



SPOKANE INTERNATIONAL AIRPORT

BUSINESS PARK AND FELTS FIELD

9000 W AIRPORT DRIVE, SUITE 204
SPOKANE, WA 99224

REQUEST FOR PROPOSALS #23-49-9999-018 for Food Service and Retail Concessions

Addendum No. 4

DATE OF ADDENDUM: October 20, 2023

The following changes, additions, and/or deletions are considered as Addendum No. 4, and are hereby made a part of the Request for Proposals (RFP) documents. All Proposers are required to base their Proposals upon the information furnished in this Addendum No. 4; and as required in the RFP and Concession Lease documents. Proposers are required to acknowledge Addendum No. 4 in their Proposals. Failure to acknowledge addenda on the Addenda Acknowledgment Form included as Appendix E of the RFP may result in a Proposal being declared non-responsive.

1. The proposal submission due date scheduled for **Tuesday, October 24, 2023 at 2:00 PM Pacific Time**, as amended, has not changed.
2. Section 10.G, Transition Plan and Schedule: The first section of the new Concourse C to be constructed, including Gate 33 through Gate 35, is scheduled to be operational in July 2024.
 - Proposers for Package 1 shall complete the revised interim unit pro forma templates provided as Attachment 1 to this Addendum No. 4.
 - A temporary concession in front of Unit CC-02-1410, Newsstand, is not required to be operated while this unit is under construction. Proposers for Package 1 only need to operate a temporary newsstand in Unit CC-02-1520 as stated in Addendum No. 3. This temporary unit may be up to 895 square feet as shown in the lease outline drawings provided in Attachment 2 of Addendum No. 3 to this RFP.

End of Addendum No. 4

ATTACHMENT 1

REVISED INTERIM UNIT PRO FORMA TEMPLATES FOR PACKAGE 1

Spokane International Airport
Example Interim Operations Schedule

Key: TI = Tenant Improvements

Interim Operations

No Interim Operations Required

Package 1																	
Unit Number	Interim Concept	Sq. Ft.	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25
R-219-I	Snack Food Service	200										Permanently Closed					
R-217-I	Gourmet Coffee	289										Begin TI for New Gourmet Coffee Unit					
R-217-S	Gourmet Coffee Seating	1,186										Begin TI for New Gourmet Coffee Seating					
CC-02-1405a	Temporary Grab and Go	100															
C-306	Coffee and Bar	2,138						Closed for Concourse C TREX Construction ¹									
C-25-I	Convenience Retail	776															
CC-02-1520	Temporary Newsstand	895															

Package 2																						
Unit Number	Interim Concept	Sq. Ft.	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25					
R-216-I	Newsstand	1,244							Begin TI for New Newsstand													
R-216-T	Temporary News Wall	100										Permanently Closed with Opening of R-216 Newsstand										
T-200-I	News with Coffee	600												Begin TI for New Newsstand with Coffee								
R-207-I	Bar with Food	1,840							Begin TI for New Food Hall													
R-211-I	Quick Service - Burger	1,164																				
R-213-I	Quick Service - Sandwich	719																				
R-215-I	Food Service Seating	1,595																				

(1) Construction impact dates are subject to change. Target Occupancy Dates for new Concourse C Concession units are defined in the RFP.

PRO FORMA
(constant 2023 dollars)
Please input data points for relevant years in the shaded cells with red text

	2024	2025	2026	Total
ASSUMPTIONS USED				
Enplanements ¹	1,219,064	1,242,252	1,268,207	3,729,523
Sales per Enplanement	\$ -	\$ -	\$ -	\$ -
Total Square Feet	1,675	1,675	1,675	1,675
R-217-I Gourmet Coffee	289	289	289	
R-217-S Gourmet Coffee Seating	1,186	1,186	1,186	
R-219-I: Snack Food Service	200	200	200	
Sales per Square Foot	\$ -	\$ -	\$ -	\$ -
PROJECTIONS				
Gross Sales (use as applicable)				
Food and Non-Alcoholic Beverages	\$ -	\$ -	\$ -	\$ -
R-217-I: Gourmet Coffee	\$ -	\$ -	\$ -	\$ -
R-219-I: Snack Food Service	\$ -	\$ -	\$ -	\$ -
Total Sales	\$ -	\$ -	\$ -	\$ -
Cost of Goods Sold	\$ -	\$ -	\$ -	\$ -
Gross Profit	\$ -	\$ -	\$ -	\$ -
Expenses				
Payroll	\$ -	\$ -	\$ -	\$ -
Benefits	\$ -	\$ -	\$ -	\$ -
Utilities	\$ -	\$ -	\$ -	\$ -
Operating Expenses	\$ -	\$ -	\$ -	\$ -
Franchise/License Fees	\$ -	\$ -	\$ -	\$ -
Rent to Airport (excludes storage)	\$ -	\$ -	\$ -	\$ -
Storage Space Rent	\$ -	\$ -	\$ -	\$ -
General & Administrative	\$ -	\$ -	\$ -	\$ -
Marketing Expenses	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -
Other Direct Expenses	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ -	\$ -	\$ -	\$ -
EBITDA	\$ -	\$ -	\$ -	\$ -
Interest, Depreciation, and Amortization	\$ -	\$ -	\$ -	\$ -
Net Profit Before Taxes	\$ -	\$ -	\$ -	\$ -
Total Initial Investment				\$ -
Initial Investment per Square Foot				\$ -

Notes:
(1) The enplanements shown are projections provided solely for the purpose of this RFP. These forecasts 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. It should be noted that the enplanement levels for 2024 are for the entire calendar year. Interim operation dates may vary throughout the year based on Proposer's transition plan.
Please provide any necessary explanation or detail on the "Proposer Notes" tab within this workbook.

