



REQUEST FOR INTEREST

Central Receiving and Distribution Center Operator

REQUEST NUMBER: 2335

DUE DATE: December 7, 2023

DUE TIME: 2:00 pm (local)

Contents

- INTRODUCTION 2**
- SOLICITATION AND PROJECT SCHEDULE 2**
- WORK SCOPE 2**
 - Project Background 2
 - Project Overview 2
 - Objective of Request for Interest 3
 - Key Considerations 3
- REQUESTS FOR INFORMATION..... 3**
- SUBMISSION FORMAT..... 4**
- STATEMENT OF INTEREST SUBMISSION 4**
- TERMS AND CONDITIONS 5**
- MICHIGAN FREEDOM OF INFORMATION ACT 7**
- EVALUATION, STATUS UPDATES/AWARD NOTIFICATION 7**
- EXHIBITS 9**
 - Exhibit A – Airport Map 9

INTRODUCTION

The Gerald R. Ford International Airport Authority is requesting Statements of Interest from qualified and experienced firms to operate a Centralized Receiving and Distribution Center at a yet to be determined location on the campus of the Gerald R. Ford International Airport. The purpose of this RFI is to gauge interest in firms willing to provide this service over a 30-36 month timeframe with the possibility of a long-term extension. Overall, the aim is to enhance the airport's logistical efficiency, streamline the receiving process, and ensure seamless distribution of goods and supplies to support airport operations.

The Gerald R. Ford International Airport is the second busiest airport in Michigan, serving business and leisure travelers with nonstop and connecting flights on six airlines. The Ford Airport is managed and operated by the Gerald R. Ford International Airport Authority.

SOLICITATION AND PROJECT SCHEDULE

ACTIVITY	DATE
RFI Issue Date	November 20, 2023
Question Deadline	November 30, 2023
Submission Due Date	December 7, 2023 at 2 pm

GFIAA reserves the right to modify the deadline set forth in the above table in its sole discretion. Any such modifications will be stated in an addendum.

WORK SCOPE

Project Background

The Gerald R. Ford International Airport Authority currently owns and maintains an existing loading dock on the west end of the Airport Terminal Building. Due to upcoming construction, this dock will need to be removed in the Spring of 2024 in order to facilitate further capital expansion of the terminal building. Doing so will leave the airport without a main point of receiving goods, as well as the waste removal solutions currently in place adjacent to the dock.

Project Overview

The Centralized Receiving and Distribution Center project seeks to establish a new location for receipt of goods and an agreement with a 3rd party operator that will serve as the primary hub for a majority of incoming and outgoing goods and supplies required for the operation of the Gerald R. Ford International Airport including airport tenants and vendors, estimated at around 15 user organizations to start. The vendor will collaborate with GFIAA to establish a new central location (the 'center') for the receipt of goods. The center will handle a wide range of products, including but

not limited to food services, aviation-related equipment, maintenance supplies, and passenger amenities. This solution shall also include a plan to handle the airport's waste stream management and may include a further operation to handle the collection and disposal of all waste generated by the Airport Terminal Building, its two concourses, and aircraft.

Objective of Request for Interest

To gauge interest in which firms would be willing to provide this service over a 30-36 month term in the near future. Depending on outcome of the listed project, the Authority may consider extending the chosen operator or return to the public for competitive bids.

Key Considerations

- **Efficient and Secure Operations:** The operator should optimize the handling, storage, and distribution of goods to minimize operational disruptions while ensuring the highest levels of security and compliance with airport and federal security regulations.
- **Cost Savings:** The solution should demonstrate a cost-effective model for the Authority to use in the creation of a pricing structure for all users.
- **Authority Collaboration:** The solution should include a plan to work with existing Authority staff members to educate staff on all aspects needed for the long-term operation of the space.
- **Tenant Collaboration:** Collaboration with multiple tenants and vendors to enhance the receiving and distribution of goods in a timely manner to the locations on site that they are required.
- **Authority Technology Integration:** Utilization of modern technology, including inventory management systems, to streamline processes and provide real-time visibility into inventory levels.
- **Compliance:** Ensure compliance with all relevant laws, regulations, and industry standards.
- **Waste Management:** Solution to handle the waste management and disposal processes that will be disrupted because of the construction. The airport's current waste hauler is Aerowaste who provides both garbage and recycling services.
- **Sustainability:** Sustainability and environmentally friendly practices should be incorporated into the center's design and operations.

