

CITY OF McKINNEY
REQUEST FOR PROPOSAL (RFP)
FOR
AIRPORT COMMON USE



City of McKinney exclusively uses [Bonfire](#) for the notification and dissemination of all solicitations. The receipt of solicitations through any other means may result in your receipt of incomplete specifications and/or addendums which could ultimately render your proposal non-compliant. The City of McKinney accepts no responsibility for the receipt and/or notification of solicitations through any other means.

TABLE OF CONTENTS

LEGAL NOTICE.....	3
GENERAL CONDITIONS OF BIDDING AND TERMS OF CONTRACT.....	5
NOTICE TO RESPONDENTS	14
MINIMUM REQUIREMENTS	18
APPENDIX A - TERMINAL DIAGRAM AND LAYOUT	26
PROPOSAL FORM SIGNATURE PAGE	28

LEGAL NOTICE
City of McKinney, Texas
Advertisement for Proposals

The City of City of McKinney, Texas ("City") is seeking proposals from qualified vendors ("Respondent") to provide a complete solution for common use passenger processing including equipment, software, installation, support, and maintenance. The successful Respondent shall adhere to the following scope of work.

Specifications for this project may be obtained on our electronic procurement portal, Bonfire, at <https://mckinneytexas.bonfirehub.com/>.

A non-mandatory virtual pre-submittal conference will be conducted at 2:00 p.m., Tuesday, February 3, 2026. The conference will be held at: <https://cityofmckinney.webex.com/cityofmckinney/j.php?MTID=m3fbe133bd4699ffb0c48112cea5a1e16>

Submittals opening will be broadcast via video conference meeting hosted inside City Hall at the address below. Respondent's name will be read aloud shortly after the specified time for delivery. Vendors are strongly encouraged to attend virtually versus in-person by following the meeting details outlined in the bid specifications.

Submittal Deliveries: The City encourages all submittals be submitted electronically on the City's electronic procurement portal. However, the City will also accept paper submittals, if received by the due date and time listed below. The City of McKinney cannot guarantee, due to internal mail delivery procedures, that any submittal sent priority mail will be picked up from the post office by city mail employees and delivered to Procurement Services by the closing date and time. It is recommended that submittal deliveries be made either in person or via an alternate delivery method ensuring delivery to the physical address. ***Respondent shall bear full responsibility for ensuring the submittal is delivered to the specified location by due date and time.*** Late submittals will be rejected as non-responsive. All hard copy submittals must be clearly addressed to Procurement Services and include the submittal name and number on the outside of the envelope/package.

PROPOSAL NAME:	Airport Common Use
PROPOSAL NO.:	26-35RFP
DUE DATE/TIME:	Thursday, February 19, 2026 – 2:00 PM CT
MAIL OR DELIVER TO:	City of McKinney Procurement Services 401 E. Virginia Street McKinney, Texas 75069

The City reserves the right to reject any and all submittals and to waive any informality in submittals received, deemed to be in the best interest of the City. No officer or employee of the City of McKinney shall have a financial interest, direct or indirect, in any contract with the City of McKinney.

In accordance with the Americans with Disabilities Act, it is the policy of the City of McKinney to offer its public programs, services and meetings in a manner that is readily accessible to everyone, including individuals with disabilities. If you are a person with a disability and require information or materials in an appropriate alternative format; or if you require any other accommodation, please contact the ADA Coordinator at least 48 hours in advance of the event. contact-adacompliance@mckinneytexas.org.

TO APPEAR IN THE MCKINNEY COURIER GAZETTE IN THE FOLLOWING EDITIONS:

First Publication: Friday, January 23, 2026

Second Publication: Friday, January 30, 2026

GENERAL CONDITIONS OF BIDDING AND TERMS OF CONTRACT

By execution of this document, the vendor accepts all general and special conditions of the contract as outlined below and, in the specifications, and plans.

I. PROPOSALS

- A. PROPOSALS – The City encourages all responses to be submitted electronically on the City's electronic procurement portal, Bonfire. However, the City will also accept paper proposals, if received by the due date and time at the location specified in the legal notice. Paper proposals submitted to the office of the Procurement Services Manager shall be a minimum of one (1) original and one (1) electronic copy in PDF format on USB.
- B. AUTHORIZED SIGNATURES – The proposal must be executed personally by the vendor or duly authorized partner of the partnership or duly authorized officer of the corporation. If executed by an agent, a power of attorney or other evidence of authority to act on behalf of the vendor shall accompany the proposal to become a valid offer.
- C. LATE PROPOSALS – Proposals must be in the office of the City Purchasing Manager before or at the specified time and date proposals are due. Proposals received in the office of the Purchasing Manager after the submission deadline shall be rejected as non-responsive proposals.
- D. WITHDRAWAL OF PROPOSALS PRIOR TO OPENING – A proposal may be withdrawn before the opening date by submitting a written request for its withdrawal to the City Purchasing Manager.
- E. WITHDRAWAL OF PROPOSALS AFTER OPENING – A proposal may not be withdrawn or cancelled by the vendor for a period of ninety (90) days following the date and time designated for the receipt of proposals unless otherwise stated in the request for proposals and/or specifications.
- F. PROPOSAL AMOUNTS – Proposals should show net prices, extensions and net total where applicable. In case of conflict between unit price and extension, the unit price will govern.
- G. TAX EXEMPT STATUS – The City is exempt from federal excise tax and state sales tax. Unless specifications specifically indicate otherwise, the price proposal must be net exclusive of above-mentioned taxes and will be so construed. Therefore, the proposal price shall not include taxes.
- H. AWARDS – The City reserves the right to be the sole judge as to whether such items proposed will serve the purpose intended. The City reserves the right to accept or reject in part or in whole any proposal submitted, and to waive any technicalities or informalities for the best interest of the City. Award of contract shall be made to the most responsible, responsive offeror who's negotiated best and final offer is determined to be the best value offer, taking into consideration the relative importance of price and other factors set forth in the Request for Proposals.

