



MISSOULA COUNTY AIRPORT AUTHORITY

REQUEST FOR PROPOSALS FOR
VENDING SERVICES

ISSUE DATE: SEPTEMBER 23, 2021

I. INVITATION TO SUBMIT

The Missoula County Airport Authority (“MCAA”) invites the submission of proposals from firms to provide vending services at the Missoula MT Airport. Request for Proposals (RFP) and contract documents are available from the Missoula County Airport Authority, Administration office, 5225 Hwy 10 West, Missoula MT 59808 or by calling Lynn Fagan at (406) 728-4381 during normal working hours or may be obtained through written request to the above address, or by email request to the Point of Contact, Lynn Fagan, at lfagan@flymissoula.com. Other than with written consent from the Point of Contact, all Proposers, including any persons affiliated with or in any way related to a Proposer, are strictly prohibited from contacting any Commissioners or any MCAA personnel on any matter having to do in any aspect with this RFP after RFP issued date. Any other contact with such persons associated with MCAA shall be made only through and in coordination with the Point of Contact and must be made in writing. Prohibitive or inappropriate contacts made by Proposer may result in the disqualification of the Proposer. This requirement will be strictly enforced.

Submissions must be received in the Administration office of the Missoula County Airport Authority, 5225 Hwy 10 West, Missoula Montana 59808 no later than 4:00 PM MDT on October 13, 2021. Late submissions will not be accepted.

Firms must present evidence that they are fully competent and have the necessary facilities, experience and resources to fulfill the conditions of the agreement which will ensure a high standard of service is afforded MCAA. MCAA reserves the right to reject any applicant which, in MCAA’s opinion does not have adequate qualifications. MCAA reserves the right to terminate selection proceedings at any time.

Schedule:

DATE	TIME	DESCRIPTION
September 23, 2021		RFP Issued
October 4, 2021	4 p.m.	Deadline for Written Questions
October 13, 2021	4 p.m.	Submissions Due in MCAA Office

II. INFORMATION FOR RESPONDENTS

The Missoula County Airport Authority owns and operates the Missoula Montana Airport (MSO). MCAA is governed by a Board of seven Commissioners. Missoula Montana Airport serves the western area of Montana, with a population of approximately 175,256. Commercial passenger service is provided by American Airlines, Horizon/Alaska Air, United/United Express, Delta/Delta Connection, Frontier Air and Allegiant Air. The Airport has direct service to 16 destinations across the continental United States with 2019 enplanements exceeding 455,000.

The airport has gone through an extensive planning effort to address modernization and expansion of its terminal building. As a result of its planning effort, the airport has undertaken a \$111 million project to construct a new terminal building. The first phase of the project has started

and is expected to be complete in Spring 2022 with building and systems commissioning starting in fall of 2021. The current phase will include new ticket counters, a modernized baggage delivery system, TSA checkpoint, five gates, intuitive wayfinding, and new concession areas. The second phase, which has not yet been scheduled, will include a new baggage claim and rental car area, four gates and additional concession space.

III. SCOPE OF WORK

MCAA seeks proposals for vending services to be provided in the new terminal. At a minimum, MCAA is seeking vending to provide snacks and beverage options. MCAA currently utilizes three separate contractors to provide services; one Contractor provides Coke products; one Contractor provides Pepsi products; and one Contractor provides snacks. MCAA will accept proposals from contractors who can provide all three products or from contractors who can provide any of mix of food, snack and beverage options. Depending on space constraints in the terminal building, other vending options may be considered, such as gifts, electronics, etc.

All vending machines shall be equipped with dollar bill acceptors (\$1 and \$5) and a credit card payment option. Contractors will be responsible for the installation, stocking, maintenance and repair of the machines. Contractors will be responsible for all licenses required to market the stock within the machines. Contractors are solely responsible for insuring their equipment against vandalism, damage, or loss.

MCAA prefers that vending machines meet the Energy Star specifications for energy efficiency. As part of the proposal, contractor should specify the monthly energy consumption of each machine.

MCAA shall have the ability to add, remove or relocate vending machines throughout the terminal, at any time, with no additional cost.

During the term of the contract, contractor shall keep vending machines fully operations and fully supply all products in a timely manner to keep all vending machines operating with aspect to products, change and all other necessary supplies to allow MCAA and the contractor to maximize sales. As part of the proposal, contractor should specify procedure and timing for checking on machines as well as time required to respond to on-site issues.

All vending machines should be equipped with an equipment ID tag and phone number in a spot for easy reference to call in dispensing issues as they arise.

Contractors shall provide any data connections required for machine functionality.

