

REQUEST FOR PROPOSALS

NON-EXCLUSIVE AIRPORT TERMINAL RENTAL CAR CONCESSIONS

SAN LUIS VALLEY REGIONAL AIRPORT ALAMOSA, COLORADO

The San Luis Valley Regional Airport, "Airport", hereby requests formal bids for proposals for the privilege of operating a rental car concession on Airport property inside of the Terminal Building.

Bid proposals are due at the Alamosa County Administration Building, 8900-A Independence Way, Alamosa CO 81101 no later than **March 17, 2023**. A pre-bid meeting will be held at the Alamosa County Administration Building, 8900-A Independence Way, Alamosa CO 81101, EOC room, at 10:00 a.m. on **March 03, 2023**. Attendance is strongly recommended. For those bidders who are unable to attend the meeting in person, the video conference link to the meeting is provided below:

Google Meet joining info

Video call link: <https://meet.google.com/tnt-keto-irt>

Or dial: (US) +1 774-271-7951 PIN: 636 647 969#

More phone numbers: <https://tel.meet/tnt-keto-irt?pin=2905656682831>

Bids are to be submitted in a sealed envelope marked "Bid Proposal for SLV Airport Terminal Rental Car Concession" on the face of the envelope.

The Airport reserves the right to reject any or all bids, waive technicalities, and make award(s) as deemed to be in the interest of the Airport.

Will Hickman

Airport Manager

San Luis Valley Regional Airport

REQUEST FOR PROPOSALS

SAN LUIS VALLEY REGIONAL AIRPORT

AIRPORT TERMINAL RENTAL CAR CONCESSIONS

Sealed Bids must be received
at 8900-A Independence Way, Alamosa CO 81101
no later than
2:00 P.M., **March 17, 2023.**

Note: A pre-bid meeting will be held at the
Alamosa County Administration Building
8900-A Independence Way, Alamosa CO 81101, EOC room, at
10:00 a.m., **March 03, 2023.**

For further information regarding this bid,
contact Will Hickman at (719) 587-5211.

LATE BIDS WILL BE REJECTED

BACKGROUND:

The San Luis Valley Regional Airport, "Airport", currently is without rental car service since January 29, 2023. The Airport offers Primary Commercial Service, and is currently served by Denver Air Connection, which operates 12 round trip flights per week, utilizing 50 seat and 30 seat regional jet aircraft. The Airport is vital to the local and regional population and economies of the San Luis Valley, as well as southern Colorado and northern New Mexico, as the nearest Large Hub Commercial Service airport resides over 210 miles away. The Airport also serves a thriving general aviation population which supports many businesses, SLV Regional Medical Center, and Trinidad State Jr. College and Adams State University in Alamosa.

Historically, the Airport has provided the sole source of rental cars in the entire San Luis Valley, so the current lack of rental car service at the Airport presents a large void in much needed service. This is a tremendous business opportunity for proposers.

RENTAL CAR FACILITIES AT THE AIRPORT:

The Airport offers counter and office space inside the Terminal Building, with parking available for rental cars.

All potential bidders are on notice that the Airport's FBO currently provides rental cars to its customers and any contract entered into on this RFP shall not affect the FBO's ability to continue to do so.

ALLOCATION OF SPACE BY AIRPORT:

The successful proposer will operate on the space designated to it by the Airport. All car rental transactions shall take place at such premises, and all rental vehicles shall be stored on such premises as outlined in the Request for Proposals and San Luis Valley Regional Airport Rental Car Lease Agreement.

RFP TIMELINE

RFP posted on website (sanluisvalleyairport.org)	February 26, 2023
Advertised in Valley Courier	March 01, 2023
Pre-Bid Meeting 10:00 am, Alamosa County Administration Building	March 03, 2023
Deadline for written questions	March 10, 2023
Proposals Received at 8900-A Independence Way, Alamosa CO 81101	March 17, 2023
Bid Opening 10:00 am, 8900-A Independence Way, Alamosa CO 81101	March 20, 2023
Expected Approval/Selection	March 22, 2023 at BOCC Meeting
Expected Notice of Award for Successful Proposal	March 24, 2023
All required executed leases, documents, or other information due and on file for Lease start date: <u>April 3, 2023</u> .	March 31, 2023

AWARD OF CONTRACT:

The Airport intends to award one (1) **NON-EXCLUSIVE** Airport Terminal Rental Car Concession Lease to the most qualified proposer in accordance with the criteria set forth in this Request for Proposals (RFP). Other factors noted in the RFP will also be used to award the selection.

