

**REQUEST FOR PROPOSAL
FOR
FOOD AND BEVERAGE RETAIL
VENDING**

*MJ Kennedy Air Terminal Building
At the*



Issued: January 6, 2020

Proposals Due: 4:00 p.m., January 24, 2020
Salina Airport Authority
Attn: Shelli Swanson
3237 Arnold Ave.
Salina, KS 67401
shellis@salair.org
785-827-3914

1. SOLICITATION TO VENDORS

The Salina Airport Authority (SAA) is soliciting proposals from vendors interested in providing food and beverage concessionaires at the Salina Regional Airport's MJ Kennedy Air Terminal Building ("Terminal"), 3237 Arnold Ave., Salina, KS. The SAA is seeking proposals that provide self-serve "micro-market" style food and beverages services.

2. REQUEST FOR PROPOSAL (RFP) TIMELINE

The below is a general timeline that the SAA intends to follow:

January 6, 2020	Request for Proposal Issued
January 7-19, 2020	Pre-proposal Site meeting (optional) Call SAA to schedule a time
January 20, 2020	Request for additional information or clarifications due by 4:00 p.m. CST
January 24, 2020	Proposals due by 4:00 p.m. CST
February 13, 2020	Selected proposer will be notified
March 18, 2020	SAA Board approval, if needed
April 30, 2020	Concession Agreement finalized
May 1 – June 1, 2020	Preparation and setup as needed
June 1, 2020	Contract commencement

3. AIRPORT INFORMATION

The Salina Regional Airport is a non-hub commercial service airport owned and operated by the Salina Airport Authority. The Airport is currently served by United Airlines with daily flights to Denver International Airport and Chicago O'Hare International Airport. In April 2020, the Airport will finish its second year with fully-branded United Airlines service, and the air carrier, SkyWest Airlines, dba United Express, has just committed to another 3-year service term.

In addition to the Airline, the Terminal is also home to the offices of the Salina Airport Authority, Hertz Rental Car and the Transportation Security Administration.

During 2018, the Airport served nearly 36,000 total passengers and nearly 40,000 flew on United service in and out of Salina during calendar year 2019. The SAA recently completed a passenger

forecast study with the assistance of a consulting firm. The study projects 72,000 total passengers by calendar year 2025. With this information, the SAA in partnership with the Federal Aviation Administration is undertaking a Terminal Master Plan update which will provide the SAA with the information it needs to continue to plan and proactively manage the passenger growth, including planning for Terminal Bldg. expansion and upgrades.

In addition to the passenger traffic, the Terminal is visited daily by numerous individuals dropping off and picking up passengers. Terminal visitors also include rental car customers and a regular stream of individuals visiting the offices of the SAA.

4. STATEMENT OF NEEDS

The SAA is seeking a vendor to supply food and beverage micro-market services as follows:

- a. The vendor would be responsible for the installation, repair and/or replacement of all furniture, fixtures and equipment. The vendor would supply all products for the equipment and ensure the micro-market is adequately stocked with quality, fresh product.
- b. Product supplied in micro-market shall be brand name products. This service shall be provided at no cost the SAA and the vendor would manage all monies associated with the operation of the micro-markets.
- c. Customers to the micro-markets should have the ability to pay via an electronic kiosk system that accepts all major credit and debit cards. A notice shall be posted by kiosk detailing refund procedures should individuals lose their money while attempting to purchase food and drink items. The SAA will not be responsible.
- d. The vendor shall perform the contract in such a manner as not to interrupt or interfere with the operation of any existing activity on the premises. All equipment shall be kept in an orderly manner and fully functioning.
- e. The SAA is seeking proposals that would include two (2) micro-market points of sale. One unit to be located in the Terminal lobby and the second unit, which should be a smaller unit (snacks and drinks), located in the passenger gate area of the Terminal. See attached Exhibit A.

5. PROPOSAL PREPARATION AND SUBMISSION

All proposals submitted in response to this notice will be reviewed and evaluated by the SAA staff. Selected vendors will be invited to go through a selection process conducted by a selection panel. The SAA reserves the right to accept or reject any and all submittals of proposals. The SAA reserves the right to waive technicalities or irregularities on proposals.

Services will begin June 1, 2020. Contract period will be for one (1) year with option to extend for up to two (2) additional years. The vendor's performance will be reviewed annually. Annual contract renewal and extensions are contingent upon vendor's performance.

