

GREENVILLE-SPARTANBURG AIRPORT DISTRICT

**REQUEST FOR PROPOSALS
TO PROVIDE PARKING MANAGEMENT SERVICES**



GSP INTERNATIONAL
AIRPORT
R O G E R M I L L I K E N F I E L D

AUGUST 1, 2017

GREENVILLE–SPARTANBURG AIRPORT DISTRICT
REQUEST FOR PROPOSALS
PARKING MANAGEMENT SERVICES

TABLE OF CONTENTS

SECTION I - NOTICE OF REQUEST FOR PROPOSALS	4
SECTION II - INSTRUCTIONS TO PROPOSERS	4
A. Proposal Deadline	4
B. Minimum Requirements	5
C. Desirable Requirements	5
D. Mandatory Pre-Proposal Conference	5
E. Airport & Parking Facility Information	6
F. Withdrawal of Proposal	13
G. District Contact Person	13
SECTION III - INFORMATION FOR PROPOSERS	14
A. Proposal and Award Schedule	14
B. Scope of RFP	14
C. Goals and Objectives	14
SECTION IV - SUMMARY OF BUSINESS TERMS	15
A. Term of Agreement	15
B. Scope of Services	15
C. Hours of Operation	16
D. District to Provide	16
E. Proposer to Provide	17
F. Vehicles	17
G. Employees	17
H. Parking	17
I. Ordinance Requirements	17

SECTION V - PROPOSAL REQUIREMENTS	17
A. Evaluation Criteria	18
B. Selection Process	18
C. Proposal Format	19
D. Additional Proposer Information	26
SECTION VI - DISTRICT RESERVATIONS	27

EXHIBITS FOR PROPOSERS

Exhibit "A-1" – Airport Campus – Current Parking Layout Drawing

Exhibit "A-2" – Airport Campus – Future Parking Layout Drawing

Exhibit "B" – Proposal Forms

Exhibit "C" – Airport Concessions Disadvantaged Business Enterprise (ACDBE)
Program

Exhibit "D" – Parking Management Services - Sample Agreement

SECTION I – NOTICE OF REQUEST FOR PROPOSALS

The Greenville–Spartanburg Airport District (“District”) invites the submission of proposals from all interested and qualified Proposers desiring to provide Parking Management Services for the Greenville-Spartanburg International Airport (“Airport”) including, but not limited to, Disadvantaged Business Enterprises (“DBE”).

The Airport is often a visitor's first impression of the Upstate region. The District has completed significant upgrades and additions to its facilities greatly increasing and enhancing revenue, and customer satisfaction.

At the completion of the RFP evaluation, District may award an agreement to be negotiated for Parking Management Services (“Agreement”) at the Airport to the Proposer whose proposal will provide, as determined solely by the District, the best overall value to the Airport.

It is imperative that all Proposers read, review, and understand this RFP and all exhibits.

SECTION II – INSTRUCTIONS TO PROPOSERS

A. PROPOSAL DEADLINE

The deadline for proposal submission is stated in Section III.A. of this RFP. Each proposal must be in the format set forth in Section V.C. Proposals received after the due date and time listed will not be accepted and will be returned, unopened, to the Proposer.

Proposer must submit one (1) unbound original and four (4) bound identical copies of the proposal in a suitably sized package. On the outside of the package identify the name of the Proposer. All proposals are to be delivered to the Airport Contact Person:

Scott C. Carr, A.A.E.
Vice President – Commercial Business & Properties
2000 GSP Drive, Suite 1
Greer, SC 29651
Phone: (864) 848-6222
Fax: (864) 877-7426
Email: scarr@gspairport.com

B. MINIMUM REQUIREMENTS

Proposing entities must meet, at a minimum, each of the following qualifications:

1. The Proposer must have a minimum of five (5) years of continuous experience in the management and operation of public parking facilities.
2. The Proposer must currently manage at least three public parking facility with an aggregate total of at least one million (1,000,000) transactions annually and at least three public parking facility with annual revenues exceeding two million dollars (\$2,000,000).
3. The Proposer must provide a proposal deposit of \$10,000. Proposal deposit may be in the form of a certified check, cashier's check, or proposal bond in a form acceptable to the District.
4. The Proposer must have no pending, active, or previous legal action that would, in the District's sole judgement, prevent the Proposer from fulfilling the obligations under the agreement.
5. The Proposer must provide a proposal in the form and format set forth in the RFP.

Proposals, which do not meet each of the minimum qualifications, may be considered non-responsive and disqualified from further consideration.

C. DESIREABLE REQUIREMENTS

Manage and operate parking services at a similar-sized Airport.

D. MANDATORY PRE-PROPOSAL CONFERENCE

1. Meetings

District has scheduled a **mandatory** pre-proposal conference on August 11, 2017 at 10:30 a.m. Eastern Time. The conference will be held in the Airport District Office – Conference Room inside the terminal building on the second floor. Companies desiring to provide Parking Management Services for the Airport **MUST** attend this conference. Interested Proposers may send a qualified representative who is able to competently represent it or its company's best interests at both the mandatory pre-proposal conference and potential interviews. In order for the District to adequately address your questions at the conference, Proposers are encouraged to submit questions prior to the conference.

Any Proposer who fails to attend the pre-proposal conference will be considered non-responsive and disqualified from further consideration.

Persons should go to the Airport District Office located at 500 Aviation Drive, Greer, SC 29651 on the second floor of the terminal building and let the receptionist know that you are attending the mandatory pre-proposal conference for the Parking Management Services RFP. They will escort you to the appropriate conference room.

2. Addenda

Following the pre-proposal conference, the District will issue an addendum to the RFP addressing questions submitted. This addendum will include a listing of all firms and contact information for those in attendance.

Should discrepancies or omissions be found by any prospective Proposer or there is doubt as to the true meaning of any part of this RFP, a written request for a clarification or interpretation must be faxed, mailed, or e-mailed to the Airport Contact Person by the question deadline stated in the Proposal and Award Schedule found in Section III.A. Questions received after that time may not be answered by the District and may not become part of the RFP process. The District will not answer any questions by telephone or in person, except at the pre-proposal conference.

The District is not responsible for any explanation, clarification, interpretation or approval made or given in any manner except by addendum. A copy of each addendum will be issued to each person who attended the mandatory pre-proposal conference. Any addenda so issued are to be considered as part of this RFP.

E. AIRPORT & PARKING FACILITY INFORMATION

1. The Airport is open twenty-four (24) hours a day, three hundred and sixty five (365) days a year. The District has renovated the terminal building through a \$125 million project that was completed in May 2017. The renovated 378,379 square foot terminal building currently serves five airlines including Allegiant, American, Delta, Southwest, and United.

Below is the current flight schedule for July 2017:

FREQUENCY:

- 1-Monday
- 2-Tuesday
- 3-Wednesday
- 4-Thursday
- 5-Friday
- 6-Saturday
- 7-Sunday

<u>Airline</u>	<u>Op Al</u>	<u>Destination</u>	<u>Flight</u>	<u>Equipment</u>	<u>Departure Time</u>	<u>Frequency</u>
Allegiant Air	G4	Ft. Lauderdale/Hollywood	1713	320	9:23 AM	1.....
Allegiant Air	G4	Tampa/St. Petersburg	829	320	2:44 PM	1.....
Allegiant Air	G4	Orlando/Sanford	613	M80	3:13 PM7
Allegiant Air	G4	Orlando/Sanford	613	M80	3:26 PM	...4...
Allegiant Air	G4	Ft. Lauderdale/Hollywood	1713	320	4:40 PM	...5..
Allegiant Air	G4	Tampa/St. Petersburg	829	320	9:24 PM5..
American	PT	Philadelphia	4950	ER4	6:00 AM	12345.7
American	OH	Charlotte	5532	CR9	6:00 AM	1234567
American	OH	Charlotte	5506	CR9	7:22 AM	1234567
American	OH	Washington/DCA	5152	CR7	7:44 AM	12345..
American	PT	Philadelphia	4950	ER4	8:00 AM6.
American	MQ	Dallas/Ft. Worth	3581	E75	8:05 AM	1234567
American	MQ	Chicago/O'Hare	3931	ER4	8:18 AM	1234567
American	OH	Washington/DCA	5152	CR7	9:15 AM6.
American	OH	Charlotte	5464	CR2	9:30 AM	1234567
American	MQ	Chicago/O'Hare	3921	ER4	10:21 AM	1234567
American	OH	Washington/DCA	5560	CR9	10:35 AM	12345..
American	OH	Washington/DCA	5560	CR7	10:37 AM6.
American	PT	Philadelphia	4952	ER4	10:53 AM	1234567
American	OH	Charlotte	5063	CR2	11:25 AM	12345..
American	OH	Charlotte	5512	CR2	11:25 AM67
American	OH	Charlotte	5137	CR2	12:40 PM67
American	OH	Charlotte	5137	CR7	12:50 PM	.2.....
American	OH	Charlotte	5137	CR9	12:50 PM	1.345..
American	MQ	Dallas/Ft. Worth	3492	E75	2:15 PM	1234567
American	OH	Charlotte	5517	CR2	2:19 PM	1234567
American	PT	Philadelphia	4796	ER4	3:15 PM	12345.7
American	OH	Washington/DCA	5540	CR2	3:50 PM7
American	OH	Charlotte	5366	CR2	4:00 PM	1234567
American	PT	Philadelphia	4804	ER4	5:55 PM	12345.7
American	MQ	Chicago/O'Hare	3920	ER4	6:25 PM	1234567
American	MQ	Dallas/Ft. Worth	3549	E75	7:47 PM	1234567
American	PT	Charlotte	4979	ER4	8:20 PM	12345.7

