



The Lawton Airport Authority (LMAAA) is soliciting proposals for food & beverage concessions, as well as travel-related concessions (gift shop), in the Lawton Ft Sill Regional Airport Terminal. The LMAAA is open to considering all proposals regarding the type of service, menu, food/beverage pricing, and travel-related (gift shop) concessions. Proposals will be due on July 31, 2018 at 1:00 p.m., at Lawton Aviation Services, 3401 S 11th Street, Lawton, OK 73501. For the formal Request for Proposal (RFP) please visit our website www.flylawton.org under business opportunities or contact Barbara McNally at barbara@flylawton.org or (580) 353-4869 x 301.

The LMAAA invites potential concessionaires to propose the following:

- The operation of a food and beverage concession
- Sample Menu
- Sample Pricing
- Hours of operation
- Staffing
- Food/Beverage Equipment (purchased, installed and owned by the City) to operate concessions
- Proposed travel-related items, such as cell phone chargers/accessories, candy and magazines

At a minimum the LMAAA requires the concessionaire to:

- Operate at least 6 days per week, with the exception of New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day;
- Obtain, at least a state beer permit.
- Accept all major credit and debit cards;
- Contract with an exterminator for monthly service in area identified in the lease
- Provide all communication equipment and business-related internet service
- Provide a public telephone number for customers
- Provide food and beverage options in the Secure Portion of the terminal building for passengers that have cleared the Transportation Security Administration (TSA) screening process.
- Provide catering services to tenant customers, such as the Fixed Base Operator, and events held in the Airport Conference and VIP rooms

A sample Lease Agreement is included in this RFP.

Should conflicts exist between these RFP specifications and the Sample Lease Agreement wording of the Agreement will prevail.

1.0. GENERAL INFORMATION

Lawton Ft. Sill Regional Airport is a primary commercial service airport owned by the City of Lawton and operated by the Lawton Metropolitan Area Airport Authority.

The Airport is currently served by American Eagle with daily flights to Dallas/Ft. Worth International Airport. Go to the following link for more information on flights: Lawton Ft. Sill Regional Airport Flight Schedule. If the Proposer requires additional information on the Airport itself, it is recommended to visit: www.FlyLawton.org

The Airport is located approximately three miles south of downtown Lawton and is situated on approximately 1300 acres of land.

The Airport enplaned approximately 53,000 passengers last year. Annually, approximately 120,000 total passengers travel in and out of Lawton Ft. Sill Regional Airport. The 31,000 square-foot airport terminal, will be renovated in the near future. Tenants include Hertz, Avis Budget, Enterprise, Transportation Security Administration, and American Eagle.

In addition, the LMAAA operates the General Aviation side of the Airport, Lawton Aviation Services (FBO) and Aircraft Maintenance and Rental.

The Airport will work with the potential Concessionaire to establish a policy to provide parking, up to two hours, for its customers who use parking facilities strictly for purposes of using the restaurant, but not for travel.

2.0. GOAL and OBJECTIVES

While the LMAAA is committed to producing revenue to operate the Airport, a higher priority, and the objective of this solicitation, is to ensure the provision of a high-quality food/beverage service and travel-related concessions (gift shop) for the traveling public using the Lawton Ft. Sill Regional Airport. Therefore, the highest criteria for considering proposals resulting from this solicitation, is the level and quality of service of the food/beverage operation/concessions proposed.

3.0. CONTRACT TERM

The term of the Lease Agreement shall commence on or before 30 days following notification of selection, with term shall be 2 years with one (2) year option depending on the performance of the Concessionaire as determined by the LMAAA and the Airport Director.

4.0. FACILITIES AND EQUIPMENT

The restaurant will be available for use beginning September 1, 2018. It has a kitchen, with some equipment furnished. The LMAAA may consider some financial arrangement to offset the potential startup costs to assist the successful Concessionaire. This startup assistance should be requested and identified in the submittal. The restaurant will have seating for approximately 40 customers, including tables/chairs and a bar with stools. The potential concessionaire may have to provide some of the smaller fixtures, such as coffee makers and blenders, to complete food and beverage delivery to the customer.

5.0. DUTIES AND OBLIGATIONS OF CITY

The City shall provide and pay the cost of the satellite television service, water, natural gas, electrical power and building heating and cooling.

6.0. NO INDEBTEDNESS AND BACKGROUND CHECK

Proposer agrees that no payments owed to the LMAAA shall become delinquent or in arrears. The potential Concessionaire will be subject to a background check and a credit check.

7.0. VERIFICATION OF EMPLOYMENT ELIGIBILITY

Proposer must comply with the Immigration Reform and Control Act (IRCA) and may not knowingly obtain labor or services of an unauthorized alien. It will be the responsibility of the Concessionaire, not the LMAAA to verify eligibility for employment as required by IRCA.

