



METROPOLITAN  
KNOXVILLE  
AIRPORT  
AUTHORITY

Invitation for Competitive Proposals  
For a Management Contract  
To provide

PORTER SERVICES  
at  
McGhee Tyson Airport  
Knoxville, TN

P.O. Box 15600  
Knoxville, TN 37901  
Phone: (865) 342-3011

METROPOLITAN KNOXVILLE AIRPORT AUTHORITY  
PORTER SERVICES  
REQUEST FOR PROPOSALS

- TABLE OF CONTENTS -

	<u>Page</u>
Advertisement .....	i
Time Table .....	ii
Background .....	iii
Instructions .....	1
Proposal Form.....	Appendix A
Noncollusion Affidavit .....	Appendix B

METROPOLITAN KNOXVILLE AIRPORT AUTHORITY  
PORTER SERVICES  
REQUEST FOR PROPOSALS

**- ADVERTISEMENT -**

NOTICE OF ACCEPTANCE  
OF COMPETITIVE PROPOSALS FOR  
MANAGEMENT CONTRACT FOR PORTER SERVICES

1. The Metropolitan Knoxville Airport Authority is soliciting sealed proposals from qualified PORTER SERVICES providers to manage porters at McGhee Tyson Airport.
2. The sealed proposals are to be received no later than 4:00 p.m. (EDT) on Friday, April 11, 2008. Proposals should be mailed to: Director of Public Relations, Metropolitan Knoxville Airport Authority, P.O. Box 15600, Knoxville, TN 37901 or delivered to McGhee Tyson Airport, 2055 Alcoa Highway, Alcoa, TN 37701. Any proposals received after the specified closing time will be returned without being considered.
3. Proposals are to be submitted on the preprinted forms provided in the Authority's RFP Document and must be identified on the outside of the envelope as "PORTER SERVICES Management Proposal", stating the opening date and time.
4. An RFP Package can be requested in writing from Becky Huckaby, Director of Public Relations, Metropolitan Knoxville Airport Authority, P.O. Box 15600, Knoxville, TN 37901, or by calling 865-342-3014, or can be downloaded online at <http://www.tys.org/doing-business/>.
5. The Metropolitan Knoxville Airport Authority reserves the right to: 1) reject any and all proposals; 2) waive any formalities in connection herewith; and 3) accept any proposal, either in part or in full, deemed advantageous to it.

METROPOLITAN KNOXVILLE AIRPORT AUTHORITY  
PORTER SERVICES  
REQUEST FOR PROPOSALS

- TIME TABLE -

<b><u>Event:</u></b>	<b><u>Date:</u></b>
Advertise and mail RFP .....	Friday, March 14, 2008
Submit written questions/requests.....	Friday, April 4, 2008
Proposals Due .....	Friday, April 11, 2008
Board Approval.....	Wednesday, April 23, 2008
Contract begins .....	Sunday, June 1, 2008

METROPOLITAN KNOXVILLE AIRPORT AUTHORITY  
PORTER SERVICES  
REQUEST FOR PROPOSALS

**- BACKGROUND -**

The Metropolitan Knoxville Airport Authority (MKAA), the owner and operator of McGhee Tyson Airport (TYS) and Knoxville Downtown Island Airport (DKX) is soliciting proposals from qualified providers for PORTER SERVICES at TYS.

Currently, the porter service operates from 4:30 a.m. until 8:30 p.m., 365 days a year. The staff is part-time, working up to 30 hours each per week and there are 5-6 employees covering the shifts. Two employees cover the 4:30 a.m. to 12:30 p.m. shift while one employee covers the 12:30 p.m. to 8:30 p.m. shift daily. Maximum number of billable hours annually: 9,000 hours.

Tipping is expected as part of the employee's salary. Costs for uniforms should be included in your proposal as well as your plan to distribute uniforms to the porters working at TYS. Please show uniforms costs independent of your proposed hourly rate for services. The luggage carts used by the porters as well as the "porter stand" are provided by MKAA. Drug screening of new hires is the responsibility of the bid winner. Please show this cost as a separate line item on your proposal.

Background checks and fingerprinting on all porters will be required at a cost of the Proposer before they can report to work. MKAA will provide the service for \$65.00 per porter.

The primary function of porters at TYS consist of but are not limited too assisting passengers with luggage; assisting with wheelchair transportation when necessary; and providing excellent customer service.

The airport has one porter station located at the main entrance to the airport on the Departures level (second level).

