

GREENVILLE-SPARTANBURG AIRPORT DISTRICT

REQUEST FOR PROPOSALS

FOR

FOOD & BEVERAGE CONCESSION MANAGEMENT AND OPERATING SERVICES

FOR



GSP INTERNATIONAL
AIRPORT
ROGER MILLIKEN FIELD

Greenville-Spartanburg Airport District
2000 GSP Drive, Suite 1
Greer, SC 29651

ISSUED: August 3, 2020

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**GREENVILLE-SPARTANBURG AIRPORT DISTRICT
REQUEST FOR PROPOSALS
FOOD & BEVERAGE CONCESSION MANAGEMENT AND OPERATING SERVICES**

1.0 INTRODUCTION

The Greenville-Spartanburg Airport District (“District”) owns and operates the Greenville-Spartanburg International Airport (“Airport” or “GSP”) located in Greer, South Carolina.

The District seeks through this Request for Proposals (“RFP”) Competitive Proposals (“Proposal”) from Highly Qualified and Responsive Providers of Food and Beverage Services (“Proposer”). The District’s goal is to enter into a non-exclusive agreement for Food and Beverage Concession Management and Operating Services (“Agreement”) to manage and operate five (5) food and beverage concepts at GSP.

This RFP outlines the prerequisites, selection process, and documentation necessary to submit a Proposal to compete for the Agreement. The Agreement will be for a five (5) year initial term with a five (5) year option term available at the sole discretion of the District.

Currently, all five (5) of the food and beverage concepts (see **Exhibit “A”**) to be managed and operated under the Agreement are closed due to the COVID-19 pandemic. These include Chick-fil-A, DC3 Hot Dogs, The Kitchen by Wolfgang Puck, Thomas Creek Grill, and R.J. Rockers Flight Room. All five (5) concepts are located post security. It should be noted that the District wholly owns all the kitchen equipment, smallwares, and other inventory on hand for each concept.

2.0 BACKGROUND

The following background information on the District, Airport, its scheduled airlines, airline schedule, airport passengers and food & beverage operations associated with this RFP is provided to assist Proposers in understanding this concession management and operating services opportunity and developing their Proposal to the District.

2.1 GREENVILLE-SPARTANBURG AIRPORT DISTRICT

The Greenville-Spartanburg International Airport (GSP) is a commercial service airport that serves the Upstate South Carolina region with over 1.4 million in population. GSP served over 2.6 million passengers in 2019, a record for the Airport. Five major airlines operate at GSP, offering passenger service to 19

nonstop domestic destinations. Additionally, GSP moves 30,000 tons of air cargo annually.

A six (6) member Airport Commission is the governing body for the District. Airport Commission members are nominated by the Greenville and Spartanburg Legislative Delegations and appointed by the Governor of South Carolina.

In 2018, the District completed a \$127 million terminal modernization, renovation and expansion project, entitled Project Wingspan. Wingspan touched every part of the terminal building from curb to gate including but not limited to the consolidation of two TSA checkpoints into one centrally located checkpoint, new baggage make-up and claim facilities, new ticket counters, new public meeting and conference room space, and new food, beverage, and retail concessions throughout the terminal building.

The District also owns and operates Cerulean Aviation which is the Fixed Base Operator. The FBO provides services to nine (9) based corporate aviation tenants, as well as, other general services, and hangar space. Cerulean Aviation also provides commercial fueling services and cargo handling and warehousing services at GSP.

2.2 DESCRIPTION OF SERVICES & INFORMATION

The District intends to grant to a qualified and responsible Proposer, the non-exclusive right and privilege to operate and manage a first-class food and beverage program consisting of three (3) sit down restaurants and two (2) quick serve restaurants (QSR's), for the purpose of providing a best-in-class concessions experience for GSP customers.

The selected Proposer will be required to provide food and beverage concession management services and the necessary personnel to efficiently operate the District's food and beverage program on a daily basis. Subject to provisions of the Agreement, the selected Proposer shall be required, at a minimum, to provide the following services: personnel management, creation of food and beverage menus, proposed pricing, cleaning and maintenance of the food and beverage concessions facilities and equipment, purchasing and maintenance of food and beverage inventories, provision of onsite catering for the District and Cerulean Aviation, maintenance of all necessary licenses and permits to operate all the food and beverage facilities, cash handling controls and procedures, and all accounting services for the food and beverage facilities.

All revenue derived from the food and beverage sales will remain the property of the District. Consequently, the selected Proposer will be required to comply with rigid cash handling control procedures, as prescribed by the District. In accordance

with the provisions of the Agreement, and subject to approval by the District, salaries and specified operating expenses will be reimbursable to the selected Proposer on a monthly basis.

The selected Proposer shall agree to the accounting procedures set forth by the District. In addition, the selected Proposer will be required to implement procedures and practices designed to provide a secure environment for handling cash receipts, deposits, and credit card processing. All management practices of the selected Proposer must allow for effective use of personnel and resources. All formal reports transmitted to the District must be concise, complete, and accurate.

The selected Proposer will be responsible for the cleaning and maintenance of the food and beverage facilities and equipment, as specified in the Agreement. The cost of maintenance, cleaning and repairs, including personnel, equipment, and supplies are considered operating expenses. Moreover, the selected Proposer shall be responsible for payment of all operating expenses, to be reimbursed by the District on a monthly basis, as provided for in the Agreement

The selected Proposer will assist the District in the redesign and remodel of the food and beverage facilities including but not limited to the DC3 Hot Dogs QSR location. The selected proposer will be expected to provide expertise specific to the design and construction of food and beverage facilities located at GSP.