Compensation to MCAA for placement of the vending machines shall be based on a percent of gross sales as part of the Contractor's agreement or a Minimum Annual Guarantee. Contractor will be required to provide MCAA a quarterly gross receipt report of monthly revenue for each machine.

Vending machines may be located pre- or post-security. As such, contractor employees who require access to post-security machines shall be obligated to complete full background check, all required training, and comply with all security requirements and directives issued by MCAA.

IV. DISADVANTAGED BUSINESS ENTERPRISES

MCAA has established a Disadvantaged Business Enterprise (“DBE”) program in accordance with regulations of the U.S. Department of Transportation (“DOT”), 49 CFR Part 26. It is the policy of MCAA to ensure that DBEs, as defined in Part 26, have an equal opportunity to receive and participate in contract opportunities. It is also our policy:

1. To ensure non-discrimination in the award and administration of opportunities for professional contracts;
2. To create a level playing field on which DBEs can compete fairly for opportunities for professional contracts;
3. To ensure that only firms that fully meet Part 26’s eligibility standards are permitted to participate as DBEs at our airport;
4. To help remove barriers to the participation of DBEs in opportunities for professional contracts at our airport; and
5. To provide appropriate flexibility to our airport in establishing and providing opportunities for DBEs.

MCAA will never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract on the basis of race, color, sex or national origin.

The successful Respondent shall not discriminate on the basis of race, color, national origin, or sex in the performance of any contract entered into as a result of this RFP. The successful Respondent shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of any contract entered into as a result of this RFP.

If the Respondent is a certified Disadvantaged Business Enterprise (“DBE”), please provide evidence of certification with your submission. For information about DBE certification, please contact the Montana Department of Transportation or review the information at: www.mdt.mt.gov/business/contracting/civil/dbe.shtml.

MCAA encourages all firms to subcontract portions of the work to DBE firms and to include DBE firms on their teams, even when they might otherwise perform the work with their own forces.

The successful respondent will be responsible for assisting MCAA with compliance and reporting under 49 CFR Part 26.

V. FORMAT FOR SUBMISSIONS

Please format your response to this RFP in the following order to facilitate comparisons between respondents:

1. Transmittal/Cover Letter. Please include a brief outline of the company, its products, markets and key personnel in your transmittal/cover letter:
2. Proposal Form. Please complete the proposal form attached hereto.
3. Vending Information. Please provide the following information:

- a. Proposed percentage of gross receipts and Minimum Annual Guarantee to be paid to MCAA;
 - b. Make and model of vending machine, including monthly energy consumption;
 - c. Proposed product list and initial product pricing. Include information on how price increases will be handled for all products;
 - d. Provide information with regard to how machines will be stocked with items for sale, how machines will be stocked with change, and how cash will be collected from machines;
 - e. Provide information and/or procedure on how contractor will refund money lost due to malfunction of vending machines; and
 - f. Provide information on how equipment problems will be handled, including a repair or replace procedure and company policy on acceptable timeline for problem resolution.
4. Non-Discrimination. Provide a copy of your firm's non-discrimination policy. Provide examples of DBE/ACDBE goals, utilization reports and/or bidding lists compiled for other airports and the name of the Project Team member who will be responsible for reporting DBE/ACDBE goals and reports for MCAA.
5. Insurance. Provide evidence of ability to obtain liability insurance. Acceptable evidence includes letters from the Respondent's insurance company (Best A Rating) dated no earlier than two weeks before submittal deadline date and signed by an officer of the insurer and security provider.

Provide evidence that Respondent has not had its insurance coverage (on current or past operations) cancelled during the last 10 years – and if it has –provide an explanation as to why, and provide the name/address and name of insurer's contact person (including phone number for the contact person).

V. EVALUATION OF SUBMISSIONS

This RFP will be awarded to the responsible and responsive firm whose proposal, in MCAA's sole judgment, is deemed the most advantageous to the Airport. The selection shall be based on a comparative analysis of all required elements and shall satisfy requirements for open and free competition. MCAA shall appoint a selection committee to evaluate potential firms and shall ensure that the members of the selection committee are kept free of pressures, both internal and external, and that they have no conflicts of interest, real or apparent. The selection committee may conduct interviews and inquiries as desired and shall make a recommendation to the MCAA Board of Commissioners. The MCAA Board of Commissioners must approve the final selection.

Each submission received will be evaluated based on the information required as set forth in Section IV above, pursuant to the following selection criteria and rating system.