REQUESTS FOR INFORMATION

Questions regarding this solicitation are to be submitted in writing to purchasing@grr.org prior to 2 p.m. on November 30, 2023.

GFIAA reserves the right to publish and respond to an inquiry, respond directly to the inquirer without publishing or not respond to the inquiry at its sole discretion. Unless otherwise indicated, all questions will be compiled into one document and answers will be issued as a Questions & Answers document within 4 days after the question deadline.

It is the firm's responsibility to become familiar with and fully informed regarding the terms, conditions, and

specifications of this solicitation. Lack of understanding or misinterpretation of any portions of this solicitation shall not be cause for withdrawal after opening or for subsequent protest of award.

Addendums will only be published by the GFIAA Purchasing Department and available for review at www.grr.org.

SUBMISSION FORMAT

Submissions should include and will be evaluated on the elements outlined below:

Executive Summary – One (1) page maximum

Summarize the Respondent's strong points and how experience, particularly with similar responsibilities, will benefit the stakeholders.

Business Organization – One (1) page maximum

State the full name and address of the organization and, if applicable, the branch office, consultants, or other subordinate elements that will provide or assist in providing the service. **Include phone number(s), email address(s) and Respondent's website address.**

Project Staffing – One (1) page maximum

Provide a chart with the staff you are committing to the solicitation. Show lines of authority and communication, and provide a brief role description with responsibilities for each person as they relate to the solicitation as well as each staff member's key credentials

References – Three (3) page maximum

Provide a minimum of three (3) relevant references, preferably for projects of similar scope and complexity. Include the names of the projects, location, completion date, project cost, and specific challenges; identify project team members and references for each project including telephone numbers and email addresses.

STATEMENT OF INTEREST SUBMISSION

Responses may be delivered physically or electronically. To be considered, complete submissions must be received prior to the due date and time specified (local time).

- Hard copy responses can be mailed or otherwise delivered to the address below.

Submission address:

Attn: AJ Nye, Procurement Specialist

Gerald R Ford International Airport Authority

5500 44th St SE

Grand Rapids, MI 49512

- Electronic responses can be securely uploaded as a single pdf document to:

<https://www.dropbox.com/request/mX6RfHrUNNTnQQt9hEJi>

Electronic submissions shall be named with a form or portion of the firm's name as part of the document name.

The firm certifies the response submitted has not been made or prepared in collusion with any other respondent and the prices, terms or conditions thereof have not been communicated by or on behalf of the respondent to any other respondent prior to the official opening of this request. This certification may be treated for all purposes as if it were a sworn statement made under oath, subject to the penalties for perjury. Moreover, it is made subject to the provisions of 18 U.S.C. Section 1001, relating to the making of false statements.

Submissions may be withdrawn by written request only if the request is received on or before the opening date and time.

Submissions not meeting these criteria may be deemed non-responsive.

GFIAA is not liable for any costs incurred by any prospective firm prior to the awarding of a contract, including any costs incurred in addressing this solicitation.

TERMS AND CONDITIONS

Determination of the success of a developer will be primarily evaluated based on what is in the best interest of the Authority and the Airport and whether the proposal complies with requirements and goals of this RFI.

The Authority reserves the right to negotiate the best terms for the Authority and the Airport with the person(s) or entity selected for negotiation. The Authority also reserves the right not to select or enter into a contract with any of the entities responding to this RFI.

GFIAA reserves the right to require that its standard terms and conditions apply to any actual order placed in response to a firm's submission. No attempt to modify GFIAA's Standard Terms and Conditions shall be binding, absent agreement on such modification in writing and signed by GFIAA.

No payment shall be made to the Respondent for any extra material or services, or of any greater amount of money than stipulated to be paid in the contract, unless changes in or additions to the contract requiring additional outlay by the Respondent shall first have been expressly authorized and ordered in writing by contract amendment or otherwise furnished by the GFIAA.

The intent of these specifications is to solicit a properly designed and all-inclusive response. Any requirements not in the specifications, but which are needed for such a response, are to be included in the submission.

The Gerald R Ford International Airport Authority, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, disadvantaged business enterprises and airport concession disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

The Respondent shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.

The Respondent shall observe and comply with all applicable federal, state, and local laws, ordinances, rules and regulations at all times during the completion of any contract with the GFIAA.

The terms of this request shall be interpreted, construed and enforced pursuant to the laws of the State of Michigan, and the Parties irrevocably consent to the jurisdiction of the federal and state courts presiding in Michigan.

The GFIAA is tax-exempt, and a regional airport authority organized under 2015 P.A. 95, being MCL 259.137 et. seq.

