

## **REQUEST FOR PROPOSAL**

The Bartow Executive Airport (KBOW) is owned and operated by the Bartow Airport Authority of Bartow, Florida. The Airport sits on over 1,846 acres in Polk County, between Tampa and Orlando, on the US HWY 17 corridor, which is at the center of a growing residential and industrial development. Over 60 Businesses and Organizations are located on the Airport and employ over 1,500 people.

The Bartow Airport Authority (hereinafter "Authority") is soliciting competitive sealed proposals from reliable and qualified individuals and/or companies to lease the Bartow Executive Airport (hereinafter "Airport") restaurant space to provide food and beverage services, including aircraft catering services, to airport clientele and surrounding businesses and guests in a professional and expeditious manner. The Authority considers the food and beverage service a key factor in the overall operation of the facility.

It is the intent of the Authority to select a single proposer to supply the services necessary for successful completion of the proposal as defined herein. Nothing in this RFP is intended to restrict the Authority in any way in the selection of the proposal that best meets the needs of the Authority. The Authority reserves the right to reject any or all offers and to negotiate changes in proposals or best and final offers.

The Proposer shall obtain and maintain all licenses, permits and certificates necessary for food and beverage operations and sales and shall be operated in accordance with all federal, state, and local government laws and regulations, including health department regulations.

### **SUBMISSION OF PROPOSALS:**

The RFP Submittal will consist of the following information in the order as listed below. The Bartow Airport Authority will utilize the following eight (8) factors in the selection, as follows:

1. **Individual and/or Company Name and General Contact Information.**  
Proposals' company's name, name and address and telephone number of contact person, and the name, address, principal place of business.
2. **Previous Restaurant Experience.** Resume and brief history of restaurant operations that were or are presently owned by you or in which you were worked in a management capacity either in the front of the house or back of house.
3. **Proposed Restaurant Operation.** Briefly describe the type of operation that you envision for the Airport Restaurant and price points of the food that would be offered. Any specific comparisons to operations that you have successfully implemented previously at other locations would be beneficial. Renderings, sample menus and other demonstration items may be submitted.

4. **Marketing Plan.** Briefly describe the marketing efforts and patron base that would be of importance to running a successful operation. Identify any existing patron bases that can be drawn upon, if any.
5. **List of Professional References.** Provide a list of professional references (commercial or government) that the proposer has supplied services as described herein during the past three (3) years. The Authority may contact these references in relation to Proposer's qualifications, financial stability, and experience.
6. **Why Your Company.** Please provide a brief overview, one page or less, why your company will be the best fit for the Airport Restaurant. Include any information that you would believe will help the Selection Committee in awarding this RFP.
7. **Litigation Statement.** A statement that no litigation or regulatory action has been filed against your company(s) in the last three (3) years shall be included in the proposal. If an action has been filed against your company(s) within the last three (3) years, state and describe the litigation or regulatory action filed against your firm and identify the court or agency before which the action was instituted, the applicable case or file number, and the status or disposition for such reported action. Describe all litigation (include the court and location) of any kind involving proposer or proposer's team members within the last five (5) years.
8. **Financials.** An indication of the resources and the necessary working capital available and how it will relate to the company's financial stability through the completion of the project shall be available upon request including the most recent and two (2) prior years reviewed or audited Financial Statements (including notes).

#### **EVALUATION OF PROPOSALS:**

Each of these eight (8) factors will be equally weighted on a scale of 1-10 in evaluating each individual and/or company during the selection process.

The Bartow Airport Authority declares that the RFP process will be in accordance with Florida Statutes 287.057.

Only those individuals and/or companies submitting proposals and qualifications which meet the requirements herein specified will be considered for the services contemplated herein, regardless of past contact with Bartow Airport Authority, Bartow, Florida.

## **SELECTION COMMITTEE:**

A Selection Committee, consisting of Authority personnel will convene, review, and discuss all proposals submitted. The Executive Director will guide the committee through the process.

The Bartow Airport Authority intends to certify from those firms submitting a response to this invitation a list of those which it considers qualified. A Selection Committee will then short-list from the list of qualified firms and may require those firms to give a presentation to the selection committee, lasting no longer than 30 minutes. No company or individual should lobby any Airport Employee, Selection Committee member or Airport Authority Board member, regarding this Request for Proposals.

## **SUBMISSION AND COMMUNICATIONS:**

To ensure fair consideration for all proposers, The Airport Authority prohibits communication to or with any Airport employee, selection committee member or Airport Authority Board member during the submission process, except as provided in this section. Additionally, the Airport Authority prohibits communication initiated by a proposer to any Airport employee, Selection Committee member or Airport Authority Board Member before the time an award decision has been made. Any communication between proposer and the Airport Authority will be initiated by Airport Authority staff to obtain information or clarification needed to develop a proper, accurate evaluation of the proposal. Such communications initiated by a proposer may be grounds for disqualifying the offending proposer from consideration for award of the proposal and/or any future proposal.

The Bartow Airport Authority reserves the right to reject any or all proposals, to waive informalities, to re-advertise, and to enter a contract determined to be in the best interest of the Airport.

**Interested individuals and/or companies are required to indicate their interest in this project by attending the pre-award meeting located in the large conference room at the Bartow Executive Airport, 5993 Airport Blvd, Bartow, Florida 33830, on October 4, 2022, at 2pm.**

**Proposals are due to Mr. John Helms, Executive Director, Bartow Airport Authority, 5993 Airport Blvd, Bartow, Florida 33830, on or before 2:00 p.m., October 17, 2022. The Selection Committee meeting for the above-referenced RFP will be held in the large conference room at the Bartow Executive Airport, 5993 Airport Blvd, Bartow, Florida 33830, on October 18, 2022, at 10am.**

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John Helms, Executive Director (863) 533-1195

Date: September 17, 2022