- I. SILENCE OF SPECIFICATIONS FOR COMPLETE UNITS – All materials, equipment and/or parts that will become a portion of the completed work including items not specifically stated herein but necessary to render the service(s) complete and operational per the specifications are to be included in the proposal price. Vendor may be required to furnish evidence that the product or service, as proposed, will meet or exceed these requirements.
- J. ADDENDA - Any interpretations, corrections or changes to the specifications and plans will be made by addenda no later than forty-eight (48) hours prior to opening. Addenda will be distributed to all known recipients of proposal documents. Vendors shall acknowledge receipt of all addenda with submission of proposal.
- K. GENERAL BID BOND/SURETY REQUIREMENTS – Failure to furnish bid bond/surety, if requested, will result in proposal being declared non-responsive. Non-responsive proposals will not be considered for award.
- L. GENERAL INSURANCE REQUIREMENTS – Failure to furnish Affidavit of Insurance if, insurance coverage is required in these specifications, will result in proposal being declared non-responsive. Non-responsive proposals will not be considered for award.
- M. RESPONSIVENESS – A responsive proposal shall substantially conform to, or exceed, the minimum requirements of this Request for Proposal. Offers containing any clause that would limit contracting authority shall be considered non-responsive. Example of proposals that would limit contracting authority is one made contingent upon award of other offers currently under consideration.
- N. RESPONSIBLE STANDING OF OFFEROR – To be considered for award, offeror must at least: have the ability to obtain adequate financial resources; be able to comply with required or proposed delivery/completion schedule; have a satisfactory record of performance; have a satisfactory record of integrity and ethics; be otherwise qualified and eligible to receive award.
- O. PROPRIETARY DATA – Offeror may, by written request, indicate as confidential any portion(s) of a proposal that contain proprietary information, including manufacturing and/or design processes exclusive to the vendor. The City of McKinney will protect from public disclosure such portions of a proposal unless directed otherwise by legal authority including existing Open Records Acts.
- P. PUBLIC OPENING – Offerors are invited to join a video conference opening for acknowledgement of proposals. Proposals duly received will be publicly acknowledged at an official public opening in such a manner so as to avoid disclosure of the contents to competing offerors through the negotiation process. After the official public opening, a period of not less than one week is necessary to evaluate proposals. The amount of time necessary for proposal evaluation may vary and is determined solely by the City. Following City Council action to award or reject, all proposals submitted are available for public review.

Q. **WAIVER OF CLAIMS** - Each Offeror by submission of a response to this RFP waives any claims it has or may have against the City and the City's Representative(s) in this process and their respective employees, officers and elected officials, members, directors and partners, agents and representatives regarding the administration of the RFP process, the RFP evaluation, and the critique and selection of qualified Respondents. Submission of a proposal indicates the Offeror's and Respondent's acceptance of the evaluation technique set out in this Proposal. In this regard, Respondent acknowledges that the selection process and evaluations of proposals submitted constitute public information under Texas law and Respondent waives any claim it has or may have regarding any information contained in or derived from such evaluations.

II. PERFORMANCE

- A. **DESIGN, STRENGTH, AND QUALITY** – Design, strength, and quality of materials and workmanship must conform to the highest standards of manufacturing and engineering practices.
- B. **AGE AND MANUFACTURE** – All tangible goods being proposed must be new and unused, unless otherwise specified, in first-class condition, of current manufacture, and furnished ready to use. All items not specifically mentioned that are required for a complete unit shall be furnished.
- C. **DELIVERY LOCATION** – All deliveries will be made to the address(es) specified on the purchase order during normal working hours of 8:00 a.m. to 4:00 p.m., Monday through Friday, unless otherwise authorized by the Purchasing Manager or designee.
- D. **DELIVERY SCHEDULE** – Delivery may be an important consideration in the evaluation of the proposal. The maximum number of days necessary for delivery ARO shall be stated in the proposal.
- E. **DELIVERY CHARGES** – All delivery and freight charges, F.O.B. destination shown on purchase order, as necessary to perform contract shall be included in the proposed price.
- F. **INSTALLATION CHARGES** – All charges for installation and set-up shall be included in the proposed price. Unless otherwise stated, at minimum, basic installation and set-up will be required.
- G. **OPERATING INSTRUCTIONS AND TRAINING** – Clear and concise operating instructions and descriptive literature will be provided in English if requested. On-site detailed training in the safe and efficient use and general maintenance of item(s) purchased shall be provided as needed at the request of the City. Instructions and training shall be at no additional cost to the City.
- H. **STORAGE** – Offeror agrees to provide storage of custom ordered materials, if requested, not to exceed thirty (30) calendar days.

- I. COMPLIANCE WITH FEDERAL, STATE, COUNTY, AND LOCAL LAWS – Proposals must comply with all federal, state, county and local laws. Any vehicles or equipment shall contain all standard safety, emission, and noise control requirements required for the types and sizes of equipment at the time of their manufacture. The contractor agrees, during the performance of work or service, to comply with all applicable codes and ordinance of the City of McKinney, Collin County, or State of Texas as they may apply, as these laws may now read or as they may hereafter be changed or amended.
- J. PATENTS AND COPYRIGHTS – The successful vendor agrees to protect the City from claims involving infringements of patents and/or copyrights.
- K. SAMPLES, DEMONSTRATIONS AND TESTING – At the City's request and direction, offeror shall provide product samples and/or testing of proposed items. Samples, demonstrations and/or testing may be requested at any point prior to or following award. Samples, demonstrations and/or testing may be requested upon delivery and/or any point during the term of resulting contract. All samples (including return thereof), demonstrations and/or testing shall be at the expense of the offeror/vendor.
- L. ACCEPTABILITY – All articles enumerated in the proposal shall be subject to inspection by an officer designated for the purpose by the City of McKinney. If found inferior to the quality called for, or not equal in value to the contract specifications, deficient in workmanship or otherwise, this fact shall be certified to the Purchasing Manager who shall have the right to reject the whole or any part of the same. Items and/or work determined to be contrary to contract specifications must be replaced at the vendor's expense. Inferior items not retrieved by the vendor within thirty (30) calendar days, or an otherwise agreed upon time, shall become the property of the City. If disposal of such items warrants an expense, an amount equal to the disposal expense will be deducted from amounts payable to the vendor.

III. PURCHASE ORDERS AND PAYMENT

- A. PURCHASE ORDERS – A purchase order(s) shall be generated by the City Purchasing Manager to the successful vendor. The purchase order number must appear on all itemized invoices and packing slips. The City will not be held responsible for any work orders placed and/or performed without a valid current purchase order number. Payment will be made for all services rendered and accepted by the contract administrator for which a valid invoice has been received.
- B. INVOICES – All invoices shall reference the Purchase Order number. Invoices shall provide a detailed description for each item invoiced. Payment will be made under terms of net thirty (30) days unless otherwise agreed upon by seller and the procurement services.
- C. FUNDING – The City of McKinney is operated and funded on an October 1 to September 30 basis; accordingly, the City reserves the right to terminate, without liability to the City, any contract for which funding is not available.

