REQUEST FOR PROPOSALS

AUTOMATED TELLER MACHINE SERVICES

SPOKANE INTERNATIONAL AIRPORT

Issued By:

Spokane Airport Board
9000 W. Airport Drive, Suite 204
Spokane, WA 99224

November 8, 2015
REQUEST FOR PROPOSALS
AUTOMATED TELLER MACHINE SERVICES
Spokane International Airport

The Spokane Airport Board (hereinafter “Airport”) is seeking proposals from experienced and qualified Proposers with a national or regional banking affiliation, to install and operate Automated Teller Machines (hereinafter referred to as “ATMs”) at Spokane International Airport for a contract term of five (5) years.

This document outlines the prerequisites, selection process and documentation necessary to submit a proposal for the requested services. Negligence or omission on the part of the Proposer in preparing any portion of the proposal confers no right to withdraw or make changes, additions, or deletions to the proposal after the proposal submission deadline.

0.0 GENERAL REQUIREMENTS

01. Sealed Proposals

Sealed proposals, one (1) original (un-bound), five (5) copies and one (1) copy in acrobat/pdf format, shall be submitted by 2:00 p.m. PST on Monday, November 30, 2015 and delivered to:

Spokane International Airport
“Request For Proposals – Automated Teller Machine Services”
9000 West Airport Drive, Suite 204
Spokane, Washington 99224

Any proposal received after 2:00 p.m. PST, Monday, November 30, 2015 shall be deemed late and non-responsive and shall be returned unopened to the Proposer.

All proposals will be date and time stamped upon receipt by Airport staff and shall be opened after 2:00 p.m. PST, Monday, November 30, 2015. All documents and information listed on Exhibit E – Proposal Checklist must be submitted in a sealed envelope that is clearly marked: “Request For Proposals – Automated Teller Machine Services.” It will be the sole responsibility of Proposers to ensure proposals are delivered to Spokane International Airport by the appointed date and time. The Airport will not be liable for delays in delivery of proposals due to handling by the U.S. Postal Service, courier services, overnight carriers, or any other type of delivery service. Late proposals will be returned to the Proposer unopened. All responsive proposals become the property of the Airport and must be provided without cost to the Airport.

Further, each Proposer agrees that all information, data, documentation and material submitted or provided by the Proposer shall become the property of the Airport and it shall not be returned to the Proposer. All information, data, documentation and material submitted shall be considered public information and will be made available for inspection in accordance with Chapter 42.56 RCW. Any proprietary information, data, documentation and material that the Proposer wishes to remain confidential (to the extent allowed under the laws of the State of Washington) should
be clearly identified as such in the proposal and the Proposer must provide justification for such a request.

The Airport reserves the right to reject any and all proposals, to waive minor informalities and irregularities in the proposal submission process, to request additional information and data from any or all proposers, to supplement, amend or otherwise modify the RFP prior to the closing date and time, to cancel this request with or without the substitution of another RFP, to reissue the RFP, or to accept a proposal which is considered to be in the best interest of the Airport.

Upon selection of a successful Proposer (hereafter referred to as “Concessionaire”), the Agreement to be executed shall be in the form of the attached Sample Concession Agreement (Exhibit D) and shall be in accordance with Section 2.0 (SCOPE OF WORK/SERVICES). This RFP and the successful Proposer’s proposal shall be incorporated in and become a part of the final Concession Agreement.

By submittal of a proposal pursuant to this RFP, the Proposer certifies that no fee or commission, or any other thing of value, has been paid or agreed to be paid to any employee, agent, representative or official in order to procure the Agreement described in this RFP.

Proposals must conform to the requirements stipulated in this RFP. By submitting a proposal, each Proposer agrees that the proposal represents a firm offer to the Airport and that such offer shall remain open for acceptance until a Concession Agreement is executed by the Airport or for a period of no less than ninety (90) days from the date submitted, whichever occurs first.

