

Dear Vendor:

The Metropolitan Airports Commission owns and operates one of the largest systems of airports in the nation, including Minneapolis-St. Paul International Airport (MSP) and six general aviation, or reliever, airports.

Whether you are interested in bidding on MAC contracts, responding to requests for proposals or qualifications, or engaging in other business opportunities, MAC staff appreciates your interest.

This brochure has been prepared to encourage your business participation with the Metropolitan Airports Commission (MAC), and inform you of Purchasing policies and procedures.

It is the intention of the MAC Purchasing Department to make Vendor/MAC relations both professional and pleasant.

This information is intended as a general guide. Your firm may have specific questions that are not answered. If this is true, please contact our office. Purchasing will assist you in every way possible.

### Who Purchases for MAC

The Purchasing Department is responsible for procuring commodities/services required by the Metropolitan Airports Commission, except those related to Capital Projects. We are located at 6040 28<sup>th</sup> Avenue South, Minneapolis, MN 55450.

### How To Do Business With MAC Purchasing

#### General Information

- MAC may request solicitations in the following ways:
    - Informal bids – Telephone, Fax or E-mail
    - Formal sealed bids (RFB)/Request For Proposals (RFP)
  - Vendors should respond to all requests. A “No Bid” should be submitted with an explanation as to why the Vendor has elected not to offer a quote.
  - Prebid or RFP conferences are held whenever it is deemed beneficial to either the Vendor and/or the Metropolitan Airports Commission.
  - Formal sealed solicitations are publicly opened on the date, time, and place stated in the bid or RFP document. Openings are public and you or any representative of your firm may attend.
- Late sealed responses cannot be accepted nor considered if they arrive later than the time and date shown on the solicitation document. Any late response will be returned to the sender unopened with an explanation.
  - Vendors are directed to the General Terms & Conditions of the solicitation to ascertain whether a performance/payment, or other security bond(s) must be provided. If the vendor is required to carry certain types and amounts of insurance during the term of the Contract, this information will also be included.
  - It is necessary that the successful vendor provide any required bonds and certificate(s) of insurance before the Contract or Purchase Order can be issued.
  - Invoices should show complete description, quantities, unit prices, and extensions. Make certain that the proper Purchase Order/Contract number clearly appears on each invoice. Invoices without proper information may be returned. Invoices should be mailed to the address as specified in the Contract or Purchase Order.
- All Vendors shall be afforded equal opportunities to propose and will compete on equal terms.
  - Purchasing shall strive to maintain strong and enduring relationships with Vendors of proven ability and with those who have a desire to meet the needs of the MAC.
  - The MAC shall buy from Vendors who have adequate financial strength, high ethical standards, and a record of adhering to specifications, maintaining delivery promises, and giving a full measure of customer service. New Vendors will be given consideration as multiple sources of supply are necessary to ensure adequate availability of material, equipment, and services.
  - Purchasing personnel will not knowingly issue a Purchase Order/Contract when there is evidence of a conflict of interest. The Vendor represents and warrants that no employee, official, or member of the MAC will benefit directly or indirectly in award of a Purchase Order/ Contract.
  - Your cooperation in following these practices will enable the MAC to maintain a system that is fair and equitable to all Vendors.

### Policies

The following policies are established and will be adhered to:

- The Purchasing Manager and staff shall act as the MAC’s representative on all matters pertaining to procurement. By MAC Policy, all orders for services, supplies/materials, and equipment must be by Purchase Order/Contract or Commercial Card. Purchase Order numbers may be verbally issued over the telephone by authorized personnel, but all such verbal orders will be followed by a written confirmation. **The MAC will not be responsible for goods or services not authorized by a Purchase Order/Contract or Commercial Card.**
- Representatives of the Purchasing Department shall have full authority to question the quality, quantity, and kind of materials and services requested in order that the best interests of the MAC may be served.
- Purchasing will be the first point of contact when you wish to present or demonstrate your products. When appropriate, Purchasing will set up appointments with interested parties to take part in or witness any presentation or demonstration of your product/service.
- Neither the Purchasing Manager nor staff shall receive any benefit from any contract or purchase made by the MAC.
- MAC personnel subscribe to the MAC Code of Ethics, which prohibits acceptance of gifts or gratuities.