Exhibit A depicts the location of all five (5) concepts that are located post security. All relevant storage areas are shown on **Exhibit A** as well, with one located under each of the two (2) concourses. The District wholly owns all the kitchen equipment, smallwares, and other inventory on hand in all of these areas.

Exhibit B contains GSP passenger statistics starting with January 2015 through March 2020 as well as a graphical representation of those figures.

Exhibit C contains GSP historical gross sales statistics from the five (5) restaurant concepts covered by this RFP as well as others not covered by this RFP (i.e. Hudson, Vino Volo, and MAG Escape Lounge), starting with January 2017 through March 2020.

Exhibit D is a copy of the proposed Food and Beverage Concession Management and Operating Services Agreement for review. This draft agreement will be utilized as the basis for the development of a final food and beverage concession management and operating services agreement to be executed by the parties.

Exhibit E contains a copy of the District's ACDBE Program for GSP.

3.0 INSTRUCTIONS TO PROPOSERS

Proposers must be able to meet the unique food and beverage requirements of guests, patrons, District staff, and licensees. It is strongly recommended that interested Proposers review the entire RFP prior to submitting a proposal.

To be considered qualified, the Proposer must demonstrate at least five (5) years successful experience in the management and operation of a public restaurant (or group of restaurants) that involves gross receipts of \$4,000,000 or more per year. Experience in operating restaurants in an airport environment is not mandatory, but will be given additional consideration.

The proposal must include all criteria described throughout this solicitation document to be considered responsive and eligible for award. Six (6) hard copies and one (1) electronic version of the Proposal are required and should be sent to Scott C. Carr ("Point of Contact" or "POC") at the following address:

Scott C. Carr, A.A.E.
Vice President – Commercial Business & Communications
Greenville-Spartanburg Airport District
2000 GSP Drive – Suite #1
Greer, SC 29651-9202
*ATTN: Request for Proposal for Food & Beverage Concessions
Management & Operating Services*
Email: scarr@gspairport.com
Office Phone: (864) 848-6222

The deadline to submit the proposal is September 2, 2020 at 3:00 p.m. All proposals received after the deadline will not be opened.

All questions regarding the RFP shall be directed to the above POC via email only. It is the sole responsibility of the Proposer to ensure their Proposal is delivered or mailed to the District by the appointed date and time. All responsive Proposals shall become the property of the District and must be provided without cost to the District.

A pre-proposal conference will be held at **1:30 p.m. on August 17, 2020**, at the District's Conference Center, 1st Floor, Terminal Building, 2000 GSP Drive, Greer, SC. The purpose of the pre-proposal conference will be to discuss the requirements and the objectives of the RFP, to tour the existing terminal complex, and to answer questions regarding the RFP documents timely submitted to the District prior to the pre-proposal conference. Due to COVID-19 facial coverings will be required, and social distancing will be observed for the pre-proposal conference. Reservations to attend this pre-proposal conference can be made by telephone or by email to:

Scott C. Carr, A.A.E.
Vice President – Commercial Business & Communications
Greenville-Spartanburg Airport District
2000 GSP Drive – Suite #1
Greer, SC 29651-9202
Email: scarr@gspairport.com
Office Phone: (864) 848-6222

The deadline for submitting questions is **August 21, 2020 at 1:00 p.m.** An addendum with question responses (if necessary) will be issued by the District no later **August 24, 2020 at 1:00 p.m.**

After reviewing all proposals, the District will conduct in-person interviews with qualified candidates on **September 17 and/or 18, 2020.**

This RFP does not commit the District to enter into an agreement for food and beverage concession management and operating services. In addition, the District is not responsible for any costs incurred by Proposers for the preparation of a proposal pursuant to this RFP or incurred in subsequent interviews and negotiations. The District intends to negotiate and award a food and beverage concession management and operating services agreement with the selected Proposer deemed most beneficial and advantageous to the District.

All responsive Proposals shall be considered valid for a period of ninety (90) calendar days from the RFP deadline date and provide a statement in the Proposal to that effect. Proposals received by the deadline shall be subject to the applicable laws and regulations governing public disclosure and considered part of the public record of this RFP process.

The District reserves the right to reject any and all Proposals, to waive minor informalities and irregularities in the Proposal submission process, to extend the date of submittal of responses, to request additional information and data from any or all Proposers, to supplement, amend, or otherwise modify the RFP prior to the closing date. The District also reserves the right to cancel this RFP at any time prior to an award with or without the substitution of another RFP.

3.1 REQUEST FOR PROPOSAL (RFP)

The District requests highly-qualified companies to submit a Proposal to operate and manage a first-class food and beverage program consisting of three (3) sit down restaurants and two (2) quick serve restaurants (OSR's), for the purpose of providing a best-in-class concessions program for GSP customers subject to the terms and conditions in accordance with this RFP and the Agreement.