Written proposals must include sufficient information to evaluate the following criteria:

- Proposer’s previous and current experience managing an Automated Teller Machine Service with a national or regional banking affiliation
- Financial plan/statement
- Ability to satisfactorily perform the minimum service and operational requirements
- Organizational and operating plan
- Evidence of financial stability
- Proposed fee(s) as provided by Proposer
- Ability of Proposer to meet Airport’s minimum insurance requirements and concession payments

All Proposers must have experience in operating Automated Teller Machine services and must agree to the terms and conditions in the Agreement provided by the Airport Board. The Airport Board must attain a concession fee that is fair and reasonable and which makes the Airport Board as self-sustaining as possible and is consistent with other Concessionaires engaged in similar activities.

0.2 Proposal Deposit

A proposal deposit in the form of a cashier's check in the amount of Five Thousand Dollars ($5,000.00), payable to Spokane Airport, must accompany each proposal. Cash will not be accepted. Proposals that do not include a proposal deposit will not be considered.

The proposal deposit shall be submitted with the understanding that it will guarantee that the Proposer will not withdraw the proposal for a period of ninety (90) days after the proposal submission deadline (due date) and that if the proposal is accepted by the Airport, the Proposer
will, in a timely manner, enter into a Concession Agreement with the Airport. Failure upon the part of the successful Proposer to execute a Concession Agreement and to provide any other required information, data, documentation, or material to the Airport and perform all related obligations within thirty (30) days after the date of written notice of award shall be just cause for cancellation of the award by the Airport and the forfeiture of the proposal deposit, which forfeiture shall be considered not as a penalty, but as liquidation of damages sustained by the Airport. The award of the Concession Agreement may then be made to another Proposer or all proposals may be rejected at the Airport’s sole discretion. The Airport will return the proposal deposit without interest to all Proposers who are not selected as the successful Proposer within ten (10) working days after a Concession Agreement has been executed by the Airport with the successful Proposer. If the Airport elects to reject all proposals, the proposal deposit will be returned without interest to all Proposers within ten (10) working days of the decision to do so.

0.3 Withdrawal of Proposal

No proposal may be withdrawn after it has been submitted to the Airport unless the Proposer makes a request for withdrawal in writing and the request is received by the Airport prior to the proposal submission deadline (2:00 p.m. (PST) Monday, November 30, 2015). No proposal may be withdrawn after the proposal submission deadline (2:00 p.m. (PST) Monday, November 30, 2015) for a period of ninety (90) days.

0.4 Equal Employment Opportunity

Spokane Airport is an Equal Employment Opportunity (EEO) organization, which does not discriminate on the basis of race, religion, color, sex, age, marital status, national origin, sexual orientation, or the presence of any sensory, mental or physical disability in consideration of a contract award. The successful Proposer will be required to comply with all federal, state, and local laws and regulations.

0.5 Prohibition Against Lobbying

The Proposer shall not lobby, either on an individual or collective basis, the Airport (its associated City and County employees, or outside advisors) or any federal, state, or local elected or public officials or staff regarding this RFP or its written proposal. Proposers, the Proposer’s acquaintances, friends, family, outside advisors, agents, or other representatives shall not contact the Airport (its associated City and County employees, or outside advisors) or any federal, state, or local elected or public officials or Airport staff to arrange meetings, visits, or presentations to influence the outcome of the selection process. Violation of this provision, by or on behalf of a Proposer, intentionally or unintentionally, will result in disqualification of the Proposer and/or rejection of a written proposal.

0.6 Solicitation Schedule

The following schedule has been established for this selection process:
<table>
<thead>
<tr>
<th>Scheduled Item</th>
<th>Scheduled Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue Date of RFP (<a href="http://business.spokaneairports.net/rfp">http://business.spokaneairports.net/rfp</a>)</td>
<td>November 8, 2015</td>
</tr>
<tr>
<td>Proposer Question Submission Deadline</td>
<td>November 16, 2015 (12:00 p.m.)</td>
</tr>
<tr>
<td>Final addenda (if any) posted on Airport website</td>
<td>November 18, 2015 (2:00 p.m.)</td>
</tr>
<tr>
<td>Proposal Submission deadline</td>
<td>November 30, 2015 (2:00 p.m.)</td>
</tr>
<tr>
<td>Final Evaluation (committee)</td>
<td>December 3, 2015</td>
</tr>
<tr>
<td>Recommendation to the Airport Board Finance Committee</td>
<td>December 9, 2015</td>
</tr>
<tr>
<td>Successful Proposer’s Execution of Agreement</td>
<td>December 14, 2015</td>
</tr>
<tr>
<td>Contract Approved by Airport</td>
<td>December 17, 2015</td>
</tr>
<tr>
<td>Commencement of Agreement</td>
<td>February 1, 2016</td>
</tr>
</tbody>
</table>