Delta	DL	Atlanta	1457	M88	5:45 AM	1.....
Delta	DL	Atlanta	1457	320	5:45 AM	.2345.7
Delta	9E	Detroit	3871	CRJ	5:55 AM	1.....
Delta	9E	Detroit	3358	CRJ	5:55 AM	.2.....
Delta	EV	Detroit	5506	CR9	5:55 AM	..345..
Delta	DL	Atlanta	1457	320	6:30 AM6.
Delta	9E	New York/LaGuardia	3867	CR9	6:40 AM	1.....
Delta	9E	New York/LaGuardia	3618	CR9	6:45 AM	...45..
Delta	DL	Atlanta	1092	M88	7:00 AM	.2345.7
Delta	DL	Atlanta	1092	320	7:00 AM	1.....
Delta	DL	Atlanta	1092	M88	8:00 AM6.
Delta	DL	Atlanta	1568	M88	8:15 AM	.2345.7
Delta	DL	Atlanta	1568	M88	8:30 AM	1.....
Delta	EV	Detroit	5372	CR9	9:10 AM67
Delta	9E	Detroit	3698	CRJ	10:31 AM	1.....
Delta	OO	Detroit	4857	CRJ	10:34 AM	.2345..
Delta	EV	Atlanta	5413	CR9	10:35 AM7
Delta	DL	Atlanta	2368	717	10:35 AM	.2345..
Delta	DL	Atlanta	2368	M88	10:35 AM6.
Delta	DL	Atlanta	2368	717	10:48 AM	1.....
Delta	DL	Atlanta	2250	717	12:33 PM	1.....
Delta	DL	Atlanta	2250	717	12:40 PM	.23456.
Delta	EV	Atlanta	5416	CR9	12:40 PM7
Delta	EV	Detroit	5367	CR7	12:48 PM	1.....
Delta	9E	Detroit	3483	CR9	12:50 PM6.
Delta	EV	Detroit	5311	CR7	12:50 PM	.2.....
Delta	EV	Detroit	5348	CR7	12:50 PM	..345.7
Delta	9E	Atlanta	3669	CR9	2:59 PM	1.....
Delta	DL	Atlanta	1662	717	3:00 PM	0.234567
Delta	9E	New York/LaGuardia	3486	CR9	4:10 PM	.2.....
Delta	EV	New York/LaGuardia	5327	CR7	4:10 PM	..345.7
Delta	EV	New York/LaGuardia	5489	CR7	4:10 PM	1.....
Delta	DL	Atlanta	1341	M88	4:59 PM	1.....
Delta	DL	Atlanta	1341	717	5:08 PM	.2....7
Delta	DL	Atlanta	1341	M88	5:08 PM	..345..
Delta	OO	Detroit	4793	CRJ	5:41 PM	.2345.7
Delta	9E	Detroit	3877	CRJ	5:58 PM	1.....
Delta	EV	Atlanta	5362	CR9	7:21 PM	.2345.7
Delta	DL	Atlanta	879	717	7:23 PM	1.....
Delta	DL	Atlanta	882	319	7:24 PM6.
Southwest	WN	Atlanta	1979	73W	6:30 AM	..345..
Southwest	WN	Atlanta	1971	73C	6:45 AM	1.....
Southwest	WN	Atlanta	3672	73W	7:05 AM7

Southwest	WN	Atlanta	4402	73W	7:25 AM6.
Southwest	WN	Atlanta	174	73C	11:25 AM	1.....
Southwest	WN	Atlanta	197	73C	11:50 AM	.2345..
Southwest	WN	Atlanta	3298	73C	12:10 PM7
Southwest	WN	Atlanta	4146	73C	2:55 PM6.
Southwest	WN	Atlanta	332	73C	6:00 PM	.2345..
Southwest	WN	Atlanta	3930	73C	6:05 PM7
Southwest	WN	Atlanta	172	73C	6:50 PM	1.....
United	C5	Washington/Dulles	4858	ERJ	5:45 AM	.2456.
United	C5	Washington/Dulles	4858	ERJ	5:50 AM	1.....
United	OO	Chicago/O'Hare	5993	E7W	6:05 AM	0.234567
United	OO	Chicago/O'Hare	5993	E7W	6:14 AM	1.....
United	EV	Houston	4452	ERJ	6:45 AM	.234567
United	EV	Houston	4229	ERJ	6:45 AM	1.....
United	AX	Chicago/O'Hare	4606	ER4	9:55 AM	1.....
United	EV	Chicago/O'Hare	3921	ERJ	10:00 AM	..345..
United	OO	Chicago/O'Hare	5759	E7W	10:00 AM7
United	C5	Washington/Dulles	4838	ERJ	10:25 AM	1234567
United	EV	Newark	4166	ERJ	11:00 AM	1.....
United	EV	Newark	4166	ERJ	11:05 AM	.2345.7
United	AX	Chicago/O'Hare	4687	ER4	1:58 PM7
United	AX	Chicago/O'Hare	4687	ER4	2:00 PM	.23456.
United	AX	Chicago/O'Hare	4656	ER4	2:00 PM	1.....
United	YV	Washington/Dulles	6026	CR7	2:43 PM	1.....
United	AX	Washington/Dulles	4735	ER4	2:45 PM7
United	AX	Washington/Dulles	4735	ER4	2:50 PM	.2345..
United	C5	Washington/Dulles	4961	ERJ	2:50 PM6.
United	EV	Newark	4337	ERJ	4:00 PM5..
United	C5	Newark	4926	ERJ	4:25 PM7
United	EV	Newark	4337	ERJ	4:25 PM	.234.6.
United	EV	Newark	4444	ERJ	4:25 PM	1.....
United	OO	Chicago/O'Hare	5706	E7W	5:20 PM	.234567
United	OO	Chicago/O'Hare	5706	E7W	5:21 PM	1.....
United	C5	Newark	4834	ERJ	7:11 PM	1234567

Below are the historical enplanements and projected enplanements for 2017:

<u>Fiscal Year</u>	<u>Historical Enplanements</u>
2004	697,698
2005	903,503
2006	828,639
2007	770,406
2008	713,485
2009	648,784
2010	631,933
2011	763,268
2012	947,999
2013	941,880
2014	948,808
2015	951,148
2016	1,014,610

Below are the historical annual gross parking receipts from all parking facilities:

<u>Fiscal Year</u>	<u>Historical Gross Receipts</u>
2004	\$5,762,438
2005	\$7,026,889
2006	\$7,129,016
2007	\$7,553,402
2008	\$7,558,601
2009	\$6,043,393
2010	\$5,664,476
2011	\$6,450,225
2012	\$7,751,689
2013	\$7,740,166
2014	\$7,983,864
2015	\$8,488,891
2016	\$9,087,381

Below are the parking facilities employee counts based upon information provided by current operator as of July 2017:

<u>Position</u>	<u>Number of Full-Time Employees</u>	<u>Number of Part-Time Employees</u>
Manager	1	0
Shift Lead	2	1

Shift Lead (Overnight)	1	0
Cashier	5	2
Cashier/License Plate Inventory	4	0
Office Assistant	1	0
TOTAL	14	3

Below are the parking facilities to be operated by the Proposer selected pursuant to this RFP that are generally described as follows:

- a. **Parking Garage A:** This area consists of deck parking accommodating approximately one thousand seventy one (1,071) vehicles. This area is controlled by two (2) entrance gates and two (2) automatic ticket dispensers. In addition, the Sky Lot (Uncovered 5th Floor) has one (1) entrance gate, one (1) exit gate, and two (2) automatic ticket dispensers/encoders. The exit plaza consists of two (2) cashier booths. Each booth contains the following:
 - Fee Computer
 - Ticket Validator
 - Cash Drawer
 - Telephone
 - Heat and Air Conditioning
 - Barrier Gate
 - Lane Status Sign
 - Customer Fee LED

- c. **Parking Garage B:** This area consists of deck parking accommodating approximately one thousand five hundred five (1505) vehicles. This area is controlled by two (2) entrance gates and two (2) automatic ticket dispensers. In addition, the Sky Lot (Uncovered 5th Floor) has one (1) entrance gate, one (1) exit gate, and two (2) automatic ticket dispensers/encoders. There is also one (1) barrier gate located between the garage and the daily Lot.