6. SUBMISSION INSTRUCTIONS

a. Submission

Proposers should mail, hand deliver or email proposals to:

Salina Airport Authority

Attn: Shelli Swanson

3237 Arnold Ave.

Salina, KS 67401

shellis@salair.org

The SAA will not accept proposals transmitted by facsimile (FAX).

Proposals submitted via courier or overnight mail services will be considered to be hand-delivered and must be received by the deadline. Receipts for proposals will be furnished upon request.

Vendors submitting a proposal via email, should follow-up to confirm receipt by SAA before the deadline.

b. Proposal Deadline

All proposals must be received and recorded no later than 4:00 PM, Friday, January 24, 2020. Proposals received after the deadline WILL NOT be accepted. There will be no exceptions.

7. PROPOSAL MINIMUM REQUIREMENTS

- a. Micro-markets menu and pricing;
- b. Statement that the micro-markets will be operational on a 24 hour per day basis outside of maintenance or food/beverage restocking.
- c. Method and frequency of food delivery and storage;
- d. Ability to accept all major credit and debit cards;
- e. Statement whether proposer can meet any necessary qualifications for licenses if required;
- f. Marketing, advertising or promotional plans for the micro-markets;
- g. The names of key management that will be directly involved in working with the SAA and managing the micro-markets;

- h. Description of space usage, to include the type of kiosk and/or equipment, furnishings and fixtures that would be used; and how it will blend in with the aesthetic nature of the Terminal;
- i. Statement that the proposer can meet the minimum insurance requirements as a contractor of the SAA – see attached Exhibit B;
- j. Description on frequency and types of sales/commission reports that will be presented to the SAA;
- k. And, vendor's proposal for commission schedule based upon % of gross sales, or other proposed compensation methodology.

8. PROPOSAL EVALUATION

A. Evaluation Process

The policy of the Salina Airport Authority is to conduct procurement in a manner that provides for full and open competition. Contract award will be made only to proposers possessing the demonstrated ability to perform successfully under the terms and conditions of a contract.

The process for evaluating proposals submitted in response to this RFP includes:

1. Review and Scoring by designated SAA Staff
2. Contract Negotiation
3. Award of all contracts no later than April 30, 2020.

B. Minimum Standards for Review

A proposal must meet the following minimum criteria to be considered for review. The proposal must:

1. Be received by the deadline
2. Be submitted in the required format with all the requested documents, forms, statements, and attachments specified in this Request.
3. All information requested in the forms of this Request must be completed in its entirety including the Company's Authorized Signatory.
4. Contain no evidence of real or apparent conflict of interest.

A proposal that does not meet any one these standards will be deemed nonresponsive and will not be reviewed.