### 0.7 Questions, Inquiries and Airport Contact

The Airport is committed to providing all interested parties with accurate and consistent information in order to ensure that no Proposer obtains an undue competitive advantage. To this end, from the date of this RFP through award of the Contract, the Airport contact is:

Judy Gifford, Properties & Contracts Director  
9000 West Airport Drive, Suite 204  
Spokane, Washington 99224  
(509) 455-6415  
E-mail: judyg@spokaneairports.net

All questions from Proposers must be submitted in writing, electronically, to judyg@spokaneairports.net no later than 12:00 p.m. PST, Monday, November 16, 2015 (question/clarification deadline). It will be the sole responsibility of Proposers to ensure questions are submitted in a timely manner. Addendums to this RFP (if any), to provide clarification of written questions submitted by Proposer’s, shall be posted on the Airport’s website no later than 2:00 p.m. PST, Wednesday, November 18, 2015 (Final Addenda). Receipt of addenda (if any) must be acknowledged on the Proposal Form that must be submitted with the proposal (see Exhibit A – Proposal Form).

Oral communications and emails from the Airport, its staff, agents, Airport members, employees or outside advisor, or any other person associated with this RFP shall not be binding on the Airport and shall in no way modify any provision of the RFP. Only formally issued addenda shall modify the terms of this RFP. Any addenda issued for this RFP will be published at the following website address: http://business.spokaneairports.net/rfp. Proposers are responsible for checking the website prior to submission of proposals for any addenda. If you are unable to download the addenda, you may contact the Airport Contact noted in this Section.
1.0 BACKGROUND INFORMATION

1.1 Purpose of the Project

This Request for Proposals is being issued by the Airport to solicit proposals from experienced and qualified Proposers desiring to install, operate and maintain Automated Teller Machines (hereinafter referred to as “ATMs”) at Spokane International Airport for a contract term of five (5) years. The Proposer shall install, operate and maintain in good working order, four (4) ATMs (2 ATMs pre-security and 2 post security) at Spokane International Airport, with the appropriate telecommunication modems, cameras and alarm systems as applicable – all in compliance with industry standards. The Airport shall make available the Premises at Spokane International Airport and the Concessionaire shall install the ATMs at locations designated by the Airport.

1.2 History and Background

ATMs have been in operation at Spokane International Airport since 1985. Currently there are two (2) ATMs pre-security providing financial services for the traveling public. One machine is located in the main lobby of the Airport Terminal Building (near A/B Screening) and the other machine is located on Concourse C (near screening).

The attached Exhibit B shows enplanements/deplanements and Exhibit C reflects the ATM transactions from January 2013 to year to date.

2.0 SCOPE OF WORK/SERVICES

2.1 Minimum Experience, Service and Operational Requirements of the Concessionaire

A. Concessionaire shall have a national or regional affiliation with a recognized banking institution.

B. Concessionaire shall have in circulation, ATM cards that must support, at a minimum, Visa, Master Card and American Express. Proposer must identify the supporting networks that they utilize.

C. The Concessionaire’s ATMs shall support the following transaction types in both English and Spanish language formats:

- Cash withdrawal from credit card account
- Cash withdrawal from checking account
- Cash withdrawal from savings account
- Transfers from checking to savings
- Transfers from savings to checking
- Balance inquiry from checking
- Balance inquiry from savings
D. Concessionaire shall provide complete data processing of ATM transactions including communication, routing, authorizing, settlement, etc.

E. Concessionaire shall provide system monitoring, diagnostics and service dispatch.

F. Concessionaire shall provide vendor maintenance for necessary problem resolution and repair by qualified technicians. Hours of vendor maintenance should include but not be limited to: 6:00 a.m. to midnight, seven (7) days per week. Response time shall be less than two (2) hours.

G. Concessionaire shall provide maintenance for minor problems (currency and/or form replenishment), which does not require vendor technicians, during non-peak hours.