- d. **Daily Parking:** This area consists of surface parking accommodating approximately four hundred eighty four (484) vehicles. This area is controlled by two (2) entrance gates and two (2) automatic ticket dispensers. Access is also available through Parking Garage B.

- e. **Parking Garage B & Daily Parking Toll Plaza:** The Toll Plaza, serving the Daily Lot and Garage B parking consists of three (3) cashier booths. Each booth contains the following:

- Fee Computer
- Ticket Validator
- Cash Drawer
- Telephone
- Heat and Air Conditioning
- Barrier Gate
- Lane Status Sign
- Customer Fee LED

f. **Economy Parking:** This area consists of surface parking accommodating approximately one thousand five hundred seventeen (1,517) vehicles. This area is controlled by two (2) entrance gates and two (2) automatic ticket dispensers. The exit plaza has two (2) cashier booths. Each booth contains the following:

- Fee Computer
- Ticket Validator
- Cash Drawer
- Telephone
- Heat and Air Conditioning
- Barrier Gate
- Lane Status Sign
- Customer Fee LED

One booth contains a restroom.

g. **Valet Parking:** This area consists of surface parking accommodating approximately one hundred twenty (120) vehicles. The drop off and pick up location for valet is located along the drive curbside entering the Daily Lot.

AmeriPark presently holds the agreement to provide this service through April 30, 2018. However, the selected Proposer will begin service on May 1, 2018.

h. **Office:** Office space, located at the Parking Garage A toll plaza consists of approximately one hundred fifty (150) square feet. The building is heated and air conditioned, and consists of an office area and a restroom.

Office space at Parking Garage B contains approximately two hundred fifty-eight (258) square feet. The building is heated and air conditioned and consists of two (2) rooms. There is not a restroom in this office.

The District is in the process of constructing an additional overflow lot consisting of approximately four hundred twenty five (425) surface parking lot spaces adjacent to the cell phone lot as depicted in Exhibit A-2. In addition, during the initial term of the Agreement, the District plans to construct a third parking garage on the current Daily Lot site as depicted in Exhibit A-2.

The third parking garage will house new rental car company counters and ready return spaces. These are presently located in Parking Garage A. Once these functions transfer to Parking Garage C, there will be approximately three hundred eighty six (386) spaces returned to public parking on Floors 1 and 2 in Parking Garage A.

Below is the rate structure of each parking lot or service as of July 2017:

<u>Parking Facility</u>	<u>Rates</u>
Parking Garages A & B	\$1/Each ½ Hour or Fraction thereof \$14/Day Maximum
Parking Garages A & B – Sky Lot	\$1/Each ½ Hour or Fraction thereof \$7/Day Maximum
Daily Lot:	\$1/Each ½ Hour or Fraction thereof \$9/Day Maximum
Economy Lot:	\$5/Day
Valet Parking:	\$16/Day

F. WITHDRAWAL OF PROPOSAL

No proposal may be withdrawn after it has been submitted to the District unless the Proposer so requests by certified letter and such request is received by the District before the proposal deadline.

In submitting the proposal, the Proposer agrees that the proposal will remain valid for ninety (90) calendar days after the deadline for submission of proposals and may be extended beyond that time by mutual agreement.

G. DISTRICT CONTACT PERSON

From the date the RFP is issued through the contract award, Proposers shall not

contact any members of District staff in any way related to this RFP process, except for the District Contact Person.

In an effort to be sure that your questions are properly understood and answered, your questions **MUST** be faxed, mailed, or e-mailed to the District Contact Person.

SECTION III – INFORMATION FOR PROPOSERS

A. PROPOSAL AND AWARD SCHEDULE

August 11, 2017	Mandatory pre-proposal conference at 10:30 a.m. Eastern Time.
August 18, 2017	Last day for receipt of any questions concerning the RFP by 3:00 p.m. Eastern Time.
August 25, 2017	All proposals due to District Office whose mailing address is 2000 GSP Drive – Suite #1, Greer, SC 29651 by 3:00 p.m. Eastern Time.
August 31, 2017	Potential Interviews of Proposers (If needed).
September 11, 2017	Commission Meeting – Agreement awarded by the Airport Commission at 9:00 a.m. Eastern Time.
November 1, 2017	Agreement start date for all services except valet parking.
May 1, 2018	Valet parking services under the agreement starts.

The District reserves the right to adjust the schedule as necessary.

B. SCOPE OF RFP

The District is seeking a company to perform Parking Management Services. This includes the management and operation of designated parking facilities, operation of shuttle bus services to and from designated parking facilities, providing valet parking services (beginning May 1, 2018), and setup and management of a frequent parker program.

C. GOALS & OBJECTIVES

The goal of this RFP is to provide Parking Management Services to arriving and departing passengers of the Airport. The selected Proposer will enter into an Agreement with the District to perform Parking Management Services at the Airport.

To accomplish this goal, the District is seeking a Parking Management Services contractor to:

1. Provide first class parking operating and management services that meets the Airport user needs and adds value to other Airport services.
2. Display extensive experience in operating and managing self-park parking facilities, shuttle bus operations, and valet parking services similar to the Airport's facilities.
3. Operate the facilities, shuttle bus operation, and valet parking services with well trained, efficient, courteous, and pleasant staff.
4. Setup and manage a frequent parker program as well as other revenue enhancing programs.
5. Demonstrate reputation in providing such services in an airport environment with outstanding customer service, with a focus on safety, security, communication, and responsiveness.

SECTION IV – SUMMARY OF BUSINESS TERMS

A summary of key business terms is provided herein for reference purposes:

A. TERM OF AGREEMENT

The Agreement shall be for an initial term of five (5) years, with an additional three (3) one (1) year renewal option periods at the sole discretion of the District.

B. SCOPE OF SERVICES

The successful Proposer will provide on-site management of the parking facilities, shuttle bus services within designated parking facilities, and valet parking services. Valet parking services begin May 1, 2018, while all other services start on November 1, 2017.

The Airport is a dynamic environment. The Proposer must be able to adapt to

changes, which may include, but not be limited to construction in and around the parking facilities, new and evolving security requirements, tenant needs, and Airport rules and regulations.

Specific requirements of the selected Proposer include, but are not limited to, the following:

1. Collection and depositing of all parking fees and charges;
2. Bookkeeping and accounting services which fully and accurately account for 100% of all fees, charges and expenses, with daily report and reconciliation sheets for the District;
3. Reporting of improperly parked or abandoned vehicles from all public parking facilities;
4. Performance of nightly license plate inventory of all vehicles parked in the public parking facilities;
5. Providing shuttle bus operations to designated parking facilities;
6. Providing valet parking services;
7. Setup and management of a frequent parker program as well as other revenue enhancing programs;
8. Maintenance of certain equipment as further prescribed herein;
9. Reporting of all complaints and all claims made for losses or damage on the Premises, in a manner satisfactory to the District.

C. HOURS OF OPERATION

The Proposer shall provide on-site management of the parking facilities twenty-four (24) hours per day, seven (7) days a week, and three hundred and sixty five (365) days per year with sufficient and qualified personnel. Shuttle bus operations and valet parking shall be available ninety (90) minutes prior to the first scheduled departure until sixty (60) minutes after the last actual arrival each day with sufficient and qualified personnel.

D. DISTRICT TO PROVIDE

The District will provide utilities including electricity, gas, water, telephone, and data services. In addition, the District will provide all of the existing Amano McGann revenue control and other associated equipment that is presently in

use today.

E. PROPOSER TO PROVIDE

Please refer to Exhibit C in the Parking Management Services – Sample Agreement.

F. VEHICLES

The Proposer shall provide cost proposals for new shuttle buses whether purchased or leased. Proposer should include in their proposals a detailed description of the number of vehicles needed for the operation to service the Economy Lot and separately the future Overflow Lot as needed, type of vehicles proposed, and the cost of each vehicle.

Proposer must at all times maintain these vehicles in a good state of repair, clean, and neat in appearance. All vehicles must be heated and air conditioned and capable of handling a total of fifteen (15) persons plus luggage. Customers should not have to wait more than fifteen (15) minutes for to be picked up either in the parking lot or at the terminal building.

G. EMPLOYEES

The successful Proposer shall provide sufficient and qualified staff to meet the objectives of the RFP.

A competitive market driven wage/benefit package, which is adequate to attract and retain qualified staff, should be provided. In order to meet this requirement, the District requires a minimum wage of at least \$10.50 per hour for each position.