For a bid to be considered, the proposer must meet the minimum requirements listed below. At the Airport's discretion, the lease may be awarded to the proposer that best meets the requirements of the RFP, and the Airport finds to be in the best interests of the Airport and community. The Airport reserves the right to reject any and all bids.

Only those proposals received in a timely manner and in proper form will be considered. The experience, ability and reputation of the proposer, as well as its financial ability to establish and carry on its business, will be important considerations in the selection of a Concessionaire.

Within 19 days of the Notice of Award, a successful proposer will be required to execute an Airport Terminal Rental Car Concession Agreement. A copy of the form for the Terminal Rental Car Concession Agreement is available from the Airport Manager. This is not a final agreement and is subject to modification as agreed upon by the Airport and the successful bidder.

MINIMUM COMPANY REQUIREMENTS:

In order to ensure a high level of service to the traveling public, each proposer must demonstrate that:

- Rental Car Facility, herein referred to as “Facility”, has the capability to provide a vehicle fleet of at least 7 rental cars at the San Luis Valley Regional Airport.
- Provide a comprehensive business proposal for operating a rental car facility at the Airport.
- Facility must be open three hundred and sixty-five (365) days a year with operating hours and staffing levels reflecting the fluctuation in seasonal and daily passenger traffic. It is an absolute must that the facility is open during air carrier arrival times and staffed (scheduled and actual) and shall remain open and staffed for a minimum of one hour following actual flight arrival times. The rental car facility must be responsible to ensure that they are aware of the air carrier schedule for ALS at all times.
- Airport-wide major flight delays are not uncommon. Passenger traffic at the Airport is affected by weather not only here, but in other geographic regions as well.
- Outside of air carrier arrival hours, the facility must provide an on-call phone number that is clearly displayed for customers so that they may receive service during Airport Terminal open hours of operation. A reasonable response time is required of no more than 30 minutes for employees to arrive and assist customers at the airport outside of air carrier arrival hours, once contacted by the customer via phone.
- Service shall be prompt, courteous and efficient. Concessionaires shall employ at all times, a sufficient number of personnel necessary to assure prompt service.
- Facility must provide a national credit card system and an online national reservations system for customers, and accept at least 3 major credit cards as methods of payment.
- Facility must have written standards, specifications, and procedures for the condition and maintenance of its vehicle fleet. (Provide the Airport a copy of such standards with submission of proposal.)

- Rental vehicles must be clean and maintained in good working order at all times.
- The age and condition of rental vehicles will be considered in the determination of award of contract.
- The Airport is subject to specific federal security requirements and rental car employees will be required to abide by all current and future security requirements at all times.
- Facility must fully comply with all Transportation Security Administration (TSA), Federal Aviation Administration (FAA) regulations, Airport Rules and Regulations, State, and County ordinances, laws, etc.
- Facility shall be responsible for the conduct, demeanor and appearance of its officers, agents, employees, suppliers and representatives, who shall be professionally and properly uniformed/identified.
- The Facility/Lessee shall assure that rent and revenue reporting will be submitted electronically to the Airport by the twentieth (20th) day of the month for the preceding month.

REQUIRED PROPOSAL CONTENTS

1. Bid Proposal – (must include business plan and standards, specifications, and procedures for condition and maintenance of vehicle fleet)
2. References: At least three (3)
3. Insurance Documents – Required insurance policy must be in place before effective date of contract.

INSURANCE

Comprehensive General Liability – Five Million (\$5,000,000.00); and Automobile in the amount of Two Million (\$2,000,000.00). Workers Compensation insurance shall meet Statutory Requirements.

PRE-BID CONFERENCE:

A pre-bid conference will be held on **March 03, 2023**, at 10:00 a.m. in the Alamosa County Administration Building, EOC room. Attendance at this meeting is highly recommended. For those bidders who are unable to attend the meeting in person, the video conference link to the meeting is provided below:

Google Meet joining info

Video call link: <https://meet.google.com/tnt-keto-irt>

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More phone numbers: <https://tel.meet/tnt-keto-irt?pin=2905656682831>

TERM OF CONTRACT:

There are no current contracts in place. Any new non-exclusive contract will be for five years, beginning **April 3, 2023**.

