

**REQUEST FOR PROPOSALS FOR
CASH TO CREDIT CARD MACHINE
CONCESSION AND LEASE AGREEMENT
AT THE SPOKANE INTERNATIONAL AIRPORT**

The Spokane Airport Board (herein called the "Board") hereby invites interested parties to submit proposals for the award of cash to credit card machines (hereinafter referred to as "CTC's") concession and lease agreement to permit the operation of at least two (2) CTCs at Spokane International Airport pursuant to the terms and conditions herein set forth in these proposal and contract documents.

Commencing Monday, March 3, 2025, proposal and contract documents may be downloaded from our website: <http://business.spokaneairports.net/rfp>.

An **optional** Pre-Proposal Meeting will be held on Thursday, March 13, 2025 at 12:00 p.m. Pacific Standard Time to discuss the contract documents. Interested parties may attend in person at the Airport Executive Conference Center or by video conference through the Zoom platform using the following link: <https://spokaneairports-net.zoom.us/j/87909165903?pwd=IA63AtMXW4pNaVWNfcRZ9Vz59YSJ86.1>. If you have any technical difficulties connecting into the meeting, please contact Ms. Amy Anderson whose contact information is provided below.

Proposers are encouraged to submit any questions concerning this RFP in advance of the Pre-Proposal Conference. Prospective Proposers may send questions as well as the Pre-Proposal Conference Registration Form by email to:

Ms. Amy L. Anderson
Manager, Properties and Contracts
Spokane International Airport
9000 W. Airport Drive, #204
Spokane, WA 99224

Email: aanderson@spokaneairports.net

Questions submitted by any person(s) or entity(ies) that are not intended proposed will not be answered.

During the Pre-Proposal Conference, representatives from the Airport will attempt to answer written questions received in advance of the conference. Any changes in the requirements of this RFP will be made by addendum to the RFP. Airport management staff will conduct a tour of the proposed cash to credit card machine locations as part of the Pre-Proposal Conference. Sealed proposals for the Cash to Credit Card Machine Concession will be received by the Spokane Airport Board, 9000 W. Airport Dr., Suite 204, Spokane, Washington 99224, until 4:00 p.m. Pacific Standard Time on Friday, April 11, 2025.

In accordance with Regulations of the U.S. Department of Transportation, 49 CFR Part 23, the Spokane Airport Board has implemented an airport concession disadvantaged business enterprise (ACDBE) plan under which qualified firms may have the opportunity to operate an airport business. The Proposer shall take all necessary and reasonable steps to achieve participation in the ACDBE concession plan.

One original paper copy and one electronic copy (pdf format on flash drive) of all documents listed on the “Proposal Submission Checklist – Attachment #1” must be submitted in a sealed envelope bearing on the outside, the date advertised for the opening of the proposals and the words, "Cash to Credit Card Machine Concession RFP Submittal #25-49-9999-003, Spokane International Airport". If mailed or delivered via a courier delivery company, the sealed envelope containing the required proposal documents shall be enclosed in another envelope with the words “Cash to Credit Card Machine Concession RFP Submittal #25-49-9999-003” and sent to the Spokane International Airport, 9000 W. Airport Dr., Suite 204, Spokane, Washington, 99224, to the attention of the Manager – Properties & Contracts. It will be the sole responsibility of Proposers to ensure proposals are in the possession of the Spokane International Airport Administration Department by the appointed date and time. The Board reserves the right to reject any or all proposals, portion or parts thereof, and to waive all minor irregularities in the Proposals.

For additional information contact: Ms. Amy Anderson, Manager – Properties & Contracts, at aanderson@spokaneairports.net or (509) 455-6431.

**REQUEST FOR PROPOSALS
CASH TO CREDIT CARD MACHINE CONCESSION**



REMINDER OF CRITICAL DATES

Pre-Proposal Conference:	March 13, 2025	12:00 p.m.
Question Deadline	March 21, 2025	4:00 p.m.
Proposal Due Date:	April 11, 2025	4:00 p.m.

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INSTRUCTIONS TO PROPOSERS

1. THE OPPORTUNITY

The Spokane Airport Board is soliciting proposals to operate at least two (2) cash to credit card machines in the two passenger terminals at Spokane International Airport. Two (2) of the CTCs would be located in the pre-security ticketing areas of each terminal building.

Why should your organization be interested in this opportunity?

We believe that you will be providing an essential public service as well as having a fantastic advertising opportunity by virtue of the presence of your CTCs in the terminal buildings. This is a great way to show your organization's commitment to the community in a high-traffic and high-visibility environment.