H. PARKING

The District will identify locations for the selected Proposer to use for purposes of loading and unloading passengers for shuttle bus and valet parking services. In addition, the District has designated for the Proposer's employees to park their personal vehicles in the employee parking lot.

I. ORDINANCE REQUIREMENTS

The Proposer shall comply with all applicable federal, state, and local laws, including District requirements as well as the District's Rules and Regulations.

SECTION V – PROPOSAL REQUIREMENTS

All proposals must represent a complete expression by each Proposer of the scope and quality of the Parking Management Services operation to be undertaken and include support details essential for a clear and accurate understanding by the District. Proposers may submit any information they feel is relevant to a determination of their qualifications.

A. EVALUATION CRITERIA

All proposals received that meet the Minimum Requirements will be evaluated by the Review Team in accordance with the following criteria. The evaluation criteria are listed with the associated evaluation point value to provide a guideline of the relative importance of each element.

1.	<u>Quality</u>	
	a. Company Qualifications and Experience	15 Points
	b. Management and Operations Plan	25 Points
	c. Equipment	10 Points
	d. Staffing	10 Points
	e. Frequent Parker Program and Other Revenue Generating Ideas	10 Points
2.	<u>Financial</u>	
	a. Financial Submission	25 Points
	b. Financial Capability	5 Points
	TOTAL POINTS POSSIBLE	100 Points

B. SELECTION PROCESS

Each proposal will be evaluated by a Review Team consisting of representatives from District staff. Evaluation Criteria are for the purpose of the Review Team to evaluate the proposals.

1. Minimum Requirements

The first step is to determine whether the proposal meets the Minimum Requirements found in Section II.B. Those proposals failing to meet the

Minimum Requirements, including completeness, format and content, may be rejected without further evaluation.

2. Evaluation

Verification and substantiation of all information presented in each proposal may be performed during the course of the evaluation process. Proposers may be asked to revise, clarify and/or provide additional information during the proposal review process. These requests will require prompt action by the Proposer. Those proposals not rejected will be evaluated by the Review Team according to the Evaluation Criteria found in Section V.A.

3. Interviews

If the Review Team deems it necessary, it may conduct oral interviews with some or all of the Proposers.

4. Staff Recommendation

The Review Team will make its recommendation for award to the Airport Commission. The recommendation memo to the Airport Commission is posted on the District's website at www.gspairport.com approximately one (1) week before the Airport Commission meeting at which time the recommendation will be considered.

5. Commission Decision

The Airport Commission will consider the Review Team's recommendation and makes the final selection decision. (See Section III.A. Proposal and Award Schedule.)

6. Award of Agreement

The District will notify the successful Proposer in writing. The selected Proposer must fully execute and deliver a signed Agreement to the District, within thirty (30) calendar days after receipt of the Agreement in the form negotiated by the District and the Proposer.

C. PROPOSAL FORMAT

Each proposal should be typewritten on a standard 8½" x 11" page format, single sided with Arial twelve (12) point font and one (1) inch margins on all sides, and

the length should not exceed thirty (30) pages, excluding graphics, exhibits and/or other attachments. The pages shall be numbered and sections of the proposal shall be tabbed consecutively (as numbered below). Use additional forms, written text and graphics to effectively communicate your concepts and qualifications.

1. Executive Summary

Include an Executive Summary of the important features of the proposal which should identify the Proposer and state other general information that the Proposer desires to include regarding the Proposer's business organization, contacts and related numbers, and addresses. Additionally, this Executive Summary should highlight the uniqueness and strengths of your proposal and demonstrate how your proposal meets and/or exceeds the objectives outlined by the District.

2. Minimum Requirements

Explain how you meet the Minimum Requirements as set forth in Section II.B.

Proposal Deposits must be in the form of a certified check, a cashier's check, or a Proposal Bond in such form and substance acceptable to the District. Checks should be made payable to the Greenville – Spartanburg District. No proposal will be reviewed unless accompanied by the Proposal Deposit.

Enclose the Proposal Deposit with the original unbound proposal.

Copies of the check must be included in each copy of the proposal. Deposits will be held by the District until execution of the Agreement with the successful Proposer. If a Proposer is notified that it has been unsuccessful or disqualified, the deposit will be returned. No interest will be paid to Proposers on this Proposal Deposit.

If the successful Proposer fails or refuses to execute the negotiated Agreement, the sum of the Proposal Deposit will be retained, not as a penalty, but as liquidated damages. The damages resulting from failure to enter into an executed Agreement are difficult to ascertain, and the entire sum of the Proposal Deposit is a reasonable estimate of these damages.

3. Company Qualifications and Experience

- a. Summary of experience operating parking facilities at airports;
- b. Summary of other experience operating public parking facilities;
- c. Total number of airport parking facilities currently operated by your

organization and a list of their locations;

- d. An organizational chart including company's management structure and the individual that will be directly involved in the operation of the District's parking facility;
- e. Experience in selection and operation of revenue control systems;
- f. A statement detailing any cancellation, default, or notice of default for lack of payment of rents/fees (over sixty (60) days only) or for any other reason at any airport or city in the United States within the past five (5) years;
- g. If the Proposer has ever filed for protection under federal bankruptcy laws, or has been placed in bankruptcy by an application filed by other parties, describe in detail, including the present status or the outcome of such proceedings; and
- h. A minimum of four (4) operational references including one bank reference (letters of reference).

4. Management & Operations Plan

- a. Please describe the management structure to be used in the operation. Charts, diagrams, and descriptive materials as desirable or appropriate may be used to expand or clarify. Identify the relationship between the Proposer's local operation at the Airport and Proposer's main headquarters.
- b. Describe the program Proposer would follow to maintain and enhance the customer standards of parking service at the Airport.
- c. Provide your preliminary, detailed operating budget for the first year of operation.
- d. An operation procedure and policy manual reflecting the operation of the facility as proposed by the Proposer and approved by the District shall be submitted to the District, for approval, within thirty (30) days of the commencement of the date of the operation.

Please provide a draft copy for the District's operation or a copy utilized for another similar sized airport facility. This should be an attachment and is excluded from the thirty (30) page count limit.

This manual shall include, at a minimum, the following:

- General Operating and Management Policies
- Customer Service Policies including How Customer Complaints & Problems will be Handled
- Cash Control Procedures
- Accounting, Internal Financial Controls, and Audit Procedures
- Non-Standard Transactions/Lost Ticket Procedures
- Methods for Minimizing Material Expenses
- Emergency Procedures
- Parking Manager's Office and Home Telephone Numbers
- Supervisor's Office and Home Telephone

5. Equipment

- a. Each Proposer shall provide detailed information for each shuttle bus to be used as well as associated cost. Ownership of these vehicles shall immediately vest with the District.
- b. Proposer shall describe its maintenance plans for the vehicles and what types of maintenance records will be kept for each vehicle.

6. Staffing

- a. Each Proposer shall describe in detail their:
 - 1) Organizational chart
 - 2) Proposed staffing levels and demonstrate that sufficient personnel will be provided to meet the objectives of the RFP
 - 3) Proposed hours and numbers of employees per shift period
 - 4) Hiring philosophy
 - 5) Promotion philosophy
 - 6) Methods for maintaining high employee morale
 - 7) Job descriptions for each job title
 - 8) Employee training guide by job title
 - 9) Uniform descriptions for each job title
 - 10) Company Personnel Policies
- b. Each Proposer shall describe the wage rates and employee benefits during the entire period of the Agreement, including probationary periods and post-probationary periods and any wage and benefit increases to be provided to the following types of employees. Please explain your reasoning for the rates and how they meet local industry standards.

Please note that the District requires a living wage of at least

\$10.50 per hour for each position for the first year of the Agreement. This living wage shall be adjusted annually to meet the living wage calculation for Greenville County, SC, as determined by the District.

- c. Each Proposer shall describe plans for correcting performance problems, and any other staffing information relevant to an understanding of Proposer's planned performance of the Agreement. Proposers must demonstrate that they can provide a reliable and well-qualified workforce.
- d. Each Proposer shall describe the supervisory experience of the managers and/or supervisors proposed for the Agreement and the experience of those people. Provide resumes for the proposed managers and/or supervisors.

