



REQUEST FOR PROPOSALS (“RFP”)
FOR
FIXED BASE OPERATOR (“FBO”) AT
SHOW LOW REGIONAL AIRPORT (“KSOW”)

Tentative Schedule

ACTIVITY (All times are listed in the local time for Show Low)	Date
Issue RFP	February 1, 2010
Pre-Proposal Meeting at 10:00 a.m.	February 22, 2010
Submittal of Written Questions by 3:00 p.m.	March 8, 2010
Responses to Written Questions	March 15, 2010
Proposal Submittal by 3:00 p.m.	March 29, 2010
Evaluation of Proposals	April, 2010
Short List and Interviews (if applicable)	April, 2010
Award Recommendation to: Show Low Regional Airport Aviation Advisory Committee	May 5, 2010
Show Low City Council	May 18, 2010
Commencement of Facility Lease Agreement	July 1, 2010

RFP Contact:
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CITY OF SHOW LOW
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I. INTRODUCTION

A. Introduction

The City of Show Low (“City”) is seeking proposals from qualified individuals and firms to provide fixed base operator (“FBO”) services at the Show Low Regional Airport (“KSOW”). KSOW is home to one (1) flight school and more than 72 based aircraft. KSOW is open 12 hours a day, 7 days a week, and has no air traffic control. KSOW has essential air service provided by Great Lakes Airlines with 728 scheduled flights per year and 10,000 flight arrivals and departures per year.

Show Low was established in 1870 and incorporated in 1953. Situated atop the Mogollon Rim in Eastern Arizona, Show Low is 175 miles northeast of Phoenix and 195 miles north of Tucson and located in southern Navajo County. Show Low is a pleasant mountain town surrounded by national forests offering plenty of heavily wooded camping areas, cabins, and fishing lakes. At 6,400 feet, the summer temperatures in Show Low are generally 30 degrees cooler than Phoenix and Tucson. Show Low is the commercial and tourism hub of the White Mountains sitting in the largest stand of ponderosa pines in the United States. The White Mountains offers panoramic views; excellent fishing in mountain lakes and streams; miles of wilderness ideal for hiking, camping, picnicking, cycling, horseback riding, and wildlife viewing opportunities; along with snowboarding, downhill skiing and cross-country skiing. Show Low Creek flows from Show Low Lake to Fools Hollow Lake, providing a natural feeding ground for a variety of wildlife and a very diverse fishery. Fishing opportunities abound with rainbow trout, brown trout, large and small mouth bass, black crappie, green sunfish, channel catfish, and walleye are all present in Fools Hollow Lake. Both lakes feature picturesque camping and modern amenities. The state record 12-pound walleye was caught at Show Low Lake. The White Mountains is world renowned for its trophy-class hunting whether it is for elk, deer, antelope, bear, or mountain lion. Show Low also boasts over 180 miles of trails in the vicinity for hiking, horseback riding and mountain biking. Show Low also offers several outdoor races and tournaments such as the Memorial Day Softball Tournament, Deuces Wild Triathlon, Bike the Bluff, Tour of the White Mountains (bike races varying from a 10 mile fun ride to a 65 mile competitive race) and Tri-in-the-Pines.

In addition, Show Low and surrounding portions of southwestern Navajo County draw large venues, including: Show Low Days, a vintage car show and festival; various concerts in the Show Low City Park; Freedom Fest; a parade, concerts, fireworks and other celebrations for the 4th of July; White Mountains Round-Up, an event celebrating the national day of the cowboy; CASI chili cook-off; Show Low Shines; a Christmas season community celebration including an electric light parade; the Annual Fall Festival in Show Low and Pinetop/Lakeside featuring the Run-to-the-Pines annual car show in Pinetop/Lakeside; Thunder Raceway, a NASCAR home tracks raceway; Show Low Stadium, home to the Cougars football team, the 2007 State High School Football Champions; and other various outdoor sports and

winter/summer activities. Show Low’s hiking, biking, camping, and fishing, combined with its festivals, events, tournaments, and activities make Show Low a four-season paradise.

The City’s goals for developing an FBO at KSOW include selecting a proposer who:

1. Will provide the best level of aeronautical service, use, and provision of product to the general aviation community;
2. Understands the need to provide excellent customer service as well as quality fuel services to the general aviation community; and
3. Demonstrates the best ability to attract and grow a customer base at KSOW.

Currently, the City’s Airport Department provides fueling services at KSOW to tenants and transient airport users. Below is a table of the history of AV Gas and Jet-A fuel sales at KSOW.