2. BACKGROUND INFORMATION

Spokane Airports is jointly owned by Spokane County and the City of Spokane, which operate the airports under provisions of RCW 14.08, which establishes the operation of airports by more than one (1) municipality under joint agreement. The operating authority of Spokane Airports is the Spokane Airport Board ("Board"), consisting of seven appointees from the two governmental bodies. The Board annually oversees a capital and operating budget of approximately \$215 million from various funding sources.

Spokane International Airport is a 6,000-acre commercial service airport offering 18 nonstop destinations served by six airlines, as well as convenient one-stop connections to most major domestic and international destinations. The Airport recorded 4,131,266 total passengers and 77,171 U.S. air cargo tons in 2023. In addition to Amazon Air's sort facility, FedEx and UPS provide scheduled all-cargo service at the Airport. U.S. Customs provides Federal Inspection Service for clearing international flights and Signature Flight Support and Aero Center Spokane provide Fixed Base Operator services.

The Airport is the work site for over 3,000 people serving a variety of aviation and non-aviation related businesses, providing the region with \$1.8 billion in annual economic impact. The geographic area served by Spokane International Airport includes Eastern Washington, Northern Idaho, Western Montana and portions of Southern British Columbia and Alberta. In total, 1.7 million people reside in this market area.

In Fall 2022, construction commenced on the Concourse C Expansion Project. The project is the first phase of the Terminal Renovation and Expansion (TREX) Program, the Airport's long-term vision to enhance and expand the Airport's terminal facility to meet the needs of current and future forecasted passenger traffic demand. The \$150 million expansion added three new gates and six ticket counter location for airlines to use in Phase 1. The next phase of the project will replace former ground boarding gates with three passenger loading bridges and modernize existing gates. It is expected to be complete in 2026.

The Airport is financially self-sufficient, and we do not receive any taxpayer assistance from the City or the County. We are able to remain financially self-sufficient through concession and lease opportunities like this one. Your organization would be contributing to the financial self-sufficiency of an important community transportation asset.

3. REQUEST FOR PROPOSALS (RFP)

A. Sealed proposals for the award of a non-exclusive cash to credit card machines Concession and Lease Agreement to permit the operation of at least two (2) CTC’s at Spokane International Airport are solicited by the Spokane Airport Board (herein referred to as "Board"). There are currently no cash to credit card machines in the Airport terminal buildings. The Board shall provide at least two (2) locations in the Terminal Buildings that shall be utilized by the successful Proposer.

B. Proposals for the Cash to Credit Card Machine Concession and Lease Agreement will be received at the Administration Offices on the second floor of the Terminal, at 9000 W. Airport Dr., Suite 204, Spokane, WA 99224, until 4:00 p.m., Pacific Standard Time, on April 11, 2025.

4. REQUEST FOR PROPOSALS SCHEDULE

The following is the schedule for this RFP process (which is subject to change):

Target Date	Description
Monday, March 3, 2025 4 PM PST	Issue Date of RFP and posted on Airport’s website
Thursday, March 13, 2025 12 PM PST	Pre-Proposal Conference and Tour
Friday, March 21, 2025, 4 PM PST	Deadline for Submission of Questions
Friday, March 28, 2025, 4 PM PST	Earliest Anticipated Response by Airport to Questions and/or Addenda posted
Friday, April 11, 2025, 4 PM PST	Proposal Submission Deadline (Due Date)
April 11 – May 21, 2025	Targeted Review by the Selection Committee
Thursday, May 22, 2025, 4 PM PST	Targeted Airport Board Action/Contract Award
Friday, May 23, 2025, 4 PM PST	Targeted Notification of Finalists

5. CASH TO CREDIT CARD MACHINE CONCESSION AND LEASE AGREEMENT

The Cash to Credit Card Machine Concession and Lease Agreement shall commence June 1, 2025 and shall expire on May 31, 2030 and must be executed by the successful Proposer and returned to the Board on or before May 9, 2025. The sample Cash to Credit Card Machine Concession and Lease Agreement shall be in the form attached as “Exhibit C”.

6. PREMISES AVAILABLE, AND ASSIGNMENT OF, TO SUCCESSFUL PROPOSERS

The Board shall allocate available CTC locations, as outlined on Exhibit A.

