



## FBO – Courtesy Vehicle RFB

The Tri-Cities Airport Authority (TCAA) (Owner) is soliciting bids from qualified dealers to supply two (2) Courtesy Vehicles for the Fixed Based Operator (FBO) department. Bids will be received until 2:00 PM, Local Eastern Time, on May 15, 2026 at the Tri-Cities Airport, Blountville, TN in the Main Terminal Building Board Room 301.

Copies of this Request for Bids (RFB) will be available on the Airport’s website at <https://flytri.com/business/about-tcaa/construction-development/>.

The Owner reserves the right to reject any and/or all bids, to waive any/all informalities and technicalities in the bids received, to the extent permitted by applicable law, and to accept any bids which, in its sole discretion, is in the best interest of the Owner, if permitted by applicable law. All bids must comply with applicable local, state, and federal laws.

Bids are required to remain open for acceptance or rejection for a period of ninety (90) days after bid opening. The Owner will notify the successful bidder with a written, Notice of Award, no later than thirty (30) days after TDOT State Grant approval. If the Owner and apparent successful bidder cannot determine a date to furnish the required equipment, within ten (10) days after the Notice of Award is issued and has been received, the Owner may annul the bid.

### **Bidding Instructions**

Bids must be submitted by email to Erick Lanier, FBO Manager, at [elanier@flytri.com](mailto:elanier@flytri.com) with a subject heading of “FBO – Courtesy Vehicle RFB”, or by mail to the address listed below with the vendor name and project title on the exterior of the envelope. A contact name, along with their email and phone number, must be included in each bid.

Bids must be in lump sum amount containing all associated costs, including shipping, and exclude all taxes. In addition to the lump sum amount, bids should also include a detailed cost breakdown of all associated costs. The TCAA is a tax exempt entity with the selected bidder being provided with a copy of the TCAA State of Tennessee Government Certificate of Exemption.

Please contact Erick Lanier, FBO Manager, at [elanier@flytri.com](mailto:elanier@flytri.com) with any questions.

Mailing Address:

Tri-Cities Airport Authority  
Attn: Erick Lanier  
2525 Highway 75, Suite 301  
Blountville, TN 37617



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**RFB Schedule**

The estimated cost will require the TCAA’s board to approve the purchase at the June 25<sup>th</sup> board meeting. Below is an outline of the anticipated schedule for this RFB.

ACTIVITY	DATE
RFB Issue Date	Thursday, April 30, 2026
Submission Due Date	Friday, May 15, 2026 – by 2:00 PM
Awarded Bidder Notified	Monday, May 18, 2026
TCAA Board Approval	Thursday, June 25, 2026
TDOT State Grant Approval	July 2026
Notice of Award Issued	Following Approval of TDOT State Grant

*Note: All times are in Local Eastern Time*

**Delivery and Acceptance**

Delivery shall be made to the mailing address listed in the “Bidding Instructions” section of this RFB. The odometer on the delivered vehicle shall not exceed 100 miles at the time of delivery. A pre-delivery inspection must be conducted and confirmed by the manufacturer or dealership. A representative from the TCAA must be present at the time of delivery and delivery arrangements shall be made prior to delivery.

No vehicle shall be accepted without all supporting documentation having been completed and delivered with the vehicle, which will include completed Tennessee title transfer “Tri-Cities Airport Authority”, registration, Tennessee government license plates, warranty documents, odometer statement (if applicable), owner operating instructions, manuals and invoice.

**Specifications**

*General Requirements*

1. 2026 model or newer Crossover, Compact SUV, or Mid-Size SUV.
2. All specs following general requirements are to be like or similar on bids.
3. Both vehicles shall be identical to each other.
4. No dealer advertising to be on the vehicle.
5. Three (3) sets of keys and fobs.

*Performance*

1. Gasoline engine, Hybrid, or Electric.



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2. Automatic transmission.

### *Interior*

1. Minimum seating capacity for four (4) people.
2. Black interior color.
3. Cloth seat trim.
4. All-weather floor liners.
5. Power driver seat adjuster.
6. Automatic air conditioning system.
7. Power windows.
8. Power door locks.
9. Power mirrors.
10. Front 12-volt power outlet.
11. Front USB ports.
12. Minimum 8" multicolor driver information center.
13. AM/FM radio.

### *Exterior*

1. White exterior color.
2. LED headlights, taillights, and turn signals.
3. Daytime running lamps.
4. Rear window defogger.
5. Outside heated power-adjustable mirrors.

### *Safety Features*

1. Front, side-impact, and curtain airbags.
2. Rear vision camera.
3. Tire pressure monitoring system.
4. Anti-lock braking system.
5. Automatic emergency braking.
6. Cruise control.
7. Rear cross traffic braking.
8. Rear park assist.
9. Blind zone steering assist.
10. Rear pedestrian alert.

### *Warranty & Service*

1. 3 year or 36,000 mile bumper to bumper coverage.



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2. 5 year or 60,000 mile powertrain coverage.
3. Local service center within 50 miles of the airport.