H. Concessionaire shall provide operational support for ATM balancing, settlement, adjustments and captured card processing.

I. Concessionaire shall maintain the availability of the ATM system in a manner that will ensure Ninety Five Percent (95%) uptime (22.8 hours) for each twenty-four (24) hour period, seven (7) days per week.

J. Concessionaire shall provide monthly reporting of total transactions and type of transactions.

K. Concessionaire shall be responsible for all ongoing operating costs.

L. Concessionaire shall be responsible for installation and maintenance of all required electrical and communication lines and communication links to the ATMs.

M. The successful Concessionaire shall furnish to the Airport the following information with their request for approval on any and all signage for the ATM machines:

   - An elevation (drawn to scale) of the ATM and sign location(s)
   - A complete description of the signage

N. The successful Concessionaire shall be responsible for meeting the requirements of the Americans with Disabilities Act (ADA) as it pertains to the operation of ATMs and other similar related style vending machines.

O. Concessionaire shall be required to meet all security requirements as outlined in the Concession Agreement, including but not limited to, compliance with Airport and federal directives, background checks and badging requirements.

P. Concessionaire’s employees or agents that access post security ATM locations shall be required to be badged and may not be armed. Firearms are strictly prohibited at any post security location.
2.2. **Term**

   A. The term of this Concession Agreement shall be five (5) years commencing on February 1, 2016 and expiring on January 31, 2021.

   B. The Airport shall have the option, at its sole discretion, to extend this Concession Agreement for one (1) two (2) year period subject to negotiation of rents and fees.

2.3. **Rents and Fees**

   A. The rent shall be a minimum of:
      - Three Thousand Five Hundred Dollars ($3,500.00) per month for the four (4) ATMs

   B. The fees shall be a minimum of:
      - Fifty Cents ($.50) per monetary transaction per month

   C. The Airport may entertain higher rents and fees than indicated above. Should the Proposer feel that they could meet their financial plans and provide the Airport with a greater rent and fee structure, the Airport would consider such proposals over other proposals that are equal in all other respects. No offers will be accepted for rents and fees lower than those stipulated above.

   D. Leasehold Excise Taxes: In addition to any rents and fees, the Airport collects leasehold excise taxes on behalf of the State of Washington (State) in the amount of 12.84% on the rent for the Premises as outlined in Paragraph A of this Article.

   E. Other Fees: The Proposer will be responsible for all maintenance and repair, insurance and taxes associated with the use and occupancy of the Premises and any and all costs and expenses relating to the proposed activity at the Airport.

### 3.0 SUBMISSION OF REQUIREMENTS

3.1 **Proposal Format and Content**

The Airport has made every effort to include enough information within this RFP for a Proposer to prepare a responsive proposal. Proposals must address each of the evaluation criteria in this RFP in a clear, comprehensive, and concise manner. Proposers are further advised that lengthy or wordy submissions are not necessary.

Proposals and their sealed packaging (boxes or envelopes) should be clearly marked with the name and address of the Proposer and should be marked with the name of this RFP as indicated on page 1 of this RFP.

Proposals must be organized in the following order:

Table of Contents; Cover Letter; Executive Summary; Experience/Qualifications and Financial Background.
Proposers must answer all questions completely and accurately and furnish all required information, data, documentation, and material failure to do so may result in disqualification of the Proposer and/or rejection of a proposal. Notwithstanding these submittal requirements, the Airport reserves the right, at its sole discretion, to waive any minor irregularity relating to the proposals.

Proposals must be formatted on 8½” by 11” paper using a minimum 12 point type size. Tabs must be utilized to separate each section of the proposal. If bound, proposals must be bound on the long (left) side of the paper. The original proposal must be un-bound. The proposal must also be provided in an acrobat, pdf format. Proposals that contain erasures or alterations may be rejected.

3.2 Table of Contents

Proposals should contain a Table of Contents. The Table of Contents outlines in sequential order, all of the areas of the proposal and it allows for clarity and ease of review of the proposal.

3.3 Cover Letter

Each Proposer must submit a cover letter identifying the name and address of the proposing entity. The original proposal must be signed in ink by an authorized representative of the proposing entity who is authorized to execute contractual agreements and/or commitments on behalf of the Proposer.