7. CONCESSION FEE, RENTS AND FEES TO BE PAID BY PROPOSER

The Successful Proposer shall pay to the Board, on a monthly basis, as compensation for the Concession Privilege granted to it pursuant to the Cash to Credit Card Machine Concession and Lease Agreement:

1. **Concession Fee** - A minimum of Sixty cents (\$.60) per monetary transaction will be paid on or before the 15th of each month for the preceding month's activities, accompanied by a report of transactions. Monetary transaction shall mean all types of transactions being performed by the CTCs, except for balance inquiries.
2. **Rent** - All Rents for Premises set forth in Attachment #2 Proposal Form shall be paid in advance on the first (1st) of each month and are subject to Washington State Leasehold tax and other applicable taxes which shall be collected by the Board in addition to the rent. Rent for the first year is a minimum of \$2,250 per month.
3. **Usage Fee Limit** – The Airport proposes that customers should not be charged more than \$6.00 per transaction by the CTC Provider during the entire lease term.

8. AIRPORT CONCESSION DISADVANTAGED BUSINESS ENTERPRISE (ACDBE)

Per the federal regulations of the U.S. Department of Transportation, 49 CFR Part 23, it is the policy of the Board to make good faith efforts for airport concession disadvantaged business enterprises (ACDBE) to have the maximum opportunity to participate in any activity, service or facility at the Airport under agreement, lease, contract with or franchise from the Board. Proposer shall agree to make good faith efforts to explore all available options to comply with the Board's ACDBE plan to the maximum extent practicable, through direct ownership arrangements with business concerns owned and controlled by socially and economically disadvantaged individuals as defined in 49 CFR Part 23, as amended. The Board's current goal for CTC ACDBE participation is under review by the Board and the FAA.

If a selected Proposer is unable to achieve the established goal under joint venture, partnership, franchise or similar legal arrangement, the Proposer shall make good faith efforts to seek to obtain the required ACDBE participation by other means, such as the purchase of goods, services, supplies and/or products from certified ACDBE vendors. In the event that a selected Proposer for this solicitation qualifies as a certified ACDBE, the agreement goal shall be deemed to have been met.

Proposers should complete Attachment #6 with any identified ACDBE firms it intends to utilize to meet the established ACDBE goal. If, at the time of submission of proposals, the Proposer has not identified any ACDBE firms, the proposer should complete Attachment #6 and indicate that they have not identified any firms at the time and reflect an estimated dollar amount of zero. Proposers may submit information on potential ACDBE firms as part of their demonstration of good faith efforts to meet the ACDBE goal.

Each year approximately ninety (90) days following the end of each Operations Year, Operator shall provide the Board with the following information: the name and address of each certified ACDBE with which it has done business during the past year, a description of the nature of the services performed by and/or items purchased from each firm named, and the dollar value of each transaction. If the Operator fails to accomplish ACDBE participation, it will be required to provide documentation demonstrating that it made good faith efforts in attempting to do so.

9. PRE-PROPOSAL MEETING

An **optional** Pre-Proposal Meeting will be held on Thursday, March 13, 2025, at 12:00 p.m. Pacific Standard Time to discuss the contract documents. Interested parties may attend in person at the Airport Executive Conference Center or by video conference through the Zoom platform using the following link: <https://spokaneairports-net.zoom.us/j/87909165903?pwd=1A63AtMXW4pNaVWNfcRZ9Vz59YSJ86.1>. If you have any technical difficulties connecting into the meeting, please contact Ms. Amy Anderson whose contact information is provided on the notice. Optional tours of the Terminal may be scheduled by appointment by contacting Ms. Amy Anderson in advance.

10. ADDENDA

Should there be any questions concerning the meaning or content of these documents, the Proposer shall notify the Manager – Properties & Contracts, in writing no later than 4:00 p.m., Pacific Standard Time on Friday, March 21, 2025. All questions should be sent to Spokane International Airport, Attention: Ms. Amy Anderson via email: aanderson@spokaneairports.net. Any corrections or changes, if required in the sole judgment of the Board, will be provided in a written addendum. The Board and Airport Staff will not be responsible for any other instructions, interpretations or explanations and should not be contacted other than in writing to the Manager – Properties & Contracts. It is anticipated that any clarification/addendum needed to address questions submitted to the Board will be posted on or about March 28, 2025 on the Airport's website at www.business.spokaneairports.net/rfp/. The Board assumes no responsibility beyond being posted on the Airport's website at www.business.spokaneairports.net/rfp/.

11. PROPOSAL FORM

Each proposal shall be submitted on the attached "Attachment #2 - Proposal Form".

