

REQUEST FOR PROPOSALS

NON-EXCLUSIVE AIRPORT TERMINAL RENTAL CAR CONCESSIONS

SAN LUIS VALLEY REGIONAL AIRPORT ALAMOSA, COLORADO

The San Luis Valley Regional 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 office of the San Luis Valley Regional Airport, 2490 State Avenue, 81101 no later than **May 6, 2022**. 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 **April 20, 2022**. Attendance is strongly recommended.

Bids are to be submitted in a sealed envelope marked "Bid Proposal for Airport Terminal Rental Car Concessions" 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. Bids will be awarded to any responsible and responsive proposer.

Will Hickman

Airport Manager

San Luis Valley Regional Airport

REQUEST FOR PROPOSALS

SAN LUIS VALLEY REGIONAL AIRPORT

AIRPORT TERMINAL RENTAL CAR CONCESSIONS

Bids must be received
at 2490 State Avenue, Alamosa, CO 81101
no later than
2:00 P.M., **May 6, 2022.**

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., **April 20, 2022.**

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 August of 2021. The Airport offers Primary Commercial Service, and is currently served by United Airlines (Operated by SkyWest), which operates 12 round trip flights per week, utilizing 50 seat CRJ-200 jet aircraft. A new carrier will be arriving later in summer 2022 to replace United with service that will equal or exceed previous service levels. 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.

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 ALS Rental Car Lease Agreement.

RFP TIMELINE

RFP posted on website (sanluisvalleyairport.org)	April 8, 2022
Advertised in Valley Courier	April 12, 2022
Pre-Bid Meeting 10:00 am, Alamosa County Administration Building	April 20, 2022
Deadline for written questions	May 5, 2022
Proposals Received at 2490 State Ave., Alamosa, CO 81101	May 6, 2022
Expected Approval/Selection	May 11, 2022
Notice of Award for Successful Proposal	May 13, 2022
All required executed leases, documents, or other information due and on file for Lease start date_____.	No later than June 1, 2022

AWARD OF CONTRACT:

The Airport intends to award one (1) Non-Exclusive Airport Terminal Rental Car Concession Lease to the most qualified proposer offering the highest Concession Fee over 3 years 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. Bids will be awarded to the responsible and responsive proposer as the Airport finds to be in the best interests of the Airport and community.

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.

MINIMUM COMPANY REQUIREMENTS:

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

- Rental Car Facility has capability to provide a vehicle fleet of a maximum of 20 rental cars at the San Luis Valley Regional Airport.
- Provide a comprehensive business proposal for operating a rental car facility at the Airport.
- Facilities 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 (scheduled and actual) and shall remain open 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 15 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.
- Facilities must provide a national credit card system and national reservations system for customers, and accept at least 3 major credit cards as methods of payment.
- Facilities must have written standards, specifications, and procedures for the condition and maintenance of its vehicle fleet. (Provide the Airport a copy of such standards.)
- 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.

- It fully complies with all Transportation Security Administration (TSA), Federal Aviation Administration (FAA) regulations, Airport Rules and Regulations, State, and County ordinances, laws, etc.
- Facilities shall be responsible for the conduct, demeanor and appearance (properly uniformed/identified) of its officers, agents, employees, suppliers and representatives.
- The leased premises shall be kept in a clean, neat, businesslike, and orderly condition at all times and the concessionaire shall provide for timely disposal of trash and debris.
- The 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
2. References: At least three (3)
3. Insurance Documents

INSURANCE

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

PRE-BID CONFERENCE:

A pre-bid conference will be held on **April 20, 2022**, at 10:00 a.m. in the Alamosa County Administration Building, EOC room. Attendance at this meeting is highly recommended.

TERM OF CONTRACT:

There are no current contracts in place. The new contracts will be for three years, beginning **June 1, 2022**.

AIRLINE SERVICE:

The Airport is served by one fixed based operator, Centric Aviation. Historical airline passenger (deplanement) totals at the Airport for calendar years 2018 to 2021 are shown in the following table:

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

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 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 three-year term.
3. Questions: Questions pertaining to this bid request shall be directed to the Airport Manager, San Luis Valley Regional Airport, 2490 State Avenue, Alamosa, Colorado 81101; 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 **May 6, 2022**.

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