IV. CONTRACT

- A. CONTRACT DEFINITION – The General Conditions of Bidding and Terms of Contract, Specifications, Proposal, Addenda, Negotiated Changes and any other documents made a part of this proposal shall constitute the complete proposal. This proposal, when accepted by the City, shall constitute a contract equally binding between the successful offeror and the City of McKinney.
- B. CONTRACT AGREEMENT – Once a contract is awarded, agreed upon prices shall remain firm for the term of the contract. Contract shall commence on date of award and continue until all terms and conditions are satisfied and complete.
- C. CONTRACT TERMINATION – The City reserves the right to cancel and terminate this contract, without cause, upon thirty (30) days written notice to the other party.
- D. CHANGE ORDER – No different or additional terms will become part of this contract with the exception of a change order. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All change orders to the contract will be made in writing and at the discretion and approval of the City. No change order will be binding unless signed by an authorized representative of the City and the vendor.
- E. NEGOTIATION – The City of McKinney may elect to negotiate a contract with the selected offeror(s). Any and all verbal communications and/or commitments made during the negotiation process that are deemed agreeable to both the City and selected offeror shall be submitted in written form and made part of the resulting contract. Although the City of McKinney reserves the right to negotiate, contract award may be made on the basis of initial proposals received without discussions. Therefore, initial proposals will contain the offeror's best terms.
- F. PRICE REDETERMINATION – A price redetermination may be considered by the City of McKinney only at the anniversary dates of multiple year contracts. Request for price redetermination shall be in written form and include written documentation from third party source of increase, substantiating cost increase. City of McKinney reserves the right to approve or disapprove any request as it deems to be in the best interest of the City. A vendor's history of honoring contracts at the awarded price will be an important consideration in evaluating lowest and best value proposal. Any adjustment in pricing must be presented to the City of McKinney at least ninety (90) days prior to the expiration or renewal of the current agreement.
- G. TERMINATION FOR DEFAULT – The City of McKinney reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of the City in the event of breach or default of this contract. The City reserves the right to terminate the contract immediately in the event the vendor fails to perform to the terms of specifications or fails to comply with the terms of this contract. Breach of contract or default authorizes the City to award to another vendor, purchase elsewhere and charge the full increase in cost and handling to the defaulting party.

- H. TRANSITIONAL PERIOD – Upon normal completion of this contract, not to include termination for default, and in the event that no new contract has been awarded by the original expiration date of the existing contract including any extension thereof, it shall be incumbent upon the Vendor to continue the contract under the same terms and conditions until a new contract can be completely operational. At no time shall this transition period extend more than ninety (90) days beyond the original expiration date of the existing contract and any extension thereof.
- I. INVALID, ILLEGAL, OR UNENFORCEABLE PROVISIONS – In case any one or more of the provisions contained in the Contract shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this contract shall be considered as if such invalid, illegal, or unenforceable provision had never been contained herein.
- J. INJURIES OR DAMAGES RESULTING FROM NEGLIGENCE – Successful vendor shall defend, indemnify and save harmless the City of McKinney and all its officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful vendor, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from award. Successful vendor shall pay any judgment with cost which may be obtained against the City of McKinney growing out of such injury or damages.
- K. INTEREST BY PUBLIC OFFICIALS – No public official shall have interest in this contract, in accordance with Texas local government code.
- L. DISCLOSURE OF CERTAIN RELATIONSHIPS – Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with the City of McKinney disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that may cause a conflict of interest with the City of McKinney. By law, this questionnaire must be filed with the City Secretary, City of McKinney, PO Box 517, McKinney, Texas 75070, not later than the seventh business day after the date the person becomes aware of facts that require the statement to be filed. Go to www.mckinneytexas.org to view Section 176, Local Government Code and for Questionnaire CIQ. A person commits a Class C misdemeanor offense if the person violates Section 176.006, Local Government Code. By submitting a response to this request, bidder represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code.
- M. CERTIFICATE OF INTERESTED PARTIES (FORM 1295) – Required for by Awarded Vendor(s) only.

In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The disclosure requirement applies to a contract entered on or after January 1, 2016.

Filing Process:

The commission has made available on its website a new filing application that must be used to file Form 1295. A business entity must use the application to enter the required information on Form 1295 and print a copy of the completed form, which will include a certification of filing that will contain a unique certification number. An authorized agent of the business entity must sign the printed copy of the form. The completed Form 1295 with the certification of filing must be filed with the City of McKinney.

The City of McKinney must notify the commission, using the commission's filing application, of the receipt of the filed Form 1295 with the certification of filing not later than the 30th day after the date the contract binds all parties to the contract. The commission will post the completed Form 1295 to its website within seven business days after receiving notice from the City of McKinney.

Form Availability:

Certificate of Interested Parties Form is available from the Texas Ethics Commission website at the following address:

<https://www.ethics.state.tx.us/filinginfo/1295/>

For questions regarding and assistance in filling out this form, please contact the Texas Ethics Commission at 512-463-5800.

- N. ETHICAL BEHAVIOR - The City of McKinney requires ethical behavior and compliance with the law from all individuals and companies with whom it does business.
- O. WARRANTY – The successful vendor shall warrant that all materials utilized in the performance of this contract shall conform to the proposed specifications and/or all warranties as stated in the Uniform Commercial Code and be free from all defects in material, workmanship and title.
- P. UNIFORM COMMERCIAL CODE – The successful vendor and the City of McKinney agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.
- Q. VENUE -- This agreement will be governed and construed according to the laws of the State of Texas. This agreement is performable in the County of Collin, Texas.
- R. SALE, ASSIGNMENT, OR TRANSFER OF CONTRACT – The successful vendor shall not sell, assign, transfer or convey this contract, in whole or in part, without the prior written consent of the City of McKinney.
- S. SILENCE OF SPECIFICATIONS – The apparent silence of specifications as to any detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

T. ANTI-BOYCOTTING & ANTI-DISCRIMINATION- In accordance with Chapter 2271, Texas Government Code, a Texas governmental entity may not enter into a contract with a company for the provision of goods or services unless the contract contains a written verification from the company that it:

1. does not boycott Israel; and
2. will not boycott Israel during the term of the contract.

Chapter 2271 does not apply to (1) a company that is a sole proprietorship; (2) a company that has fewer than ten (10) full-time employees; or (3) a contract that has a value of less than One Hundred Thousand Dollars (\$100,000.00). Unless the company is not subject to Chapter 2271 for the reasons stated herein, the signatory executing this contract on behalf of the company verifies by its signature on this Contract that the company does not boycott Israel and will not boycott Israel during the term of this contract.

In accordance with Senate Bill 13, 87th Leg., R.S., to be codified in Chapter 2274, Texas Government Code, a Texas governmental entity may not enter into a contract with a company for the provision of goods or services unless the contract contains a written verification from the company that it:

- (a) does not boycott energy companies; and
- (b) will not boycott energy companies during the term of the contract.

