REQUEST FOR PROPOSAL

Airport Restaurant Operations

Issued By:

St. Augustine – St. Johns County Airport Authority
4796 US 1 N
Saint Augustine, Florida 32095

Northeast Florida Regional Airport
Fly Smart!

St. Augustine – St. Johns County Airport Authority seeks to identify interested parties to enter into a lease to operate a restaurant and catering services at the Northeast Florida Regional Airport. Qualified proposals must have demonstrated experience and knowledge of restaurant & catering operations. It is further expected that proposals will be based on a thorough understanding of existing and future restaurant market conditions and trends. Final proposals will contain realistic financial projections.

Proposals are due before **2:00 p.m. on July 31, 2017**. St. Augustine – St. Johns County Airport Authority does not recognize the U.S. Postal Service, its postmarks or any other organization as its agent for purposes of dating the Proposal. All Proposals received after the deadline shown will be rejected, returned to sender and will not receive further consideration. Furthermore, the St. Augustine – St. Johns County Airport Authority reserves the right to reject any or all proposals, waive minor formalities or award to and negotiate with the Proposer whose proposal best serves the interest of Northeast Florida Regional Airport.

Mail or hand-deliver Proposal to:

Attn: Cindy Hollingsworth, Office Manager
St Augustine – St. Johns County Airport Authority
4796 US 1 N
St. Augustine, FL 32095

For questions or clarifications pertaining to this RFP, please contact Cindy Hollingsworth at (904) 209-0090, or ckh@SGJ-airport.com no later than 4:00 p.m. on July 21, 2017. Contact with any other Airport Authority Member or Employee associated with these services during the RFP process is strictly prohibited.

Site Visit upon request.

The Goals/Objective of this Request for Proposals (RFP) is to award a lease to an operation who will accomplish the following:

- Provide a destination restaurant with a distinctive menu that will draw people to the airport for a memorable experience;
- Maximize attendance through featured menu items, service, ambiance and special events marketing;
- Assess, provide, and install all necessary furnishings and equipment in order to create an attractive and inviting destination;
- Implement quality marketing and advertising campaign;
- Work in unison with the Northeast Florida Regional Airport during the normal course of business to ensure an optimum experience; and
- Minimum Base Rent expectation is $1,800 per month plus sales tax ($12sf x 1,800sf = $21,600).

The response for the RFP should include the following information:

- Identify desired time period of lease, renewal options & proposed rental rate;
- Description of the concept planned for restaurant operations;
- Include the days the restaurant will be open for business each week and the hours of operation expected for each week and weekend day;

- Provide a sample menu showing the type of food to be served (i.e. breakfast, lunch, dinner and/or after dinner) with expected pricing information;

- Note the hours during which each meal will be served;

- Note whether alcoholic beverages will be served and if so describe how such service will be integrated into the restaurant operation;

- Note if entertainment is planned as part of restaurant operations and if so describe the type of entertainment and likely schedule;

- Describe any improvements anticipated for the restaurant including equipment, furnishings etc.;

- Include a general business plan for restaurant operations and describe any plans for advertising or promoting restaurant operations to the public. Also describe any plans for utilizing the area for community and/or airport related events;

- Evidence of insurance coverage for the operation of the restaurant operations will be required prior to opening;

- Name, addresses and telephone number of the proposer/lessee;

- Complete resume of ownership and all principal personnel to be involved in the management and operation of the restaurant;

- Evidence of personal experience of the lessee and principal personnel specifically with the management and operation of restaurant facilities;

- Financial statement of the prospective lessee indicating sufficient resources available for successful promotion, management and operation of the restaurant facility; and

- Names, addresses and telephone numbers of at least (3) three references of individuals with direct knowledge of the experience of the lessee and principals involved in restaurant management and operation.

St. Augustine – St. Johns County Airport Authority is a political subdivision of the State of Florida, specifically subject to all rules and regulations of the Federal Aviation Administration, State of Florida and St. Augustine – St. Johns County Airport Authority. Additional information can be found at the following website: http://www.flynf.com.

The Airport Restaurant is located at 4900-A US 1 N at the Northeast Florida Regional Airport. The restaurant has approximately 1800 sf with an outside balcony overlooking the airfield.

The Airport Authority is not responsible for any expenses, which Proposers may incur in preparing and submitting this RFP. The Airport Authority reserves the right to conduct personal interviews or require presentations of any or all Proposers prior to selection. The Airport Authority will not be liable for any costs incurred by the Proposer in connection with such interviews/presentations (i.e., travel, Accommodations, etc.). All Proposals submitted shall be binding for one hundred twenty (120) calendar days following opening.

In accordance with Chapter 119 of the Florida Statutes (Public Records Law) and except as may be provided by other applicable State and Federal Law, all proposers should be aware that all RFP's and the responses thereto are in the public domain. However, the proposers are requested to identify specifically any information contained in their proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law.

All proposals received in response to this RFP will become the property of the Airport Authority and will not be returned. In the event of an award, all documentation produced as part of the contract will become the exclusive property of the Airport Authority.

Any bidder, proposer or person substantially and adversely affected by an intended decision or by any term, condition, procedure or specification with respect to any solicitation of proposals, shall file with the Executive Director of the Airport Authority, a written notice of intent to protest no later than five (5) business days (excluding Saturdays, Sundays and legal holidays) after the posting either electronically or by other means of the notice of intended action, notice of intended award, bid tabulation, publication by posting electronically or by other means of a procedure, specification, term or condition which the person intends to protest, or the right to protest such matter shall be waived. The protest procedures may be obtained from the Airport Authority Administration Office and are included in the Airport Authority Administrative Policy. All of the terms and conditions of the Airport Authority Administrative Policy are incorporated by reference and are fully binding.

Proposers intending to qualify must abide by the following requirements: A lobbying blackout period begins upon issuance of the bid solicitation, RFP and continues until the Airport Authority executes an Operating & Lease Agreement on behalf of the Airport Authority. For any questions concerning the RFP, the Proposer must contact the person listed in the RFP as the Contact Person for the Airport Authority. Proposers who do not abide by these rules are subject to having their Proposal automatically rejected, without further recourse, and shall be subject to debarment for periods up to 12 months.

To the fullest extent permitted by law, the Proposer shall indemnify and hold harmless the St. Augustine – St. Johns County Airport Authority and their respective directors, officers, employees and agents from and against liability, claims, damages, losses and expenses, including attorney's fees, arising out of or resulting from performance of the Work, provided that such liability, claims, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or injury to or destruction to tangible property (other than the Work itself) including loss of use resulting there from, but only to the extent caused in whole or in part by negligent acts or omissions of the Proposer, a Sub Agency, or anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such liability, claim, damage, loss or expense is caused in part by a party indemnified hereunder.

In claims against any person or entity indemnified under this Paragraph by an employee of the Proposer, a Sub Agency, any one directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this Paragraph shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Proposer or a Sub Agency under workers' compensation acts, disability benefits acts or other employee benefit acts.