



**BIRMINGHAM-SHUTTLESWORTH  
INTERNATIONAL AIRPORT**

**5900 Messer Airport Highway  
Birmingham, AL 35212**

**ELECTRIC UTILITY VEHICLE**

**REQUEST FOR QUOTES**

**November 12, 2020**

# I. THE OPPORTUNITY

## Purpose

The Birmingham Airport Authority (the “**Authority**”) is requesting quotes for the provision of electric utility vehicles to be used at the Birmingham-Shuttlesworth International Airport located at 5900 Messer Airport Highway, Birmingham, AL (the “**Airport**”).

The purpose of this document (the “**Request for Quotes**” or “**RFQ**”) is to provide interested vendors with an overview of the opportunity, as well as instructions on how to respond. A prospective vendor (“**Proponent**”) shall submit its quote (“**Quote**” or “**Quotation Package**”) in conformity with the procedures and requirements set in this Request for Quotes.

## Equipment Specifications

These specifications contemplate the furnishing and delivery to the location at the Airport specified by the Authority (“**Delivery Location**”) of one (1) to three (3) new electric utility vehicles (“**EUVs**”), more commonly referred to as “carts” or “golf carts.” Any EUV included in a Proponent’s Quote must meet the following specifications:

- Each EUV must be at least 48 volts.
- Each EUV shall contain a seating area or “cockpit” for at least 2 individuals, and such seating area may be comprised of a single bench or separate seats.
- Each EUV shall be white in color.
- Each EUV shall be equipped with the following:
  - A windshield;
  - A flat utility bed of at least five (5) feet in length and equipped with removable stake sides;
  - A roof over the occupant area;
  - At least two (2) headlights on the front of the EUV to provide visibility in darkness;
  - At least two (2) red taillights on the rear of the EUV to ensure it is visible from the rear in darkness;
  - An amber warning light, comprised of a single strobe, single LED, or LED lightbar, affixed to the top of the roof;
  - At least one (1) rearview mirror;
  - A removable “hardside” (i.e., fiberglass, plastic, etc.) or fabric (i.e., vinyl, plastic, etc.) enclosure for the occupant area to protect occupants from rain and other natural elements; and
  - A user-controlled heater for the occupant area.

These EUV specifications require the doing of all things necessary or proper for or incidental to the furnishing and delivery of said EUVs to the Delivery Location in a condition ready for use by the Authority.

## II. PROCEDURES AND REQUIREMENTS

### Pre-Submittal Inquires

Inquiries relative to this RFQ are only to be submitted in writing via e-mail to [mnelson@flybirmingham.com](mailto:mnelson@flybirmingham.com), no later than the date for “Written Inquiries Accepted Through” set forth in Exhibit 1 of the RFQ, which date is ten (10) business days prior to the close of this RFQ (the “**Quote Due Date**”). Failure to follow this procedure may result in the Proponent being disqualified from participating in this RFQ process.

The Authority representative(s) will attempt to answer all written questions received in advance of the Written Inquiries Accepted Through date.

The Authority will provide a summary of all questions and answers communicated in writing and any changes to the requirements of the Request for Quotes in an addendum to the RFQ. Any such addendum will be incorporated as part of the RFQ and will be posted online on the Airport website located at [www.flybirmingham.com](http://www.flybirmingham.com).

### Submittal Requirements

Each Proponent shall submit three (3) Quotation Packages: one (1) original and two (2) copies, each of which shall include all photographs, sketches and artist rendering, if any, of the EUVs. Packages shall be submitted in the form set out in **Section III** of this RFQ. The Quotation Package shall constitute a formal offer to provide the EUVs to the Authority at the fixed price set forth in the Quote. All included required documents shall form an integral part of the Quote, which shall constitute a formal commitment on the part of the Proponent with respect to its representations and undertakings under its Quote.