Chapter 2274 does not apply to (1) a company that has fewer than ten (10) full-time employees; and (2) a contract that has a value of less than One Hundred Thousand Dollars (\$100,000.00). Unless the company is not subject to Chapter 2274 for the reasons stated herein, the signatory executing this contract on behalf of the company verifies by its signature on this Contract that the company does not boycott energy companies and will not boycott energy companies during the term of this contract.

In accordance with Senate Bill 19, 87th Leg., R.S., to be codified in Chapter 2274, Texas Government Code, a Texas governmental entity may not enter into a contract with a company for the provision of goods or services unless the contract contains a written verification from the company that it:

- (a) does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and
- (b) will not discriminate during the term of the contract against a firearm entity or firearm trade association.

Chapter 2274 does not apply to (1) a company that has fewer than ten (10) full-time employees; and (2) a contract that has a value of less than One Hundred Thousand Dollars (\$100,000.00). Unless the company is not subject to Chapter 2274 for the reasons stated herein, the signatory executing this contract on behalf of the company verifies by its signature on this Contract that the company does not discriminate against energy companies and will not boycott any firearm entity or firearm trade association and will not discriminate against any firearm entity or firearm trade association during the term of this contract. Notwithstanding the foregoing, such provision does not apply to a governmental entity that:

- (a) contracts with a sole-source provider; or
- (b) does not receive any bids from a company that is able to provide the required written verification.

NOTICE TO RESPONDENTS

I. Request for Proposal Notice:

RESPONDENTS ARE CAUTIONED TO READ THE INFORMATION CONTAINED IN THIS RFP CAREFULLY AND TO SUBMIT A COMPLETE RESPONSE TO ALL REQUIREMENTS AND QUESTIONS AS DIRECTED.

II. Pre-submittal Conference:

A virtual pre-submittal conference may be held via Webex at the date and time listed in Section XI of the Notice to Respondents.

<https://cityofmckinney.webex.com/cityofmckinney/j.php?MTID=m3fbe133bd4699ffb0c48112cea5a1e16>

The purpose of this conference is to discuss with potential Respondents the services to be provided and for potential Respondents to ask questions arising from their review of the Request for Proposals. This conference is for informational purposes only. Any answers provided will not be official until verified in writing by the issuance of an addendum.

III. Proposal Format:

Proposals must comply with the submittal requirements set out in the Minimum Requirements Section of this RFP.

IV. Submittal Deadline:

The City will accept proposals to this RFP until **the date and time listed in Section XI of the Notice to Respondents**, after which time all responses timely received will be publicly opened and the names of the Respondents read aloud. Proposals received after the submittal deadline will not be considered.

V. Place for Submission:

Proposals are encouraged to be submitted electronically on the City's electronic procurement portal, Bonfire. First time users should consider submitting their proposal early to ensure receipt. Hard copy submissions will be accepted at the City of McKinney, Procurement Services by mail or hand delivery and shall be marked as follows:

Procurement Services Manager
RFP No. 26-35RFP
401 E. Virginia Street
McKinney, TX 75069

It is the responsibility of each Respondent to ensure responses are submitted in a timely manner. The City is not responsible for delays in mail delivery or failure of the couriers to deliver responses prior to the expiration of the submission deadline. The City shall not be obligated to reimburse any expenses incurred by any Respondents in preparing their response.

The City cannot guarantee, due to internal mail delivery procedures that any proposal sent priority mail will be picked up from the post office by City employees and delivered to Procurement Services by the required closing date and time. It is recommended that proposal deliveries be made either in person or via an alternate delivery method ensuring delivery to the physical address. Respondent shall bear full responsibility for ensuring proposal is delivered to the specified location by due date and time.

VI. Inquiries and Interpretations:

All questions regarding the meaning or intent of these documents shall be submitted via the "Public Q&A" tab related to the project, on the City's electronic procurement portal prior to the date and time listed in Section XI of the Notice to Respondents. The City of McKinney, as it determines necessary for interpretation or clarification, will respond to such questions through written addenda. Formal written addenda will be published and made available through the City's electronic procurement portal. No other interpretations or clarifications shall have legal effect.

VII. Public Information:

The City considers all information, documentation, and other materials requested to be submitted in response to this solicitation to be of a non-confidential and / or non-proprietary nature and therefore shall be subject to public disclosure under the Texas Public Information Act (Texas Government Code, Chapter 552.001, et seq.) after a contract is awarded.

Respondents are hereby notified that the City strictly adheres to all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of public information.

VIII. Respondent's Acceptance of Evaluation Methodology:

WAIVER OF CLAIMS: Each Respondent by submission of a response to this RFP waives any claims it has or may have against the City and the City's Representative(s) in this process and their respective employees, officers and elected officials, members, directors and partners, agents and representatives regarding the administration of the RFP process, the RFP evaluation, and the critique and selection of qualified Respondents. Submission of a qualifications statement indicates the Offeror's and Respondent's acceptance of the evaluation technique set out in this Request. In this regard, Respondent acknowledges that the selection process and evaluations of responses submitted constitute public information under Texas law and Respondent waives any claim it has or may have regarding any information contained in or derived from such evaluations.

IX. Respondent's Commitment:

Respondent understands and agrees that the City has the ability to terminate its selection process at any time, and to reject any and all responses, or any and all submittals, and that the City has made no representation, written or oral, that it will award a contract for these project(s). Furthermore, Respondent recognizes and understands that any cost incurred by the Respondent which arises from

Respondent's submittal of a response to this RFP, or any subsequent submittal to the City's future RFP, if applicable, shall be the sole responsibility of Respondent.

X. Respondent's Eligibility:

Any firms obligated by law to register with the Texas Secretary of State must include their filing number with their proposal. Responses from entities that are required to register and maintain an active right to transact business in Texas but fail to provide a filing number or lack an active right to transact business, may be deemed non-responsive and subsequently rejected.

XI. Key Events Schedule:

The tentative timeline established by the City for its selection process is:

Issue RFP:	Friday, January 23, 2026
Optional Pre-submittal Conference:	Tuesday, February 3, 2026 – 2:00 PM
Interpretation Deadline:	Tuesday, February 10, 2026 – 2:00 PM
RFP Deadline:	Thursday, February 19, 2026 – 2:00 PM

This timeline is subject to change by the City.

