



Call for Applications:

Bradley International Airport Local and Small Business Kiosk Program

Summer 2019

1. INTRODUCTION

This Call for Applications and the Information Session are intended to inform interested parties about the competitive selection process for this Concession Opportunity at Bradley International Airport (“Airport”), owned and operated by the Connecticut Airport Authority (“CAA” or “Authority”). The Airport served nearly 7 million passengers in 2018, with consistent, strong growth over the last six years and the addition of numerous new nonstop flights. The airport serves 30+ nonstop destinations. Recently ranked the number three best airport in the United States by Condé Nast Traveler, Bradley International Airport prides itself on creating a high-quality customer experience through its airport concessions program. The Airport is looking to establish a “sense of place” at Bradley by incorporating the region’s vibrant local businesses through the Bradley Local and Small Business Kiosk Program (“Program”).

2. OPPORTUNITY OVERVIEW

To facilitate the Program, the airport has purchased a set of commonly designed kiosk units – customizable to include different types of shelving, storage, and displays – to lower the cost of starting up a business at the airport. The area in front of the glass curtain wall in Terminal A – where all passengers pass through immediately after the primary security checkpoint – is being reconfigured to incorporate a row of dedicated kiosk units and to host local and small businesses. The Airport now seeks local and small businesses who sell specialty retail items or fully prepared, pre-packaged food products who are interested in expanding their business to the Airport. The goal of this Program is to provide the Airport’s passengers with a unique local and regional flavor, showcasing the vibrant and varied offerings of the region and complementing the existing concessions concepts already in place at the Airport.

With the Program kicking off in the Fall of 2019, there will be four kiosks available for the first rotation of vendors. Up to three additional kiosk locations will be added over the course of 2020, following completion of the Airport’s Flight Information Display System (FIDS) modernization project.

3. SUMMARY OF KEY BUSINESS TERMS

- a. Term. The term is for a twelve (12) month base period, with two (2) additional six-month options – subject to agreement of mutually acceptable terms and conditions between the Second Party and the CAA – up to a total term of two (2) years.
- b. Permitted Use. The agreement will provide the Second Party with the non-exclusive right to sell merchandise reflective of the concept proposed by the Second Party in this Program Application Process and as approved by the CAA. The Second Party shall make no modifications to the kiosk unit, which are the property of the CAA, beyond affixing its branding – as approved by the CAA – in a designated area on the kiosk.

- c. Compensation to the CAA. The Second Party will pay to the CAA the greater of a Minimum Annual Guarantee (“MAG”) of \$1,000 payable monthly or Ten percent (10%) of Gross Receipts per month. Over a full calendar year, this figure translates into an annualized MAG of \$12,000.
- d. Surety. The Second Party shall execute and deliver to the CAA upon its execution of its agreement with the CAA, valid surety in the amount of Two Thousand Dollars (\$2,000) from a surety organization satisfactory to the CAA which shall guarantee satisfactory performance by the Second Party of the terms and conditions of the Agreement.
- e. Insurance. The Second Party will maintain the following types and amounts of insurance:
 - 1) **Commercial General Liability** – \$500,000 minimum;
 - 2) **Comprehensive Automobile Liability** – as required / mandated by the State of Connecticut Department of Motor Vehicles to maintain a valid non-CDL driver’s license; and
 - 3) **Worker’s Compensation and Employer’s Liability** – as required in accordance with the requirements of the laws of the State of Connecticut and United States, and which covers all of the Second Party’s employees working at the Airport.
- f. Badging. For all the persons working at the Airport that the CAA deems are required to have and properly display an individual, valid, Airport security identification badge, the Second Party agrees to assign at least one individual, to act as Authorized Supervisor for the Airport. The security badge will be issued upon the successful completion of a criminal history records check, and training/testing program – all administered by Airport personnel. The cost per person is Fifty Dollars (\$50), which amount is subject to change without notice. Persons with felony convictions will be evaluated on an individual basis.

4. MINIMUM REQUIREMENTS

The minimum qualification requirements, as determined by the CAA, are:

- a. Proposer must have a minimum of one year within the past three years (“qualifying years”) in the ownership or management of the proposed concept.
- b. Proposer may be a newly-formed entity provided that the party(ies) satisfying the minimum qualification requirements will be in the control of the proposing entity. A newly formed entity cannot meet this RFP’s minimum qualifications through a sublease agreement. Any entity proposing as a joint venture must include a copy of an executed joint venture or partnership agreement.
- c. Proposer must have achieved a minimum gross sales figure of \$100,000 per qualifying year.
- d. Proposer may not currently hold, or have previously held, a lease or permit as an Airport tenant or permittee. An individual with any level of ownership in a current or past lease or permit at the Airport would not meet this minimum qualification requirement.

- e. Items a) – c) above do not apply for bona-fide, demonstrated 501(c)3 organizations to meet minimum qualification requirements. Documentation of such status must be provided as part of this application.

5. INQUIRIES RELATED TO THIS CALL FOR APPLICATIONS

During the period from advertisement and until contracts are awarded, firms shall not contact any employee of the CAA concerning this procurement except in writing via email at leasing@ctairports.org.

6. SCHEDULE

The current schedule for the selection process is shown below. This schedule is subject to change at the sole discretion of the CAA. All dates and times specified are Eastern Time:

Information Session: Wednesday, July 24, 2019
12:00pm
Bradley International Airport, Terminal A
Large Conference Room, 3rd Floor

Deadline for submission of written questions: Friday, July 26, 2019
12:00pm

Application submittal Deadline: Friday, August 2, 2019
12:00pm

Submittal location: Via email at:
leasing@ctairports.org

7. INFORMATION SESSION

Proposers are encouraged to attend the Information Session on Wednesday July 24, 2019 at 12:00pm at Bradley International Airport to learn about the Program, to ask questions, and to provide feedback to Airport staff in attendance regarding the proposed terms and details of this program. The Airport will keep a record of all parties who attend the Information Session. Any requests for information before or after the Information Session must be in writing; however, questions raised at the Information Session may be answered orally. If any substantive new information is provided in response to questions raised at the Information Session, it will also be memorialized in a written addendum to the Call for Applications and posted on the website. Advance registration is required. Please register for the Information Session by RSVPing to leasing@ctairports.org and including your name, your company's name, contact information, and the number of attendees.

8. APPLICATION CONTENTS

Proposers must submit all the information requested in the Application Form. Statements must be complete, accurate, and in the form requested. Omission, inaccuracy, misstatement or failure to submit any or all of the items required may be cause for rejection of the application.