



REQUEST FOR PROPOSALS

The Springfield-Robertson County Airport Board (the “Board”) is requesting proposals from experienced and qualified banking institutions (the “Bank” or “Respondent”) for financing of the construction of hangars at the Springfield-Robertson County Airport in accordance with the specifications contained herein.

Three (3) hard copies and one (1) digital copy of the proposals should be delivered to:

Springfield-Robertson County Airport Board
Attn: Airport Management
4432 Airport Road
Springfield, TN 37172

The proposals **must be received** (not postmarked) no later than **TIME** local time on **DATE**.

The Springfield-Robertson County Airport Board reserves the right to reject any or all proposals submitted. Any inquiries concerning the proposal should be directed to, Airport Management at airportmanager@srcairport.com.

The Springfield-Robertson County Airport is managed by an airport manager and staff under the direction of the Springfield/Robertson County Joint Airport Board. The Springfield-Robertson County Airport is governed by a seven (7) member board appointed by the Springfield Board of Mayor and Aldermen and the Robertson County Commission.

SUMMARY

The Board is seeking proposals for financing, in the amount of \$2,500,000 with a twenty (20) or twenty-five (25) year pay-off option and the first two (2) years of the loan interest only, the remaining balance amortized over the remaining term of the loan; expected loan closing date, **DATE**. Financing will be used to construct thirty (30) new hangars at the airport.

SOURCE OF REPAYMENT

The Lender will have 1st Lien on net revenues of the Board and a pledge of Hangar Rental Charges and Fuel Sales.

DISADVANTAGED BUSINESS ENTERPRISES

It is the policy of the Springfield-Robertson County Airport Board that Disadvantaged Business Enterprises (DBE's) will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the basis of race, color, national origin, age, sex, or disability.

All Contractors providing professional services for the Springfield-Robertson County Airport Board, shall take all necessary and reasonable steps in accordance with 49 CFR, Part 23, to ensure that Disadvantaged Business Enterprises have the maximum opportunity to compete for and perform contracts without discrimination on the basis of race, color, national origin, age, sex, or disability.

INSTRUCTIONS TO RESPONDENTS

Respondents should read, review and understand this RFP, along with and any addenda issued. Each Proposals must contain a completed Bid Form (Exhibit A) in accordance with instructions given.

The proposals should be prepared as specified herein regarding form, content and sequence. Proposals must be received in the Springfield-Robertson County Airport Board office at 4432 Airport Road, Springfield, Tennessee 37172 no later than **TIME DAY DATE YEAR**. Any proposals received after the exact time specified for receipt will not be considered.

FORMAT FOR SUBMISSIONS

Answers should be complete with all requested information included. Each Respondent should provide as much information as it feels is necessary to properly convey its terms, and when applicable, provide any relevant information. The response must include the following:

(A) Cover Page:

Briefly provide lender's experience providing bank debt, private placements, or other similar structures to municipal airports, other municipalities in the State of Tennessee, or other related municipalities.

(B) Proposed Term Sheet:

1. Please set forth all fees, rates, and terms the Bank proposes.
2. Please include legal and other out-of-pocket expenses, expressed in terms of a not-to-exceed cap, and drawing fees and administrative costs, including wire fees.
3. Please indicate the number of days upon receipt of the proposals that the proposed interest rates are locked, and after the expiration date, the methodology for determining a new rate.
4. Please indicate the frequency of interest and principal payments that the Bank desires (i.e. annual, semi-annual, monthly, etc.).
5. Please indicate any alternative structures, pricing, interest rates or terms that the Bank would be willing to offer.
6. Please include any early payoff penalty.
7. Indicate the number of days required to receive final credit approval after being notified of the Bank's selection and describe the credit approval requirements and process.

(C) Completed "Exhibit A" Request for Proposals Springfield-Robertson County Airport Board Form

EVALUATION OF SUBMISSIONS

This RFP will be awarded to the responsible Bank whose proposal, in the Board's sole judgment, is deemed most advantageous to the Board. The Springfield-Robertson County Airport Board shall make the final selection and the decision must be ratified by budget approval by the Springfield Board of Mayor & Aldermen and the Robertson County Commission. The Board reserves the right to reject any and all proposals, to waive informalities and to accept the proposals that best serve the interest of the public and the Springfield-Robertson County Airport Board.

Each submission received will be evaluated based on the information required as set forth above, pursuant to the following selection criteria and rating system.

SELECTION CRITERIA AND NUMERICAL RATING

Selection Criteria	Rating Points
Bank's experience providing bank debt, private placements, or other similar structures to municipal airports, other municipalities in the State of Tennessee, or other related municipalities.	20
Proposed terms of financing	60
Respondent's past history, if any, with the Board	20
TOTAL POINTS	100

Questions regarding this RFP should be directed to Jamie Jones, Airport Manager airportmanager@srairport.com (615) 985-4432. Copies of financials are available upon request.

**EXHIBIT A
REQUEST FOR PROPOSALS
SPRINGFIELD-ROBERTSON COUNTY AIRPORT BOARD**

This form must be completed in full. Indicate "N/A" where applicable.

Respondent

Name of Respondent: _____

Dbas if applicable: _____

Contact Name: _____

Contact Title: _____

Address: _____

Business Phone Number: _____

E-mail: _____

Signature of Contact Person

Please provide the signature of the Contact Person provided in the Response to the RFP. This will bind the Bank to the terms offered herein.

The undersigned having (1) examined carefully the RFP document (2) become familiar with all terms and conditions specified in the RFP document and Professional Services Agreement; and (3) completed answers to all forms and responded fully to the RFP document requests for information.

Acknowledgment of the Proposals

The undersigned represents and warrants to the Board as follows: (a) the undersigned person(s) are authorized representatives of Respondent; (b) all information submitted by Respondent in the proposals package is complete, accurate, and truthful. (Note: If Respondent is a joint venture, all joint venture partners must sign; if Respondent is a corporation, at least Respondent's president and secretary must sign.)

Signature: _____ Title: _____

Printed Name: _____