XII. Insurance Requirements

The successful Respondent will be required to obtain the following insurance:

1. Before commencing work, the vendor shall, at its own expense, procure, pay for and maintain the following insurance written by companies approved by the state of Texas and acceptable to the City of McKinney. The vendor shall furnish to the City of McKinney Procurement Services Manager certificates of insurance executed by the insurer or its authorized agent stating coverages, limits, expiration dates and compliance with all applicable required provisions. Certificates shall reference the project/contract number and be addressed as follows:

Airport Common Use
City of McKinney
c/o Procurement Services
P O Box 517
McKinney, TX 75070
Or Email to procurement@mckinneytexas.org

- a. Commercial General Liability insurance, including, but not limited to Premises/Operations, Personal & Advertising Injury, Products/Completed Operations, Independent Contractors and Contractual Liability, with minimum limits of \$1,000,000 per-occurrence and \$2,000,000 general aggregate. Coverage must be written on an occurrence form. The General Aggregate shall apply on a per project basis.
- b. Workers' Compensation insurance with Texas statutory limits; and Employer's Liability coverage with minimum limits for bodily injury: a) by accident, \$500,000 each accident, b) by disease, \$500,000 per employee with a per policy aggregate of \$500,000.

- c. Business Automobile Liability insurance covering owned, hired and non-owned vehicles, with a minimum combined single limit of \$1,000,000.
- d. Cyber Liability (or equivalent) - Vendor shall maintain cyber liability (or equivalent) insurance. Such insurance shall provide limits of no less than \$1,000,000 per occurrence (inclusive of any amounts provided by an umbrella or excess policy). Coverage shall be sufficiently broad to respond to the duties and obligations as undertaken by the Vendor.

2. With reference to the foregoing required insurance, the vendor agrees to the following:

- a. A waiver of subrogation in favor of City of McKinney, its officials, employees, and officers shall be contained in the Workers' Compensation insurance policy.
- b. The City of McKinney, its officials, employees and officers shall be covered as additional insureds on the Commercial General Liability and Business Automobile Liability policies.
- c. Policies of insurance shall not be cancelled, non-renewed, terminated, or materially changed unless and until thirty (30) days notice has been given to City of McKinney.

3. Insurance limits can be met with a combination of primary and excess/umbrella coverage.

4. All insurance shall be purchased from insurance companies that meet a financial rating of A-VI or better as assigned by A.M. Best Company or equivalent.

5. The vendor shall require any contractors, sub-contractors, and other persons doing business with or for the vendor related to the work to maintain at least the insurance as required, or their liability shall be covered by the vendor.

MINIMUM REQUIREMENTS

I. INTRODUCTION

The City of McKinney, Texas (“City”) is seeking proposals from qualified vendors (“Respondent”) to provide a complete solution for common use passenger processing including equipment, software, installation, support, and maintenance.

McKinney, Texas, on the leading edge of one of the largest metropolitan areas in the country, continues to evolve. After serving the general aviation community for more than 40 years, McKinney National Airport (TKI) is poised to bring commercial airline service to the region. McKinney broke ground on a new, flexible, cost-effective terminal at TKI in summer 2025, and expects to welcome the first commercial airline flight late 2026.

The new facility will be a 46,000 square foot passenger terminal with four (4) gates, designed to expand to six (6). See terminal diagram and layout in Appendix A.

Airlines will be launching service at TKI to complement service offered at Dallas Fort Worth International Airport (DFW) and Dallas Love Field Airport (DAL) and give North Dallas and Collin County residents a closer option for commercial flights. TKI's core catchment area covers the region of North Texas immediately surrounding TKI, encompassing the bulk of the Dallas-Fort Worth metropolitan area and adjacent counties north of Collin County. Passenger traffic during the first years of commercial airport operations is estimated at approximately 130,000 enplanements in Year 1 and up to 450,000 enplanements in Year 3.

The successful Respondent shall adhere to the following scope of work.

II. SCOPE OF WORK

This project will implement a fully cloud-based Common Use Passenger Processing System (CUPPS) with Common Use Terminal Equipment (CUTE) and integrated Flight Information Display (FIDS), Gate Information Display (GIDS), and Baggage Information Display (BIDS) systems to support the new terminal at McKinney National Airport (TKI).

The CUPPS environment will provide airlines, ground handlers, and airport staff with a flexible, shared technology platform for passenger check-in, ticketing, boarding, and baggage processing. The system will enable multiple carriers to use the same workstations, network, and infrastructure while maintaining secure and independent access to each airline's operational applications.

The solution may include Common Use Self-Service (CUSS) functionality for self-service operations, allowing future deployment of kiosks for passenger check-in, bag tagging, and boarding pass issuance.

The system must be capable of exchanging flight, resource, and operational data with other airport systems. It should be designed to integrate with a future Airport Operational Database (AODB) or other airport systems that may be implemented by the City.

By deploying a modern, cloud-based architecture with centralized management, these technologies will deliver operational efficiency, reduce infrastructure and airline costs,

enhance passenger experience, and provide the scalability needed to support future commercial air service and airport growth at TKI.

Required Deliverables:

1. System Overview

- Provide a fully integrated Common Use Passenger Processing System (CUPPS) and Common Use Terminal Equipment (CUTE) solution for airline and ground handling operations at ticket counters, gates, and self-service points.
- Include all design, procurement, installation, configuration, testing, training, and commissioning of software and networking required for operation.
- System must comply with IATA RP 1797,
- Support both CUPPS and CUSS applications, enabling airlines to access their native or emulated host environments.
- CUSS functionality is preferred should TKI determine the need to install in the future; The system should support plug-and-play integration with compliant CUSS kiosks.
- Provide a modular, scalable system adaptable for future expansion and new airline integrations.
- Cloud Deployment: All core system components shall operate in a secure, fully cloud-based environment with high availability, redundancy, and data backup. Vendor must describe hosting environment, data protection, uptime guarantees, and compliance with applicable cybersecurity and data privacy standards. Data should be formatted in a non-proprietary format, that is capable of being transferred to other systems.
- Include capability to provide user-based accounting by user airline for TKI cost-recovery purposes.

2. Base Systems to be Included

- CUPPS/CUTE Workstations: Airline agent positions at ticket counters and gates, equipped with compliant hardware and peripherals.
- CUSS Capability: Software and configuration tools to support self-service check-in and bag-tag issuance, compatible with IATA CUSS specifications;
- Flight Information Display System (FIDS): Centralized display system providing real-time flight information for arrivals, departures, gates, and baggage.
- Gate Information Display System (GIDS): Gate-area displays showing flight and boarding status, integrated with FIDS and CUPPS.
- Baggage Information Display System (BIDS): Baggage carousel information screens integrated with FIDS data feeds.
- Networking and Infrastructure: Design and installation of all local networking required for the above systems, including cabling, switches, routers, and secure VLAN configurations.
- System Management: Centralized administration portal for configuration, monitoring, and user management across all deployed systems.
- Training and Documentation: On-site and/or remote training for airport and airline staff, including system manuals and maintenance procedures.