AIRLINE SERVICE:

Historical airline passenger (deplanement) totals and rental car transaction data at the Airport for calendar years 2018 to 2022 are shown in the following tables. This data is provided for information purposes only, and in no way guarantees to the successful bidder any minimums.

DEPLANEMENT HISTORY

YEAR	2018	2019	2020	2021	2022
PASSENGERS	6,657	7,392	4,461	11,059	8,501

2022 HISTORICAL RENTAL CAR TRANSACTION DATA:

MONTH	VEHICLE CLASS	Rental Days
JUL 2022	ECONOMY SEDAN	19
	COMPACT SEDAN	23.5
	COMPACT SUV	18
	MID-SIZE SEDAN	0
	MID-SIZE SUV	17
	MINIVAN	10
	FULL-SIZE SUV	14
	SUBTOTAL:	101.5
AUG 2022	ECONOMY SEDAN	9
	COMPACT SEDAN	12
	COMPACT SUV	21
	MID-SIZE SEDAN	3
	MID-SIZE SUV	3
	MINIVAN	7
	FULL SIZE SUV	8
	SUBTOTAL:	63
SEPT 2022	ECONOMY SEDAN	21
	COMPACT SEDAN	5
	COMPACT SUV	21
	MID-SIZE SEDAN	5
	MID-SIZE SUV	11
	MINIVAN	0
	FULL-SIZE SUV	14
	4X4 TRUCK	2

	SUBTOTAL:	79
OCT 2022	ECONOMY SEDAN	7
	COMPACT SEDAN	5
	COMPACT SUV	10
	MID-SIZE SEDAN	15
	MID-SIZE SUV	6
	MINIVAN	0
	FULL-SIZE SUV	12
	4X4 TRUCK	3
	SUBTOTAL:	58
NOV 2022	ECONOMY SEDAN	22
	COMPACT SEDAN	3
	COMPACT SUV	14
	MID-SIZE SEDAN	0
	MID-SIZE SUV	41.25
	MINIVAN	5
	FULL-SIZE SUV	6
	4X4 TRUCK	9
	SUBTOTAL:	100.25
DEC 2022	ECONOMY SEDAN	4
	COMPACT SEDAN	0
	COMPACT SUV	4
	MID-SIZE SEDAN	4
	MID-SIZE SUV	9
	MINIVAN	0
	FULL-SIZE SUV	0
	4X4 TRUCK	0
	SUBTOTAL:	21

INSTRUCTIONS TO AIRPORT TERMINAL RENTAL CAR CONCESSION BIDDERS:

1. Bid Proposal and Envelope: Each bid must be submitted in a sealed envelope marked on the face "Bid Proposal for SLV Airport Terminal Rental Car Concession."
2. Method of Award: The contract will be awarded to the responsible and responsive proposer as deemed to be in the best interests of the Airport over the five-year term.
3. Questions: Questions pertaining to this bid request shall be directed to the Airport Manager, San Luis Valley Regional Airport, telephone (719) 587-5211 or email: whickman@alamosacounty.org. If the Airport Manager deems it of general

interest, the answer shall be issued in written addendum on the Airport's website:
<https://www.sanluisvalleyairport.org/doingbusinessdocuments>.

4. No changes can be submitted to the proposal or lease contract after **March 17, 2023**.

PROPOSERS TO MAKE OWN INVESTIGATIONS

This RFP has been designed so proposers can follow a step-by-step process from proposal preparation, to submittal, and award. Although the Airport believes its information on historical data, statistics, etc., to be accurate, the Airport cannot guarantee the accuracy of such information, and proposers should investigate such matters to their own satisfaction. Proposers may not rely on any implied representations or warranties (the existence of which are hereby disclaimed), or the accuracy of any projections or other information provided in connection with this RFP by the Airport or its Agents. Proposers should make independent and expert investigation and evaluation of all information provided in connection with this RFP. The Airport makes no guarantee, warranty or other assurance as to the levels of future activity. Each proposer is responsible for making all investigations and examinations necessary to submit a proposal to operate a rental car concession at the Airport. Failure to do so will not waive any condition of the Concession Agreement. Submission of a proposal shall be considered evidence that the proposer has made such investigations and examinations.

EXHIBIT A

Secured Parking Area and Terminal Lease Space