Spokane International Airport
Concession Pro Forma Statement
Package 1, Concourse C Interim Operations
Unit Concept Name (please insert below)

Replace this text with the Concept Name

Proposer: Replace this text with Proposer's Name

PRO FORMA
(constant 2023 dollars)
Please input data points for relevant years in the shaded cells with red text

	2024	2025	2026	Total
ASSUMPTIONS USED				
Enplanements ¹	882,771	899,562	918,356	2,700,689
Sales per Enplanement	\$ -	\$ -	\$ -	\$ -
Total Square Feet	3,909	3,909	3,909	3,909
C-25-I: Convenience Retail	776	776	776	
CC-02-1405a: Temporary Grab and Go	100	100	100	
CC-02-1520: Temporary Newsstand ²	895	895	895	
C-306: Coffee and Bar ³	2,138	2,138	2,138	
Sales per Square Foot	\$ -	\$ -	\$ -	\$ -
PROJECTIONS				
Gross Sales (use as applicable)				
Food and Non-Alcoholic Beverages	\$ -	\$ -	\$ -	\$ -
C-306: Coffee and Bar	\$ -	\$ -	\$ -	\$ -
CC-02-1405a: Temporary Grab and Go	\$ -	\$ -	\$ -	\$ -
Alcoholic Beverages (if permitted)	\$ -	\$ -	\$ -	\$ -
C-306: Coffee and Bar	\$ -	\$ -	\$ -	\$ -
Merchandise	\$ -	\$ -	\$ -	\$ -
C-25-I: Convenience Retail	\$ -	\$ -	\$ -	\$ -
CC-02-1520: Temporary Newsstand	\$ -	\$ -	\$ -	\$ -
Total Sales	\$ -	\$ -	\$ -	\$ -
Cost of Goods Sold	\$ -	\$ -	\$ -	\$ -
Gross Profit	\$ -	\$ -	\$ -	\$ -
Expenses				
Payroll	\$ -	\$ -	\$ -	\$ -
Benefits	\$ -	\$ -	\$ -	\$ -
Utilities	\$ -	\$ -	\$ -	\$ -
Operating Expenses	\$ -	\$ -	\$ -	\$ -
Franchise/License Fees	\$ -	\$ -	\$ -	\$ -
Rent to Airport (excludes storage)	\$ -	\$ -	\$ -	\$ -
Storage Space Rent	\$ -	\$ -	\$ -	\$ -
General & Administrative	\$ -	\$ -	\$ -	\$ -
Marketing Expenses	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -
Other Direct Expenses	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ -	\$ -	\$ -	\$ -
EBITDA	\$ -	\$ -	\$ -	\$ -
Interest, Depreciation, and Amortization	\$ -	\$ -	\$ -	\$ -
Net Profit Before Taxes	\$ -	\$ -	\$ -	\$ -
Total Initial Investment				\$ -
Initial Investment per Square Foot				\$ -

Notes:

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(2) CC-02-1520 should be used as space for a temporary newsstand. The unit is 895 square feet. Proposer may propose a temporary interim operation square footage no larger than 895 square feet.

(3) The existing C-306 unit is 2,138 square feet. Proposer may propose an interim operations square footage between 1,200 and 2,138 square feet.

Please provide any necessary explanation or detail on the "Proposer Notes" tab within this workbook.

Spokane International Airport
Concession Pro Forma Statement
Package 1 Interim Operations
CONSOLIDATED STATEMENT

Proposer: Replace this text with Proposer's Name

PRO FORMA
(constant 2023 dollars)
Please verify that all units are included in this consolidated financial statement

CALENDAR YEAR	2024	2025	2026	Total
ASSUMPTIONS USED				
Enplanements ¹	2,101,835	2,141,814	2,186,563	6,430,212
Sales per Enplanement	\$ -	\$ -	\$ -	\$ -
Total Square Feet	5,584	5,584	5,584	5,584
Sales per Square Foot	\$ -	\$ -	\$ -	\$ -
PROJECTIONS				
Gross Sales (use as applicable)				
Food and Non-Alcoholic Beverages	\$ -	\$ -	\$ -	\$ -
Alcoholic Beverages	\$ -	\$ -	\$ -	\$ -
Merchandise	\$ -	\$ -	\$ -	\$ -
Total Sales	\$ -	\$ -	\$ -	\$ -
Cost of Goods Sold	\$ -	\$ -	\$ -	\$ -
Gross Profit	\$ -	\$ -	\$ -	\$ -
Expenses				
Payroll	\$ -	\$ -	\$ -	\$ -
Benefits	\$ -	\$ -	\$ -	\$ -
Utilities	\$ -	\$ -	\$ -	\$ -
Operating Expenses	\$ -	\$ -	\$ -	\$ -
Franchise/License Fees	\$ -	\$ -	\$ -	\$ -
Rent to Airport (excludes storage)	\$ -	\$ -	\$ -	\$ -
Storage Space Rent	\$ -	\$ -	\$ -	\$ -
General & Administrative	\$ -	\$ -	\$ -	\$ -
Marketing Expenses	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -
Other Direct Expenses	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ -	\$ -	\$ -	\$ -
EBITDA	\$ -	\$ -	\$ -	\$ -
Interest, Depreciation, and Amortization	\$ -	\$ -	\$ -	\$ -
Net Profit Before Taxes	\$ -	\$ -	\$ -	\$ -
Total Initial Investment				\$ -
Initial Investment per Square Foot				\$ -

Notes:
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Please provide any necessary or additional explanation on the "Proposer Notes" tab within this workbook.

Proposer Notes:

Package 1 Interim