Selection Criteria and Numerical Rating

Selection Criteria	Rating Points
I. Overall Proposal Quality and Completeness of Information provided	5
II. Qualifications, Proposal form and experience	10
III. Vending information	45
IV. Percentage of Gross and MAG	35
V. Respondent's past history, if any, with MCAA	5
TOTAL POINTS	100

VI. INSTRUCTIONS TO RESPONDENTS

The deadline for submissions is 4:00 PM MDT on October 13, 2021. Submissions must be received in the Administration office of the Missoula County Airport Authority, 5225 Hwy 10 West, Missoula MT. Each submission must be in the form set forth in the RFP, including all required Attachments. Late submissions will not be accepted. Proposals may be emailed to lfagan@flymissoula.com.

The provided forms must be utilized. It is also highly encouraged for Respondents to be practical and economical in presenting the information requested.

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VII. MISCELLANEOUS PROVISIONS

It is the intent of this RFP to describe the services being sought in sufficient detail to secure qualified Proposals. Proposals will be evaluated based upon qualifications and experience for the proposed projects, using a weighted scoring method. Proposals not conforming to the requested format or not in compliance with the specifications will not receive full scoring.

The Missoula County Airport Authority reserves the right to reject any and all proposals received and if all proposals are rejected, to re-advertise under the same or new specifications, or to make such award as in the judgment of MCAA best meets its requirements. MCAA reserves the right to waive any formalities, irregularities and/or technicalities which are not of a substantial nature and to accept the proposal which is in the best interest of the Missoula County Airport Authority. MCAA reserves the right to determine what constitutes any and all formalities, irregularities or technicalities. MCAA shall not be obligated to respond to any Proposal submitted or legally bound in any manner whatsoever by the submission of a Proposal.

Any Proposal submitted as provided herein shall be subject to negotiation at the option of MCAA. Submission of a Proposal shall obligate the Respondent to enter into an Agreement with MCAA in accordance with the content of the submission. It is specifically understood that MCAA can accept any Proposal in its entirety without negotiation and the Respondent shall be obligated to enter into an Agreement with MCAA reflecting that Proposal. MCAA reserves the right to request any Respondent to clarify its submission or to supply additional information necessary to assist MCAA in its selection.

Public Information. Subject to exceptions provided by Montana law, all information received in response to this RFP, including copyrighted material, is public information.

Exceptions. The exceptions to this requirement are: (1) bona fide trade secrets meeting the requirements of the Uniform Trade Secrets Act, Title 30, chapter 14, part 4, MCA, that have been properly marked, separated, and documented; (2) matters involving individual safety as determined by MCAA; and (3) other constitutional protections.

Before a contract will be awarded, MCAA may conduct reference investigations as is necessary to evaluate and determine the performance record and ability of the top ranked Respondent(s) to perform the size and type of work to be contracted, and to determine the quality of the service being offered. By submitting a proposal, you authorize MCAA to conduct reference investigations as needed.

Any and all Agreements arising out of this RFP and negotiations that follow shall not be binding or valid against MCAA, its officers, employees or agents unless executed by MCAA and the Successful Respondent in accordance with applicable laws.

The submission of a Proposal shall be considered evidence that the Respondent has investigated all the conditions as described in the RFP Documents and the Respondent is aware of the circumstances and conditions involved. The attention of the Respondent is specifically directed to, and the Respondent will be conclusively presumed to have read and become familiar with all the RFP Documents, which will be available from the MCAA Administration Office. No claim for adjustment of the provisions of the Agreement shall be honored after submission on the ground that Respondents were not fully informed as to the conditions which exist.

The Respondent will be responsible for all costs (including site visits where needed) incurred in preparing or responding to this RFP. All materials and documents submitted in response to the RFP become the property of MCAA and will not be returned.

No verbal interpretation made to any Respondent as to the meaning or consequence of any portion of the RFP Documents shall be considered binding. Every request for clarification of the

RFP Documents shall be made in writing to the Point of Contact. All Proposers, including any persons affiliated with or in any way related to a Proposer, are strictly prohibited from contacting any Commissioners or any MCAA personnel other than the Point of Contact on any matter having to do in any aspect with this RFP after RFP issued date. Prohibitive or inappropriate contacts made by Proposer may result in the disqualification of the Proposer. This requirement will be strictly enforced.

Disqualification and Rejection of Proposal: Any of the following causes may be considered as sufficient for the disqualification of a Respondent and the rejection of the Proposal:

- Submission of more than one Proposal hereunder by an individual, firm, or corporation under the same or different names;
- Evidence of collusion among Respondents;
- A Respondent's default or arrearage under any previous existing agreement with MCAA;
- Existence of any unresolved claims between the Respondent and MCAA;
- Prohibited or inappropriate contacts made by Proposer;
- MCAA reserves the right to reject any and all Proposals for any reason or for no reason.

Withdrawal of Proposal: No Proposal may be withdrawn after it has been submitted to MCAA unless the Respondent so requests by letter or email and such request is received by MCAA prior to MCAA's time set for receiving Proposals. No Proposal may be withdrawn after the scheduled due date for a period of one hundred and twenty days.