7. Frequent Parker Program and Other Revenue Generating Ideas

- a. Each Proposer shall describe in detail their:
 - 1) Proposed frequent parker program
 - 2) Proposed methods or proposed customer service programs for increasing parking facility net revenues

8. Financial

- a. The Proposer must demonstrate financial responsibility and provide the past two (2) years of audited financial statements prepared in accordance with Generally Accepted Accounting Principles (GAAP) with an independent Certified Public Accountant (CPA) statement attached. At a minimum, the Proposer shall submit a balance sheet, statement of changes in financial position, income statement, and all accompanying footnotes.
- b. The District, at its option, may request and review pro forma and other financial data of the Proposer.
- c. If the Proposer, or any corporation or other entity which has, directly or indirectly, a controlling interest in the Proposer, or any subsidiary corporation or other entity in which the Proposer has a controlling interest, or any affiliate of the Proposer is required to file reports with the Securities and Exchange Commission, provide copies of all Annual Reports on FORM 10-K filed by the Proposer or any partner or principal owner of Proposer during the past two (2)

years.

- d. In the event the Proposer plans to establish a subsidiary or spin-off of an existing corporation to perform the services contemplated under this RFP, sufficient data must be provided to demonstrate financial capability of the proposed entity.
- e. The District reserves the right to require, at its discretion, a guarantee from the Proposer's parent company or owners or a letter of credit for a predetermined amount each Agreement year. Personal net worth statements will not be acceptable unless such net worth is pledged to the entity to be established and is accompanied by the principal's appropriate signed tax return statements for the last two (2) years.
- f. If a new entity is being created for purposes of responding to this RFP, explain what party would be willing to sign a performance guarantee on behalf of the Proposer and provide appropriate financial information on that entity.
- g. As compensation for operation of the parking facilities at the Airport, District shall pay to the selected Proposer a Management Fee for each year of the Agreement, computed and paid on a monthly basis. The Management Fee will be calculated as either a fixed fee or a percentage of the Gross Revenues collected by the selected Proposer and remitted to the District from the operation of the parking facilities. The Proposer will have the option of stating the formula for the Management Fee in one of the following three ways:
 - 1. A single flat annual management fee.
 - 2. A single flat percentage applied to Gross Revenues collected by the Proposer and remitted to the District during each month of the term of the Agreement; or
 - 3. A schedule of graduated percentages based upon a sliding scale of Gross Revenues, measured on a cumulative basis from the beginning of each contract year through the end of the month for which the Management Fee is to be paid.

If the Proposer chooses to utilize a single flat percentage rate, then that rate will be inserted in the applicable blank in the Proposal Forms contained herein as Exhibit B. If the Proposer elects to utilize a graduated scale of percentages based on a sliding scale of Gross

Revenues, then the formula will be stated in sufficient detail in the pertinent portion of the Proposal Forms contained herein also as Exhibit B.

- h. The Operator will pay all expenses and costs incurred in the operation and management of the public parking facilities or otherwise required under the terms of the Agreement. For a summary of the key expenses the Operator is expected to incur and pay, see Section 8.2 of the Proposed Management Services - Sample Agreement and Exhibit "C" of that document which is attached hereto as Exhibit C.

9. Preparation of Proposals

- a. Bids must be unconditional and made in strict conformity with this RFP and all Addenda (if any) hereto. Blank spaces on the Bid Form and other submittals required by this RFP must be properly and legibly filled in, and the Proposer shall execute the Bid Form as follows:
 - i. If the Bid is executed by a sole proprietor, that fact shall be evidenced by the word "Owner" appearing after the name of the person executing it.
 - ii. If the Bid is executed by a partnership, that fact shall be evidenced by the words "General Partner" appearing after the name of the general partner executing it.
 - iii. If the Bid is executed by a corporation, it shall be executed in the name of the corporation by, and attested by, its authorized officers, and its corporate seal shall be affixed thereto.
 - iv. If the Bid is executed by a limited liability company, it shall be executed in the name of the limited liability company by a manager or member manager.
 - v. If the Bid is executed by any other legal entity, it shall be executed in the name of the legal entity by the person, officer or member having District to bind the entity and his or her District shall be duly referenced.
 - vi. All signatures must be in ink.

10. Bid Submittal Requirements

a. Each Bid submitted shall include the following required items:

- (1) The entire IFB document signed and completed as required herein.
- (2) Acknowledgment of receipt of any Addenda issued.
- (3) The completed Bidder Eligibility Form, included as **Attachment A**.
- (4) The Bid Form, included as **Attachment B**, and any items required or permitted to be attached to the Bid Form in accordance with the instructions contained therein.
- (5) Bidder's Affidavit of Non-Collusion, included as **Attachment C**.
- (6) Bidder's DBE Goal Form, included within **Attachment D**.
- (7) The Bidder's **Bid Security**.

11. Disqualification for Submitting More Than One Bid

A Bidder shall be disqualified for submitting more than one bid; provided that a Bid which has been withdrawn as permitted herein does not preclude the submission of another Bid prior to the time specified for the opening of the Bids.

12. Exceptions

The District recognizes the expertise of Proposers in parking management services. Proposer may include a specific list of Exceptions to the requirements of this RFP, if any, listed in a separate section labeled "Exceptions". Identify the RFP requirement, nature of the deviation, and explanation and any substitutions in language requested.

The District is not obligated to accept these new provisions or exceptions, and if the Proposer is preliminarily selected, the selection will be subject to achieving agreement on the items you have identified in this section. If there are no Exceptions, Proposers must state this on an Exceptions page. If no deviations are identified and the Proposer's proposal is accepted by the District, Proposer must conform to all of the requirements specified in the RFP and negotiated Agreement.

D. ADDITIONAL PROPOSER INFORMATION

During the evaluation process, the District may acquire and utilize, to the extent deemed necessary, information obtained from sources such as:

1. The Proposer, including representations and other data contained in the Proposer's proposal or other written statements or commitments such as financial assistance and subcontracting.
2. Other sources, including parties to other contracts and other airport or non-airport locations, with whom the Proposer has or has had a contractual relationship and is conducting or has conducted comparable operations. Submission of a proposal in response to this RFP shall constitute permission for the District to make such inquiries and authorizations to third parties to respond thereto.
3. Other information within the District, including financial data and records concerning the Proposer's performance.
4. Publications, including credit ratings and trade and financial journals.
5. Other sources, including banks, other financial companies and federal, state and local departments and agencies.
6. The District staff may conduct announced or unannounced visits and/or hold discussion with each Proposer, or with each Proposer judged to be in a competitive range, to elicit further information relevant to the proposals submitted. The District reserves the right to use the findings of the visits and/or discussions in its evaluation of the proposals in accordance with the evaluation criteria established herein. The District also reserves the right to make an award without conducting site visits or holding such discussions. Potential interviews or discussions may be held on the date set forth in the Proposal and Award Schedule found in Section III.A.

SECTION VI – DISTRICT RESERVATIONS

- A. The District reserves the right to award Agreements on the basis of the proposal submitted and/or to negotiate with Proposers for modification of the successful proposals, at the District's option. By submission of its proposal, the Proposer agrees to be legally bound thereby if the District accepts its proposal. The District reserves the right to reject any or all proposals and to waive any minor irregularities, informalities or discrepancies, and to award the Agreement to the Proposer best meeting the needs of the District as determined by the Airport Commission.
- B. The District will not be obligated to respond to any proposal submitted nor shall it

be legally bound in any manner whatsoever by the receipt of a proposal.

- C. Each Proposer must carefully examine the RFP and related documents, the plans with respect to the areas, and the facilities at the Airport. Failure on the part of any Proposer to make such examination and to investigate thoroughly the RFP and related facilities will not constitute grounds for declaration by a Proposer that it did not understand the conditions with respect to its proposal.
- D. Any and all agreements arising out of proposals submitted (including any negotiations that follow) will not be binding on the District, its officers, employees, or agents unless duly executed by the President/CEO following approval by the Airport Commission.
- E. Statistical information contained in these documents is for informational purposes only. The District is not responsible for any inaccuracies or interpretations of this data. The District makes no representations as to future enplanements, revenues, or other data. The Proposer must make its own conclusions and interpretations from the data supplied by the District and from information available from other sources.
- F. The District reserves the right to postpone the proposal submittal due date and/or Agreement start dates.
- G. Should the successful Proposer fail to execute and deliver the Agreement within the thirty (30) calendar day time period as referenced in Section V.B.6., the District is free to negotiate an Agreement with the next best Proposer.
- H. District's selection of a successful Proposer, either from among the Proposers responding to this RFP, or otherwise, as herein set forth, will be made solely at its discretion regardless of the data submitted by any Proposer. The Review Team and the Airport Commission will evaluate the criteria listed, and such other factors, as it considers appropriate. The District may consult all personal, business and financial references familiar with Proposer's prior operations and management of prior projects. Submission of Proposer's response to the RFP will constitute permission for the District to make such inquiries and authorization to third parties to respond thereto.
- J. All proposals received remain District property and will not be returned. The District reserves the right to retain or discard proposals following the conclusion of this RFP process.