Calendar Year	AV Gas Sold at KSOW	Jet-A Sold at KSOW
2009	71,608	96,092
2008	86,570	112,485
2007	97,190	146,343
2006	94,791	156,019
2005	87,925	184,408

B. Minimum Qualifications

Each proposer must have at least three (3) years continuous experience during the last six (6) years providing FBO service similar to those listed in the Minimum Standards for KSOW. The experience of the proposer, or a management staff member, executive officer, or the identified owner(s) of the proposer, full-time managing officer, or employee (defined as an individual responsible for the day-to-day operations of an FBO), may be used to meet this requirement.

Each proposer must be in good standing with the City and all other federal, state, and municipal entities. For the purpose of this RFP, “good standing” means complying with all contractual provisions, including payment of financial obligations.

C. Contractual Relationship

The information in this RFP is not intended to completely define the proposed contractual relationship to be entered into by the City and the successful proposer. Proposers are advised to read the draft Facility Lease Agreement in Attachment H carefully. These lease terms may be amended at the sole discretion of the City at any time during the RFP process and/or prior to execution.

D. Minimum Annual Guarantee (MAG) Rent or Percentage Rent

During the initial year of the Facility Lease Agreement, the successful proposer will pay the proposed Minimum Annual Guarantee (MAG) rent, as proposed in Attachment E or 2% of all of the proposer’s gross sales, whichever is greater. The

proposer will submit monthly financial statements to the City showing the gross sales for the month. The City reserves the right to adjust the rent monthly based on the gross sales or to require a final year end payment to make up the difference. In subsequent years of the Facility Lease Agreement, if 2% of the gross sales does not exceed the MAG then the MAG shall be subject to readjustment annually based on a Consumer Price Index (CPI) applicable to the State of Arizona and as determined by the City.

E. Fuel dispenser Permit and Fees

The successful proposer will be required to secure a Fuel Dispenser Permit (FDP) simultaneously with the lease. The successful proposer must also be fully operational prior to July 1, 2010 which will require the successful proposer to remit the appropriate fuel flowage fees established by the city. The fuel flowage fee will be a minimum of \$0.09 per gallon.

F. Guarantees and Irrevocable Standby Letters of Credit

Proposal Guarantee

Each proposal must be accompanied by a Proposal Guarantee in the form of a cashier's check payable, without condition or restrictive endorsement, to the City of Show Low in the amount of Five Thousand Dollars and No/100 (\$5,000.00). The Proposal Guarantee must be submitted in a separate sealed envelop along with the proposal.

Proposal Guarantees of all unsuccessful proposers shall be returned, without interest, immediately after the lease has been formally awarded by the Show Low City Council or after all proposals are rejected.

Security Deposit, Irrevocable Standby Letter of Credit

Upon execution of the lease, the successful proposer will be required to post and maintain with the City a security deposit in the amount of three (3) months proposed rent. The security deposit can be in the form of a letter of credit or a cash bond.

At such time as the successful proposer furnishes the City with the required security deposit or letter of credit and insurance policies, and has obtained an FDP, the Proposal Guarantee will be returned to the proposer without interest. The Proposal Guarantee will be forfeited as liquidated damages in the event the successful proposer fails to execute said lease or to furnish said security deposit, letter of credit, insurance policies, or fails to obtain and FDP.

G. Proposer Questions

Written questions about this RFP should be submitted to Kenneth Patterson via fax (928) 532-4109 or e-mail (kpatterson@ci.show-low.az.us) no later than the deadline date and time listed on Page 1. All written questions will be answered in writing and posted at www.ci-show-low.az.us/departments/airport.

H. Pre-Proposal Meeting and Site Tour

Proposers are strongly encouraged to attend the pre-proposal meeting at 10:00 a.m., local Show Low time on Monday, February 22, 2010 at:

Show Low Regional Airport
3150 Airport Loop Road, #100
Show Low, AZ 85901

Contact Kenneth Patterson at (928) 532-4100 or e-mail kpatterson@ci.show-low.az.us to register. The pre-proposal meeting will be immediately followed by a tour of the site.

I. Proposer Notification

All pre-proposal meeting materials will be posted at www.ci.show-low.az.us/departments/airport after the meeting. Registered attendees and proposers who request such notification in writing will be notified via e-mail when these materials, questions and answers, addenda, and/or other documents are posted.

