

**ADVERTISEMENT FOR REQUEST FOR PROPOSAL**  
**METROPOLITAN NASHVILLE AIRPORT AUTHORITY**  
**NASHVILLE, TENNESSEE**  
**CUSTODIAL SERVICES FOR INTERNATIONAL PLAZA**

ELECTRONIC PROPOSALS for furnishing all materials, labor, tools and appurtenances for this service shall be received by the Metropolitan Nashville Airport Authority, (MNA) Nashville, Tennessee, until and not later than **2:00 p.m. (central), on Monday, August 15, 2022**. Proposers wishing to submit a non-electronic proposal may do so only after receiving written authorization from MNA. Written authorization to submit a non-electronic proposal may be requested by emailing [purchasing@flynashville.com](mailto:purchasing@flynashville.com) at least five (5) days prior to the date proposals are due. Proposers submitting a non-electronic proposal must submit a copy of the written authorization with their proposal package.

**SCOPE.** The Contractor will furnish all management, supervision, labor, equipment, tools, transportation, materials, specified supplies, and other incidentals as required. The custodial service contract will be for the MNA owned Property which consist of a nine-story office building with 133,641 square feet of space. As of June 1, 2022, there are 27 tenants occupying 31 suites with ~108,903 square feet of office space and 19,042 square feet of common area space including 25 restrooms.

Within the contract there will be a staffing need for two-day porters, one for general building cleaning and one assigned specifically to 3rd and 6th floor VA areas. Other staffing with be rotating personnel between areas.

The cleaning will take place on two shifts, deep cleaning in some instances will be completed on 2nd shift. The Contractor will furnish all management, supervision, labor, equipment, tools, transportation, materials, specified supplies, and other incidentals as required. Special cleaning projects such as carpet cleaning, tile scrubbing, and window cleaning will be scheduled during the Second Shift. Certain basic service tasks (i.e., carpet extraction, floor stripping, and waxing) may be scheduled for performance during hours other than above, as approved by the Contract Coordinator depending upon the building where service is to be performed. The basic service task includes but are not limited to Floor Care, Building Surface Maintenance, Clean and Polish Furniture Fixtures, Trash/Recyclables Removal, Restroom Maintenance, and Service Kitchens/Break Room areas. The Contractor will develop and provide service plans and schedules to cover all work to be performed for review and approval by MNA during Contractor's Phase-in. Contractor will furnish all consumable materials and cleaning supplies required to perform the work.

**THE RFP DOCUMENTS.** Copies of the Contract Documents (RFP, Proposal Schedule, Attachments, etc.) will be available on or after **Tuesday, July 19, 2022** and may be obtained electronically from [www.aerobidz.aero](http://www.aerobidz.aero), an online tendering service.

**Free registration with Aerobidz is available at through the MNAA website through the following link:**

<https://flynashville.com/nashville-airport-authority/business-opportunities#business-register>.

Proposers are advised to review the RFP Documents carefully prior to submitting a Proposal on the Project. Proposers are also advised to review the RFP and Instructions to Proposers carefully prior to preparing their Proposals.

Proposals must be submitted on the Proposal Form included in the RFP Documents and the successful Proposer will be required to execute the Contract and other documents requiring execution that are included in the Contract Documents.

**MANDATORY PRE-PROPOSAL MEETING.** A **Mandatory Pre-Proposal Meeting** will be conducted at **10:00 a.m. (central), Monday, July 25, 2022** in the Training room on the lower level of the International Plaza Building located at 2 International Plaza Place, Nashville, TN 37217. A virtual and/or call-in option will be made available, and details are provided within the RFP document.

**SMALL MINORITY WOMAN-owned BUSINESS ENTERPRISE (SWMBE) PARTICIPATION.** It is the MNAA's objective to promote, encourage, and stimulate participation of local, small, minority and woman-owned business enterprises (SMWBE) within its organization and the economic community served by it so as to provide maximum opportunities to participate in contracts, programs and all related business activities of the MNAA. MNAA will apply the local small minority woman business participation levels where expenditures and purchases are made with non-federal funding, and to all contracts, leases, management agreements, consultants, prime contractors, subcontractors, respondents, proposers, or proposers involved in the performance of a commercially useful task for MNAA.

Proposers are encouraged to meet SMWBE participation levels established by the Director, Business Diversity Development, or, if unable to meet the participation level, engage in good faith efforts to joint venture, subcontract, or contract for supplies or services with SMWBEs. The attainment of the SMWBE participation level established for this contract is to be measured as a percentage of the total dollar value of the contract. The SMWBE participation level established for this Contract is **Small Business Target Market** For information on eligible SMWBE firms, proposers should contact the Office of Business Diversity Development, (615) 275-2718, or visit <https://flynashville.com/nashville-airport-authority/business-opportunities/business-diversity-development>.

**RIGHT TO REJECT ANY AND ALL PROPOSALS.** MNAA proposes to award the Contract to the lowest responsive and responsible Proposer, provided it has met the goals for SMWBE participation or, if failing to meet the goals, has made an acceptable good faith effort to meet the established goals for the SMWBE participation. Proposer is advised that MNAA reserves the right to reject any and all Proposals submitted, to waive any and all informalities, irregularities and/or technicalities in any Proposal or Proposal Guaranty, to accept any Proposal deemed

advantageous to it and to negotiate changes, deletions, or additions to these Contract Documents with the successful Proposer.