



Date: November 25, 2020

## **REQUEST FOR PROPOSAL**

**PROJECT: Laredo International Airport Micro Market / Vending Machine Services.**

Sealed REQUESTS FOR PROPOSALS (RFP) will be received at City Secretary's Office, 1110 Houston Street, 3rd floor, City Hall Building, Laredo, Texas, 78040, **until 4:00 p.m. (local time/CT) on Wednesday, January 13, 2021** and shall include acknowledgement of any addenda submitted. **Said package shall be clearly marked: Laredo International Airport Micro Market / Vending Machine Services.**

The City of Laredo is issuing this Request for Proposal (RFP) in order to solicit and receive proposals from qualified firms interested in providing a Micro Market / Vending Machine Services at the Laredo International Airport terminal building.

Deadline for questions concerning this RFP is **Wednesday, January 6, 2021, 4:00 p.m. (local/CT)**. Questions shall be sent to Jeffrey Miller, Airport Director, [jmiller@ci.laredo.tx.us](mailto:jmiller@ci.laredo.tx.us) Answers to all written questions will be posted in the form of an addendum.

RFP may be obtained from the City of Laredo's website.  
<https://www.cityoflaredo.com/bids-and-rfps.html>

### **Background**

The Airport is located at 5210 Bob Bullock Loop in Laredo, Texas. The Airport is owned and operated by the City of Laredo (City or the Owner).

### **Airport Description**

Laredo International Airport is a non-hub commercial service airport located in south Texas. It is served by two main runways 18R/36L at 8,743 feet in length, and 18L/36R at 8,236 feet in length. The Airport has full Instrument Landing System (ILS) capabilities and an FAA Air Traffic Control (ATC) tower.

The Airport is served by the following air carriers:

- United Airlines, service to Houston Intercontinental Airport in Houston, Texas
- American Airlines, service to Dallas, Fort Worth International Airport
- Allegiant Airlines, service to Las Vegas, McCarran International Airport
- Aeromar Airlines, service to Mexico City, Benito Juarez International Airport

In 2018, the total enplaned passengers at Laredo International Airport were nearly 96,000 passengers.

Laredo International Airport is the 6<sup>th</sup> largest cargo carrying airport in the State of Texas. Several cargo operators provide regularly scheduled operations, including:

- FedEx
- UPS

In 2018, over 674 million pounds of enplaned cargo was transported from the Airport, which is an increase of almost 15% from 2017.

### **Purpose**

This RFP is being issued to solicit proposals from interested parties and to obtain plans for providing Micro Market / Vending Machine services for passengers.

## **I. GENERAL PROVISIONS**

The City of Laredo is seeking submittals through this Request for Proposal (RFP) to obtain proposals from interested parties (Proposers) who may be interested in providing Micro Market / Vending Machine Services at the Laredo International Airport.

Proposals must include a business plan to include terms of proposed agreement, such as a concession agreement, management agreement or other potential joint venture. Detailed rates structures will be incorporated in the subsequent negotiation process with successful proposer(s). There is multiple locations that the airport would use to support a Micro Market / Vending both post and pre-security. Ideally the Airport would receive a submittal that covers both post and pre security. The Airport would also entertain cost-sharing proposals.

## **II. ECONOMIC INCENTIVES**

The City of Laredo and the Airport are very interested in ensuring that best possible options for potential Micro Market Concepts and or Vending and would be interested in cost sharing proposals with a potential investment from the Airport.

## **III. DEVELOPMENT RESTRICTIONS**

- Concepts will need to conform to the Laredo International Airport's master plan.
- Concepts must not violate any FAA grant assurances.
- Any proposed development that interacts with the secured areas of the Airport must maintain the Airport's Security Identification Display Area (SIDA) line and conform to all Transportation Security Administration (TSA) requirements associated with the Airport Operations Area (AOA) and SIDA areas.
- Concepts will need to conform to the airport minimum standards.

#### **IV. SITE VISIT**

Visits throughout the proposal period are allowed, and must be coordinated at least 5 business days in advance with Jeffrey Miller, Airport Director, at 956.795.2000, ext. 2828 or [jmiller@ci.laredo.tx.us](mailto:jmiller@ci.laredo.tx.us).

#### **V. SUBMITTAL INFORMATION**

It is the intent that the proposals received from this RFP will be evaluated and used in the formal selection for the Airport. In addition to the specific information requested below, we encourage you to provide detailed information on concepts.

##### **Financial Information**

The Proposer will be required to demonstrate that it is financially capable of performing the obligations contained within this RFP. The determination of the Proposer's financial qualifications and ability to execute a concession agreement will be in the sole discretion of the City of Laredo.