METROPOLITAN KNOXVILLE AIRPORT AUTHORITY  
PORTER SERVICES  
REQUEST FOR PROPOSALS

- INSTRUCTIONS -

**HOW TO SUBMIT PROPOSALS  
FOR THE  
MANAGEMENT CONTRACT FOR  
PORTER SERVICES  
AT  
McGHEE TYSON AIRPORT  
KNOXVILLE, TN**

**SUMMARY**

**When:** Submit by 4:00 p.m. (EDT), Friday, April 11, 2008

**Where:** Must be received in the office of:

Director of Public Relations  
Metropolitan Knoxville Airport Authority  
McGhee Tyson Airport  
2055 Airport Highway  
Alcoa, TN 37701

Mailing Address:  
P.O. Box 15600  
Knoxville, TN 37901

**How:** The original and four (4) copies clearly identified in one package.

**Form:** Proposals must be complete and include:

- (1) Fully-completed Proposal Form with additional information specified on the Form
- (2) Executed noncollusion affidavit
- (3) Any supplemental information proposer feels is relevant to the selection process.

**Effective Date:** The Effective Date of the Agreement will be Sunday, June 1, 2008

# METROPOLITAN KNOXVILLE AIRPORT AUTHORITY

## PORTER SERVICES REQUEST FOR PROPOSALS

### - INSTRUCTIONS -

1. **INVITATION:** Notice is hereby given that the Metropolitan Knoxville Airport Authority (MKAA) is soliciting proposals from qualified PORTER SERVICES providers to manage porters at McGhee Tyson Airport.
2. **DETERMINATION OF QUALIFIED PROPOSALS:** Only those proposals received timely and in proper form will be considered. Those submitting proposals are required to present evidence that they have the experience, expertise, and resources necessary to properly offer PORTER SERVICES at TYS. To ensure this, the MKAA requires that those submitting proposals complete and furnish a Proposal Form and Noncollusion Affidavit attached as Appendix A and Appendix B respectively.

The firm or individual submitting proposals should be, or have been previously, actively engaged in offering PORTER SERVICES. Evidence of said activities is to be furnished with record of experience (*a minimum of five (5) years experience in a similar type of operation is required*).

While this notice is not intended to preclude the formation of a new company, partnership, or corporation to offer the services, the MKAA will give special attention to prior experience.

**FILING PROPOSALS:** Proposals will be received by the MKAA until 4:00 p.m. (EDT) Friday, April 11, 2008. Facsimile or e-mailed proposals will not be accepted.

3. **PROPOSAL FORM - ATTACHING ADDITIONAL INFORMATION:** Each proposal shall be submitted on the preprinted forms attached hereto as Appendix A. and must be identified on the outside of the envelope as "PORTER SERVICES Management Proposal", stating the opening date and time. If the Proposal Form contains insufficient space or additional information is required, this information should be typed on plain paper, attached to the Proposal Form, and marked appropriately. All information that is required to be supplied should be submitted with the Proposal Form. All documentation submitted with this proposal should be bound in a single volume.
4. **AUTHENTICATION OF PROPOSAL:** The Proposal Form marked Appendix A, must be completed in every respect, and signed by an authorized representative possessing authority to bind the firm. The Proposal Form must be sworn to before a Notary Public. The official name of the firm will be regarded as the name in which the proposal is submitted and the Lease and/or License Agreement (the "Agreement") will be prepared. As proposals are to be accepted from newly-formed firms or a group of existing firms already engaged in similar activities, the Proposal Form is to indicate company information for the newly-formed firm or joint venture that may be organized. Submission of more than one proposal by an individual, firm, partnership, or corporation results in disqualification of the proposals.