3.1.1 Submission of Proposals

Sealed Proposals will be received by the District in its Administrative Offices at the Airport, Second Floor, Terminal Building, 2000 GSP Drive, Suite 1, Greer, SC up to **3:00 p.m., September 2, 2020**, and immediately thereafter the Sealed Proposals will be publicly opened and read. The Proposal shall be delivered by Proposer in a sealed envelope clearly marked in the lower left-hand corner "**PROPOSAL FOR FOOD & BEVERAGE CONCESSIONS MANAGEMENT AND OPERATING SERVICES AT GREENVILLE-SPARTANBURG INTERNATIONAL AIRPORT**". The outside of said envelope shall bear the Proposer's name, mailing address and telephone number. After such delivery, neither the Proposal nor any other submission required under the RFP may be changed, amended or modified. It shall be the Proposer's sole responsibility to timely deliver its Proposal and the other submissions required by the RFP. Late delivery of the Proposal or any required submission for any reason shall disqualify the Proposal. The District will schedule interviews as part of its evaluation process. Such interviews will be held on **September 17 and/or 18, 2020**.

3.1.2 Basis for Award

The District, in its sole discretion, shall make an award to the selected Proposer that submits a complete and responsive proposal and is determined to be most capable of operating and managing and operating the five food and beverage concepts at GSP. The award will be based on the Proposer that offers the best overall proposal benefits to the District in response to this RFP.

3.1.3 Proposal Evaluation Criteria

The District will use the following factors in evaluating the proposals:

- Company Background, Experience, and Financial Information – The quality of proposer's experience with like or similar concessions at airports and/or other locations. Experience in operating restaurants in an airport environment is not mandatory but will be given additional consideration. Demonstrated history of performance on contracts and related obligations under current and past agreements. Demonstrated financial stability of the Proposer. A financial and business structure that demonstrates the Proposer can fulfill the obligations set forth in the Agreement.

- Financial Proposal – Proposer’s Annual Management and Operating Fee, Incentive Fee, and if any Value-Added Contributions for each of the potential ten (10) years of the Agreement.
- Ability to Maintain All Existing Concept Brands – The District wishes to retain Chick-fil-A, The Kitchen by Wolfgang Puck, Thomas Creek Grill, and R.J. Rockers Flight Room. The DC3 Hot Dogs brand will be replaced by another QSR concept.
- Proposed QSR replacement concept for DC3 Hot Dogs. Please note that the existing DC3 Hot Dogs floor plan is shared with Chick-fil-A. Thus, the proposed concept must be viable within the limited amount of available space and complimentary to Chick-fil-A's back of house operation.
- Management, Organizational, Operations, Quality Control, Training Program, and Transition Plans – The quality and experience of the proposed on-site general manager and proposed staffing plan. The reasonableness of the proposer’s management and organizational structures, operations plan, quality control plan, training program, and transition plans.
- ACDBE Participation – Proposer’s demonstrated efforts to meet or exceed the participation goal for the District. An ACDBE firm’s certification must be confirmed by the District prior to the Agreement being executed.
- Exceptions – Any exceptions to the Agreement will be closely evaluated and taken into consideration.

3.1.4 Disqualification of Proposal

The District reserves the right to reject a response to the RFP, if the following conditions are observed during evaluations:

- A proposal is found to be non-responsive to any requirements of this RFP;
- Proposer is found to be not responsible during the evaluation process;
- Past evidence of an unsatisfactory record of integrity and business ethics while working on other contracts;
- Past evidence of an unsatisfactory record of maintaining brand standards outlined in franchisee agreements;
- If the Proposer is found to be debarred from participating on any public, local, state, or federal contracts for similar services;
- Existence of unresolved claims, arrearage, or default resulting from participating on any public, local, state, or federal contracts for similar services.

3.1.5 Incomplete Proposal

The District may consider a Proposal incomplete that is not prepared and submitted in accordance with the requirements of this RFP. Any alteration, omission, addition, or any unauthorized conditions, or provisions attached to the proposal may cause it to be incomplete. Any documents contained in this RFP necessary for submission with the Proposal which are missing or incomplete will be viewed as an incomplete Proposal and may be subject to being disqualified from evaluation.

3.1.6 Proposal Security

Each Proposal shall be accompanied by a security deposit ("Proposal Security") of Ten Thousand Dollars (\$10,000) in cash or a cashier's check or certified check on a bank or trust company insured by the Federal Deposit Insurance Corporation, made payable to the District. The Proposal Security of unsuccessful Proposers shall be returned to such Proposers. If a successful Proposer fails to forthwith execute and deliver the Agreement or to forthwith provide the insurance or letter of credit required by the Agreement, the Proposal Security shall become the property of District. If a successful Proposer does forthwith execute the Agreement and provide the aforementioned documentation, the Proposal Security will be returned to the successful Proposer.

3.1.7 Withdrawal of Proposal

A Proposer may withdraw its proposal prior to the time specified for the opening of Proposals, if a written withdrawal request is received by the POC prior to such specified time. In addition, District may allow a Proposer to withdraw its Proposal after the Proposal opening because of a mistake, if the Proposer submits credible written evidence to District that the mistake was clerical or mathematical in nature, as opposed to a judgment error, and if District determines that the proposal was submitted in good faith and that the mistake was actually due to an unintentional, material, and substantial error. A request to withdraw a proposal must be made in writing and received by the District no later than twenty-four (24) hours after the opening of the Proposals. In making its determination, District shall not be required to hold a hearing or to make any written findings of fact or conclusions of law.