12. PROPOSAL GUARANTY

Each proposal shall be accompanied by a proposal bond, certified cashier's check, or bank draft payable to the Spokane Airport Board, in the amount of Ten Thousand Dollars (\$10,000.00). The bond, check or draft must be attached to the Proposal Form and will be held by the Board, without interest, as the proposal guaranty for a reasonable period of time until the successful Proposers have been selected, after which the proposal guaranties of all but the successful Proposers will be returned. The proposal guaranties of the successful Proposers will be held

pending their complete execution of the Cash to Credit Card Machine Concession and Lease Agreement, along with evidence of insurance, as required by the Cash to Credit Card Machine Concession and Lease Agreement (form of agreement attached hereto, and subject to modification by the Board based on review of the proposal). If a successful Proposer should fail to execute the Cash to credit card machine Concession and Lease Agreement or comply with other provisions of the contract documents by May 9, 2025 the proposal guaranty shall be forfeited to Board as liquidated damages.

13. MINIMUM QUALIFICATIONS AND QUALIFICATION FORM

In order to ensure a high level of service to the traveling public, the Board will consider only proposals from organizations with experience in the CTC business. Therefore, each proposer must be able to demonstrate that it has been engaged in the CTC business for at least the last five (5) consecutive years. Proposers with experience operating CTCs at commercial service airports is preferred but not required. Proposals from proposers who fail to meet the minimum qualification shall not be considered

Proposers must submit, as a part of the proposal, the information required on the attached “Qualification Form – Attachment #3.”

14. PROPOSER’S AFFIDAVIT

Each proposal must have attached thereto the “Proposer’s Affidavit – Attachment #4” the statement that such proposal is genuine and made in good faith, and not deceptive or collusive, or made in the interest of or on behalf of any persons not herein named. The affidavit must also state that the Proposer has not, directly or indirectly, induced or solicited any other Proposer to put in a deceptive proposal, or any other person, firm or corporation to refrain from submitting a proposal, and that the Proposer has not in any manner sought by collusion to secure for itself an advantage over any other Proposer. Proposer shall submit an affidavit that it agrees to operate CTC’s at the Airport during the term of the Cash to Credit Card Machine Concession and Lease Agreement. Any proposal not accompanied by, or which is made without such affidavit, or in violation thereon, will not be considered. If the Proposer is a corporation, said affidavit shall be signed by the duly authorized officer of such corporation. Signatures on said affidavit must be witnessed by a Notary Public.

15. SUBMISSION OF PROPOSALS

Each Proposer shall submit one original paper copy and one electronic copy (pdf format on flash drive) of all documents required. All documents listed on the attached “Proposal Submission Checklist – Attachment #1” must be submitted in a sealed envelope bearing on the outside, the date advertised for the opening of the proposals and the words, "Cash to Credit Card Machine RFP Submittal #25-49-9999-003”, Spokane International Airport". If mailed or delivered via a courier delivery company, the sealed envelope containing the required proposal documents shall be enclosed in another envelope and addressed to the Spokane International Airport, 9000 W.

Airport Dr., Suite 204, Spokane, Washington, 99224, attention of the Manager – Properties & Contracts.

16. OPENING AND EVALUATION OF PROPOSALS

Proposals shall be received as set forth in the Notice Inviting Proposals. Late Proposals will not be considered by the Board and will be returned unopened to the Proposer. An Airport staff evaluation committee will review the merits of proposals in accordance with the evaluation criteria listed below. Failure to provide information requested in this RFP may result in disqualification of a proposal. The sole objective of the evaluation committee will be to evaluate the responsiveness of each Proposer to the requirements of the RFP.

Evaluation Criteria	Maximum Points
<p>1) <u>Cover Letter</u>: A cover letter expressing interest, addressing, at a minimum, the following:</p> <ul style="list-style-type: none"> a. <u>Executive Summary</u>: A high level, executive summary of your company’s relevant qualifications and experiences, as well as the relevant experiences of key staff proposed for this project in performing similar services. b. <u>Company Size and Workload</u>: Outline the size of your company and discuss your capability to manage a project of this size and scope within the identified time frame, relative to your current workload. c. <u>Finances</u>: Discuss your company’s financial and organizational stability. d. <u>Contact Information</u>: You must include the name and contact information of the individual in your firm that the Airport should contact regarding questions about your Proposal and scheduling a potential interview. The contact information should include the following: name of individual, title (Mr., Ms., etc.) firm name, address (city, state, zip code), telephone number and email address. <p>The cover letter must be signed by an authorized representative of the Proposer who is authorized to execute contractual agreements and/or commitments on behalf of the Proposer.</p>	10
<p>2) <u>Customer Service Minimums</u>: Each proposal shall contain a thorough description of all business and financial matters regarding the proposal, to contain the following:</p> <ul style="list-style-type: none"> a. Commitment to furnish and maintain a minimum inventory of cash to credit card machines meeting all machine age requirements; b. Previous background or history of consume complaints, default or arrearage in previous or existing agreements; 	30