# METROPOLITAN KNOXVILLE AIRPORT AUTHORITY

## PORTER SERVICES REQUEST FOR PROPOSALS

### - INSTRUCTIONS -

5. **REJECTION OF PROPOSALS:** The MKAA reserves the right to reject any and all proposals, to select the proposal, which at the MKAA' s sole discretion it judges to be in the best interest of the MKAA, even though this proposal does not represent the highest financial return to the MKAA, and to waive any technicalities. If all proposals are rejected, MKAA reserves the right to re-solicit proposals.
6. **WITHDRAWAL OF PROPOSALS:** A submitting firm (person) may withdraw its proposal by sending its request, in writing and by certified mail to the office of the MKAA's Director of Public Relations and the request must be received prior to 4:00 p.m. (EDT) Friday, April 11, 2008.
7. **AWARD OF Agreement:** The agreement will be awarded to the firm (person) making the proposal considered most advantageous to the MKAA. The Selection Committee will review the proposals and recommend to the MKAA Board of Commissioners approve the Agreement with the most highly-ranked proposer (the "Successful Proposer"). The Agreement must be formally approved by the MKAA Board of Commissioners.
8. **EXPLANATION OF, OR FINDING OF DISCREPANCIES:** Should a firm (person) submitting a proposal find a discrepancy or omission in these instructions, or should there be any doubt as to the meaning of any provision, it shall notify in writing the MKAA Director of Public Relations no later than Friday, April 4, 2008, who will then send written supplemental instructions to all proposers. Said written instructions shall become addenda to these instructions.
9. **INVESTIGATION OF PROPOSERS:** The MKAA staff reserves the right to thoroughly investigate the financial status, experience, and performance record of each Proposer and to decline to award to any Proposer found to be unqualified.
10. **PROPOSER RESPONSIBLE FOR EXAMINATION:** Proposers shall be responsible for examination and understanding of the terms of these Instructions To Proposers, the physical layout of the site, the future constraints and the operating characteristics and requirements at McGhee Tyson Airport, and shall judge for themselves all of the circumstances and conditions affecting the proposal. Failure on the part of the Proposer to make such examinations and to investigate thoroughly shall not be grounds for any declaration that the Proposer did not understand the conditions of these instructions. Interested parties may submit questions pertaining to the proposal in writing to the Director of Public Relations, to be received no later than Friday, April 4, 2008. MKAA will issue written responses to all questions raised. An email to [bhuckaby@tys.org](mailto:bhuckaby@tys.org) is an excepted format for written notifications/questions.
11. **OPERATING PLAN:** Please submit an operating plan.

METROPOLITAN KNOXVILLE AIRPORT AUTHORITY

PORTER SERVICES  
REQUEST FOR PROPOSALS

- INSTRUCTIONS -

12. **MANAGEMENT RATE:** The Proposer shall submit their proposed management rates (individually listed the rate for normal, holiday and overtime hourly rates) to be paid by the MKAA for PORTER SERVICES during the term of the Agreement. Maximum number of billable hours annually: 9,000 hours.

Normal Rate: \_\_\_\_\_ \$/per hour per employee x \_\_\_\_\_ hours per contract year  
Holiday Rate: \_\_\_\_\_ \$/per hour per employee x \_\_\_\_\_ hours per contract year  
Overtime Rate: \_\_\_\_\_ \$/per hour per employee x \_\_\_\_\_ hours per contract year

Tipping is expected as part of the employee's salary. Costs for uniforms should be included in your proposal as well as your plan to distribute uniforms to the porters working at TYS. Please show uniforms costs independent of your proposed hourly rate for services. The luggage carts used by the porters as well as the "porter stand" are provided by MKAA. Drug screening of new hires is the responsibility of the bid winner. Please show this cost as a separate line item on your proposal.

13. **AGREEMENT TERM:** The lease term is for one (1) year and may be extended for four (4) additional consecutive terms of one (1) year each, and such extensions will occur automatically at the anniversary date of the initial term and any extension term, unless either party delivers to the other party a written notice of intention not to renew the term no less than ninety (90) days in advance of the then-current anniversary date.
14. **SELECTION PROCESS:** Judging of proposals by the Selection Committee shall consist of the following criteria:
- (a) Economic benefit to the MKAA over the term of the agreement.
  - (b) The experience of the Proposer (individual, corporation, or firm) in the services to be provided and the degree and depth of professional qualifications available through the Proposer for performance of the services required.
  - (c) The performance history of the Proposer.
  - (d) The financial strength/capacity of the Proposer.
  - (e) The operating plan.
15. **INSURANCE:** At the same time the agreement begins, the Successful Proposer will also deliver to the MKAA a certificate of insurance stating that the Successful Proposer has obtained all insurance required by the Minimum Standards. A current certificate will be kept on file with the Airport Authority for the entire term of the Agreement.

METROPOLITAN KNOXVILLE AIRPORT AUTHORITY  
PORTER SERVICES  
REQUEST FOR PROPOSALS

- INSTRUCTIONS -

16. **AWARD OF CONTRACT AND THE EFFECTIVE DATE:** The Selection Committee intends to recommend the Successful Proposer to the Board of Commissioners for the award at the Wednesday, April 23, 2008 meeting. The Effective Date of the Agreement shall be Sunday, June 1, 2008.