II. SCOPE

The City will enter into a Facility Lease Agreement and a FDP with the successful proposer for the operation of a FBO at KSOW. The term for the Facility Lease Agreement is five (5) years, with two five (5) year renewal options to be exercised at the sole discretion of the City Council. It is anticipated that during the initial term of the Facility Lease Agreement (Attachment H), the successful proposer and the City will finalize long term Ground Lease Agreement (Attachment I) for the development of a permanent facility for a full-service FBO at KSOW in compliance with the Minimum Standards for KSOW. The City shall have the sole discretion to determine whether the City shall finalize the Ground Lease Agreement during the initial term of the Facility Lease Agreement.

A. Facility Lease Agreement

The successful proposer shall lease the fuel farm, fueling equipment, and 2,500 square feet of the existing 5,500 square foot terminal building at KSOW ("Facility") and have access to the approximately 80,000 square foot north transient ramp and terminal parking lot. The terminal building is 5,500 square feet, of which the City will retain 3,000 square feet for its use. The successful proposer shall be responsible for the general maintenance of the Facility, with the exception of the HVAC, roof, access control system, electrical system and the fire alarm system. The successful proposer will be responsible for maintaining compliance with all applicable building codes. All tenant improvements must be in compliance with the City of Show Low Building Codes.

The initial term of the Facility Lease Agreement will begin approximately July 1, 2010 and terminate on or about June 30, 2015. An FDP must be executed simultaneously with the Facility Lease Agreement. The successful proposer must be fully operational prior to July 1, 2010.

During the initial term of the Facility Lease Agreement, the successful proposer shall provide, at a minimum and in compliance with the Minimum Standards for KSOW, the following services and expansion capabilities:

1. Aviation fuels and lubricants (Jet-A, AV Gas, and aircraft lubricants);
2. Passenger, crew, and aircraft ground services, support, and amenities;
3. Collect landing and transient tie down fees for the City;
4. National Oceanic and Atmospheric Administration (required weather observations as required by contract); and
5. UNICOM control.

B. Ground Lease Agreement

In the event the City and the successful proposer choose to finalize the optional Ground Lease Agreement, attached as Attachment I, the successful proposer will be required to provide all FBO services listed in the Minimum Standards for KSOW.

The successful proposer will pay any optional ground leases in accordance with Section I (D) above.

C. Additional Property for Lease

1. 3 – 8,100 square foot hangars;
2. 20,000 square foot vacant land reserved for permanent FBO and Restaurant; and
3. 90,000 square foot north ramp.

III. SUBMITTAL INSTRUCTIONS

A. Delivery of Proposals

Each proposer must submit the following in a sealed package marked with the name of the proposer and “FBO at KSOW Proposal”:

1. One (1) original proposal;
2. Five (5) hard copies of the proposal;
3. One (1) electronic copy of the proposal in Microsoft Word and/or Excel on a PC CD-ROM; and
4. The proposal guarantee.

Proposals must be submitted by 3:00 p.m. local Show Low time on Monday, March 29, 2010 to:

Kenneth Patterson
City of Show Low
550 N 9th Place
Show Low, AZ 85901

Proposals arriving after the deadline date and time will not be considered.

B. Form of Proposal

Proposals not following the specified format below or that are incomplete, conditional, obscure, or contain additions not requested, exceptions to material provisions, or irregularities of any kind, may be deemed non-responsive and disqualified from the process.

1. Proposal Guarantee
2. Affidavit (Attachment A)
3. Business Questionnaire (Attachment B)
4. Business and Financial References (Attachment C)
5. Airport Contracting Policy Certification (Attachment D)
6. MAG Rent (Attachment E)
7. Projected Annual Income and Cash Flow Statement (Attachment F)

Provide a good faith estimate of the expected average annual gross sales, cost of goods sold, operating expenses, and net income to be derived from the proposed operations for each year during the initial term of the Facility Lease Agreement, using Attachment H. Include the effect of proposed rental payments on cash flow. This cash flow analysis should be for the entire five (5) year initial term of the proposed Facility Lease Agreement, with each year calculated on a full 12 month basis. The lease will address the application of the five (5) year term over the calendar period, to include pro-rating the first and last years' rent. In addition, any assumptions used in developing the sales projections should be provided, as well as any capital improvements planned in the initial five (5) year term.

8. Historic Jet-A and AV Gas Gross Sales Statistics (Attachment G)
9. Qualifications and Experience Statement

Each proposer shall provide sufficient documentation, including resumes of the proposer and proposed general manger, to demonstrate the minimum qualifications listed in Section 1 (B) and the experience necessary to successfully provide the services requested in this RFP. Evaluation of experience will be based on the documentation provided in the proposal.