3.1.8 Disqualification for Submitting More Than One Proposal

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

3.1.9 Schedule of Events

The following outlines the schedule of events for this RFP. The key events and deadlines are as follows:

Advertisement Date:	August 3, 2020
Pre-Proposal Conference:	August 17, 2020 at 1:30 p.m.
Deadline for Questions:	August 21, 2020 at 1:00 p.m.
Question Responses:	August 24, 2020 at 1:00 p.m.
Due Date & Time for Proposals:	September 2, 2020 at 3:00 p.m.
Onsite Interviews:	September 17 & 18, 2020
Airport Commission Meeting - Approval of Proposal Rankings	September 28, 2020

4.0 PROPOSAL INSTRUCTIONS

To submit a responsive Proposal, the proposal is limited to forty (40) pages, single sided, excluding the transmittal letter, cover page, table of contents, and required Forms included with this RFP. The District requires six (6) hard copies (either mailed or hand delivered) and one (1) electronic copy in PDF format sent to the POC in Section 3.0. To expedite the evaluation process, Proposers shall organize the Proposal as outlined below. The District is within its rights to consider a Proposal non-responsive and disqualify a prospective Proposer if it does not follow this format or if the Proposal fails to include all the requirements of this RFP, as outlined below:

4.1 PROPOSAL SUBMITTAL REQUIREMENTS

Each Proposal submitted shall include the following required items:

- **Transmittal Letter:** Include a brief cover letter signed by a person authorized to make representations on behalf of the proposer. Proposer

must include direct phone number and email address for such authorized individual.

- **Management & Organizational Plan:** Proposer must submit an organizational chart showing all full-time and hourly positions. Include details of salary, bonuses, benefits, insurance, paid-leave programs for which full-time and hourly employees are eligible. A resume including client references reflecting the experience, education, and performance record in the food service business of one (1) proposed full-time general manager overseeing all five (5) restaurant concepts for whom the District will have the sole right of approval. Proposer must have their choice of the full-time general manager attend all onsite presentations required by the District for the selection of the proposer. The District reserves the right to interview the general manager candidate privately prior to or during the proposer's presentation.
- **Operations & Quality Control Plan:** Proposer must have a food operation management plan and sanitation plan that complies with all applicable regulatory standards. Explain how the proposer will continue to meet and exceed the required regulatory standards. At a minimum, proposer must maintain a ninety (90) percent favorable rating or better on all customer service surveys, secret shopper reports, and regulatory agency inspections.
- **Transition Plan:** Proposer must provide a transition plan with their proposal. This transition plan should be a complete account of steps that the proposer will take to ensure that the proposer will be able to open a fully functioning food and beverage operation. This plan shall include a timeline which shows each of the steps to be accomplished and the approximate time to complete each step. The timeline should begin effective October 12, 2020 with at least Chick-fil-A and The Kitchen by Wolfgang Puck opening no later than December 1, 2020.
- **Training Program:** Provide specific information on training programs to include a sample outline of a quality service program that is currently used by the proposer and ongoing training offered to staff to assure programs are implemented consistently by both management and staff.
- **ACDBE Participation:** Proposer shall outline demonstrated efforts to meet or exceed the ACDBE participation goal of the District, as outlined in **Exhibit E**.
- **Proposal Security:** Proposers Proposal Security must be included.

- **Exceptions:** Proposer shall note any exceptions to the proposed food and beverage concessions management and operating services agreement or the overall operation that proposer cannot accept and why on **Form 5**.
- **The Following Forms Must be Completed and Included:**
 - Completed Eligibility Form (**Form 1**)
 - Proposal Form completed and signed (**Form 2**).
 - Completed Proposer's Affidavit of Non-Collusion (**Form 3**).
 - Completed Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion Form (**Form 4**)
 - Completed Exceptions to the RFP Form (**Form 5**).
 - Completed Financial Proforma Form(s) (**Form 6**)

5.0 GENERAL PROVISIONS

The following general provisions should be understood and followed by all Proposers.

5.1 KICKBACK PROVISION

Proposers seeking to do business with the District, its employees, or Commissioners are prohibited from offering or providing any type of payment or other form of consideration if it is intended to reward, influence, or give the appearance of rewarding or influencing the District, its employees, or Commissioners with respect to their employment.

5.2 EQUAL OPPORTUNITY

Contractor is referred to and shall comply with all applicable provisions, if any, of Title 41, Part 60 of the Code of Federal Regulations, including but not limited to Sections 60-1.4, 60-4.2, 60-4.3, 60-250.5(a), and 60-741.5(a), which are hereby incorporated by reference.

5.3 RESPONSIBILITY

The Proposer shall assume sole responsibility for meeting all requirements stipulated in this RFP when submitting a proposal. Any discrepancies, ambiguities, or questions must be addressed by the proposer prior to the proposal deadline. Any proposal submitted by a proposer must contain the signature of a duly authorized officer capable of legally binding the firm in accordance with the requirements of this RFP. All costs incurred in preparing a proposal for this RFP, including participating in the proposal process and negotiating with the District, whether a new concession agreement is awarded to the proposer or not, shall be solely the responsibility of the Proposer. All materials and documents submitted by a proposer shall become the property of the District and will not be returned.

5.4 PROTEST WAIVER

By submitting a proposal, Proposers waive any rights they may have to protest the selection of the successful proposer by the District. Proposers further waive any cause of action they may have against the District including any action arising from any reliance on advice by the point of contact or information provided by or through this RFP. This waiver is effective notwithstanding the fact that the District may have in place certain protest procedures, which may be applicable in other situations.

5.5 COMMUNICATIONS

Once the RFP is issued all Proposers or representatives of Proposers communications are restricted to the POC for the District. Any other communication with District staff or others associated with the District is strictly prohibited and could be cause for the disqualification of a Proposer.