Exhibit "A-1"

Airport Campus – Current Parking Layout Drawing

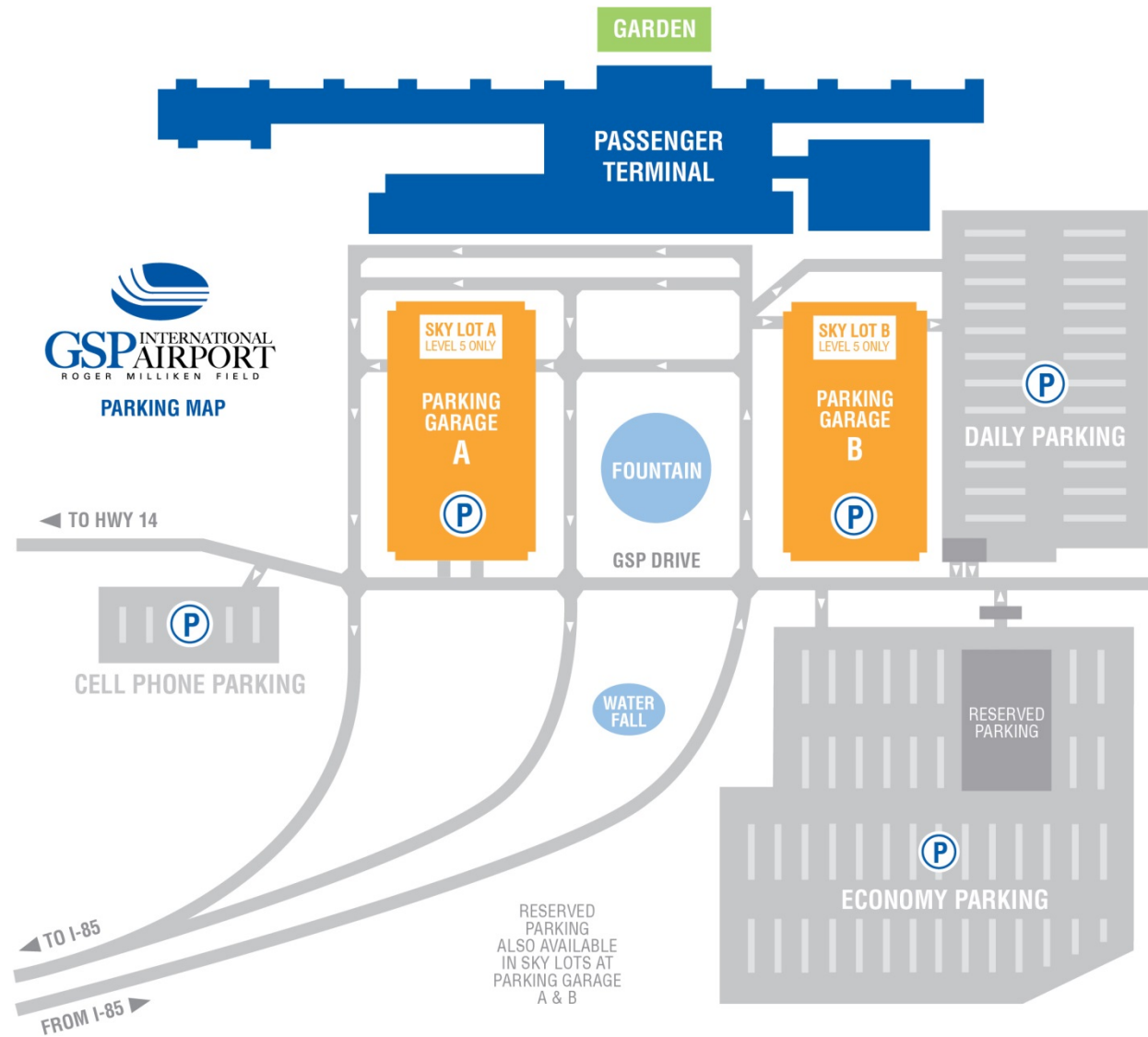


Exhibit "A-2"

Airport Campus – Future Parking Layout Drawing

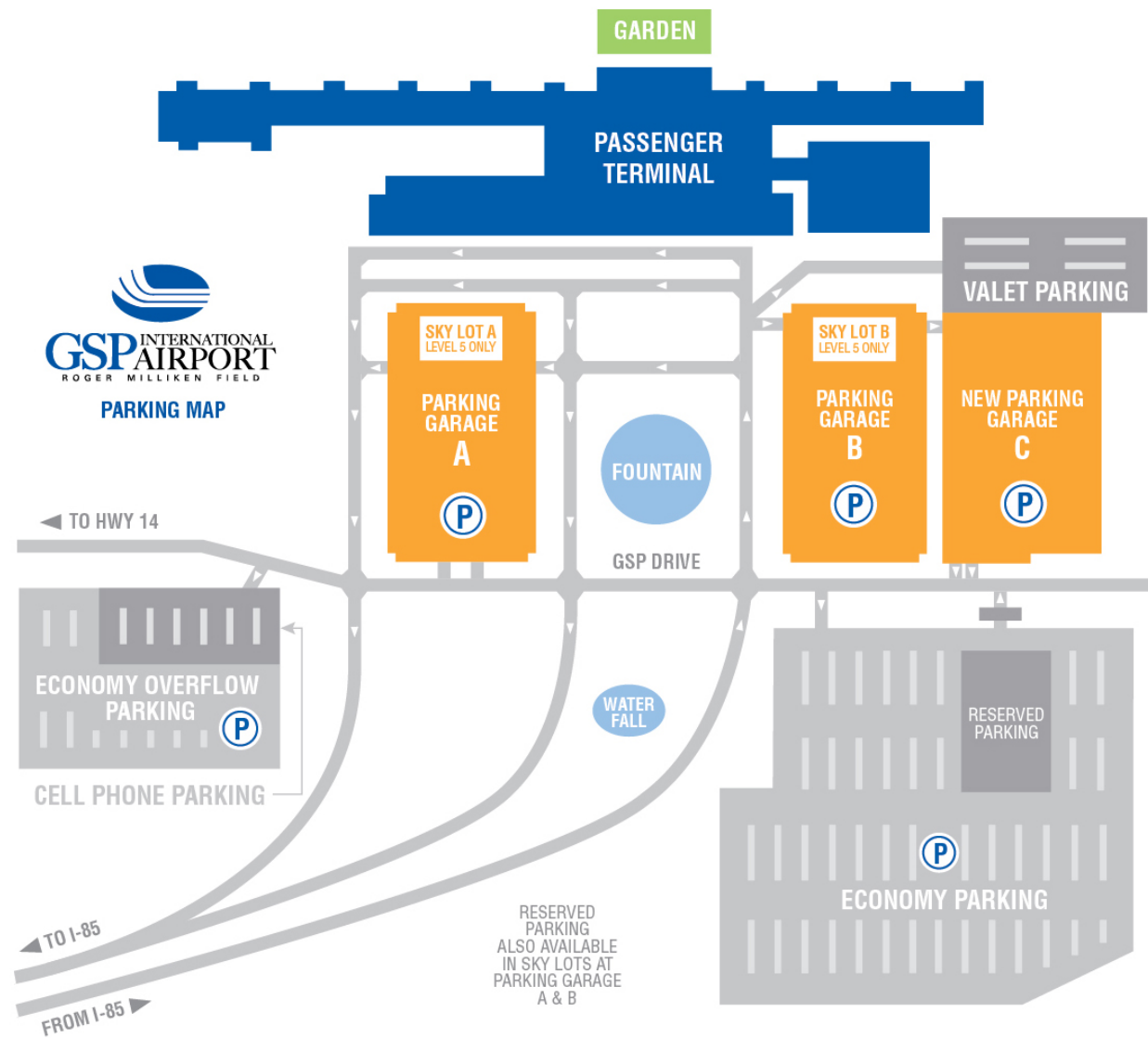


Exhibit "B"

The following Attachments which are part of this RFP and must be completed:

List of Attachments

- a. Attachment A - Bidder's Eligibility Form
- b. Attachment B - Bid Form
- c. Attachment C - Bidder's Affidavit of Non-Collusion
- d. Attachment D - DBE Program and Goal Form

[This Area Intentionally Left Blank]

**GREENVILLE-SPARTANBURG AIRPORT DISTRICT
INVITATION FOR BIDS**

**MANAGEMENT AND OPERATION
OF PARKING MANAGEMENT SERVICES AT
GREENVILLE-SPARTANBURG INTERNATIONAL AIRPORT**

EXHIBIT B - ATTACHMENT A - BIDDER'S ELIGIBILITY FORM

II. OVERVIEW

Proposers interested in managing and operating parking management services at Greenville-Spartanburg International Airport ("the Airport") must complete this form in full and timely submit it to the District, as part of its RFP documents. This form will enable the District to determine whether the Proposer has met the District's minimum eligibility requirements for submitting a bid. If this Proposer's Eligibility Form is not submitted, or if the information contained herein is incomplete or not responsive or if the Proposer does not have the apparent financial capability to perform the Agreement, the Proposer's Bid may be rejected by the District. Use additional pages as necessary, but please indicate at the top of each page the number and/or letter of the paragraph to which each such page relates.