ATTACHMENT A

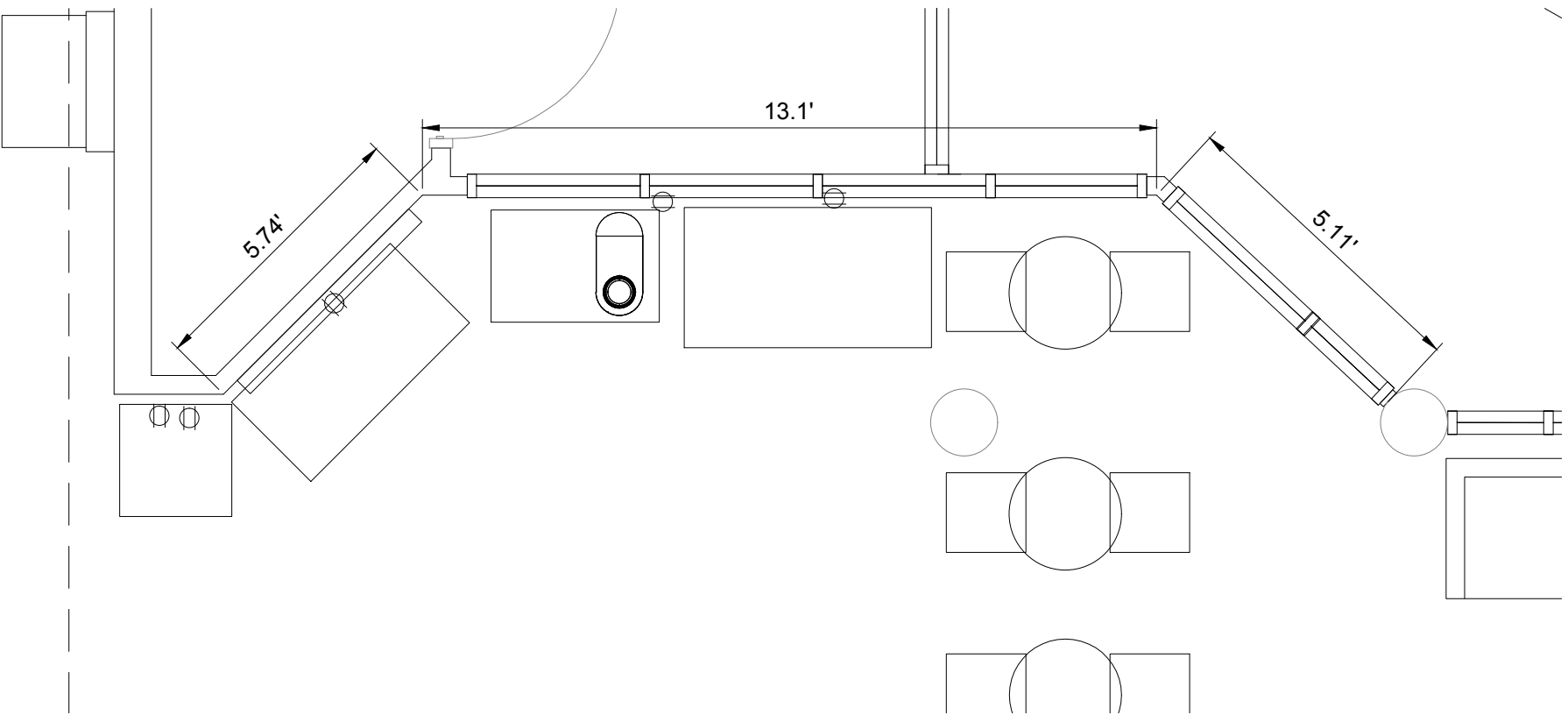
VENDING SERVICE PROPOSAL COVER SHEET

Business/Agency's Name:	
Mailing Address: <i>(City, State & Zip)</i>	
Telephone:	
Fax:	
Email Address:	
Proposal Contact Person:	
Contact's Title:	
Contact's Telephone:	
Business/Agency Authorized Signature:	
Title:	
Telephone:	
Business Tax ID#:	
Tax/Legal Classification:	<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Corporation <input type="checkbox"/> Sole Ownership <input type="checkbox"/> Profit <input type="checkbox"/> Other </div> <div> Partnership Private Non-Profit </div> </div>

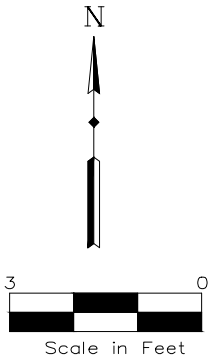
Exhibit A

⊙ Plug-In (110v)

Passenger Holding Room Market Area Layout
Scale: 1" = 3'



Passenger Main Lobby Room Market Area Layout
Scale: 1" = 3'



Drawing Number 2705-12-19



3237 ARNOLD, SALINA, KS 67401
(785-827-3914 FAX: 785-827-2221)
None :REVISIONS
KRB :DESIGNED BY
KRB :DRAWN BY
1" = 3' :SCALE
1/2/20, 08:59 :DATE

Salina Airport Authority Contractor Insurance Requirements

INSURANCE

1. The Contractor shall secure and maintain throughout the duration of the project at the Salina Regional Airport, insurance of such types and in such amounts as may be necessary to protect himself against all hazards or risks of loss as hereinafter designated and specified. The form and limits of such insurance, together with the underwriter thereof in each case, shall be approved by the Authority but, regardless of such approval, it shall be the responsibility of the Contractor to maintain adequate insurance coverage at all times. Failure of the Contractor to maintain such coverage shall not relieve him of any contractual responsibility or obligation.
 - a. If a part of the contract work is to be sublet, the Contractor shall:
 - i. Cover any and all subcontractors in his insurance policies, or
 - ii. Require each subcontractor not so covered to secure insurance, which will protect said subcontractor against all applicable hazards or risks of loss designated herein.
 - b. The Contractor and all Subcontractors prior to starting any construction work for or in connection with this Contract shall file certificates of insurance with the Authority. Said certificates shall confirm a notice of cancellation endorsement and state that thirty (30) days written notice will be given the Authority before any policy covered thereby is changed or cancelled.
2. Workers' Compensation and Employers' Liability Insurance. This insurance shall protect the Contractor against any and all claims brought under the Workers' Compensation Law for the state or states involved in work performed under this Contract. It shall also protect the Contractor against claims for injury to, disease or death of workers engaged in work under this Contract, which, for any reason, may not fall within the provisions of the Workers' Compensation Act.

