



PORT OF BELLINGHAM
Washington State

REQUEST FOR PROPOSALS

Airport Terminal Arcade Game Room

Bellingham International Airport Bellingham, WA

Proposals Due: June 21, 2019 by 12:00 p.m. (Local Time)

E-mail to: Jonathon Perout
Airport Operations Manager
jonathonp@portofbellingham.com

ONE (1) DIGITAL COPY REQUIRED

GENERAL:

This exciting RFP opportunity is for the placement and operation of an arcade game room in the public area of Bellingham International Airport’s Commercial Terminal. The space consists of an enclosed area of 290 sq. ft. (29 ft. x 10 ft.) across from the airline ticketing/check-in area of the Commercial Terminal. This area currently includes power outlets, water supply and a lockable roll-down-gate. The successful responsive proposal will be invited to enter into a License to Operate (LTO) agreement. The Port will be the sole judge as to which proposal best suits the Airport’s needs and requirements. Judgement shall be based on the following six (6) selection criteria:

- Vendor’s Proposed Products and Experience
- Vendor’s Percentage of Gross Revenue Offer
- Implementation Schedule
- Vendor’s Financial Capacity
- References
- Airport Concession Disadvantaged Business Enterprise (ACDBE) Certification

The LTO would be structured such that the selected vendor would pay a percentage of gross revenue (as proposed) to the Port of Bellingham plus a leasehold tax (LHT) on the revenue paid to the Port. The successful proposer does not need to lease the entire space.

Any decisions by the Port including cancelling the RFP shall be final, with no recourse for claim of recovery of time, material and costs that proposers may have accrued in the preparation of proposals or in conducting due diligence. The Port reserves the right to reject any and all proposals. Once the Port’s decision is made, information provided in proposals is subject to public disclosure laws and should be considered public information. It is incumbent upon the respondents to independently confirm the accuracy of all information contained within this RFP.

BACKGROUND:

BLI is a full service commercial air-carrier airport located in Whatcom County, approximately 3 miles northwest of the City of Bellingham, WA. The Airport is owned, operated and maintained by the Port of Bellingham and includes facilities to accommodate scheduled and unscheduled commercial air service, air taxi, general aviation, military, and air cargo operations.

Owner/Operator: Port of Bellingham

Location: 4255 Mitchell Way
Bellingham, WA 98226

Identifier: KBLI

Classification: Non-Hub Primary – Air Carrier

Passengers: Approximately 750,000 passengers and 350,000 visitors per year

PROPOSER RESPONSIBILITY:

All questions concerning this RFP must be e-mailed to jonathonp@portofbellingham.com. The deadline to submit questions is noon on June 14, 2019. Include in the email your company name, complete mailing address, phone number, fax number, contact name and email address. Before submitting any questions, Proposers must check www.portofbellingham.com/AirportArcadeRFP. All questions that are submitted will be posted with answers on the website. It is the proposer's responsibility to check this website regularly for questions and answers.

A non-mandatory walkthrough of the space will be held on June 6, 2019 at 2:00 PM. Proposers are encouraged to visit the available space to become familiar with the area and the logistics involved to formulate their plans and better prepare their proposals at that time. **Contact Jonathon Perout, Airport Operations Manager, at (360) 671-5674 x 206 to RSVP for the walkthrough.**

PROPOSAL EVALUATION:

Each proposal will be scored independently by members of a Port selection committee. The value of proposals will be rated in each of the categories listed below:

- **Vendor's Proposed Product(s) and Experience:** Evaluation based on Vendor's arcade games that will be installed and previous successful development of similar arcade spaces.
- **Vendor's Percentage of Gross Revenue Offer:** Evaluation based on the percentage of gross revenue the Vendor is willing to make as payment to the Port.
- **Implementation Schedule:** Evaluation based on schedule for the opening of the arcade games in the Airport.
- **Vendor's Financial Capacity:** Evaluation based on the Vendor's ability to financially support the retail business located in the Airport.
- **References:** Evaluation based on references supplied by the Vendor from current or previous entities which have entered into a similar agreement with the Vendor or have done business with the vendor.
- **ACDBE Certification:** Evaluation based on whether or not the Vendor has an ACDBE Certification and provides documentation proving that certification.

PROPOSAL SUBMISSIONS:

All submissions become property of the Port and will not be returned. All conditions contained in this RFP are considered accepted by the Proposer in any proposal submitted. This proposal

will become part of the formal LTO and included as an attachment to the agreement. Proposals with any erasures or corrections thereon may be rejected unless explained or noted over the signature of the proposer. Proposers shall submit signed proposals on a company letterhead. Proposals by a Partnership should be signed with the partnership name by one of the members of the partnership or by an authorized representative, followed in either case by the signature and title of the person signing. Proposals by corporations must be signed with the name of the corporation, followed by the signature and designation of the president, vice president, or other person authorized to legally bind the corporation to a contract. By signing this Proposal, the undersigned hereby acknowledge that they are authorized and duly bound to execute this document on behalf of the Proposer and that his or her signature is binding upon the Proposer.

Proposals should be e-mailed with the subject line: **AIRPORT TERMINAL ARCADE GAMES; BELLINGHAM INTERNATIONAL AIRPORT** to: jonathonp@portofbellingham.com.

Proposals should include the following:

1. **Vendor's Proposed Product(s) and Experience:** Provide a detailed description of the arcade games (including the type and number of arcade games) the Vendor wishes to provide at the Airport. Vendors must also demonstrate that they have the experience necessary to successfully operate this venture. Specifically cite experience with similar projects.
2. **Vendor's Percentage of Gross Revenue Offer:** Provide the Port an offer of the percentage of revenue that the Vendor will pay to the Port as part of this LTO Agreement.
3. **Implementation Schedule:** Provide a timeline with expected opening date of the arcade games as proposed.
4. **Vendor's Financial Capacity:** The Vendor must provide a history of financial stability to show that it can support this venture.
5. **References:** Proposals shall include a list of references from current or previous entities in which the Vendor has made similar agreements or with whom they have conducted business.
6. **ACDBE Certification:** Proposals shall include a copy of its ACDBE certification if the Vendor possesses one, or describe the ability to obtain such a certification.

RFP Schedule:

May 22, 2019	RFP Advertised
June 6, 2019	Non-Mandatory Walkthrough
June 14, 2019	Last day to submit questions about the RFP
June 21, 2019	Proposals Due
June 21 – 25, 2019	RFP Proposal Review
June 25, 2019	Successful Proposal Selected
June 25 – July 2, 2019	LTO Agreement Preparations
July 2, 2019	Deadline for Agreement to make July 16 Commission Agenda
July 9, 2019	Commission Approval
August 1, 2019	First Effective Day of LTO Agreement

Amendments

The Port may amend, in whole or in part, any terms or provisions of the RFP prior to its closing time. All Amendments will be posted on the RFP webpage, www.portofbellingham.com/AirportRetail. It is the responsibility of Proposers to check this site for any Amendments. Any agreement is subject to prior approval by the Port of Bellingham Commission.

The Port reserves the right to reject all proposals at its sole discretion