9.0. DISADVANTAGED BUSINESS ENTERPRISES

The LMAAA hereby gives notice that Disadvantaged Business Enterprises will be afforded equal opportunities to submit bids for this contract and will not be discriminated against on the grounds of race, ethnicity, color, sex, religion or national origin in awarding the contract. Technical assistance is available to DBE's through the Airport Director.

10.0. PRE-SUBMITTAL TOUR OF EXISTING RESTAURANT FACILITIES

Any Respondent interested in participating in a pre-bid conference and tour of the airport restaurant facilities may do so on July 19th at 10:00 in the main terminal of the Lawton Ft. Sill Regional Airport, 3401 S 11th Street, Lawton, Oklahoma. Questions will not be answered at the tour in order to be fair to Respondents that elect to not participate in the tour. Questions from the tour may be submitted as indicated in the following section, *Request for Interpretation or Clarification*.

11.0. REQUESTS FOR INTERPRETATION OR CLARIFICATION

Requests for interpretations and clarifications of the RFP may only be made in writing. All requests must be submitted in writing to Barbara McNally, e-Mail: barbara@flylawton.org

12.0. SUBMISSION OF PROPOSALS

Respondents shall submit five completed hard copies.

A Leasing committee will be used to evaluate the RFPs. The final selection by the committee will generally be made following the completion of review of proposals. The Leasing committee does, however, reserve the right to conduct interviews with the top Respondent(s) if the committee deems it necessary. If interviews are conducted, the selection will be made following interviews. However, the LMAAA reserves the right to make its selection solely off the information provided in the RFP. **As a result, it is highly important to provide a complete and thorough response to this RFP.**

The LMAAA reserves the right to:

1. Modify or otherwise vary the terms and conditions of this RFP at any time, including but not limited to, deadlines for submission, schedules and proposal requirements.
2. Waive irregularities in the proposals.
3. Waive the need to interview Respondent
4. Reject or refuse any or all proposals, or to cancel and withdraw this RFP at any time.
5. Negotiate with any or all Respondents in order to obtain terms most beneficial to Lawton Ft. Sill Regional Airport.

6. Accept the proposal, which, in the LMAAA's sole and absolute discretion, best serves the interests of Lawton Ft. Sill Regional Airport.

13.0. EVALUATION CRITERIA

Evaluation of proposals will be performed by a Leasing Committee of the LMAAA. The following are the categories to be evaluated:

CRITERIA MAXIMUM POINTS

| | |
|---|----|
| ▪ BUSINESS PLAN | 25 |
| ▪ DEMONSTRATED EXPERIENCE | 20 |
| ▪ SCOPE OF MENU and /or INVENTORY | 15 |
| ▪ PRICING OF MENU and/or INVENTORY | 10 |
| ▪ TRAVEL RELATED CONCESSIONS and/or INVENTORY | 10 |
| ▪ CUSTOMER SERVICE SUMMARY | 10 |
| ▪ PROPOSED PERCENTAGE OF GROSS REVENUE | 10 |

14.0. PROPOSAL RESPONSE REQUIREMENTS

Each Proposal should be responsive to the requests for information in this RFP and should be sufficiently detailed and contain all information necessary for complete evaluation by the Leasing Committee.

15.0. PROPOSAL REQUIREMENTS

Qualified parties wishing to submit a proposal under this solicitation are encouraged to use the attached Concession and Lease Agreement as a guide. However, this by no means should restrict Proposers who believe that alternative agreement rights, responsibilities and terms would better enable a concession operation which achieves the LMAA objectives, as stated above.

In considering the responsibility of proposers the City will examine the following factors. The successful proposal will address each factor specifically and completely in its proposal:

A. Degree of experience in operating a restaurant, catering and/or gift shop. Proposers are required to have successful experience operating a restaurant, catering, and/or gift shop, and must include a list of locations and/or events and their size.

B. Operation of the restaurant, catering, and/or gift shop, to include management of multiple employees, supplies and food to be well stocked and properly stored, and a schedule of daily, weekly and monthly cleaning to be performed.

C. Provide experience with other airport concessions, if any.

D. Proposer must provide an organizational chart including the company's management structure, and a statement of qualification and experience of the management personnel that will be directly involved in management of the restaurant.

E. Proposer must provide three professional (3) references. All references will include the contact person, title, company, address, telephone and fax number for each reference given.

F. Proposer must provide a copy of its license to do business in the State of Oklahoma or documentation that the company is capable of becoming licensed.

G. Proposer must submit a statement detailing any cancellation, default or notice of default for lack of performance or for any other reason at any location in the United States within the past five (5) years.

H. Proposer must declare outstanding obligations or contracts that might adversely affect the proposer's ability to perform the City contract.

I. Proposer must state if business is a Certified Disadvantaged Business Enterprise and provide certification.

J. Attachment A – Business Plan describing plans for operation and Proposer's goals and objectives including anticipated revenues and expenses, staffing, plans for marketing and hours of operation.

K. Attachment B – Menu & Pricing; Non-food Concession Items & Pricing