Limits of coverage for Workers' Compensation and Employers' Liability insurance coverage under this policy shall be not less than the following:

Workers' Compensation	Statutory
Employers' Liability	\$500,000 (each accident)
	\$500,000 (disease-policy limit)
	\$500,000 (disease-each employee)

The policy shall include a Waiver of Subrogation in favor of the Authority, where such requirement is allowed by law.

3. Commercial General Liability Insurance. This insurance, to be on an occurrence form, shall protect the Contractor against any and all claims arising from injuries to members of the public or damage to property of others arising out of any act or omission of the Contractor, his agents, employees or subcontractor, in connection with the operation or performance of the work for and in connection with this Contract.

The Salina Airport Authority will be named additional insureds with respect to the work being performed by the Contractor under this policy.

The Contractor agrees that its insurance policies will be amended to be primary without right of contribution from the Authority or its insurance policies, that the contractors insurance policies will be amended to state that its insurer agrees to waive its right of subrogation against the Authority all amounts of claims, losses or damages resulting from deductible clauses or self-insured retentions shall be for the account of the contractor, where such requirements are allowed by law.

Liability limits for general liability coverage under this policy shall be not less than the following:

General Aggregate	\$ 2,000,000
Products and Completed Operations Aggregate	\$ 2,000,000
Personal Injury and Advertising Injury	\$ 1,000,000
Each Occurrence	\$ 1,000,000
Fire Damage (any one fire)	\$ 100,000
Medical Payments (any one person)	\$ 5,000

4. Comprehensive Automobile Liability Insurance. This insurance shall protect the Contractor against any and all claims arising from injuries to members of the public or damage to property of others arising from the use of automobiles and trucks in connection with the performance of work under this Contract, and shall cover the operation on or off the site of the work of all motor vehicles licensed for highway use, whether they are owned, non-owned, or hired by the Contractor.

Liability limits for automobile insurance coverage under this policy shall not be less than the following:

Combined Single Limit (Bodily Injury & Property Damage)	\$ 1,000,000 each occurrence
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The Salina Airport Authority will be named additional insured with respect to the work being performed by the Contractor under this policy.

5. Property Insurance. Unless otherwise provided, the Contractor shall purchase and maintain property insurance in the amount of the cost of materials supplied by the Contractor, or installed by others, on a replacement cost basis. If the property insurance requires deductibles, the Contractor shall pay costs not covered because of such deductibles.

Before an exposure to loss may occur, the Contractor shall file with the Owner Evidence of Property Insurance. Policy shall contain a provision that the policy will not be canceled or allowed to expire, and that its limits will not be reduced, until at least 30 days' prior written notice has been given to the Contractor and Authority. The policy shall include a Waiver of Subrogation in favor of the Authority, where such requirement is allowed by law.

INDEMNIFICATION AND HOLD HARMLESS

To the fullest extent permitted by law, the contractor shall indemnify and hold harmless the Authority, its affiliates and its officers, directors, employees, agents, representatives, guests and invitees ("Authority Indemnities") from and against all claims, damages, losses, liabilities, fines, penalties, costs and expenses (including attorney's fees, consultant costs, environmental investigation, remedial or removal costs and natural resource damages) arising out of, relating to or resulting from (i) contractor's occupancy on Authority property and or work on Authority's project; (ii) any breach of the Contract; (iii) any leak, spill or other release or disposal of or exposure to (A) any goods while being transported or delivered by Contractor or (B) any other materials, substances or chemicals that Contractor or any of its sub contractors or vendors bring onto Authority property; and/or (v) the acts, omissions, negligence or willful misconduct of any persons used or employed directly or

indirectly by Contractor, subcontractor or any vendor. The indemnification obligations under this section shall not be limited in any way by the limits of any insurance coverage or limitation on the amount or type of damages, compensation or benefits payable by, for or to Contractor, any sub contractor, or any other person under any insurance policy, workers' compensation acts, disability acts or other employee benefit acts.

In claims against any person or entity indemnified under this Section by an employee of the Contractor, a subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this section shall not be limited by a limitation or amount or type of damages, compensation or benefits payable by or for Contractor, or sub contractor under workers' compensation acts, disability benefit acts or other employee benefit acts.

Contractor Acceptance of Insurance Requirements

Contractor Name

Printed Name of Authorized Official

Signature of Authorized Official

Date _____