Vendor Representation and Warranty Regarding Federal Excluded Parties List: The Respondent acknowledges that the GFIAA may be receiving funds from or through the Federal Government; such funds may not be used to pay any Respondent on the Federal Excluded Parties List (EPLS). The Respondent represents and warrants to the GFIAA that it is not on the Federal EPLS. If the Respondent is in non-compliance at any time during execution or term of this agreement (including any extensions thereof), the Respondent shall be in breach and the GFIAA shall be entitled to all remedies available to it at law or equity, specifically including but not limited to recovery of all moneys paid to the Respondent, all consequential damages (including the loss of grant funding or the requirement that grant funding be returned), and attorney fees (including the costs of in-house counsel) sustained as a result of the Respondent's non-compliance with this warranty and representation.

Pursuant to the Michigan Iran Economic Sanctions Act, 2012 P.A. 517, by submitting a bid, proposal or response, Respondent certifies, under civil penalty for false certification, that it is fully eligible to do so under law and that it is not an "Iran linked business," as that term is defined in the Act.

Insurance requirements are posted on the Documents and Forms page of the GFIAA website within the Purchasing Terms and Conditions document.

Termination For Cause: Should the firm fail to perform the Work as required by and in accordance with the schedule or time requirements, or otherwise violate any of the terms set forth in the Solicitation Request, it shall constitute breach of the Contract. Other than in force majeure situations, Respondent shall have five (5) calendar days to cure a breach of the Contract (the "Cure Period") following issuance of GFIAA written notice. Failure to cure a breach of the Contract within said Cure Period shall allow the GFIAA to, without further notice to the Respondent, declare the Contract terminated and proceed with the replacement of the Respondent and the GFIAA shall be entitled to all remedies available to it at law or in equity including a claim against any required payment/performance bonds.

Termination Without Cause: Notwithstanding any other provision, at any time and without cause, GFIAA shall have the right, in its sole discretion, to terminate the contract by giving sixty (60) days written notice.

Although it is the intent to contract with one provider, the GFIAA reserves the right to contract with alternate sources if the Respondent is unable or unwilling to service its obligation, or it is deemed by GFIAA to be in its best interest to use alternate sources.

Assignment: Neither party shall assign or delegate any of its rights or obligations under this Agreement without the prior written consent of the other party.

Respondent warrants that they are an authorized provider of products or services of his/her submission.

MICHIGAN FREEDOM OF INFORMATION ACT

Information submitted in this solicitation is subject to the Michigan Freedom of Information Act and may not be held in confidence after the Respondent's submission is opened. A submission will be available for review after the project has been awarded.

GFIAA cannot assure that all of the information submitted as part of or peripheral to the Respondent's submission will be kept confidential. Any Respondent submission language designated as confidential is considered automatically invalid and void. GFIAA is subject to the Michigan Freedom of Information Act, which prohibits it from concealing information on or associated with responses, successful or unsuccessful, once they are opened.

EVALUATION, STATUS UPDATES/AWARD NOTIFICATION

The Authority reserves the right to request additional information it may deem necessary after the submissions are received.

As part of the evaluation process, Respondents may be requested to make an oral presentation, at the Respondent's expense, to an evaluation committee. Key staff to be assigned to this project must participate in this presentation unless otherwise waived by the Authority. The presentation may be followed by a question-and-answer session.

The Authority reserves the right:

- To select one, two, or more Respondents with whom the Authority may pursue negotiations pursuant to this RFI.
- To reject any and all proposals received pursuant to this RFI for whatever reason deemed necessary or for no specified reason.
- To amend or otherwise modify this RFI prior to the submission date and to cancel this RFI with or without the substitution of another RFI.
- To request more detailed qualification statements and/or references and to conduct investigations with respect to the qualifications and/or reputations claimed by proposer.
- To not proceed with the evaluation process as indicated by this RFI at its sole discretion.

- To require additional information to clarify or supplement proposals.
- To expressly waive any non-compliance with non-substantive requirements of this RFI in any proposal submitted.
- To negotiate regarding unacceptable provisions incorporated in an otherwise acceptable proposal.
- To reject any and all proposals received that include or contemplate the use of off airport or "through the fence" property as part of their business or operating plan.

The Respondent shall not be allowed to take advantage of error, omissions or discrepancies in the specifications.

Award notifications are posted on the Authority website. It is the Respondent's responsibility to monitor the website for status updates.

EXHIBITS

Exhibit A – Airport Map