### Selection Process/Criteria

Each Quote will be evaluated based on the following criteria:

1. **Cost**
2. **Equipment Specification per this RFP**
3. **Proposed alternate or additional equipment, if any**
4. **Delivery time of unit(s)**

## General Terms and Conditions

1. The Authority reserves the right to:
  - a. Add, delete and/or negotiate with a Proponent, an agreement containing different and/or additional items or terms without reference to other Proponents or Quotes;
  - b. Disqualify a Proponent in the event that, in the sole discretion of the Authority, its Quote does not contain sufficient information to permit a thorough analysis;
  - c. Verify the validity of the information supplied by a Proponent and reject any Quote where the contents appear to be incorrect or inaccurate in the Authority's sole determination;
  - d. Accept Quotes in whole or in part;
  - e. In its sole discretion, cancel this RFQ without award or compensation to any Proponent, its officers, directors, employees or agents;
  - f. Reject any and all Quotes;
  - g. Accept the Quote(s) which, the Authority, in its sole discretion, deems the most advantageous to the Authority; and
  - h. Request any other information it requires to evaluate the submissions, and, in the event of a Proponent's failure to provide such information, reject such Proponent's Quote.
2. All financial information must be presented in U.S. dollars.
3. The cost of preparing the Quote or providing additional information is the sole responsibility of the Proponent. The Authority will not be responsible for or pay or reimburse any fees or expenses to any Proponents or their agents.
4. The Proponent assumes all responsibility for complying with all applicable laws and regulations. Further, the Proponent is responsible for obtaining all permits required by law or local authorities to allow it to provide the EUVs to the Authority.
5. All Quotes become the property of the Authority and will not be returned to Proponents unless a written request to withdraw, signed by an authorized signatory of the Proponent, is received prior to the Quote Due Date.

## Request for Quotes Schedule

The schedule for the preparation and evaluation of Quotes is provided in the following Exhibit I:

### Exhibit I. Request for Quotes Schedule

Request for Quotes Documents Available	November 12, 2020
Written Inquiries Accepted Through	November 20, 2020
Quote Due Date	December 4, 2020
Target Award Date	December 16, 2020

Quotes are due no later than **2:00 p.m. Central Time on \_December 4\_\_\_\_, 2020**, by which time all Quotes shall be recorded. Quotes will not be accepted after this date and time for any reason. Any late Quotes will be returned unopened.

Quotes submitted by facsimile will not be accepted.

Quotes are to be clearly marked "Electric Utility Vehicle Quotes" and submitted to the following address via hand delivery, USPS, UPS or FedEx:

**Matthew Nelson  
Manager of Facilities  
Birmingham Airport Authority  
5900 Messer Airport Highway  
Birmingham, Alabama 35212**

The Authority reserves the right to extend the Quote Due Date and the RFQ Schedule. All changes or clarifications to the schedule will be distributed to all registered Proponents in the form of addenda.

### **III. REQUIRED QUOTE DOCUMENTS**

Each Quote must include the following information to be considered technically compliant. To facilitate the evaluation process, Proponents must present information in the following order:

#### **A. Executive Summary**

The Proponent shall submit a summary of the prime features of the Quote. The Executive Summary should include a brief statement of the EUVs proposed and how the EUVs proposed meet the requirements of this Request for Quotes.

#### **B. Exceptions to the Quote**

In the event any proposed EUVs or Proponent's performance under this this RFQ does not meet the requirements of this RFQ, Proponent may include a list of such exceptions to the requirements of the Request for Quotes in its Quote. All such exceptions shall be clearly stated on a separate page labeled "RFQ Exceptions." In the event Proponent objects to any requirement of this RFQ, Proponent is required to identify the RFQ provision to which it objects, identify the nature of the objection, and provide an explanation of the objection as well as any proposed substitutions or alternatives that Proponent requests that the Authority consider.

#### **C. Required Specification Checklist**

Each specific required item in **Section I** shall be listed separately. The Proponent must then indicate whether or not the proposed EUVs meet each specification.

#### **D. Alternate or Additional Items**

Proponent may indicate any recommended or proposed items that are offered as alternates to the required specifications. Proponent may also indicate any recommended or proposed items that are above and beyond the specifications for the EUVs but would result in additional cost. These items must be selectable at the sole discretion of the BAA and are optional and not mandatory.

#### **E. Cost**

The Quote must indicate the cost per EUV, including any taxes, packing, shipping, handling, unloading and unpacking costs and any other related or additional fees and expenses, so that the price quoted is the total cost per EUV delivered to the Airport at the Delivery Location in a condition ready for use by the Authority. The Quote must include the line-item total cost for each alternate or additional items proposed pursuant to paragraph D of this Section III.

The Proponent must hold the quoted price open for acceptance by the Authority for at least 120 days from the Quote Due Date of this RFQ. Additionally, the price quoted shall be valid at the time of order and honored at the time of delivery, regardless of the length of time to deliver.

END OF REQUEST FOR QUOTES