3.4 Executive Summary

Each proposal must contain an executive summary that summarizes the key elements of the proposal. Additionally, included in the executive summary, must be a statement that explains why the Proposer would be the best to choice for the Airport. The following information must also be provided:

- Name and address of the proposing entity (or entities).
- Telephone number(s)
- Legal structure of the organization (sole proprietor, partnership, joint venture, corporation)
- Name(s) of key individuals authorized to conduct business for the Proposer

3.5 Management and Operational Plan

- Description of the management structure to be used in operation of the concession.
- Schedule of services and distinctive features to be offered by the Proposer at each ATM location.
- Location, availability and name of repair service and equipment maintenance provider.
- Maintenance and response time.
- Name of ATM network affiliations (regional, national and international).
- A card holder base (by participating institutions) and number of cards/cardholders having access to each network through the ATM.
- Maximum amount of cash each ATM can provide within a twenty-four (24) hour period.
- A detailed description of all charges to customers including any customer usage fees.
- The Customer Usage Fee assessed to customers shall not exceed Two Dollars ($2.00) per transaction. Proposer shall state the fee, if any, to the Airport in its Proposal.
- Historical percentages of uptime, equipment failure and card jams for the ATMs to be used at Spokane International Airport.

Failure to accurately complete and submit the required Proposal Form (Exhibit A) and attach all the required information, data, documentation, and material will be grounds for disqualification of the Proposer and/or rejection of a written proposal.

3.6 Experience/Personnel Qualifications/References Information

This section provides each Proposer an opportunity to outline its experience and the qualifications of its personnel. Proposer may include information in this section which differentiates its company and proposal from the other Proposers. Information provided should be concise and applicable. Proposers shall include, as a minimum, the following information:

a. Describe the nature of Proposer’s business experience in providing and implementing ATM services for locations similar to Spokane Airport. State the number of staff you currently employ in such operations.

b. Clearly state the total number of similar ATM machines and their locations that Proposer has provided and implemented at facilities comparable in size to Spokane Airport within the last ten (10) years.

c. Proposer shall provide:

   1. Project Manager: Proposer shall provide the name, address, telephone number, and qualifications of the individual designated as the single point of contact for all work to be performed under this RFP (Project Manager).

d. The Airport reserves the right to conduct reference checks for firms submitting proposals, either before or after proposals have been evaluated, and/or after interviews have been held (if any). Proposers should submit with their proposal three (3) verifiable references who currently utilize the proposed ATMs. The references shall be for machines installed within the last ten (10) years and shall include and identify the most recent installation. The references should include the name, title, email address, and telephone number of the contact person.

3.7 Financial Background Information

Proposer shall submit the following financial statements/information. If this information is not included, your proposal will not be considered for evaluation.

a. Balance Sheets and Income Statements for the current Fiscal Year and prior two (2) Fiscal Years of operation prepared in accordance with generally accepted accounting principles and compiled by an independent Certified Public Accountant or notarized by the Chief Financial Officer or owner.
b. Any additional information considered pertinent to indicate the Proposer’s financial and operational capabilities.

The Airport reserves the right to request additional information to be used for evaluating responses received from any or all Proposers. Further, the Airport retains the right to disqualify from further consideration any Proposer who fails to demonstrate sufficient financial stability to perform the pending Concession Agreement.

3.8 Exceptions

The Airport intends to utilize its standard Concession Agreement (Exhibit D) for this RFP. Each firm must affirm in its proposal that the terms and conditions of this Agreement are acceptable.

Proposer shall include a list of exceptions to the RFP, if any, on a separate page titled “EXCEPTIONS”.

4.0 REQUIRED ADDITIONAL DOCUMENTS

4.1 Exhibit A – Proposal Form

Exhibit A – Proposal Form, must be completed, signed and submitted with the proposal or the proposal will be deemed non-responsive.

5.0 PRE-PROPOSAL MEETING

A Pre-Proposal Meeting will not be held for this Request for Proposals.

6.0 INTERVIEWS

Proposers may be required to interview with and/or make a presentation to the selection committee and/or the Airport Board (in person at the Airport administration office) with the date and time to be determined.