<p>c. Qualifications and experience of Proposer’s on-site or near-site management/supervision/maintenance staff.</p>	
<p>3) <u>Minimum Qualification:</u> Proposer must be able to describe and demonstrate experience operating and maintaining cash to credit card machines in an active passenger airport. A minimum of five years’ continuous experience within the last ten years in the management and operation of such machines. Proposer must also be authorized to do business in the State of Washington.</p>	30
<p>4) <u>Financial Capability:</u> Proposers shall submit the following historical financial information for the proposing entity and any joint venture or affiliate entities (including any sub concessionaires and/or ACDBEs):</p> <ul style="list-style-type: none"> • Partnerships/Individuals: Audited balance sheet and income statement for the last two (2) fiscal years prepared in accordance with generally accepted accounting principles (GAAP), reflecting the current financial condition of the partners or individuals submitting the Proposal, also including an interim balance sheet and income statement of any significant financial events occurring subsequent to the closing date of the most recent financial statements. The two (2) most recently completed IRS tax returns. • Public Corporations: Previous two years’ annual report for the proposing entity. • Private Corporations: Previous two year’s CPA-prepared and compiled financial statements. • Newly-formed Organizations: In addition to meeting the above requirements by type of organization, for newly-formed organizations the Proposer must include a certified statement of the names of the officers of the organization to be formed, the principal occupation of all members of the new organization’s Board, and certified statements of the net worth of the prime participants in the organization. <p>In addition, Proposers shall provide the following information:</p> <ul style="list-style-type: none"> • A statement declaring whether Proposer has ever declared bankruptcy, filed a petition in any bankruptcy court, file for protection from creditor in bankruptcy court, or had involuntary proceedings filed in bankruptcy court and the status of each occurrence. • Names, addresses, emails, and telephone numbers of at least three (3) credit references, including at least one (1) banking reference. 	30

17. WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn at any time prior to the submission deadline described in

Article 2 Section B. No Proposer will be permitted to withdraw its proposal after such time, unless the award is delayed by action of the Board for a period exceeding ninety (90) days.

18. REJECTION OF PROPOSALS

A. Proposals which contain any additions, deletions, conditions or limitations of any kind may be considered non-responsive and may be rejected at the option of the Board. The Board reserves the right to waive any minor irregularities, technicalities or informalities in any proposal, and to reject any or all proposals.

B. The Board reserves the right to reject the proposal of any Proposer in arrears or default upon any debt or contract to the Board or who has failed to perform faithfully on any previous contracts with the Board.

19. BREAKING OF A TIE PROPOSAL

In the event any tie proposals are received, the means of breaking the tie or ties shall be at the Board's sole discretion. The Board's ruling shall be final.

20. PROHIBITION AGAINST LOBBYING

The Proposer shall not lobby, either on an individual or collective basis, the Board (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 Board (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.

21. RESPONSIBILITY OF PROPOSERS

It is the responsibility of each Proposer to examine all proposal and contract documents, present premises and exhibits that depict the CTC operations at the Airport, including, but not limited to, the Terminal Building. Each Proposer shall judge for themselves all the circumstances and conditions affecting the Proposal. Failure of any Proposer to examine the Proposal and contract documents and to investigate the premises shall not relieve any Proposer from full compliance with the Proposal and shall not constitute grounds for declaration by any Proposer that it did not understand the proposal and contract documents or that it was not familiar with the rental areas and the facilities at the Airport.

22. ACCEPTANCE OF PREMISES "AS IS"

Allocated premises will be inspected and accepted by successful Proposer and will be

occupied by Proposer on an “as is” basis. The Proposer specifically waives any covenants or warranties regarding the premises, including but not limited to any warranty of suitability and warranty of fitness.

23. STATISTICAL INFORMATION

The Airport's previous three (3) years of passenger activity is included for review. These figures are provided for information purposes only, and in no way relieve the Proposers from determining themselves the future business potential in the performance of the contracts.

24. PUBLIC DISCLOSURE

A. Property of Airport: Proposals submitted to the Board shall become the property of the Board 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 the award of an Agreement is made by the Board.

C. No Claim Against Airport: By submitting a proposal, the Proposer consents to the process outlined in this RFP and shall have no claim against the Board because of actions taken.



**ATTACHMENT #1
PROPOSAL SUBMISSION CHECKLIST**

The following documents must be submitted (one original paper copy & one electronic copy) as part of the sealed proposal for the proposal to be considered.

