



**REQUEST FOR PROPOSAL (RFP):** Airport Catering Concession Agreement at 1500 Last Dollar Road, Telluride, CO 81435.

The Telluride Regional Airport Authority (Airport) Request for Proposal (RFP) for parties seeking consideration to enter into a concession agreement providing non-exclusive catering services for private business aircraft operators at the Airport. The Airport also offers an option to lease a commercial kitchen and operate an on-site catering facility owned by the Telluride Regional Airport Authority

RFP responses must be submitted to the Airport Administrative Office via email: [linda@tellurideairport.com](mailto:linda@tellurideairport.com), no later than 4:30 p.m. local time on Thursday, November 14<sup>th</sup>, 2024.

Parties planning to submit a proposal are encouraged to schedule a non-mandatory catering meeting to review airport pilot services and menu requirements at 1500 Last Dollar Rd. no later than November 12<sup>th</sup>, 2024. For any questions or to schedule an appointment via email: [linda@tellurideairport.com](mailto:linda@tellurideairport.com)

## **BACKGROUND**

The Telluride Regional Airport Authority is part of the national airspace system (NAS) established in 1984 as a regional commercial airport and is a fixed based operator (FBO) that provides all pilot services for private, corporate, charter, air taxi, and fractional aircraft operators with up to 160 daily operations during peak winter/summer seasons.

The optional lease of the commercial kitchen is located in the airport terminal building 2<sup>nd</sup> floor next to the observation lounge centrally located to provide catering services for aircraft operators. The on-site catering facility is 560 sf commercial kitchen with cooking ranges, ovens, fryer, refrigerators, freezers, food prep sinks, dishwashing room with 3 sinks, sanitizing dishwasher, shelves, storage racks, and food prep tables.

Catering demand has grown substantially over the past three years since the commercial kitchen improvements have been completed. Estimated annual gross revenues is \$140K to \$180K. The Airport believes the potential with the right partners will benefit from continued growth in 2025.

Catering expenses are divided into two categories:

1. Concession Fees: 10% of gross invoices to operators. Accounting documentation is required for all catering services provided to aircraft.
2. Optional - Kitchen, fixtures, and appliances: \$950/month (No rent payment for the month of April)

## **PROPOSALS**

A committee will evaluate proposals and select up to three (3) finalists to interview and evaluate if the proposals meet the airport's desire to provide quality catering services to aircraft operators.

## **PROPOSAL CONTENT**

All Proposals shall, at minimum, include the information listed below:

- Letter of Interest: Letter indicating the Respondent's interest and briefly summarizing any participation of partners.
- Title Sheet: Listing (i) Respondent's name and address, including type of entity (sole proprietorship, partnership, or corporation, including whether public or private) in good standing with Secretary of State; (ii) full name, title, mailing address, e-mail address, telephone numbers of the individual(s) authorized to represent and contractually bind the Company.
- Table of Contents: List key sections to assist the reviewer in locating relevant information.
- Statement of Qualifications and Experience: A statement summarizing experience with special emphasis on operating as a caterer or restaurant facility. Describe the administrative, financial and physical capacity to operate and meet the demands of the airport operators. Include abbreviated resumes of key individuals that will provide services required to operate as an approved concession partner.
- Business Plan: Business plan and marketing must consider the unique seasonal environment. How the respondent intends to bridge the off-season low activities that may include catering for both on airport and off airport events, etc. The plan should address how the airport establishes itself with a reputation for reliable high quality catering for aircraft operators.
- Exceptions: Please list any exceptions within the proposal.
- The following criteria will be utilized in selecting a catering tenant:
  - Catering / Food Service Experience 30 points
  - Business Plan 20 points
  - Reliability & Time Management 20 points
  - Completeness and Creativity 30 points

## **PROPOSAL DETAILS**

Proposals shall contain no more than five (5) single sided pages. The letter of interest, contents, information sheets, and resumes will not be counted as part of the fifteen pages. The Response will reflect a reliability and ability to meet the specifications set forth in this RFP as well as the willingness to supply the most efficient and effective catering services possible.

The Respondents shall ensure the proposal details provisions of the following at minimum:

- Partnership with the FBO/Airport Management Team
- Transportation to reliably deliver catering orders to the Airport in a timely manner.
- Available for catering services 7 days a week during the months of DEC, JAN, FEB, MAR, JUL, AUG, SEP, & OCT.
- Ability to establish relationships with local Chefs and Food Service professionals to assist during peak periods of the winter/summer seasons.
- Reputation as a Chef with high standards for freshness and presentation.

Respondent's entity must be in good standing with the with the Colorado Secretary of State. The Respondent will be responsible for obtaining all permits, licenses, and other requirements to comply with San Miguel County, Colorado, and Federal laws, including but not limited to, the appropriate liquor license, if applicable.

The Airport reserves the right to request additional information and/or clarifications from any or all parties responding to this RFP. All submitted proposals and proposal documents are subject to the State of Colorado provisions and open records. Proposals and related documents shall become property of the Airport. Any confidential financial material submitted should be marked accordingly and will be kept separately confidential to the extend possible by state statute.

Respondent will be responsible for janitorial services and cleaning of kitchen area daily, meeting all health code requirements.

The successful Respondent agrees to defend and indemnify the Airport against all losses, expenses and damages from violation of any laws, regulations, ordinances, codes and rules.

Respondent will be required to verify the need for compliance and maintain compliance in accordance with Colorado Department of Health and San Miguel County as it relates to catering/restaurant operations.

## **PROPOSAL SELECTION SCHEDULE**

- RFP (this document) available October 24, 2024
- Questions due 4:30 p.m., local time, November 12, 2024
- Non-Mandatory tour, per Respondent's request: no later than November 12, 2024
- Proposals due 4:30 p.m. local time, November 14, 2024
- Notice of recommended Respondent selection no later than November 19, 2024
- Award and authorization of concessions agreement with Telluride Regional Airport Authority: December 4, 2024

## **SELECTION OF SUCCESSFUL PROPOSAL**

The Airport intends to select up to three off-site partners that provide optimal services for aircraft catering. Consideration will be given to all Proposals.

Preference will be given to all Respondent that has demonstrated a history of successful catering management and has submitted a Proposal that demonstrates a commitment to partnering with Airport management in the best interest of the Airport and its continued development.

The successful Respondent will enter into a concessions agreement with the Airport. The agreement will include 10% concession fees as outlined in this RFP. Initial term for the agreement (start December 9, 2024) will be 22 months (expires September 30, 2026) with an additional one (1) year option at the discretion of the Airport. The Airport will offer notice to the Respondent within sixty (60) days of the end of the 22 month term to exercise the Airport's desire continue the catering partnership for an additional 12 months.

The Airport reserves the right to accept or reject any or all Proposals and/or re-solicit or cancel the Proposal process, if deemed to be in the best interest of the Airport.