7.0 PROPOSAL SUBMISSION DEADLINE

One (1) original (un-bound), five (5) bound copies and one (1) copy in acrobat/pdf format of the proposal, responding to the information requested in this RFP must be received by the Airport no later than the deadline noted on page 1 of this RFP. Proposals must be delivered to the address indicated on page 1 of this RFP.

8.0 RIGHTS RESERVED

8.1 Rights Reserved: The Airport reserves the following rights:

1. To waive as an informality any minor irregularities in proposals and/or to reject any or all proposals.
2. To request additional information and data from any or all Proposers.
3. To supplement, amend, or otherwise modify the RFP through addenda issued.
4. To cancel this RFP with or without the substitution of another RFP.
5. To make such reviews and investigations as it considers necessary and appropriate for evaluation of the proposals.
6. To reject any proposal in the event that the Airport’s analysis of the Proposer’s financial status and capacity indicates, in the Airport’s judgment, that the firm is not able to successfully perform the work.

9.0 COMMENCEMENT OF WORK

This RFP does not, by itself, obligate the Airport in any way. The Airport Board reserves the right to cancel the award without liability, except for the return of the proposal deposit without interest to the Proposer, at any time before the Concession Agreement has been executed by all parties.

The Airport’s obligation will commence when the Agreement is executed by the Concessionaire and subsequently approved by the Airport. It should be understood that Concessionaire shall be required to be operational no earlier or later than 12:01 a.m. on Monday, February 1, 2016.

10.0 AUTHORIZED SIGNATURE

The authorized representative signature required on all documents associated with this RFP, including the Agreement, must be made by an officer of the company (if applicable).

11.0 PROTEST AND APPEAL PROCEDURES

11.1 Deadline for Protest

The following deadlines for filing protests and appeals based on this RFP shall apply:

a. RFP: Any protest related to the requirements of this RFP must be received by the Airport Contact Person (identified on Page 4) no later than three (3) business days before the proposal submittal deadline.

b. Awards: Any protest related to the award of an Agreement based on this RFP or protest of a decision by the Airport to reject a proposal must be received by the Airport’s Attorney within three (3) business days after notification to the protesting party that it was not awarded a contract or its proposal was rejected.

11.2 Form and Manner of Filing

a. In Writing: All protests and appeals must be in writing, signed, and specify the reasons and facts upon which the protest or appeal is based. Failure to raise any reason or fact upon which the protest or appeal is based shall constitute a waiver and/or forfeiture of such reason or fact for protest or appeal.

b. File protest of award with Airport Attorney: All protests and appeals must be filed with the Spokane International Airport, Attention: Jim McDevitt, 9000 W. Airport Drive, Suite 209, Spokane, WA 99224.
11.3 Airport’s Review of Protests and Appeals

a. The Director of the Properties & Contracts Department shall review and investigate properly and timely filed protests and appeals. At the Airport’s sole discretion, an informal hearing may be held with affected parties to gather additional information. The Properties & Contracts Director shall issue a written decision to the protestor, stating the reasons for the decision.

b. Appeal to Airport’s CEO: Any further appeal of a formal decision by the Properties & Contracts Director must be received by the Airport’s Attorney within two (2) business days of receipt of the written decision by the Department Director. Properly and timely filed appeals of the decisions of the Department Director shall be reviewed and investigated by the Airport CEO, who shall issue the Airport’s final decision.

11.4 Failure to Meet Deadline

Failure to meet any applicable deadline for a protest and appeal shall constitute a waiver of any and all rights to protest and appeal.

12.0 ADMINISTRATIVE REQUIREMENTS

12.1 Cost of the Proposal

The Airport shall not, under any circumstances, be responsible for any costs or expenses associated with the proposal submitted including, but not limited to, research, investigation, development, preparation, duplication, production, collation, packaging, delivery, transmittal, or presentation of the proposal or any other related information, data, documentation, and material. All costs and expenses incurred by the Proposer in connection with the proposal submitted shall be the sole responsibility of (borne solely by) the Proposer.