5.6 INSURANCE AND INDEMNITY REQUIREMENTS

The selected Proposer shall purchase and maintain insurance in accordance with the insurance requirements set forth in the Agreement to protect the selected Proposer and District throughout the duration of this Agreement. The selected Proposer shall not commit any act which might invalidate any policy of insurance. The selected Proposer shall defend, indemnify and hold harmless the District in accordance with the indemnification requirements set forth in the Agreement. The selected Proposer shall be subject to all terms and provisions set forth in the Insurance Endorsements in the Agreement.

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FORM 1 – ELIGIBILITY

OVERVIEW

Proposers interested in providing food and beverage concession management and operating services at 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.

PROPOSER INFORMATION

A. Company Information:

1. Name: _____
2. Address: _____
3. Telephone Number: _____
4. Facsimile Number: _____
5. Email Address: _____
6. Contact Person _____

B. Type of Organization (Check all that apply) (If the Proposer 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.)

- Partnership
 - Corporation
 - 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 (10) percent 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
_____	%
_____	%
_____	%
_____	%

FINANCIAL INFORMATION

F. The Proposer shall submit the following:

- Current balance sheet and profit & loss statement (P/L);
- Three (3) most recent years of audited financials;
- Annual financial projections for each of the five concepts in the current concessions program over the food and beverage concession management services agreement potential total term of five years;
- Annual Management and Operating Fee and Annual Incentive Fee for each of the potential five years of the food and beverage concession management services agreement;
- Proposed value-added items offered by the proposer. (Form 2)
- A completed five (5) year proforma (Form 5)

G. 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 Proposer'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), Proposer shall provide the requested information forthwith upon written request of the District.

H. 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.

I. 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.

J. 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 food and beverage facilities at any airport or similar facility 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.

K. Franchisee Agreement Termination/Cancellation

Has Proposer or any entity affiliated with it ever been a party to a franchisee agreement for a location at any airport or similar facility and failed to perform the requirements of the 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.

L. Litigation and Arbitration

At any time during the previous five (5) years, has Proposer 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 or Lessor and the caption (with the parties' names) for each case.

M. 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 Proposer 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 Proposer currently under investigation in a felony criminal proceeding?

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

N. Financial & Other References

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

REFERENCE #1 – Financial Institution

FIRM: _____

CONTACT PERSON: _____

TITLE: _____

ADDRESS: _____

TELEPHONE: _____

EMAIL: _____

NATURE OF ASSOCIATION: _____

REFERENCE #2 – Other

FIRM: _____

CONTACT PERSON: _____

TITLE: _____

ADDRESS: _____

TELEPHONE: _____

EMAIL: _____

NATURE OF ASSOCIATION: _____

REFERENCE #3 – Other

FIRM: _____
CONTACT PERSON: _____
TITLE: _____
ADDRESS: _____
TELEPHONE: _____
EMAIL: _____
NATURE OF ASSOCIATION: _____

REFERENCE #4 – Other

FIRM: _____
CONTACT PERSON: _____
TITLE: _____
ADDRESS: _____
TELEPHONE: _____
EMAIL: _____
NATURE OF ASSOCIATION: _____

EXPERIENCE AND OPERATIONS INFORMATION

- O. Number of continuous years Proposer has provided food and beverage management services of a public restaurant or group of restaurants that involved gross receipts of four million dollars (\$4,000,000) or more per year. (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 food and beverage facilities: _____ years
 - 2. Joint Venture: _____ years
 - 3. Partnership: _____ years

- P. Provide a list of all airports where Proposer has provided food and beverage management services:

Airport Name

Years Operated

Q. Provide a list of comparable facilities where Proposer has provided food and beverage management services:

Facility Name

Years Operated

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

NAME

TITLE

EXPERIENCE

FORM 2 – PROPOSAL FORM

TO: Scott C. Carr, A.A.E.
Vice President – Commercial Business & Communications
Greenville-Spartanburg Airport District
2000 GSP Drive – Suite #1
Greer, SC 29651-9202

FROM: _____

REFERENCE: Request for Proposals
Food & Beverage Concession Management and Operating Services
Greenville-Spartanburg International Airport

Pursuant to the District's Request for Proposals (RFP), the undersigned hereby submits this Proposal 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 Proposal is accepted, the undersigned hereby agrees to accept as payment from the District on an Agreement Period basis, an Annual Management and Operating Fee and/or a Percentage Fee of Net Revenue as specified in the Agreement.

Annual Management and Operating Fee:

- a. _____ Percentage (_____%)
Year 1 (Amount expressed in words) (Amount in figures)
- b. _____ Percentage (_____%)
Year 2 (Amount expressed in words) (Amount in figures)
- c. _____ Percentage (_____%)
Year 3 (Amount expressed in words) (Amount in figures)
- d. _____ Percentage (_____%)
Year 4 (Amount expressed in words) (Amount in figures)
- e. _____ Percentage (_____%)
Year 5 (Amount expressed in words) (Amount in figures)
- f. _____ Percentage (_____%)
Option Term - Year 6 (Amount expressed in words) (Amount in figures)
- g. _____ Percentage (_____%)

Option Term - Year 7 (Amount expressed in words) (Amount in figures)

h. _____ Percentage (_____%)
Option Term - Year 8 (Amount expressed in words) (Amount in figures)

i. _____ Percentage (_____%)
Option Term - Year 9 (Amount expressed in words) (Amount in figures)

j. _____ Percentage (_____%)
Option Term - Year 10 (Amount expressed in words) (Amount in figures)

Annual Incentive Fee:

_____ Percentage (_____%)
All Years (Amount expressed in words) (Amount in figures)

If a Proposer fails to provide an Annual Management and Operating Percentage Fee and/or Annual Incentive Fee for each year, the Proposal will be rejected by the District.