The Qualifications and Experience Statement should list the locations of all FBO facilities currently or formerly operated by the proposer or members of the proposer's team. The listing should include the location's gross sales, fuel flow volume, and square footage; services provided; number of years owned or operated by proposer; and photographs, if available. Additionally, proposers should address each bullet listed in Section IV "Qualifications and Experience of Proposer and Proposed General Manager". This statement, excluding resumes, is limited to 10 pages of 8-1/2" x 11" paper in 12 pt. or greater Arial font.

10. Business Plan

Each proposer shall describe their proposed approach to business, including a marketing plan for promoting proposed products and services to maximize customer patronage through advertising, media, pamphlets, advertising at KSOW, and sales policies. This statement is limited to 10 pages of 8-1/2" x 11" paper in 12 pt. or greater Arial font.

11. Management/Operations Plan

Each proposer shall submit a management/operations plan, including:

- a) Personnel
 - i. Organizational chart
 - ii. Resumes of proposed management staff not included in item 9
 - iii. Staffing plan, including number of employees and shifts necessary to staff during operating hours
- b) Customer Service
 - i. Customer service philosophy
 - ii. Methods to monitor customer service
 - iii. Employee training programs
- c) Facility Management
 - i. Disposal of trash and hazardous waste
 - ii. Security, emergency and safety system policies and practices

12. Exceptions

Proposers shall include a list of exceptions to the requirements of the RFP, if any, stated on a separate page labeled "Exceptions". The list shall identify the requirement, nature of the deviation, and explanation. Proposers taking no exceptions to any portion of the RFP, shall state so on a page entitled "Exceptions". If no deviations are identified, proposer shall conform to all of the requirements specified herein.

It is the intent of the City to award a lease on a fair, competitive basis. For this reason, the City may view the notation of any "exceptions" in response to any material conditions or requirement of the RFP as an attempt by the proposer to vary the terms of the RFP which, in fact, may result in giving such proposer an unfair advantage over the other proposers.

Proposers shall not take exception to any mandatory provision or material requirements of this RFP or the proposal may be disqualified as non-responsive. Proposers must submit questions about mandatory or material requirements of the RFP by the deadline listed on Page 1.

IV. PROPOSAL EVALUATION

Proposals will be reviewed for documentation of minimum qualifications, completeness, and adherence to the RFP requirements. The City reserves the sole

right to determine the sufficiency of qualifications and experience of all proposers. The City is not bound to awarding the contract to the proposer with the highest MAG. All eligible, responsive and responsible proposals will be evaluated on the following:

- A. Qualifications and Experience of Proposer and Proposed General Manager (0-40 points)
 - a. FBO experience of proposer, including number of years, types and ranges of services offered;
 - b. FBO experience of proposed general manager, including number of years, types and ranges of services offered; and
 - c. Professional references.
- B. Business Plan and Financial Projections (0-30 points)
- C. Management/Operations Plan (0-20 points)
- D. Minimum Annual Guaranteed Rent (MAG) (0-10 points)

V. GENERAL TERMS AND CONDITIONS OF THE PROPOSAL

A. *Affidavit Demonstrating Lawful Presence* As required by A.R.S. § 1-502, the successful proposer will be required to complete an Affidavit to demonstrate lawful presence in the United States by providing a government issued document proving the proposer's legal authority to reside in the United States..

B. Equal Opportunity

The City extends to each individual and firm an equal economic opportunity to compete for City business and strongly encourages voluntary utilization of minority-owned, woman-owned, small and disadvantaged business enterprises (M/W/S/DBEs) to reflect both the industry and community ethnic composition whenever practical.

C. Materials Submitted

All materials submitted in response to this RFP become the property of the City. Each proposer, as an express condition for the City's consideration of such proposal, agrees the contents of all proposals are confidential and proprietary, and waives any right to access such proposals until 30 days after City Council awards a contract. No submission or supporting documentation shall be returned to proposers except in the return of a rejected or non-responsive proposal.

D. City's Reservation of Rights

The City reserves the right to take any course of action the City deems appropriate at the City's sole and absolute discretion, which may include:

1. Waiving any defects or informalities in any proposal or proposing procedure;
2. Accepting or rejecting any or all proposals or any part of any or all proposals;
3. Canceling the RFP in part or in its entirety;
4. Reissuing the RFP with our without modification;
5. Negotiating any or all proposal elements with entities of its choice or negotiating with any qualified sources; or

6. Any other options deemed to be in the City's best interest.

E. Addenda

The City shall not be responsible for any oral instructions given by any City employee or official regarding RFP instructions, specifications or documents. Any changes will be in writing and available at www.ci.show-low.us/departments/airport.