12.2 Public Disclosure

a. Property of Airport: Proposals submitted to the Airport shall become the property of the Airport and shall not be returned to the Proposer.

b. Proposals are Public Records: Pursuant to Chapter 42.56 RCW, proposals submitted under this RFP shall be considered public records and with limited exceptions will be available for inspection and copying by the public. Except to the extent protected by state and/or federal laws, proposals shall be considered public documents and available for review and copying by the public after an award of Contract is made by the Airport.

c. Public Records Exemption: Any proprietary information included in the proposal that the Proposer wishes to remain confidential (to the extent allowed under the laws of the State of Washington) should be clearly identified as “Confidential” in the proposal. In addition, the Proposer must provide the legal basis for the exemption to the Airport.
d. Proposals Not Marked as Confidential: If a proposal does not clearly identify the confidential portions, the Airport will not notify the Proposer that its proposal will be made available for inspection and copying.

e. Process for Disclosing Information: If a request is made for disclosure of material or any portion marked “Confidential” by the Proposer, the Airport will determine whether the material should be made available under the law. If the Airport determines that the material is not exempt and may be disclosed, the Airport will notify the Proposer of the request and allow the Proposer ten (10) business days to take appropriate action pursuant to RCW 42.56.540. If the Proposer fails or neglects to take such action within said period, the Airport may release the portions of the proposal deemed subject to disclosure.

f. Indemnification by Proposer: To the extent that the Airport withholds from disclosure all or any portion of Proposer’s documents at Proposer’s request, Proposer shall agree to fully indemnify, defend and hold harmless the Airport, the City and County of Spokane, their elected officials, agents and employees, from all damages, penalties, attorneys’ fees and costs related to withholding information from public disclosure.

j. No Claim Against Airport: By submitting a proposal, the Proposer consents to the procedure outlined in this section and shall have no claim against the Airport because of actions taken under this procedure.

12.3 Basic Eligibility

The successful Proposer must not be debarred, suspended, or otherwise ineligible to contract with the Airport.

12.4 Non-Discrimination

All Proposers will be afforded the full opportunity to submit proposals in response to this RFP. The Airport is an Equal Employment Opportunity (EEO) organization which does not discriminate against any prospective firm on the basis of race, religion, color, sex, age, national origin, sexual orientation, or presence of any sensory, mental, or physical disability in the consideration of contract award. Successful proposer will be required to comply with all EEO, federal, state, and local laws and regulations.

12.5 Insurance

Prior to execution of an Agreement for services under this RFP, the successful Proposer will be required to provide acceptable evidence of insurance coverage consistent with the insurance requirements outlined in the Airport’s standard Concession Agreement (Exhibit D).

13.0 GENERAL INFORMATION

13.1 Selection Criteria
Written proposals will be evaluated based upon the following criteria (the weighting or value associated with each element has been identified following the criteria to give Proposers an idea of the relative importance of each element to the Airport Board):

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<thead>
<tr>
<th>#</th>
<th>Element</th>
<th>Weight or Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Experience (regional or national affiliation) &amp; Operating Plan</td>
<td>30%</td>
</tr>
<tr>
<td>2</td>
<td>Evidence of Financial stability</td>
<td>20%</td>
</tr>
<tr>
<td>3</td>
<td>Ability to satisfactorily perform the minimum service &amp; operational requirements</td>
<td>20%</td>
</tr>
<tr>
<td>4</td>
<td>Proposed Rents and Fees</td>
<td>20%</td>
</tr>
<tr>
<td>5</td>
<td>Proposal Response</td>
<td>10%</td>
</tr>
</tbody>
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### 14.0 ACDBE INFORMATION

14.1 ACDBE Participation: In accordance with regulations of the U.S. Department of Transportation, 49 CFR Part 23, Subpart C, the Spokane Airport Board has implemented an Airport Concessions Disadvantaged Business Enterprise (ACDBE) concession plan under which qualified firms may have the opportunity to operate or participate in the operation of an airport business. An ACDBE goal of .25%, as measured by total estimated annual gross revenues, has been established for concession programs. The Concessionaire shall make every reasonable attempt to achieve this goal.

ACDBE participation may be in the form of one or more subleases, joint ventures, partnerships, or other legal arrangement meeting the eligibility standards in 49 CFR Part 23, Subpart C. In the event that the Concessionaire qualifies as an ACDBE, the goal shall be deemed to have been met.