1. Proposal Submission Checklist – Attachment #1
2. Proposal Form – Attachment #2
3. Qualification Form– Attachment #3
4. Proposer’s Affidavit– Attachment #4
5. Acknowledgement of Addendum – Attachment #5
6. ACDBE Forms – Attachment #6
Provide ACDBE Certification if Applicable
7. Proposal Guaranty- \$10,000 (Proposal Bond, Certified Cashier’s Check or Bank Draft)

PROPOSER NAME: _____

Deadline for submission: Friday, April 11, 2025, 4:00 Pacific Standard Time

For Airport Use Only:

Complete Package: YES _____ NO _____



**ATTACHMENT #2
PROPOSAL FORM**

Name	Date
Address	

The Proposer hereby proposes to enter into an agreement with the Spokane Airport Board (hereinafter referred to as “Board”) for the operation of cash to credit card machine concession at the Spokane International Airport under the terms and conditions as set forth in the Notice Inviting Proposals; Instructions to Proposers; Attachments #1 through #6; and the Cash to Credit Card Machine Concession and Lease Agreement, together with the attached Exhibits (Exhibits are not to scale). In furtherance of this proposal, the Proposer agrees to pay to the Board

Rent
(Per Operations Year Beginning June 1, 2025)

	Airport Target Rent	Proposed Rent
Operations Year 1 – June 1, 2025 to May 31, 2026	\$2,250/mo (<u>MINIMUM</u>)	\$
Operations Year 2 – June 1, 2026 to May 31, 2027	\$2,325/mo	\$
Operations Year 3 – June 1, 2027 to May 31, 2028	\$2,400/mo	\$
Operations Year 4 – June 1, 2028 to May 31, 2029	\$2,475/mo	\$
Operations Year 5 – June 1, 2029 to May 31, 2030	\$2,550/mo	\$

	Airport Target Concession Transaction Fee per Transaction	Proposed Concession Transaction Fee Per Transaction
Operations Year 1 – June 1, 2025 to May 31, 2026	\$.60/transaction (<u>MINIMUM</u>)	\$.
Operations Year 2 – June 1, 2026 to May 31, 2027	\$.61/transaction	\$
Operations Year 3 – June 1, 2027 to May 31, 2028	\$.62/transaction	\$
Operations Year 4 – June 1, 2028 to May 31, 2029	\$.63/transaction	\$
Operations Year 5 – June 1, 2029 to May 31, 2030	\$.64/transaction	\$

Accompanying the proposal shall be one Bid Bond, Cashiers, Certified or Treasurer's Check or bank draft of any State or National Bank in the amount of Ten Thousand Dollars (\$10,000) payable to the Spokane Airport Board as liquidated damages in the event the undersigned is a successful Proposer who fails to comply with the requirements as set forth in Article 10 – Proposal Guaranty in the Instructions to Proposers and contract documents by May 9, 2025.

Proposer is bound by this offer 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 proposals.

Proposer:

Signed _____

Printed Name _____

Title _____

Subscribed and sworn to before me this
____ day of _____, 202__.

Notary Public, State of _____

My Commission: _____



**ATTACHMENT #3
QUALIFICATION FORM**

All information requested in this Qualification Form (other than Questions 7-10, if an incumbent), must be furnished by the Proposer and it must be submitted with the Proposal Documents. Statements must be complete and accurate and in the form requested and must be sworn and attested to. Omission, inaccuracy or misstatement may be cause for the rejection of the Proposal. Proposer may submit additional attachments as necessary when the space provided is not sufficient to provide the required information.

1. Name and address of Proposer exactly as it is to appear on the Agreement.

2. Email: _____ Phone #: _____

3. Proposer, if selected, intends to carry on the business as:

Individual () LLC () Partnership () Corporation ()

4. Proposer, if selected, intends to operate under the brand name or brand names listed below. Said operations will be limited to no more than the brand name or the two brand names listed.

5. If operating as a partnership, please answer the following:

A. Name, address and share of each partner:

_____	_____	_____
_____	_____	_____
_____	_____	_____

B. Date of organization: _____

6. If operating as a corporation or LLC, please answer the following:
- A. When incorporated _____
 - B. In what state _____
 - C. Are you authorized to do business in Washington? _____
If so, as of what year _____
 - D. Please list the names and address of the following officers:

President _____

Vice President _____

Secretary _____

Treasurer _____

Other _____

- 7. Please provide a summary of the qualifications and experience of the Proposer's management/supervisory staff who will be directly responsible for performance of the CTC support services and will be the primary and secondary points of contact.
- 8. Please explain your experience in providing and operating cash to credit card machines. (Attach)
- 9. List the Airports in United States with which you, a parent company, or a franchisee currently have operating agreements, if any. (Attach)
- 10. Provide copies of balance sheets, profit and loss statements, and annual reports for the past two (2) years of operation for the organization if asset size is less than \$100 billion or if the organization is a regional affiliate.
- 11. List three (3) bank references:

The Proposer hereby certifies the truth and correctness of all statements and of all answers to questions made herein. Omission, inaccuracy or misstatement may be cause for rejection of a proposal. The Board shall maintain to the fullest possible extent the confidentiality of all financial documents specified as confidential by the Proposer.