F. Execution of Lease

Within 30 days of notice from the City that the Facility Lease Agreement has been finalized, the successful proposer shall fully execute and deliver such lease. Should the successful proposer fail to deliver the lease within 30 days, the lease award may be canceled by the City. In the event the successful proposer defaults, or refuses or fails to timely execute the formal lease or provide required documents, the City shall consider award to the next highest qualified proposer who is ready and willing to provide service.

ATTACHMENT A

Affidavit

The undersigned proposer hereby submits to the City the proposal enclosed based upon all terms and conditions set forth in the City's RFP and referenced materials. Proposer further specifically agrees hereby to provide in the manner set forth in the proposal submitted by proposer.

The undersigned proposer acknowledges and states, under penalty of perjury, as follows:

1. The City is relying on proposer's submitted information and the representation that proposer has the capability to successfully undertake and complete the responsibilities and obligations submitted in its proposal and in the resulting contract.
2. The City has the right to make any further inquiry it deems appropriate to substantiate or supplement information supplied by proposer.
3. Proposer has read and fully understands all the provisions and conditions set forth in the RFP documents, upon which its proposal is based.
4. The forms and information requested in the RFP are complete and made part of the proposer's proposal.
5. Proposer has the capability to successfully undertake and complete the responsibilities and obligations of the proposal being submitted.
6. This proposal may be withdrawn by requesting such withdrawal in writing at any time prior to the proposal deadline but may not be withdrawn after such date and time.
7. The City reserves the right to reject any and all proposals and to accept the proposal that, in its judgment, will provide the best quality of service to the City at reasonable rates.
8. This proposal is valid for a minimum of 120 days subsequent to the RFP proposal deadline.
9. All costs incurred by proposer in connection with this proposal shall be borne solely by proposer. Under no circumstances shall the City be responsible for any costs associated with proposer's proposal or the RFP process.

Proposer hereby warrants that: (1) proposer has not in any manner, directly or indirectly, conspired with any person or party to unfairly compete or compromise the competitive nature of the RFP process; and (2) the contents of this proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this proposal.

Proposer further says that, to the best of its knowledge, the information provided in its proposal is true and correct and that neither the undersigned proposer nor any partner, joint venturer, corporate officer or managing employee has ever been convicted of a felony or a crime involving moral turpitude.

Name of Proposer (Legal Name) _____

Print Name of Authorized Person: _____

Title: _____

Business Address of Proposer: _____

Business Phone and Fax Numbers: _____

E-mail Address: _____

Signature of Authorized Person: _____

Name of Joint Venture Partner and/or
Subconsultant Partner (if applicable): _____

Print Name of Authorized Person: _____

Business Address of Proposer: _____

Business Phone and Fax Numbers: _____

E-mail Address: _____

Signature of Authorized Person: _____

NOTARIZED

Signed and sworn before me this _____, day of _____, _____

Notary Signature: _____

My Commission Expires: _____

Affix Seal

ATTACHMENT B

Business Questionnaire

(Attach additional sheets as needed)

Proposer's Name: _____

1. In the past 7 years, have you personally, or any business with which you have been involved, been declared bankrupt, filed a petition in any bankruptcy court, filed for protection from creditors in bankruptcy court, or had involuntary proceedings filed in bankruptcy court? (If yes, provide date, court jurisdiction, case name, case number, amount of liabilities, amount of assets and the status of each occurrence.)

Yes () **No** ()

2. Have you personally, or any business with which you have been involved, ever been a defaulter as surety upon any obligation to the City? (If yes, provide details)

Yes () **No** ()

3. Are there any pending liens, claims or litigation in excess of \$1,000,000 involving the proposer? (If yes, provide detailed information regarding complaints about how the quality of applicant's services was unsatisfactory.)

Yes () **No** ()

4. Has the proposer been involved in any lawsuits in the past 5 years? (If yes, provide court jurisdiction, case name, case number, and status of each lawsuit.)

Yes () **No** ()

5. Have any of the proposer's consulting contracts been terminated prior to their expiration terms, voluntarily or involuntarily, within the last 5 years? (If yes, provide name, location, date of the contract(s), and reason(s) for early termination.)