List Any Proposed Value Added Items Offered from Proposer:

If Proposer is submitting its Proposal as a DBE firm, it shall complete subparagraph "a" below. If Proposer is not submitting as a DBE firm, it shall complete subparagraph "b" below.

a. **Name of DBE firm:** _____
(If Proposer is submitting as a DBE firm)

Address: _____

Telephone (with area code): (____) _____

Name of Certifying Agency: _____

Date of On-Site Visit: _____

Effective Date of Certification: _____

Certifying Agency Representative: _____

- b. **DBE Goal:** Agreement Year 1 _____ % 2 _____ % 3 _____ %
4 _____ % 5 _____ % 6 _____ % 7 _____ % 8 _____ %
9 _____ % 10 _____ %

(If Proposer is not submitting as a DBE firm)

Description of work or goods and services to be performed or provided by DBE firms:

The representative signing below hereby certifies and agrees that the following information is correct:

The Proposer hereby represents and certifies to the District that: This Proposal 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 Request for Proposals and all documents attached thereto (including, but not limited to, the Proposed Food & Beverage Concessions Management and Operating Services Agreement); if this Proposal is accepted, the Proposer shall forthwith execute District's Food & Beverage Concessions Management and Operating Agreement in the form attached as Exhibit D of the RFP documents; and the Proposer has completed the Proposal schedule above, which is incorporated herein. (For purposes of gender and if required by the context hereof, the word "it" as used in this Proposal in lieu of the word "Proposer" shall be deemed to also include "he" and "she".)

The representative signing above hereby certifies and agrees that the following information is correct:

1. In preparing its proposal, the proposer has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not engaged in or condoned prohibited discrimination.
2. In preparing this proposal, the financial information contained in it has been arrived at independently and without consultation, communication or contact with the Airport Commission, or other proposers, to restrict competition as to any matter relating to this RFP.
3. No fee or commission, or any other thing of value, has been paid or agreed to be paid to any employee, agent, representative, official, or current consultant of the District in order to procure the new concessions agreement described in this RFP.

4. As a condition of contracting with the District, the proposer agrees to maintain documentation sufficient to demonstrate that it has not discriminated in its solicitation or selection of subcontractors. The proposer further agrees to promptly provide to the District all information and documentation that may be requested by the District from time to time regarding the solicitation and selection of subcontractors. Failure to maintain or failure to provide such information constitutes grounds for the District to reject the proposal submitted by the proposer and terminate any contract awarded based on such proposal.
5. The information contained in this proposal or any part thereof, including its exhibits, schedules, and other documents and instruments delivered to the District, is true, accurate, and complete. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the District as to any material facts.
6. The proposer and personnel performing work under any contract related to this RFP are independent of the District as defined by generally accepted auditing standards.
7. It is understood by the proposer that the District reserves the right to reject any and all proposals, to make awards on all items or on any items according to the best interest of the District, to waive formalities, technicalities, to recover and resolicit this RFP.
8. This proposal is valid for 90 calendar days from the proposal due date.

I, the undersigned, hereby acknowledge that my company was given the opportunity to provide exceptions to this RFP. As such, I have elected to do the following:

- Take no exceptions and agree to the Terms and Conditions.
- Include exceptions to the RFP using Form 5.

I, the undersigned, hereby acknowledge that my company was given the opportunity to indicate any Trade Secret materials or Personally Identifiable Information ("PII") as detailed in this RFP. I understand that the District is legally obligated to provide my Proposal documents, excluding any appropriately marked Trade Secret information and PII, upon request by any member of the public. As such, my company has elected as follows:

- No portion of the Proposal is marked as Trade Secret or PII.
- The following sections of the Proposal are marked as Trade Secret or PII.

The Proposer acknowledges receipt of the following Addenda (if any):

Addenda Number

Date of Receipt

_____, 2020

_____, 2020

_____, 2020

_____, 2020

This the _____ of _____, 2020.

Proposer's Name

By: _____

Title: _____

Attested by (if a corporation):

By: _____

Title: _____

Seal (if a corporation):

[This Area Intentionally Left Blank]

FORM 3 – 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 Proposal 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 _____, 2020.

Notary Public for _____

Notary Public

**FORM 4 – CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY, AND VOLUNTARY EXCLUSION**

The following form shall be completed and included in the proposal.

The proposer certifies to the best of its knowledge and belief that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily or involuntarily declared ineligible for the award of contracts by any Local, State, or Federal agency;
- (b) Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and
- (c) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (b) of this certification.
- (d) Have not within a three-year period preceding this offer, been notified of any delinquent Federal taxes in an amount that exceeds \$3,000 for which the liability remains unsatisfied; and
- (e) Have not within a three-year period preceding this offer had one or more public contracts or subcontracts (Federal, State, or local) terminated for cause or default; and

Where the proposer is unable to certify to any of the statements in this certification, the proposer shall attach an explanation to this application.