METROPOLITAN KNOXVILLE AIRPORT AUTHORITY  
PORTER SERVICES  
REQUEST FOR PROPOSALS

- APPENDIX "A" -

PROPOSAL FORM  
For a Management Agreement To provide  
PORTER SERVICES  
AT MCGHEE TYSON AIRPORT  
KNOXVILLE, TN

A. GENERAL INFORMATION

I. Proposer: \_\_\_\_\_

II. Principal Office Address: \_\_\_\_\_

III. Telephone: \_\_\_\_\_

IV. Official Representative: \_\_\_\_\_

V. Type of Organization: (Please check one)

Corporation ( ) Limited Liability Company ( )

Partnership ( ) Joint Venture ( )

Sole Proprietorship ( ) Other ( )

Explain "Other": \_\_\_\_\_

\_\_\_\_\_

1. If a corporation, answer the following:

a. When incorporated? \_\_\_\_\_

b. Where incorporated? \_\_\_\_\_

c. Authorized to do business in Tennessee: Yes ( ) No ( )

d. The corporation is held: Publicly ( ) Privately ( )

METROPOLITAN KNOXVILLE AIRPORT AUTHORITY  
PORTER SERVICES  
REQUEST FOR PROPOSALS

e. If publicly held, how and where is the stock traded? \_\_\_\_\_  
\_\_\_\_\_

f. List names, titles and addresses of corporate officers:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

g. Name and title of full-time managing officer or managing employee:  
Name: \_\_\_\_\_ Title: \_\_\_\_\_  
*(Attach Resume.)*

h. List names, titles and addresses of corporate directors:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

i. List names, titles, and addresses of stockholders owning 10% or more of the corporation's issued stock:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

j. Attach copies of the current Articles of Incorporation.

2. If a partnership, answer the following:

a. Date of organization: \_\_\_\_\_

b. General Partnership ( ) Limited Partnership ( )

METROPOLITAN KNOXVILLE AIRPORT AUTHORITY  
PORTER SERVICES  
REQUEST FOR PROPOSALS

c. Certificate of Partnership recorded? Yes ( ) No ( )

If yes, where: \_\_\_\_\_

d. Has the Partnership done business or is it doing business in Tennessee?

If yes, when and where? \_\_\_\_\_

\_\_\_\_\_

e. Name, and address and partnership share of each general partner:

<u>NAME</u>	<u>ADDRESS</u>	<u>SHARE</u>
_____	_____	%
_____	_____	%
_____	_____	%
_____	_____	%
_____	_____	%
_____	_____	%
_____	_____	%
_____	_____	%

f. Attach a complete copy of the current partnership Agreement or limited partnership Agreement and/or certificate of partnership.

g. Name and title of full-time managing partner or managing employee:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

*(Attach Resume.)*

3. If a limited liability company, answer the following:

a. Date of organization: \_\_\_\_\_

b. Member Managed ( ) Governor Managed ( )

c. Statute of Organization: \_\_\_\_\_

d. Authorized to do business in Tennessee: Yes ( ) No ( )

METROPOLITAN KNOXVILLE AIRPORT AUTHORITY  
PORTER SERVICES  
REQUEST FOR PROPOSALS

e. List names, titles and addresses of officers of limited liability company:

NAME:

TITLE:

ADDRESS:

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f. List names and addresses of Governors of limited liability company, if applicable:

NAME:

ADDRESS:

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g. List names, addresses and percentage of membership interests held by each Member of limited liability company:

NAME:

ADDRESS:

PERCENTAGE:

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%

%

%

%

%

%

%

METROPOLITAN KNOXVILLE AIRPORT AUTHORITY

PORTER SERVICES  
REQUEST FOR PROPOSALS

h. Attach a complete copy of the limited liability company's articles of organization and a fully executed copy of the limited liability company's operating Agreement.

i. Name and title of full-time chief manager or equivalent officer of the limited liability company:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

*(Attach Resume)*

4. If a joint venture, answer the following:

a. Date of organization: \_\_\_\_\_

b. Joint Venture Agreement recorded? Yes ( ) No ( )

\_\_\_\_\_

Date

\_\_\_\_\_

Book

\_\_\_\_\_

Page

\_\_\_\_\_

County and State

c. Has the joint venture or any joint venturer done business in Tennessee?