Proposer:

Signed _____

Printed Name _____

Title _____

Subscribed and sworn to before me this
____ day of _____, 202__.

Notary Public, State of _____
My Commission: _____



**ATTACHMENT #4
PROPOSER'S AFFIDAVIT**

Affiant, _____, being first duly sworn, deposes and says:

A. Affiant does hereby state that neither the Proposer nor any of Proposer's officers, partners, owners, agents, representative, employees, or parties in interest, has in any way colluded, conspired, or agreed, directly or indirectly with any person, firm, corporation or other Proposer or potential Proposer in regard to the amount, terms or conditions of this proposal and has not paid or agreed to pay, directly or indirectly any person, firm, corporation or other Proposer or potential Proposer any money or other valuable consideration for assistance in procuring or attempting to procure the contract or fix the prices in the attached proposal or the proposal of any other Proposer, and further states that no such money or other reward will be hereinafter paid.

B. Affiant further states that no officer, or stockholder of the Proposer is a member of the Spokane Airport Board or its staff, or related to any members of the Spokane Airport Board, Spokane City Council, Spokane County Commissioner, their officers, agents and employees, except as noted herein below:

C. Affiant hereby agrees to enter into an Cash to Credit Card Machine Concession and Lease Agreement with the Spokane Airport Board for the operation of CTC concession at the Spokane International Airport under the terms and conditions as set forth in the Notice Inviting Proposals; Instructions to Proposer; Proposal Submission Checklist; Proposal Form; Qualification Form; Proposers Affidavit; Acknowledgment of Addendum; ACDBE Forms; and the Cash to credit card machine Concession and Lease Agreement, together with all Exhibits.

Proposer:

Signed _____

Title _____

Subscribed and sworn to before me this
____ day of _____, 202__.

Notary Public, State of _____
My Commission: _____



**ATTACHMENT #5
ACKNOWLEDGEMENT OF ADDENDUM**

Proposer Acknowledges Receipt of this Addendum #1:

Acknowledgment of Addendum #1 is hereby made;

Signature: _____

Name: _____

Title: _____

Name of Business: _____

Date: _____



**ATTACHMENT #6
ACDBE FORMS**

Forms 1 & 2 for Demonstration of Good Faith Efforts

FORM 1: AIRPORT CONCESSION DISADVANTAGED BUSINESS ENTERPRISE (ACDBE) UTILIZATION

The undersigned bidder/offeror has satisfied the requirements of the bid/proposal specification in the following manner (please check the appropriate space):

_____ The bidder/offeror is committed to a minimum of _____ % ACDBE utilization on this contract.

_____ The bidder/offeror (if unable to meet the ACDBE goal of _____%) is committed to a minimum of _____% ACDBE utilization on this contract and submitted documentation demonstrating good faith efforts.

Name of bidder/offeror's firm: _____

State Registration No. _____

By _____
(Signature) Title

FORM 2: LETTER OF INTENT

Name of bidder/offeror's firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Name of ACDBE firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Description of work to be performed by ACDBE firm:

The bidder/offeror is committed to utilizing the above-named ACDBE firm for the work described above. The estimated dollar value of this work is \$ _____.

Affirmation

The above-named ACDBE firm affirms that it will perform the portion of the contract for the estimated dollar value as stated above.

By _____
(Signature) (Title)

If the bidder/offeror does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.

(Submit this page for each ACDBE subcontractor.)



**ATTACHMENT #7
PRE-PROPOSAL CONFERENCE REGISTRATION FORM**

The Spokane International Airport Cash-To-Credit Card Machine RFPs' Pre-Proposal Conference will be held at 12:00 p.m. PST on March 13, 2025 at the Executive Conference Center at Spokane International Airport located at 9000 W. Airport Drive, Spokane, WA 99224.

Please complete the information below and return via email to be received no later than March 11, 2025.