I hereby certify as stated above:

Signature

Printed Name

Title

Date

I am unable to certify to one or more of the above statements. (Check box if applicable)

Signature

Printed Name

Title

Date

FORM 6 – FIVE (5) YEAR FINANCIAL PROFORMA

Greenville-Spartanburg International Airport
Pro forma Statement, Food and Beverage Concessions
Food & Beverage Management and Operating Services Agreement
Unit Concept Name (please insert below)

Chick-fli-A

PROFORMA
(constant 2020 dollars)

Please input data points for relevant years in the shaded cells with red text

	Calendar Year					Total
	2021	2022	2023	2024	2025	
ASSUMPTIONS USED						
Enplanements	952,000	1,190,000	1,330,000	1,400,000	1,442,000	6,314,000
Sales per Enplanement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Square Feet	2,000	2,000	2,000	2,000	2,000	2,000
Sales per Square Foot	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PROJECTIONS						
Gross Sales:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cost of Goods Sold	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gross Profit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses						
Payroll	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Franchise/License Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Management Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Incentive Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General & Administrative	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Marketing Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EBITDA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest, Depreciation, and Amortization	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Profit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Notes:

(1) The enplanements shown are projections only for the purpose of this RFP and are not guaranteed or meant to assure any future passenger level at the airport. While these enplanements will be used to determine a consistent measure for sales per enplanement among the proposers, each proposer is responsible for independently developing their own projections.

Proposer's Notes:

Exhibit "A"

(Page 1 of 3)

Concessions Locations

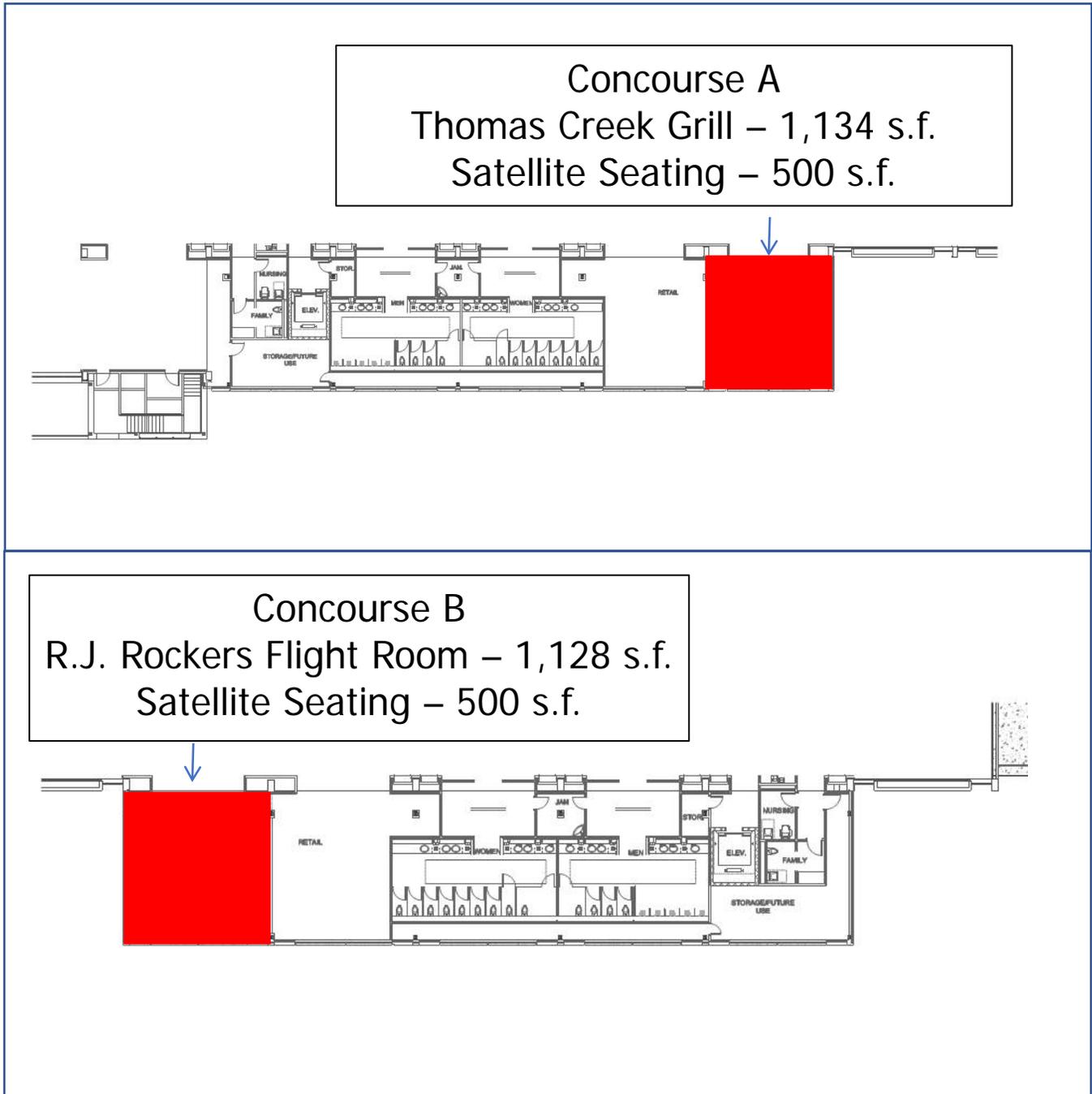


Exhibit "A"

(Page 2 of 3)

Concessions Locations

The Kitchen at WP 2,999 s.f. Chick-fil-A & DC-3 Hot Dogs 2,998 s.f.