Yes ( ) No ( )

If yes, when and where? \_\_\_\_\_

\_\_\_\_\_

d. Name, address, and joint venture share of each joint Venturer:

NAME:

ADDRESS:

PERCENTAGE:

\_\_\_\_\_ %

\_\_\_\_\_ %

\_\_\_\_\_ %

\_\_\_\_\_ %

\_\_\_\_\_ %

\_\_\_\_\_ %

\_\_\_\_\_ %

METROPOLITAN KNOXVILLE AIRPORT AUTHORITY  
PORTER SERVICES  
REQUEST FOR PROPOSALS

- e. Attach a complete copy of the current Joint Venture Agreement.
- f. Name and title of full-time joint venture manager or managing employee:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

*(Attach Resume.)*

5. If a Sole Proprietorship, answer the following:

a. Name in full: \_\_\_\_\_

b. Address: \_\_\_\_\_

c. Date of Birth: \_\_\_\_\_

d. Social Security No.: \_\_\_\_\_

e. Have you conducted business in Tennessee? Yes ( ) No ( )

If yes, when and where? \_\_\_\_\_

\_\_\_\_\_

*(Attach Resume.)*

**B. FINANCIAL CAPABILITY:**

The Proposer must to demonstrate its ability to successfully finance, or to secure financing to provide the services. The Proposer must demonstrate financial trust, responsibility, and capability by providing the following financial information:

*(Any private and confidential information provided that is marked appropriately will be kept confidential):*

a. Financial Statements:

The Proposer shall submit a Balance Sheet, an Income Statement and a Statement of Cash Flows including all footnotes to the above for the last two (2) fiscal year periods prepared in accordance with generally accepted accounting principles.

*(Attach information.)*

b. Bankruptcy Information:

Have you or any entity in which you have had ownership interest ever been declared bankrupt? Yes ( ) No ( ) If yes, attach statement setting forth date, court location, docket number, amount of liabilities and assets, type and resolution or current status.

METROPOLITAN KNOXVILLE AIRPORT AUTHORITY

PORTER SERVICES  
REQUEST FOR PROPOSALS

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c. Credit References:

Provide names, addresses, titles, phone numbers and type of business of at least three (3) organizations your company has done business with in the most recent three (3) years.

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d. Business References:

Provide names, addresses, titles, phone numbers and type of business of at least three (3) organizations your company has done business with in the most recent three (3) years.

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**C. EXPERIENCE STATEMENT**

- a. A minimum of five (5) years of continuous, successful previous business experience offering PORTER SERVICES is required. Attach a statement detailing the experience. The Proposer may include any additional information it deems necessary to demonstrate experience in this type of services.
- b. Attach an Organizational Chart and management structure of the proposed operation.
- c. Attach a statement detailing the experience and qualifications of each individual who will be responsible for the operation at the Airport.
- d. Have any Lease Agreements or License Agreements held by the Proposer ever been canceled or terminated? Yes ( ) No ( ) If yes, attach statement / setting forth details.

METROPOLITAN KNOXVILLE AIRPORT AUTHORITY  
PORTER SERVICES  
REQUEST FOR PROPOSALS

**D. MANAGEMENT RATE:**

The Proposer shall submit their proposed management rates (individually listed the rate for normal, holiday and overtime hourly rates) to be paid by the MKAA for PORTER SERVICES during the term of the Agreement. Maximum number of billable hours annually: 9,000 hours.

Normal Rate: \_\_\_\_\_ \$/per hour per employee x \_\_\_\_\_ hours per contract year  
Holiday Rate: \_\_\_\_\_ \$/per hour per employee x \_\_\_\_\_ hours per contract year  
Overtime Rate: \_\_\_\_\_ \$/per hour per employee x \_\_\_\_\_ hours per contract year

Tipping is expected as part of the employee's salary. Costs for uniforms should be included in your proposal as well as your plan to distribute uniforms to the porters working at TYS. Please show uniforms costs independent of your proposed hourly rate for services. The luggage carts used by the porters as well as the "porter stand" are provided by MKAA. Drug screening of new hires is the responsibility of the bid winner. Please show this cost as a separate line item on your proposal.

**E. OPERATING PLAN:**

Please provide a detailed operation plan.

**F. LICENSING AND PERMITS REQUIREMENT**

The Proposer must provide a copy of its license to do business in the State of Tennessee or documentation that the company is capable of becoming licensed. The Proposer is responsible for obtaining all necessary licenses and permits required. The MKAA will not reimburse the operator for any cost of licenses or registration with the City, County, or State.