##### **Questions Deadline**

Deadline for questions concerning this RFP is **Wednesday, January 6, 2021, 4:00 p.m.** Questions shall be sent to Jeffrey Miller, Airport Director, [jmiller@ci.laredo.tx.us](mailto:jmiller@ci.laredo.tx.us). Answers to all written questions will be posted in the form of an addendum.

### **Submittal Deadline**

Deadline for submittals is **Wednesday, January 13, 2021**. Both electronic and hard copy responses must be received by the deadline to be considered as a valid response to this RFP.

### **Content**

Proposals will be evaluated on the information provided in the submittal, specially the information outlined below. The City of Laredo / Airport will select based on overall highest and best use for respective parcels.

Please included the following in your response. The Proposal should be organized into the following tabs/sections as identified below. **The evaluation will be based upon the information included and the respective valuation of each section.**

- 1.** Cover letter identifying your overall interest. Please include relevant information to this development projects, specifically whether your firm has experience with development similar to the proposed development options. Cover letter should also contain the Respondent's contact information, including company name, principal contact name and title, mailing address, phone number and an email address of Respondent's principal contact. **(5 Points)**
- 2.** Company overview and background **(2 Points)**
- 3.** Examples of similar past projects or developments **(10 Points)**
- 4.** Conceptual ideas for the proposed. **(25 Points)**
- 5.** Description, qualifications, and experience of the key personnel who manage the operations at the Airport. **(10 Points)**

## **RFP Responses**

Responses to this RFP are due by **4:00 PM, Wednesday, January 13, 2021**. The Proposal should be printed single sided, organized according to the tabs in Section VI, and bound. The Proposal should be less than 75 pages. One original and two (2) copies of the submittal are required. One electronic, PDF format is also required, to be submitted on a thumb-drive.

Responses shall be clearly marked “**Laredo International Airport Micro Market / Vending Machine Services**” and delivered to:

City of Laredo  
City Secretary's Office  
1110 Houston Street, 3rd floor  
City Hall Building  
Laredo, Texas 78040

**If hand-delivering the Proposals, please use the following procedures:**

**NOTE: Manual RFP will be accepted up to the first 45 minutes of the hour before they are due. For example, since this RFP is due at 4:00, bids will be accepted up to 3:45 p.m. of the date due.**

**1. Please make sure that the RFP is in a sealed envelope marked with the following:**

- **Name of RFP (Laredo International Airport Federal Building Development Site).**
- **Name of Company submitting RFP**
- **Address of Company submitting RFP**

**2. Please notify security officer that you are there to drop off a RFP with the City Secretary. The security officer will notify the City Secretary's Office and one of our staff members will go downstairs to receive the RFP.**

**3. All persons should wait outside until we pick the envelope up, go back up to the 3rd floor to time-stamp the envelope, make a copy of it and bring it back to you. (We highly recommend to wait to receive a copy of the time-stamped envelope.)**

**Thank you for your understanding and help at this time of trying to stay healthy and safe.**

**Disclaimers**

The City of Laredo reserves and may exercise the following rights and options:

1. To reject any and all proposals and reissue the RFP at any time prior to execution of a final Agreement if, in the City of Laredo's sole opinion, it is in the City of Laredo's best interest to do so,
2. To supplement, amend, substitute, or otherwise modify this RFP at any time prior to selection of one or more proposer for negotiation,
3. To cancel this RFP with or without issuing another RFP,
4. To reject the proposal of any proposer who, in the City of Laredo's sole judgment, has been delinquent or unfaithful in the performance of any contract with the City of Laredo, is financially or technically incapable or is otherwise not a responsible responder,
5. To reject as informal or non-responsive, any proposal which, in the City of Laredo's sole judgment, is incomplete, is not in conformity with applicable law, is conditional in any way, or deviates from the mandated requirements of the RFP, and
6. To waive any informality, defect, non-responsiveness and/or deviation from this RFP that is not, in the City of Laredo's sole judgment, material to the proposal.

**Costs**

All costs associated with the development of the RFP response will be the sole responsibility of the Proposer.

**Warranties**

No warranties or representations of any kind are made by the City of Laredo or the Airport. Submission of a response will in no way effect eligibility to respond to future solicitations with the City or Airport or for any other design, construction, finance, maintenance or operations opportunities offered by the City or Airport. The City or Airport reserves the right to cancel this RFP at any time with or without notice to proposers and without liability.

**Proprietary Information**

The City recognizes that sensitive and proprietary information may be included with your RFP. Therefore, firms submitting a response to this RFP must invoke the protection of this section before or upon submission of the data or other materials, and must identify the specific area or scope of data or other materials to be protected and state the reasons why protection is necessary. An all-inclusive statement that the entire response is proprietary is unacceptable.



Exhibit A  
Micro Market Conceptual Idea



Exhibit B  
Potential Locaitons