Company Name: _____

Company Contact: _____

Telephone Number: _____

Email Address: _____

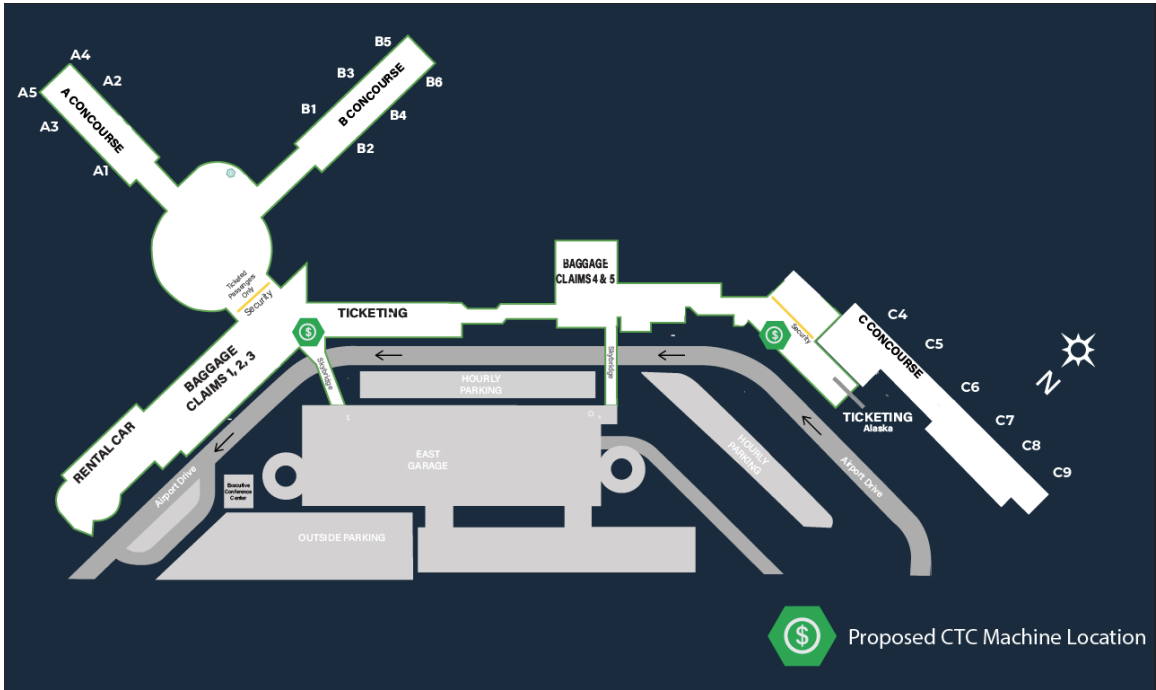
Select One: Prime Concessionaire Subconcessionaire Partner Product Provider

Select One: Will Not Attend **or** Will Attend: **Number in party**

Please email your completed form to:

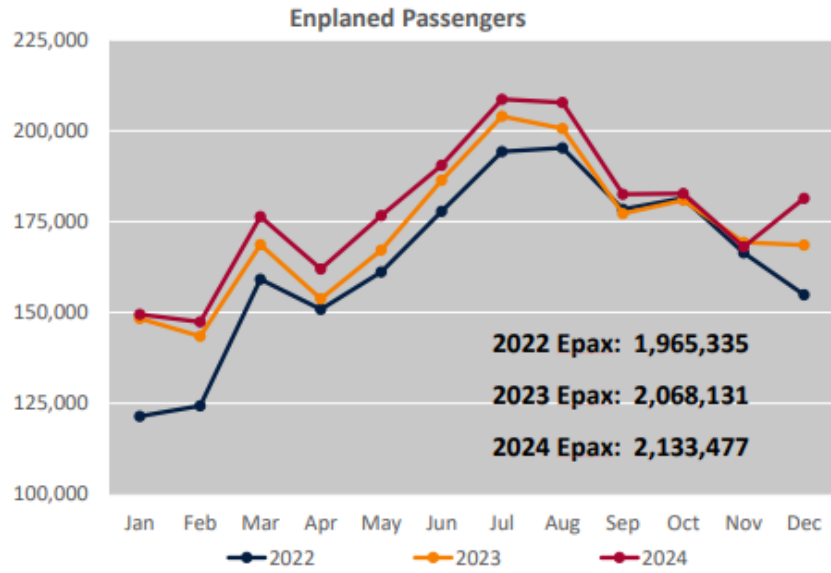
Ms. Amy L. Anderson
Manager, Properties and Contracts
Spokane International Airport
9000 West Airport Drive, Suite 204
Spokane, WA 99224
Email: aanderson@spokaneairports.net

EXHIBIT A – CASH TO CREDIT CARD MACHINE AREAS



Green hexagons indicate proposed CTC locations in the Spokane International Airport.

EXHIBIT B – STATISTICAL INFORMATION –PASSENGER TRAFFIC



**EXHIBIT C – SAMPLE CASH TO CREDIT CARD MACHINE CONCESSION
AND LEASE AGREEMENT**