Respondent to whom a contract is awarded shall within fifteen (15) days of the date of the receipt of the final Agreement negotiated between the Respondent and MCAA deliver said Agreement fully executed. The Agreement shall substantially be in the form attached as *Appendix "B."* All such documents must be executed and delivered by the Respondent and approved by MCAA before the Agreement will be executed and returned to the Respondent by MCAA. MCAA reserves the right to cancel the award without liability, at any time before the Agreement has been fully executed by both parties.

Federal Contract Provisions:

MCAA, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that any contract entered into pursuant to this advertisement, airport concession disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

The successful concessionaire agrees to comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance. If the concessionaire transfers its obligation to another, the transferee is obligated in the same manner as the concessionaire.

REQUEST FOR PROPOSAL FORM
MISSOULA COUNTY AIRPORT AUTHORITY, MISSOULA, MONTANA

This form must be completed in full. Indicate "N/A" where applicable.

1. Respondent:

Name of Respondent: _____

Db a if applicable: _____

Contact Name: _____

Contact Title: _____

Address: _____

Business Phone Number: _____

Business FAX Number: _____

E-mail: _____

Corporation ___ Yes ___ No

Corporate Name and Address: _____

State and Date of Incorporation: _____

Registered to do business in Montana ___ Yes ___ No

Title, Phone number, Fax and e-mail address: _____

LLC Yes _____ No _____

Name and Address: _____

State and Date of LLC Registration: _____

Registered to do business in Montana ___ Yes ___ No

Title, Phone number, Fax and e-mail address: _____

Names of Members: _____

Partnership Yes _____ No _____

Name and Address: _____

Date of Organization: _____

General Partnership or Limited Partnership: _____

State of Registration: _____

Registered to do business in Montana ___ Yes ___ No

Sole Proprietorship Yes _____ No _____

Name and Address: _____

Social Security Number: _____

How long in business: _____

Registered to do business in Montana ___ Yes ___ No

Describe a brief history of the Respondent entity. Note any changes in the Respondents name and ownership structure and any other dbas under which the company has been doing business. Please indicate airport experience if any.

2. Financial:

List three (3) credit references, including at least one banking reference.

	Name	Address
	Telephone Number	
1.	_____	_____
2.	_____	_____
3.	_____	_____

Please indicate whether the Respondent and any joint venture or affiliate entities have ever been involved in one of the following actions:

File a petition in bankruptcy court

Yes: _____ No _____

Filed for protection from creditors in bankruptcy court

Yes _____ No _____

Had involuntary proceedings filed in bankruptcy court

Yes _____ No _____

Have an expectation of doing any of the three (3) actions above in the next six (6) months?

Yes _____

No _____

If you have answered yes to any of the above, please briefly describe below the circumstances and status of each occurrence.

Has Respondent defaulted on a loan or a contract or performance agreement for the delivery of services/product at an airport or other facility? If it has defaulted, it shall provide an explanation as to why and provide contact information for the landlord, airport or client/contractor, or bank/financial institution with whom it contracted and defaulted.

Owners of a closely held corporation, please attach a personal financial statement current within three (3) months from date of submittal.

List any judgments against Respondent or any litigation pending against the Respondent and describe circumstances. Also list any judgments against Respondent which have been satisfied within the last five (5) years and explain.

List any outstanding tax liens against the Respondent and explain.

Respondent shall provide information as to whether any of its officers and/or principals have been convicted of a felony or whether the Respondent is currently involved in legal proceedings regarding its performance or delivery of its services to a vendor/service provider, landlord, airport owner or its agent or other party. If it is, it shall provide a brief narrative describing the situation.

This Proposal is being submitted in response to the Request for Proposals for Vending Services. Defined terms below shall have the meanings given them in the Request for Proposal.

The undersigned having (1) examined carefully the RFP document; (2) become familiar with all terms and conditions specified in the RFP document; and (4) completed answers to all forms and responded fully to the RFP document requests for information.

Conditions of Proposal Submission

Submission of Proposal constitutes a firm offer to MCAA and may be accepted by MCAA at any time prior to 90 days after deadline for submitting.

Acknowledgment of the Proposal Required

The undersigned represents and warrants to MCAA as follows: (a) the undersigned person(s) are authorized representatives of Respondent; (b) all information submitted by Respondent in the Proposal package is complete, accurate, and truthful. (Note: If Respondent is a joint venture, all joint venture partners must sign; if Respondent is a corporation, at least Respondent's president and secretary must sign.)

_____ Title_____

Printed Name_____

_____ Title_____

Printed Name_____

_____ Title_____

Printed Name_____

ATTESTED BY:

Secretary