3. Equipment and Hardware Requirements

The City will furnish the following items:

- Information Technology (IT) closet(s) – racks/servers/temperature control
- Conduit with wiring from all stations (check-in, gate, FIDS, GIDS, BIDS, ATO data port, Concession data port) homerun to the IT closet
- Data run from SSCP to IT closet(s)
- WiFi Distributed Antennae System (DAS) – Antennae system from WiFi installed in the ceiling for appropriate coverage with conduit/wiring homerun to IT closet
- WiFi access control
- Millwork with inserts for equipment for all airline common use equipment – gates and check-in counters – include scales at check-in counters

Respondents shall offer all hardware and equipment. Including, but not limited to:

- Common Use Workstations (CUWS): Provide your recommended configuration.
- Boarding Pass and Bag Tag Printers: Thermal printers compatible with standard airline DCS applications.
- Boarding Pass Readers (BPR): Capable of reading 1D/2D barcodes from paper and mobile devices; glare-resistant.
- Displays: Commercial-grade monitors for twelve (12) counters, four (4) gates, and public FIDS/BIDS locations; brightness suitable, size and resolution for terminal environment (see attached rendering). Proposer should provide options with associate pricing.
- Networking Components: Managed switches, patch panels, structured cabling, and UPS-protected network closets as required to support the offered systems; and all other equipment components required to ensure a fully functional system.
- Optional CUSS Kiosks: Vendor may propose compatible kiosk hardware, fully compliant with the CUSS interface; include pricing as an option.

4. Software and Functional Capabilities

- Centralized Management Console: Unified interface for configuration, monitoring, and maintenance of all systems.
- Windows 11 or newer operating system for desktops; prefer Windows Server 2022 or higher for servers and SQL 2022 or higher for databases.
- Web-Based Access: Browser-compatible administration tools and airline host connectivity.
- Real-Time Data Synchronization: Ensure that CUPPS, CUSS, FIDS, and GIDS share consistent flight data from a single data source.
- Automated Software Updates: Secure process for deploying patches, firmware, and application updates with rollback support.
- System Redundancy: Built-in high availability and failover capability to minimize operational downtime.
- Reporting Tools: Provide system performance, device status, and usage analytics.

5. Cybersecurity and Data Protection

- API Connectivity: The system shall support secure API-based integration for airline onboarding, preferably provided and hosted by the System/Software-as-a-Service (SaaS) provider rather than the airport. The Offeror shall describe the security

controls, authentication methods, and network protections used to support this provider-hosted API model.

- User Access Controls: The system shall support password less authentication methods (such as FIDO2/WebAuthn or equivalent) to reduce vulnerability to credential-based attacks. The system shall also support multifactor authentication (MFA) and provide configurable MFA policies. The Offeror shall describe how its password less and MFA capabilities align with current industry best practices and mitigate risks demonstrated in recent airport security incidents caused by inadequate MFA strategies.
- Role-based Access Controls (RBAC): The system shall support RBAC and is preferred to have Granular Access Control (GAC) in order to precisely define user permissions.
- Session Controls: System must support configurable inactivity timeouts and automatic session lock or logout.
- Secure Remote Access: VPN or equivalent secure channel for remote management connections.
- Endpoint Protection: Antivirus, malware detection, and system monitoring on all connected devices.
- Network Security: Encrypted data transmission (in transit and at rest), VLAN segmentation, and firewall management for isolation of airport operational systems.
- PCI-DSS Compliance: Vendor must outline measures to minimize exposure of payment data where applicable.
- User Data Ownership: All data entered or generated by our organization shall remain our exclusive property.
- User Data Storage Location: All user supplied data, whether in transit or at rest, must reside within the continental United States, where applicable.
- All data provided, generated, or entered by our organization shall remain our exclusive property. The vendor may not access, analyze, or use this data for model training, algorithm refinement, or any other artificial intelligence-related purposes unless we provide explicit, written consent.

6. Integration and Data Management

- Provide all system interfaces and data flows required to interconnect CUPPS, CUSS, FIDS, GIDS, and BIDS components.
- Ensure all systems share a common data source for flight and operational information.
- Include provisions for future integration with an Airport Operational Database (AODB) or other airport systems such as BHS or RMS.
- Integration Management: Vendor must coordinate data exchange standards, configuration control, and interface testing across all systems included in the scope.
- Supply interface documentation, configuration files, and version control logs as part of final deliverables.

7. Compliance and Accessibility

- Comply with ADA accessibility and TSA operational standards.
- Ensure all work adheres to FAA, TSA, and local building and electrical codes.
- Vendor personnel must meet airport badging and background requirements.

- All systems must be energy-efficient, commercially supported products with long-term part availability.

8. Project Management

- Installation project management, engineering, configuration, and documentation
- Site acceptance testing to include UL listing
- Commissioning, training, and warranty support

9. Support, Warranty, and Maintenance

- 24/7 Support: Remote help desk available with defined response times; optional on-site support may be proposed but must include a plan to provide appropriate response, either through sub-contractor or training to airport staff to ensure all components of equipment are available and functional for use during TKI's operational periods.
- Warranty: Include minimum one-year warranty on all hardware and software.
- Preventive Maintenance: Provide maintenance schedule and update plan for all supplied systems to keep all equipment relevant for the functions being performed.
- Spare Equipment: Recommend or provide spare units for key components such as printers and scanners.
- Implementation Schedule: Submit a detailed project plan identifying milestones for installation, integration testing, and final acceptance.
- Remote monitoring and system performance reporting
- Plan to keep all software current with approach to maintain all software on the latest release (OS, firmware, patch, etc.).

Preferred Deliverables:

The following items are considered optional. Vendors may provide their solution and optional pricing.

- Airport Operational Database (AODB): Future capability for centralized data management and integration with other airport systems.
- Resource Management Module: For gate, counter, or baggage assignment planning.
- Digital Signage or Advertising Displays: May use the same infrastructure as FIDS/BIDS.
- Mobile Agent Workstations: Optional wireless or tablet-based check-in solutions for flexible use during irregular operations.

III. PROPOSAL REQUIREMENTS

The City encourages all responses to be submitted electronically on the City's electronic procurement portal, Bonfire. However, the City will also accept paper proposals, if received by the due date and time at the location specified in the Notice to Respondents. All paper proposals must be submitted with one (1) original and one (1) electronic copy of all response documents on USB in pdf format.

The proposal shall be divided into tabbed and/or marked sections and shall include the following information:

1. Executive Summary

Provide an Executive Summary that describes your approach to the project, how you will meet the City's objectives and why the City should select your company.