### Vendors’ List

The Purchasing Department maintains a Vendor Address Book. Your firm may be placed in this file upon completion of a Supplier Application. Placement in the Vendor Address Book does not guarantee notification of business opportunities. It is the Vendor’s responsibility to check the MAC Web site [www.mspairport.com](http://www.mspairport.com) for published solicitation information and the Supplier Application form.

Vendors on the list are contacted when the commodity/service provided is needed by the MAC. If a vendor does not respond to three (3) consecutive solicitations, that vendor may be removed from the list.

The Metropolitan Airports Commission does not maintain a vendors list for Capital Construction Projects or professional services. These bids are advertised in local and other various media such as the Minnesota State Register or the Construction Bulletin, 1-800-292-2816. Advertisements for Capital Construction Projects are also published on the MAC Web site [www.mspairport.com](http://www.mspairport.com)

### Procedure

MAC Purchasing Procedures must be in compliance with MN Statutes Section 471.345, the Uniform Municipal Contracting law, which governs the way MAC may purchase goods and services.

## Solicitation Guidelines

**Solicitations of \$50,000 or More** – All sealed solicitations (see following NOTE) estimated to be equal to or greater than \$50,000 require advertising by public notice (reference MN Statute 471.345). Example: Newspapers and trade journals.

Two or more invitations to quote must be solicited. All quotes must be in writing.

[NOTE: Responses must be sealed to prevent discovery of contents before the suggested submission deadline.]

**Solicitations of at Least \$2,500 but Less Than \$50,000** – May use sealed bids (see preceding NOTE) or direct negotiations. Advertising by public notice is not required. May be made either upon quotation or open market at the discretion of the MAC. At least two solicitations, if practicable, should be obtained and kept on file for a period of at least one year after receipt.

## Advertised Formal Solicitations

Formal solicitations are advertised on the MAC Web site and in the Minnesota State Register. Incomplete responses and any solicitation not received at the designated location by the designated time will be rejected. Responses are awarded to the lowest responsible vendor meeting specifications and evaluation criteria by the Commission.

Requirements over \$50,000 will be found in the Minnesota State Register, which is published every Monday, unless there is a State holiday, in which case it is published on Tuesday. Printed copies are available for \$5 each by calling Minnesota's Bookstore at (651) 297-3000. Ask for stock number 13-1 and the issue date. The Minnesota State Register is available for free online at the address below. Purchasing will also publish Formal Solicitations on the MAC Web site.

### Minnesota State Register online

[www.comm.media.state.mn.us/bookstore/state\\_register.asp](http://www.comm.media.state.mn.us/bookstore/state_register.asp)

### MAC Web site

[www.msairport.com/business](http://www.msairport.com/business)

## Affirmative Action Statement

It is the policy of the Metropolitan Airports Commission to not discriminate on the basis of race, religion, creed, color, national origin, or gender in the procurement of goods and services, and to afford minority and women business enterprises the maximum opportunity to compete for and perform contracts and subcontracts and provide materials, and to promote the development and expansion of such business enterprises by taking all necessary and reasonable steps to encourage such participation.

MAC views environmental sustainability as integral to the MAC mission to “set the standard in environmental stewardship in the development and operation of our airport system.” Being good stewards means operating and developing our airports in ways that meet the needs of the present without compromising the ability of future generations to meet their own needs. Sustainable solutions are those that address long-term environmental, operational, financial and social needs. These initiatives are an integral part of the MAC Purchasing process.



We look forward to a long and mutually beneficial association with all Vendors in support of the needs of the Metropolitan Airports Commission.



**BRAD JOHNSON, C.P.M.**

Purchasing Manager  
612-726-8147

### Metropolitan Airports Commission

General Offices  
6040 28th Avenue South  
Minneapolis, MN 55450  
612-726-8100

[www.msairport.com](http://www.msairport.com)



# DOING BUSINESS WITH THE MAC Vendor's Guide



## METROPOLITAN AIRPORTS COMMISSION

“We provide and promote safe, convenient, environmentally sound and cost-competitive aviation services for our customers”