Proposers shall submit information concerning ACDBE firm(s) that may participate in this concession (if any), including:

- Name and address of each firm
- Annual estimated gross receipts to be earned by each named firm
- Description of the legal arrangement(s) underlying each ACDBE’s participation
- Total overall estimated annual gross receipts to be earned by the Proposer in the event it is the Selected Proposer

ACDBE firms that are not certified as such at the time of Proposal submittal must have submitted a certification application before the Proposal due date. The foregoing requirements with respect to ACDBE participation are not intended to force the Proposer to change its business structure.

### 15.0 ABOUT SPOKANE AIRPORT

Spokane International Airport, Felts Field Airport and the Airport Business Park (Spokane Airport) are jointly owned by Spokane County and the City of Spokane. The city and county operate the airports under provisions of RCW 14.08 which establishes the operation of airports
by more than one municipality under joint agreement. The operating authority of Spokane Airport is the Spokane Airport Board, consisting of seven appointees from the two governmental bodies.

The Board is responsible for the oversight of Spokane International Airport, Felts Field Airport, and the Airport Business Park. The Board also has a Grant of Authority to operate Foreign-Trade Zone #224.

Spokane International Airport is a 5,685 acre commercial service airport served by five airlines and two air cargo carriers. The airport processed nearly 3 million passengers and 65,619 U.S. air cargo tons in 2014. It is the second largest airport in the State of Washington and recognized by the FAA as a small hub.

Felts Field Airport is a 400 acre active General Aviation airport with over 154 based aircraft and 67 tenants. The airport has a Fixed Base Operator and avionic services available. The Airport has two paved runways and a turf landing strip as well as the ability to accommodate water landings on the adjacent Spokane River.

The Airport Business Park is an industrial and business park development that comprises 432 acres. Strategically located adjacent to the airport facilities and Interstate 90, it has 24 buildings and 16 tenants.
EXHIBIT A

PROPOSAL FORM

Name: ________________________________

Proposed Monthly Rent for Four (4) Machines:
$ __________________

Address: ________________________________

Proposed Fee Per Transaction:
$ __________________

______________________________

Proposed Customer Usage Fee Per
Transaction:
$ __________________

Date: ________________________________

Proposer is bound by its written proposal for a period of ninety (90) days following the
date of proposal opening and may not withdraw its offer during this period. It is understood by
the Proposer that the Spokane Airport Board reserves the right to reject any and all written
proposals.

Proposer asserts that they have thoroughly read, understand and acknowledge all aspects
of this Request for Proposals and understand that they are bound by all aspects and provisions of
this Request for Proposal and its contents.

The Proposer hereby agrees to enter into a Concession Agreement no later than
December 14, 2015 with the Spokane Airport Board at Spokane International Airport under the
terms and conditions as set forth in the Request for Proposal dated November 8, 2015.

The Proposer Acknowledges Receipt of Addendum(s), if any:

Acknowledgment of Addendum(s) if any, is hereby made;

Addendum # 1 ________________
Addendum # 2 ________________

Attest: ________________  Proposer: ________________

Title: ___________________________  Title: ___________________________

Witness: _____________________________

___________________________________

Automated Teller Machine Services RFP  November 8, 2015
EXHIBIT B

ENPLANEMENT NUMBERS

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DEPLANEMENT NUMBERS

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EXHIBIT C

ATM TRANSACTIONS

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EXHIBIT D

SAMPLE CONCESSION AGREEMENT
EXHIBIT E

PROPOSAL SUBMISSION CHECKLIST

In addition to the cover letter and executive summary, the following information/documents must be submitted as part of the sealed written proposal in order for the proposal to be considered. (Please checkmark items below included in or with the written proposal and sign acknowledgment)

- Exhibit #A - Proposal Form:
  - Rents and Fees Proposed by Proposer
  - Acknowledgement of Addendums (if any)

- Proposal Deposit ($5,000.00)

- Identification of Proposer

- Qualifications and Experience

- Financial Information

- Management and Operational Plan
  - Acknowledgement of Terms and Conditions of Sample Concession Agreement

PLEASE ACKNOWLEDGE ABOVE INFORMATION/DOCUMENTS ARE INCLUDED IN OR WITH THE WRITTEN PROPOSAL

X _______________________________ X _______________________________
Authorized Signer Date