2. Company Profile, Qualifications and References

Include a brief overview of your company as well as a direct response to each of the required qualification criteria.

- Minimum of three similar CUPPS/CUSS installations at U.S. airports
- At least one cloud-based deployment of with at least 300,000 annual enplanements
- 24/7 support center in North America
- Certified IATA/ACI CUPPS provider or VAR

Include at least three airport references with a brief description of the project, contact information, and a brief statement on lessons learned from this project and how they will benefit the City.

Additionally, include a list of deployed sites of projects of similar scope and magnitude.

3. Project Understanding and Approach

Confirm your understanding of the project scope and provide a summary description of your solution and approach.

4. System Design and Functionality

Provide a description of your solution and how it meets the defined technical requirements and City objectives.

5. Solution

Provide a description of your overall solution and how it meets the requirements.

6. Integrations

Include a description of how each integration is completed and what capabilities are available or not available with the intended integration approach.

7. Data Center

Include a description of your approach to cloud computing including the hosting company, disaster recovery, business continuity and cyber security.

8. Project Plan

- Project Description

Provide a description of your approach to the project including any recommended phases.

- Staffing Plan and Key Personnel

Explain how you will staff this project and provide a list of key personnel, including their prior experience. Provide any required or recommended resources that you expect from the City along with a description of the scope of each and an estimated time commitment.

- Design and Test Plan

Explain your approach to design, test and sign-off. Provide a description of how you will work with the City in the design process and what level of configuration is available. Describe the test events and the recommended sign-off process. If available, provide an example of test procedures. Provide a description of all tools utilized during the project (e.g. testing, scheduling, reporting)

- Training Plan

Describe your approach to training and include a specific plan for training users, maintainers and administrators. Provide sample training materials.

- Support

Describe the support process, including your support resources and structure. Indicate available metrics such as typical hold times, response times and resolution times. Describe how problems are prioritized and tracked.

- Attachment: Schedule

Include a detailed, draft Gantt chart covering all project phases and detailed tasks.

9. Innovations

Provide any specific technical or project innovations that you believe go above and beyond the basic requirements of this RFP and explain how they will benefit the City or its customers.

10. Cost proposal

In this section, include any assumptions or clarifications regarding pricing or various pricing models. Please provide responses in Appendix B – Cost Proposal Form.

Provide line-item and multi-year pricing for:

- Base system (hardware and equipment, software, installation)
- Project management and training
- Licensing and certification
- Maintenance and technical support (5 years)

Ala carte/add-on pricing:

- Additional ticket counter and gate positions
- Self-service kiosks (with/without bag drop)
- Optional data analytics and reporting module

11. Appendices

- Terminal diagram and layout
- Insurance certificate
- Signed forms and addenda acknowledgements

IV. EVALUATION CRITERIA AND FACTORS

The evaluation criteria will be grouped into point factors as follows:

Pass/Fail

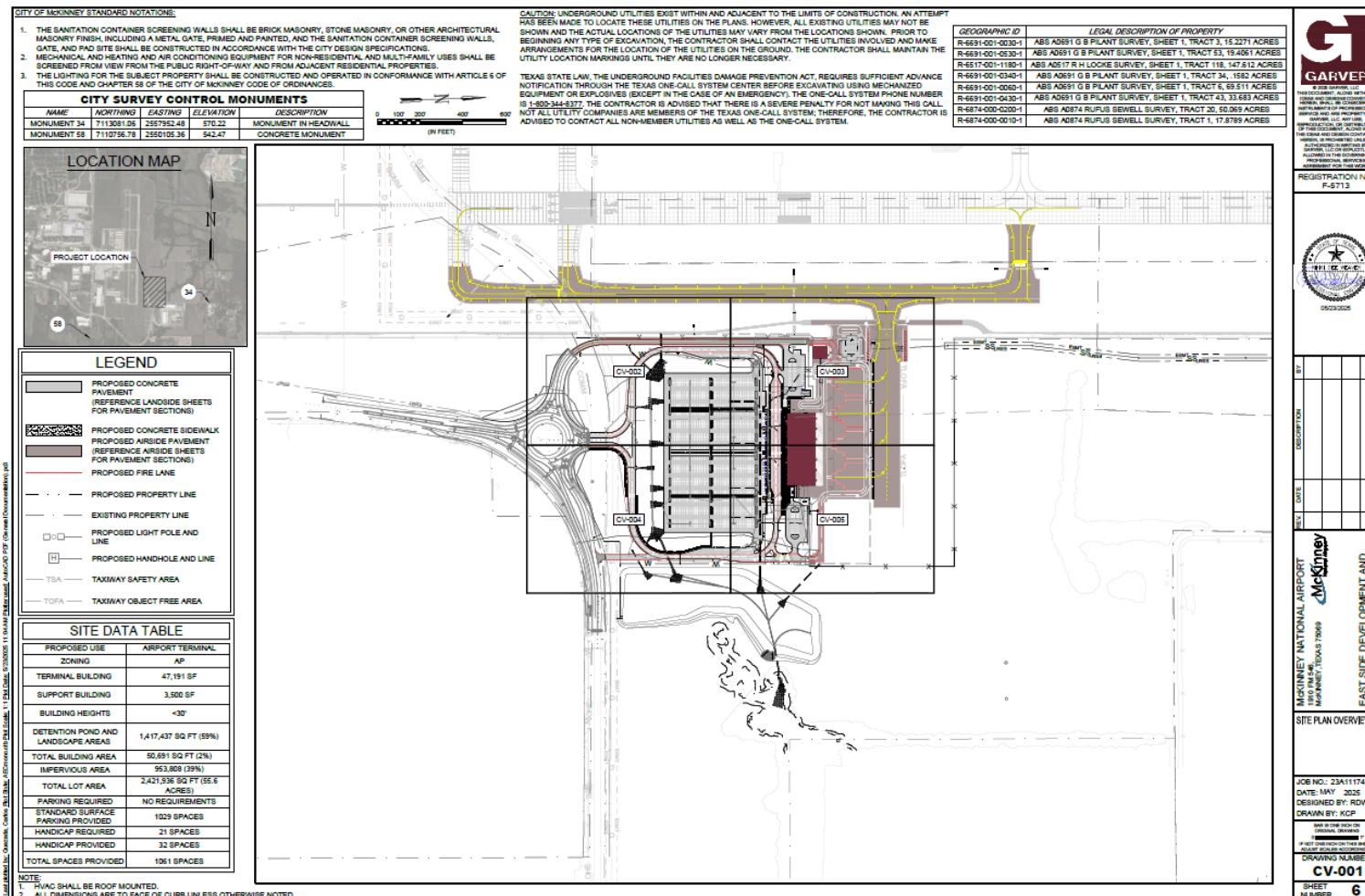
- Cloud based
- CUPPS certification
- 24/7 support
- COTS solution

