



RENO-TAHOE INTERNATIONAL AIRPORT RENO-TAHOE AIRPORT AUTHORITY

FLIGHT INFORMATION DISPLAY (FIDS) AND PUBLIC ADDRESS (PA) SYSTEM UPGRADE PROJECT RENO-TAHOE INTERNATIONAL AIRPORT

REQUEST FOR PROPOSAL 17/18-03 Public Works Project WA-2018-041

1. The Reno-Tahoe Airport Authority (RTAA) Purchasing and Materials Management Division is currently accepting sealed proposals for the installation and support of the Flight Information Display (FIDS) and Public Address (PA) System Upgrade Project at the Reno-Tahoe International Airport, **Request for Proposal 17/18-03**. This is **Public Works Project WA-2018-41**. Proposals and any addenda thereto shall be submitted by the proposer in sealed hard copy form and be received and time recorded in the RTAA Purchasing and Materials Management Division not later than **2:00 p.m., PST, January 26, 2018**.
2. Sealed hard copy proposals shall be opened in the RTAA Purchasing and Materials Management Division at **2:00 p.m., PST, January 26, 2018**. Only the names of firms submitting proposals shall be read at this time.
3. Award of contract may be made by the Board of Trustees at their regularly scheduled meeting in March 8, 2018.
4. Proposals submitted via hard copy and any addenda thereto shall be enclosed in a sealed envelope addressed to the Reno-Tahoe Airport Authority Purchasing and Materials Management Division, 2770 Vassar Street, Reno, Nevada 89502 or delivered to the office in person. Proposal envelope must indicate the name and address of the proposer, Request for Proposal 17/18-03, Public Works Project WA-2018-041, and the opening date.
6. Proposals received after time set for receipt will be rejected.
7. Copies of the proposal may be obtained by downloading the solicitation, all exhibits, and any subsequent addendums thereto directly from the Nevada Government eMarketplace (NGEM) website: <https://nevada.ionwave.net/Login.aspx>. You must first register in the NGEM Supplier System to be able to download Bid/RFP solicitations. Your Supplier Registration profile will be shared with all participating government entities.
8. Questions concerning this proposal solicitation shall be directed to Joyce A. Humphrey, Manager of Purchasing and Materials Management, Reno-Tahoe Airport Authority, (775) 328-6676 or e-mailed to jhumphrey@renoairport.com.
9. The RTAA reserves the right to withhold award of contract for a period of two hundred (200) calendar days following proposal opening and all proposals received are considered firm for that two hundred (200) calendar day period.

10. The RTAA reserves the right to reject any or all proposals or parts thereof and to waive any irregularities and omissions.
11. The RTAA will conduct a mandatory pre-proposal meeting and site tour beginning at 10:30 a.m., on December 8, 2017 at the Reno-Tahoe International Airport, 2001 East Plumb Lane, Reno, Nevada, in Conference Rooms A/B located in the Administrative Offices of the Reno-Tahoe Airport Authority. The pre-proposal meeting will allow prospective proposers the opportunity to ask questions regarding the RFP and have them answered prior to submittal of their response.

Immediately following the pre-proposal meeting, a site tour of the terminal and concourses will be held. This tour will allow respondents to view the overall physical layout and the locations of the FIDS monitors in the terminal and is the sole opportunity for respondents to bring engineers and designers to field verify dimensions. Floor plans and record documents are attached to the RFP as part of the specifications and drawings. The RTAA cannot guarantee there are adequate utilities on-site to accommodate respondents' needs.

Respondents are required to attend the mandatory pre-proposal meeting and tour. Respondents who do not attend the mandatory pre-proposal meeting and tour will be considered non-responsive and disqualified.

Dated November 14, 2017

Joyce A. Humphrey
Joyce A. Humphrey, Manager
Purchasing and Materials Management