III. BIDDER INFORMATION

1. Name _____

2. Address _____

3. Telephone No. _____

4. Fax No. _____

5. Contact Person _____

B. Type of Organization (Check all that apply) (If the Bidder is a franchisee, joint venture, or subsidiary, then the information requested below shall be provided for the franchisee and parent entity of franchisor, for each company forming the joint venture, or for the subsidiary and parent.)

- () Corporation
- () Partnership
- () Joint Venture
- () Sole Proprietorship
- () Other (explain) _____

C. IF A PARTNERSHIP, ANSWER THE FOLLOWING:

- 1. Date of Organization: ____ / ____ / ____
- 2. General Partnership () Limited Partnership ()
- 3. Partnership Agreement recorded? Yes () No ()
_____ Book _____ Page _____ County _____ State
- 4. Has the Partnership done business in South Carolina?
Yes () No () When? _____

5. Name, Address and Partnership share of each general partner:

NAME	ADDRESS	SHARE
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %

D. IF A CORPORATION, ANSWER THE FOLLOWING

- 1. Incorporation date? ____ / ____ / ____
- 2. State where incorporated? _____
- 3. Is the corporation authorized to do business in South Carolina?
Yes () No () If so, as of what date? _____

If South Carolina is not the state of incorporation:

Address of the registered office in South Carolina:

Name of registered agent in South Carolina at such office:

Attach copy of Certificate of District to transact business in South Carolina.

- 4. Is the corporation held publicly () or privately ()?
- 5. Furnish the name, title and address of each officer and principal shareholder owing ten percent (10%) or more of the corporation's issued stock.

OFFICER'S NAME	POSITION
-----------------------	-----------------

PRINCIPAL SHAREHOLDERS	ADDRESS
-------------------------------	----------------

E. IF A JOINT VENTURE, ANSWER THE FOLLOWING:

- 1. Date of Organization? ____ / ____ / ____
- 2. Joint Venture Agreement recorded? Yes () No ()
 Date _____ Book _____ Page _____ County _____ State _____
- 3. Has the Joint Venture done business in South Carolina?
 Yes () No () When? _____

4. Name, address and percent of ownership of each Joint Venturer:

ADDRESS	SHARE
_____	_____%
_____	_____%
_____	_____%
_____	_____%

IV. FINANCIAL INFORMATION

A. Financial Statements

For each of Proposer's last two fiscal or calendar years, Bidders shall attach an annual report or Balance Sheet and an Income Statement with all accompanying financial statements and notes prepared in accordance with generally accepted accounting principles reflecting Proposer's current financial condition, together with a copy of an independent audit report issued by a Certified Public Accountant. In the event that the Proposer is not a publicly-held entity producing audited, annual financial statements specifically meeting all of the above requirements, District will accept a Balance Sheet and an Income Statement meeting the above requirements but without an independent audit report issued by a Certified Public Accountant. These financial statements shall be prepared by and/or certified to by either a Certified Public Accountant or Proposer's Chief Financial Officer and shall present Bidder's financial condition to the reasonable satisfaction of District.

B. Financial Responsibility

Please attach evidence of Proposer's financial responsibility, such as a credit rating from a qualified firm preparing credit ratings, a letter of credit worthiness from a bank, a letter of credit from an FDIC insured bank describing Bidder's credit line, or other appropriate credit reference. In the event that the Proposer has a current, satisfactory credit rating from a nationally recognized credit rating firm (i.e., Standard and Poor's, Moody's, etc.), Proposer may reference said rating in lieu of providing a written credit rating from said firm or firms. In the event that District determines that additional information concerning said reference is necessary (including written documentation of the reference), Bidder shall provide the requested information forthwith upon written request of the District.

C. Surety Information

Has the Proposer had a bond or surety canceled or forfeited within the past ten (10) years? Yes () No ()

If yes, state name of bonding company, date, amount of bond, and reason for such cancellation or forfeiture.

D. Bankruptcy Information

Has Proposer or a principal owner of Proposer been declared bankrupt within the past ten (10) years? Yes () No ()

If yes, state case name, date of proceeding, court jurisdiction, amount of liabilities, amount of assets, and disposition.

E. Contract Termination/Cancellation

Has Proposer or any entity affiliated with it ever been a party to a concession, lease or management agreement to manage and/or operate public parking facilities at any airport or other location and failed to perform the concession, lease, or management agreement for the full term thereof? Yes () No ()

If yes, please state the name of airport or lessor, date of award and describe the circumstances of the termination or cancellation.

F. Litigation and Arbitration

At any time during the previous five (5) years, has Bidder or any entity or affiliate owned or controlled by it or by the person or persons who own or control Proposer been involved as a party in any litigation or arbitration with respect to a breach or alleged breach of a rental car concession agreement and/or lease relative to an airport? Yes () No ()

If yes, state the name and location of each airport and the caption (with the parties' names) for each case.

G. Violations of Law

1. At any time during the previous ten (10) years, has Proposer or any partner, joint venture participant or individual serving as an officer of Bidder been convicted of, or pleaded guilty or no contest to, a felony crime?

Yes () No () (If yes, attach detailed information.)

2. Is Proposer or any partner, joint venture participant or individual serving as an officer of Bidder currently under investigation in a felony criminal proceeding?

Yes () No () (If yes, attach detailed information.)

H. Financial References

List one financial institutions and at least three other business entities with whom Proposer has conducted significant financial transactions during the past three (3) years. Bidders may attach a letter of reference from each of them. Proposers hereby authorize the District to contact the references listed.

REFERENCE NO. 1 - Financial Institution

FIRM: _____

CONTACT PERSON: _____

TITLE: _____

ADDRESS: _____

TELEPHONE: _____

NATURE OF ASSOCIATION: _____

REFERENCE NO. 2 – Other

FIRM: _____

CONTACT PERSON: _____

TITLE: _____

ADDRESS: _____

TELEPHONE: _____

NATURE OF ASSOCIATION: _____

REFERENCE NO. 3 - Other

FIRM: _____

CONTACT PERSON: _____

TITLE: _____

ADDRESS: _____

TELEPHONE: _____

NATURE OF ASSOCIATION: _____

REFERENCE NO. 4 - Other

FIRM: _____

CONTACT PERSON: _____

TITLE: _____

ADDRESS: _____

TELEPHONE: _____

NATURE OF ASSOCIATION: _____

V. EXPERIENCE AND OPERATIONS INFORMATION

A. Number of continuous years Proposer has managed and operated public parking facilities. (If services are to be performed by a joint venture or partnership, indicate the experience of each party.)

1. Continuous experience in management and operation of public parking facilities: _____ years

2. Joint Venture: _____ years

3. Partnership: _____ years

B. Provide a list of all airports where Proposer has managed and operated a public parking facility with an aggregate total of at least one million (1,000,000) transactions annually:

Airport Name	Years Operated

C. Provide a list of all airports where Proposer has managed and operated a public parking facility with annual revenues exceeding two million dollars (\$2,000,000)

Airport Name	Years Operated

Name and experience of key regional and local personnel of Proposer: (Attach experience summaries and identify proposed site manager and his or her experience)

TITLE	NAME	EXPERIENCE

Attach any additional relevant information concerning the Proposer and its businesses which would enable the District to evaluate the Proposer's experience, qualifications, and ability to perform Parking Management Services.

Is your firm a Disadvantaged Business Enterprise (DBE)? Yes () No ()

If yes, please include supportive documentation. (Please contact Mrs. Marsha Madore, the District's DBE Officer, for information and forms.)

**GREENVILLE-SPARTANBURG AIRPORT DISTRICT
INVITATION FOR BIDS**

**MANAGEMENT AND OPERATION
OF PARKING MANAGEMENT SERVICES AT
GREENVILLE-SPARTANBURG INTERNATIONAL AIRPORT**

EXHIBIT B - ATTACHMENT B - BID FORM

TO: Mr. Scott C. Carr, A.A.E.
Vice President – Commercial Business & Properties
Greenville-Spartanburg Airport District ("District")
2000 GSP Drive – Suite 1
Greer, South Carolina 29651

FROM: _____

RE: Invitation For Bids
Management and Operation
of Parking Management Services at
Greenville-Spartanburg International Airport

Pursuant to the District's Request for Proposals (RFP), the undersigned hereby submits this Bid based on and subject to the terms and conditions of the RFP documents, which documents have been read by the undersigned and to which the undersigned agrees.