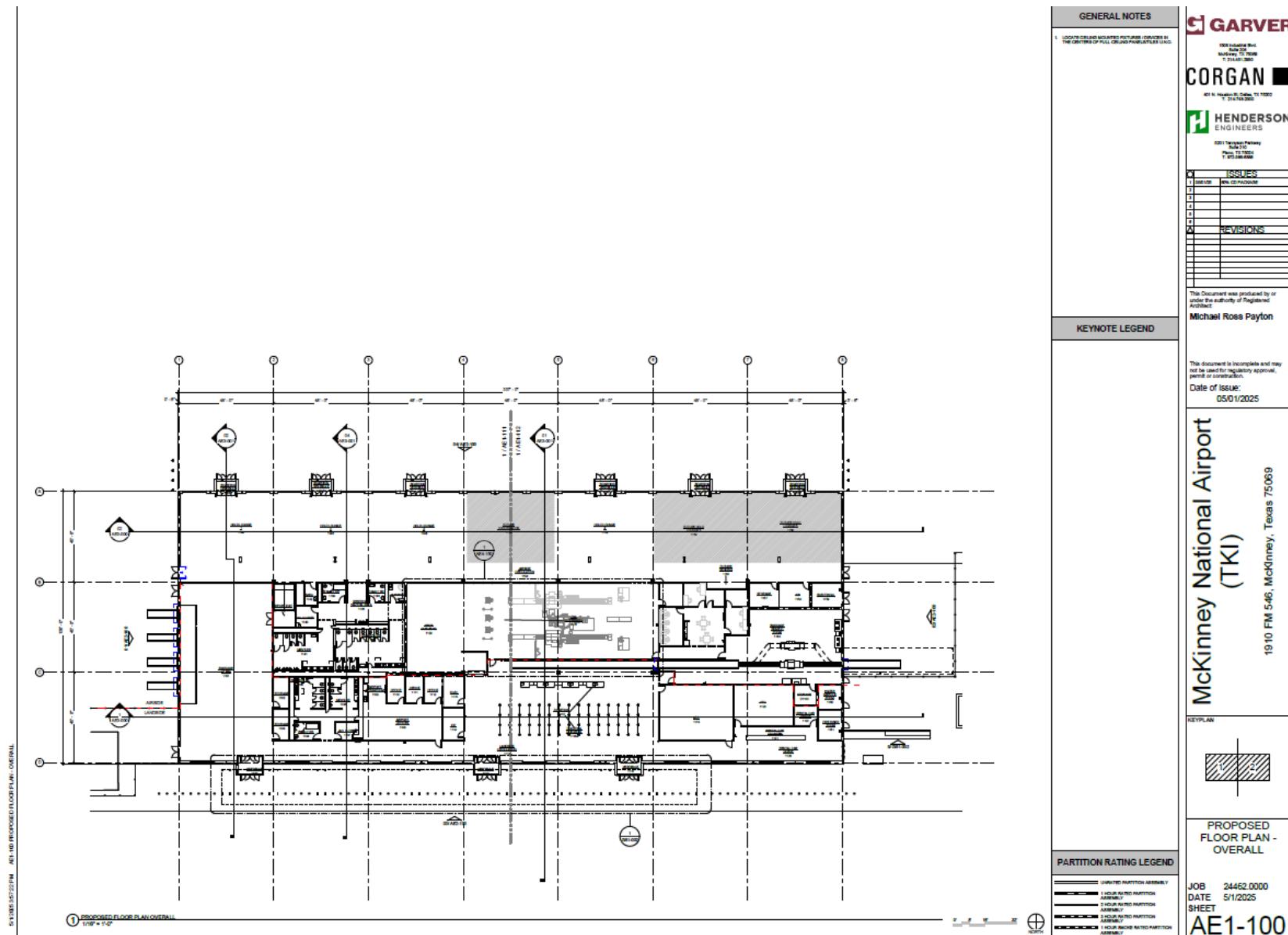
Weighted scoring

- Cost 30%
- Technical Functionality 10%
- Schedule/Implementation Plan 25%
- Experience 20%
- Support 15%

The City reserves the right to reject any and all proposals, and is under no obligation to award a Contract. The City reserves the right to negotiate a contract with the highest evaluated Respondent as determined by the review committee. Should negotiations with the highest evaluated Respondent not produce an acceptable contract, the City reserves the right to begin negotiations with the second highest evaluated Respondent, and so on, until an acceptable contract is negotiated, or to break off negotiations with all firms and not award a contract. The responsibility for the final selection and award of a contract rest solely with the City Council of the City of McKinney. The City shall not be liable to any Respondent for costs associated with responding to this RFP, for Respondent's participation in any oral interview, or any cost associated with negotiations.

APPENDIX A - TERMINAL DIAGRAM AND LAYOUT





PROPOSAL FORM SIGNATURE PAGE

As permitted under Chapter 791 of the Texas Government Code, other governmental entities may wish to participate under the same terms and conditions contained in this contract (i.e. piggyback). In the event any other entity participates, all purchase orders will be issued directly from and shipped directly to the entity requiring supplies/services. The City of McKinney shall not be held responsible for any orders placed, deliveries made or payment for supplies/services ordered by another entity. Each entity reserves the right to determine their participation in this contract. Would offeror be willing to allow other governmental entities to piggyback off this contract, if awarded, under the same terms and conditions?

Yes No

The undersigned agrees, if the best and final proposal is accepted, to furnish any and all items upon which prices are offered, at the price and upon the terms and conditions contained in the Request for Proposals, General Conditions, Terms of Contract, and Specifications and all other items made a part of the accepted contract.

The undersigned affirms that they are duly authorized to execute the contract, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other offeror, and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other offeror or to any other person(s) engaged in this type of business prior to the official opening of this proposal. And further, that neither the offeror nor their employees nor agents have been for the past six (6) months directly nor indirectly concerned in any pool or agreement or combination to control the price of goods or services on, nor to influence any person to propose or not to propose thereon.

Offeror (Entity Name)	Signature
Street & Mailing Address	Print Name of Signator
City, State and Zip	Title of Signator
Telephone No.	Mobile No.
E-mail Address	Date Signed

If not the same as above, indicate the city and state that your principal place of business is located:

Acknowledgment of Addenda (if any):

Addendum 1 <input type="text"/>	Date Received <input type="text"/>
Addendum 2 <input type="text"/>	Date Received <input type="text"/>
Addendum 3 <input type="text"/>	Date Received <input type="text"/>