy America Certificate **THIS IS REQ'D ONLY ON AIP-FUNDED PROJECTS.**
  - (4) DBE Assurance Statement/Letter of Intent on Bidder's / Proposer's Letterhead for each DBE subcontractor, subcontractors' signatures not required.
  - (5) Written quote or proposal or other communication from each DBE upon which the scope of work and dollar value contained in your Assurance Statements is based with items included in the Proposal either circled and/or highlighted.
  - (6) DBE Goals Accomplishment Statement
  - (7) Information on All Firms that Provide Bids or Quotes

- B. The following must be submitted within 24 hours of the proposal submittal deadline:

- (1) DBE Assurance Statement/Letter of Intent on Bidder's / Proposer's Letterhead for each DBE subcontractor, subcontractors' signatures required.

See General Provision Section 20, PROPOSAL REQUIREMENTS AND CONDITIONS.

- C. By executing the proposal submittal, the Contractor is confirming that (1) neither the Contractor nor any of Contractor's potential subcontractors or suppliers have pending claims or litigation, arbitration, or other dispute resolution proceedings where the Owner and the Contractor or potential subcontractors or suppliers are parties; or (2) the Contractor has disclosed in writing any such pending claims or proceedings to Owner through its own writing and/or the writing of Contractor's potential subcontractors or suppliers and submitted same to Owner with the proposal submittal.
- D. Bids should be delivered to the following address:

Memphis-Shelby County Airport Authority  
Procurement Department  
Memphis International Airport  
4150 Louis Carruthers Drive  
Memphis, TN 38118  
Project No. 18-1413-03

The bid must be sealed and the project number must be included in the address.

Within 30 minutes thereafter, the Owner will transfer the bids to the Authority's Project Center located at 4225 Airways Boulevard, Memphis, TN, where the bids will be opened and publicly read. Please note that bids will not be accepted at the Project Center; they must be delivered prior to the deadline to the 4150 Louis Carruthers Drive address or they will be rejected.

## 6. **CONSIDERATION OF BID:**

The Owner reserves the right to reject any or all bids in whole or in part and to waive any informalities, technicalities, or omissions therein.

It is intention of the Owner to award a contract based upon the lowest responsive bid on the lump sum base bid. Bidder understands and agrees that, after a review of all the bids, the Owner will select the lump sum base bid that best suits the Owner's needs within the sole discretion of the Owner.

## 7. **NO FINANCIAL INTEREST:**

Respondent understands and agrees that no Airport Authority employee or member of the Board of Commissioners shall receive any financial benefit arising out of this proposal or its contract, if awarded, either directly or indirectly. Further, any fees paid to any person or entity by contractor for assistance in obtaining this contract, if awarded, with the Authority must be fully disclosed to the Authority.

## 8. **PROTEST:**

- A. 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 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 38118-6613

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 bid.

**END OF SECTION 00200**

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