Based upon the terms, provisions and conditions of the RFP documents, and if this Bid is accepted, the undersigned hereby agree to one of the following three Management Fee structures (District will award Parking Management Services and Valet Parking. However, may choose one or neither of the shuttle bus options):

A. Single Flat Annual Management Fee

1. Parking Management Services

a. _____ Dollars (\$_____)
(Amount expressed in words) (Amount in figures)

2. Shuttle Bus Operations – Overflow Lot Only (As Needed)

a. _____ Dollars (\$_____)
(Amount expressed in words) (Amount in figures)

Number of Shuttle Buses Needed:

b. _____ Number _____
(Number expressed in words)

Cost per Shuttle Bus (Purchased or Leased):

c. _____ Dollars (\$_____)
(Amount expressed in words) (Amount in figures)

Total (b+c) _____ **Dollars (\$_____)**
(Amount expressed in words) (Amount in figures)

3. Shuttle Bus Operations – Economy & Overflow Lots

a. _____ Dollars (\$_____)
(Amount expressed in words) (Amount in figures)

Number of Shuttle Buses Needed:

b. _____ Number _____
(Number expressed in words)

Cost per Shuttle Bus (Purchased or Leased):

c. _____ Dollars (\$_____)
(Amount expressed in words) (Amount in figures)

Total (b+c) _____ **Dollars (\$_____)**
(Amount expressed in words) (Amount in figures)

4. Valet Parking

a. _____ Dollars (\$_____)
(Amount expressed in words) (Amount in figures)

B. Single Flat Percentage Applied to Gross Revenues:

1. Parking Management Services

a. _____ Percentage (_____%)
(Percentage expressed in words) (Percentage in figures)

2. Shuttle Bus Operations – Overflow Lot Only (As Needed)

a. _____ Percentage (_____ %)
(Percentage expressed in words) (Percentage in figures)

Number of Shuttle Buses Needed:

b. _____ Number _____
(Number expressed in words)

Cost per Shuttle Bus (Purchased or Leased):

c. _____ Dollars (\$ _____)
(Amount expressed in words) (Amount in figures)

Total (b+c) _____ **Dollars (\$ _____)**
(Amount expressed in words) (Amount in figures)

3. Shuttle Bus Operations – Economy & Overflow Lots

a. _____ Percentage (_____ %)
(Percentage expressed in words) (Percentage in figures)

Number of Shuttle Buses Needed:

b. _____ Number _____
(Number expressed in words)

Cost per Shuttle Bus (Purchased or Leased):

c. _____ Dollars (\$ _____)
(Amount expressed in words) (Amount in figures)

Total (b+c) _____ **Dollars (\$ _____)**
(Amount expressed in words) (Amount in figures)

4. Valet Parking

a. _____ Percentage (_____ %)
(Percentage expressed in words) (Percentage in figures)

C. Graduated Percentages Based on Sliding Scale of Gross Revenues:

1. Parking Management Services

Amounts expressed in words:

Gross Revenues:	Management Fee:
\$ -0- through \$ _____	_____ %
\$ _____ through \$ _____	_____ %
\$ _____ through \$ _____	_____ %
above \$ _____	_____ %

Amounts expressed in figures:

Gross Revenues:	Management Fee:
\$ -0- through \$ _____	_____ %
\$ _____ through \$ _____	_____ %
\$ _____ through \$ _____	_____ %
above \$ _____	_____ %

2. Shuttle Bus Operations – Overflow Lot Only (As Needed)

Amounts expressed in words:

Gross Revenues:	Management Fee:
\$ -0- through \$ _____	_____ %
\$ _____ through \$ _____	_____ %
\$ _____ through \$ _____	_____ %
above \$ _____	_____ %

Amounts expressed in figures:

Gross Revenues:	Management Fee:
\$ -0- through \$ _____	_____ %
\$ _____ through \$ _____	_____ %
\$ _____ through \$ _____	_____ %
above \$ _____	_____ %

Number of Shuttle Buses Needed:

_____ Number _____
(Number expressed in words)

Cost per Shuttle Bus (Purchased or Leased):

_____ Dollars (\$_____)
(Amount expressed in words) (Amount in figures)

Total (b+c) _____
(Amount expressed in words)

Dollars (\$_____)
(Amount in figures)

3. Shuttle Bus Operations – Economy & Overflow Lots

Amounts expressed in words:

Gross Revenues:	Management Fee:
\$ -0- through \$ _____	_____ %
\$ _____ through \$ _____	_____ %
\$ _____ through \$ _____	_____ %
above \$ _____	_____ %

Amounts expressed in figures:

Gross Revenues:	Management Fee:
\$ -0- through \$ _____	_____ %
\$ _____ through \$ _____	_____ %
\$ _____ through \$ _____	_____ %
above \$ _____	_____ %

Number of Shuttle Buses Needed:

_____ Number _____
(Number expressed in words)

Cost per Shuttle Bus (Purchased or Leased):

_____ Dollars (\$_____)
(Amount expressed in words) (Amount in figures)

Total (b+c) _____
(Amount expressed in words)

Dollars (\$_____)
(Amount in figures)

4. Valet Parking

Amounts expressed in words:

Gross Revenues:	Management Fee:
\$ -0- through \$ _____	_____ %
\$ _____ through \$ _____	_____ %
\$ _____ through \$ _____	_____ %
above \$ _____	_____ %

Amounts expressed in figures:

<u>Gross Revenues:</u>	<u>Management Fee:</u>
\$ -0- through \$ _____	_____ %
\$ _____ through \$ _____	_____ %
\$ _____ through \$ _____	_____ %
above \$ _____	_____ %

The Proposer hereby represents and certifies to the District that: This Bid is made without connection with any other Proposer, and it is made in good faith without collusion or fraud; the Proposer has fully examined and understood the Invitation for Bids and all documents attached thereto (including, but not limited to, the draft Parking Management Services Agreement); if this Bid is accepted, the Proposer shall forthwith execute District's Parking Management Services Agreement; and the Proposer has completed the Bid schedule, in item 3 above, which is incorporated herein. The Proposer acknowledges receipt of the following Addenda (if any):

<u>Number of Addenda</u>	<u>Date of Receipt</u>
# _____	_____, 2017
# _____	_____, 2017
# _____	_____, 2017
# _____	_____, 2017

Proposer's Mailing Address:

Proposer's Telephone Number: (_____) _____

Proposer's Facsimile Number: (_____) _____

This the _____ of _____, 2017.

Proposer's Name

By: _____

Title: _____

Attested by (if a corporation):

By: _____

Title: _____

Seal (if a corporation):

**GREENVILLE-SPARTANBURG AIRPORT DISTRICT
INVITATION FOR BIDS**

**MANAGEMENT AND OPERATION
OF PARKING MANAGEMENT SERVICES AT
GREENVILLE-SPARTANBURG INTERNATIONAL AIRPORT**

EXHIBIT B - ATTACHMENT C - AFFIDAVIT OF NON-COLLUSION

STATE OF _____

COUNTY OF _____

Personally appeared before me _____, being duly sworn, says that he/she is a member of _____ and further says that such firm, association, corporation or other entity has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of competitive bidding in connection with the submission of a Bid in response to the above-named solicitation.

Further, _____ swears and affirms that all legal formalities required for the proper execution of affidavits pursuant to the laws of his/her state have been complied with and further agrees on behalf of himself/herself, his/her firm association, corporation, or other entity that in any subsequent prosecution of perjury of him/her, his/her firm association, corporation, or other entity, it shall not be a defense to such perjury charge that said formalities were not in fact complied with.

Printed Name and Title

Legal Signature

SWORN before me this _____ day of _____, 2017.

Notary Public for _____

Notary Public

**GREENVILLE-SPARTANBURG AIRPORT DISTRICT
INVITATION FOR BIDS**

**MANAGEMENT AND OPERATION
OF PARKING MANAGEMENT SERVICES AT
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EXHIBIT B - ATTACHMENT D - DBE and ACDBE PROGRAM AND GOAL FORM

Included as **Exhibit C** to this attachment, Proposers will find a copy of the District's current Airport Concessions Disadvantaged Business Enterprise (ACDBE) Program. This information and the District's DBE Officer, Ms. Marsha Madore (864-848-6271), will provide prospective Proposers with District ACDBE program resources and forms to assist it in developing its ACDBE goals and completing the DBE goal form below.

The Proposer proposes to achieve the following DBE goal(s) for each Agreement Year under the Agreement:

Agreement Year 1	_____%
Agreement Year 2	_____%
Agreement Year 3	_____%
Agreement Year 4	_____%
Agreement Year 5	_____%

The Proposer proposes to achieve said goal(s) through the procurement of the following goods and services:

The Proposer has identified the following DBE firms as potential qualified DBE providers of such goods and services to Proposer. (Proposer should also reference the basis of the firm's qualifications and/or certification.)