**G. EQUAL EMPLOYMENT OPPORTUNITY**

Pursuant to the MKAA Policies regarding equal employment opportunity, please provide your firm's affirmative action plan for equal employment opportunity.

*(Attach statement)*

**H. THE UNDERSIGNED PROPOSER FURTHER WARRANTS AND AGREES THAT:**

1. It understands that its proposal may be withdrawn by requesting such withdrawal, in writing, by certified mail, any time before Friday, April 11, 2008.
2. It has carefully read and fully understands the terms and conditions of the Request for Proposals and the Instructions to Proposers, and has the capability to carry out all of the responsibilities set forth therein.
3. The individual or any partner or corporate officer or LLC member has never been convicted of a felony or crime involving moral turpitude and there are no pending proceedings against the individual, a partner, a member or the corporation or officer concerning the alleged commission of a felony or crime involving moral turpitude.

# METROPOLITAN KNOXVILLE AIRPORT AUTHORITY

## PORTER SERVICES REQUEST FOR PROPOSALS

4. The Proposal Form and related forms have been completed to the best of its ability and it represents and warrants that all information contained therein is true and correct to the best of its knowledge.
5. By submission of this proposal, the Proposer acknowledges that representatives of the MKAA have the right to make any inquiry or investigation they deem appropriate to substantiate or supplement information contained in the Proposal Form, and the Proposer authorizes release to the MKAA of any and all information sought in such inquiry or investigation. Further, the undersigned agrees to permit the audit and examination of books, records, and files of the named firm for compliance. Any material misrepresentation will be grounds for terminating any contract which may be awarded and for initiating action under Federal or State laws concerning false statements.

METROPOLITAN KNOXVILLE AIRPORT AUTHORITY  
PORTER SERVICES  
REQUEST FOR PROPOSALS

I. BINDING AGREEMENT

The Proposer agrees to be bound by this proposal for a period of one hundred twenty (120) days from the date set for receipt of proposals.

The undersigned swears that the foregoing statements are true and correct and include all material information necessary to identify and explain the operations of \_\_\_\_\_ (name of firm) as well as the ownership thereof.

CORPORATE  
SEAL  
(If Applicable)

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

NOTE: If a partnership, a general partner must sign; if a corporation, the authorized corporate officer must sign, if an LLC, the authorized party must sign.

State of \_\_\_\_\_

County of \_\_\_\_\_ at \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

METROPOLITAN KNOXVILLE AIRPORT AUTHORITY

PORTER SERVICES  
REQUEST FOR PROPOSALS

- APPENDIX "B" -

NONCOLLUSION AFFIDAVIT

STATE OF \_\_\_\_\_

County of \_\_\_\_\_

\*

\_\_\_\_\_

\_\_\_\_\_

of lawful age, being first duly sworn, on oath says, that (s)he is the agent authorized by the Proposer to submit the attached proposal. Affiant further says that: (1) the proposal filed herewith is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization, or corporation; (2) that such proposal is genuine and not collusive or a sham; (3) that said Proposer has not, directly or indirectly, induced or solicited any other Proposer to put in a false or sham proposal, and has not, directly or indirectly, colluded, conspired, connived or agreed with any Proposer or anyone else to put in a sham proposal, or that anyone else shall refrain from proposing; (4) that said Proposer has not in any manner, directly or indirectly, sought by Agreement, communication or conference with anyone to fix the proposal price of said Proposer or any other Proposer, or to fix any overhead, profit, or cost element of such proposal price of said Proposer or of any other Proposer, or to secure any advantage against the Metropolitan Knoxville Airport Authority (MKAA) or anyone interested in providing these services; (5) that the Proposer has not been a party to any collusion with any official of the MKAA or any employees of the MKAA concerning exchange of money or other things of value for special consideration in submitting a sealed proposal for furnishing PORTER SERVICES at McGhee Tyson Airport; (6) that all statements contained in such proposal are true; (7) and that the Proposer has not, directly or indirectly, submitted its proposal price or any breakdown thereof or the contents thereof, or divulged information or data relative thereto to other parties.

\_\_\_\_\_  
Firm Name

By: \_\_\_\_\_  
Signature and Title\*

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

\*Owner, General Partner, LLC Manager, or Officer of the Corporation, Company Name and State