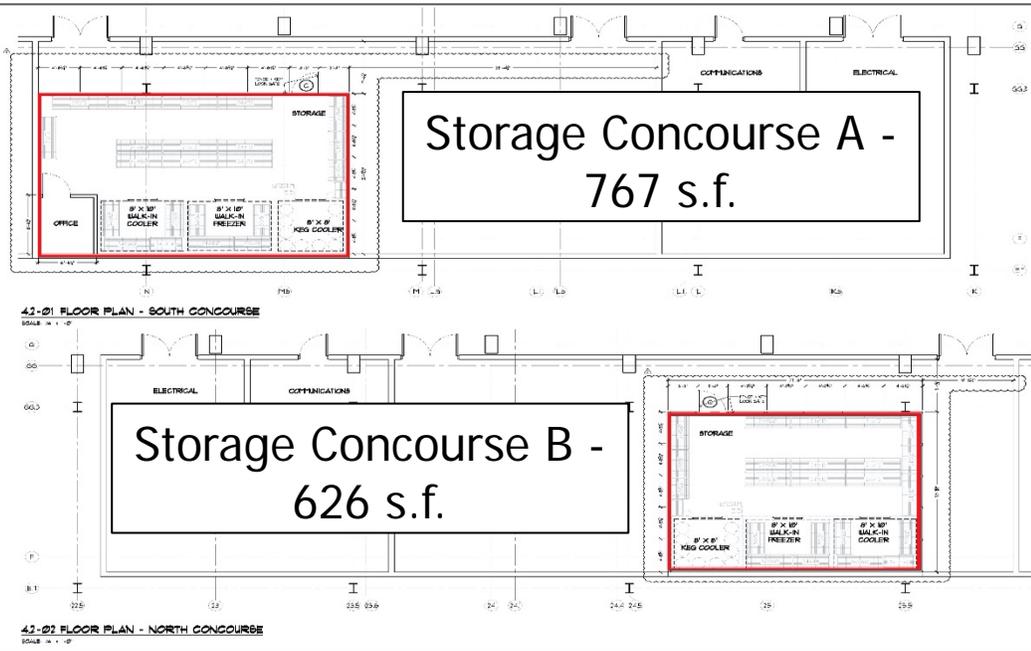
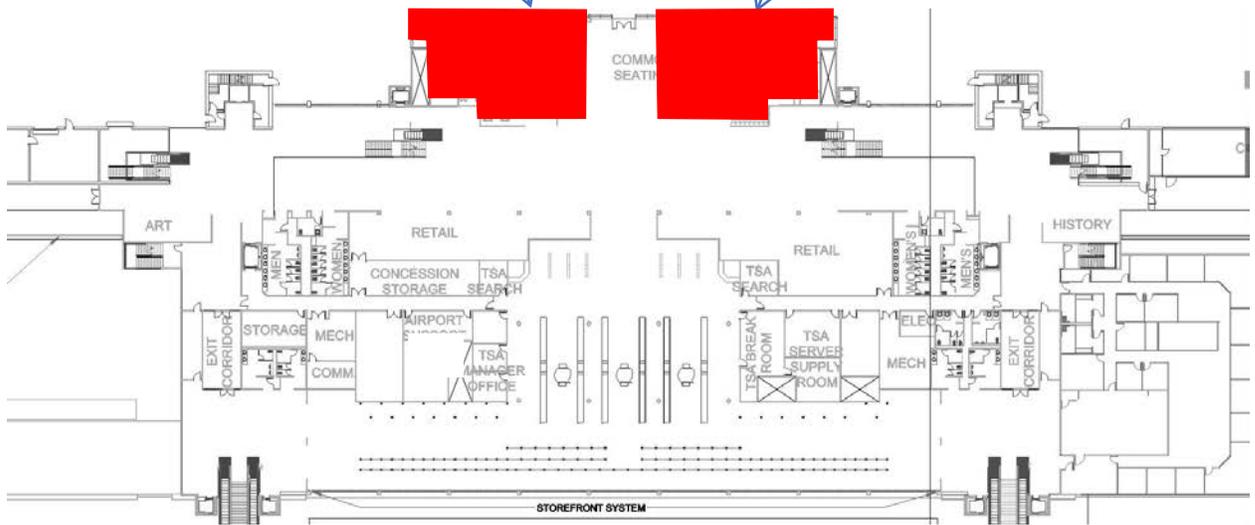


Exhibit "A"

(Page 3 of 3)

Concessions Locations

Sit Down Restaurants	Space
The Kitchen at Wolfgang Puck – Grand Hall	2,999 s.f.
Thomas Creek Grill – Concourse A	1,634 s.f.
RJ Rockers Flight Room – Concourse B	1,628 s.f.
TOTAL	6,261 s.f.

QSR	Space
Chick-fil-A – Grand Hall	2,000 s.f.
DC-3 Hot Dogs – Grand Hall	998 s.f.
TOTAL	2,998 s.f.

Storage Space	Space
Concourse A	767 s.f.
Concourse B	626 s.f.
TOTAL	1,393 s.f.

Exhibit "B"

Passenger Statistics
(See attachment entitled Exhibit B)

Exhibit "C"

Concessions Program – Historical Gross Sales Statistics
(See attachment entitled Exhibit C)

Exhibit "D"

**Proposed Food & Beverage Concession Management and Operating Services
Agreement**

(See attachment entitled Exhibit D)

Exhibit "E"

ACDBE Program

(See attachment entitled Exhibit E)