Yes () **No** ()

6. Has the proposer, or any corporation or other entity that has, directly or indirectly, a controlling interest in the proposer, or any subsidiary of the proposer or other entity in which the proposer has a controlling interest or any of the proposer's principals, officers, or directors ever been barred from bidding on federal, state, or local government contracts? (If yes, provide the current status of such suspension or debarment proceedings.)

Yes () **No** ()

7. Proposer intends to operate business as a:

(Please check one)

Sole Proprietorship () (If so, complete and submit Sole Proprietorship Statement)

Partnership () (If so, complete and submit Partnership Statement)

Corporation () (If so, complete and submit Corporation Statement through B-6)

Joint Venture () (If so, complete and submit Joint Venture Statement)

Limited Liability Company () (If so, complete and submit Limited Liability Company Statement)

SOLE PROPRIETORSHIP STATEMENT

If a Sole Proprietorship, answer the following:

1. Proprietor's Name (if woman owned, include maiden name if applicable):

2. Business Name in full (including all registered trade names):

3. Residence Address:

_____ Zip: _____

4. Business Address:

_____ Zip: _____

5. Have you ever done business in Arizona? Yes () No ()

If yes, when? _____ Where? _____

6. Name of full-time managing officer or managing employee:

7. Attach resumes of owner(s) and full-time managing officer(s) or managing employee(s).

PARTNERSHIP STATEMENT

If a Partnership, answer the following:

1. Date of Organization: _____

2. Please check the one that applies:

General Partnership ()

Limited Partnership ()

3. Partnership Agreement recorded? Yes () No ()

Date	Book	Page	County	State
------	------	------	--------	-------

4. Has the partnership ever done business in Arizona? Yes () No ()

If yes, when? _____ Where? _____

Name, address, and partnership share of each general and/or limited partner (add additional sheets if necessary). If limited, general partner must be identified:

<u>Name</u>	<u>Resident Address</u>	<u>Share</u>
-------------	-------------------------	--------------

- A.
- B.
- C.

5. Attach a complete copy of the fully executed Partnership Agreement.

6. Name of full-time managing officer or managing employee:

CORPORATION STATEMENT

If a Corporation, answer the following:

1. Date incorporated: _____
2. Location where incorporated: (Provide full address, no post office boxes)

3. Is the corporation authorized to do business in Arizona? Yes () No ()
If yes, as of what date? _____ Where? _____
4. The corporation is held: Publicly () Privately ()
5. If publicly held, how and where is the stock traded?

6. A. List the name, address, experience in the business and amount of stock/membership interests held by the following officers:

Officer	Name	Address	Amount of Stock or Interests	Experience in the Business
President				
Vice President				
Secretary				
Treasurer				
Other				

7. B. List the name, address and shares of stock/membership interests held by each member of the Board of Directors or Management Committee:

	Name	Address	Amount of Stock/ Membership Interest
Chairperson			
Member			
Member			
Member			
Member			

8. C. List the name, address and shares of stock/membership interests held by other “principal” stockholders or members: (A “principal stockholder or member is defined as a stockholder or member who holds 10% or more of the outstanding stock or membership interests of the corporation or limited liability company.)

Name	Address	Amount of Stock/ Membership Interest

9. Value per share of common stock: Par _____ Book _____ Market _____

10. Furnish the name, title and residence address of the directors and principal officers of the corporation and shareholders who own more than 10% of the corporations stock.

<u>Name/Title</u>	<u>Residence Address (no P.O. Box Addresses)</u>	<u>Voting Shares</u>	<u>% of Ownership</u>
-------------------	--	--------------------------	---------------------------

A.

B.

C.

D.

E.

F.

11. Name and address of statutory agent for process in the State of Arizona:

12. Furnish Corporate Resolution indicating parties authorized to contract on behalf of the corporation. Corporate Resolution must contain corporate seal and be certified by the Secretary of the Corporation.

JOINT VENTURE STATEMENT

If a Joint Venture, answer the following:

1. Date of Organization: _____

2. Joint Venture Agreement Recorded? Yes () No ()

 If yes, when? _____ Where? _____

3. Has the joint venture ever done business in Arizona? Yes () No ()

 If yes, when? _____ Where? _____

4. Name and address of each joint venturer:

Name

Address

A.

B.

C.

D.

E.

5. Name of full-time managing officer or managing employee:

6. Attach complete copy of the fully executed Joint Venture Agreement.

LIMITED LIABILITY COMPANY STATEMENT

If a Limited Liability Company, answer the following:

1. Date the limited liability company was formed? _____
2. Where was the company formed? (Provide full address, no post office boxes)

3. Is the limited liability company authorized to do business in Arizona?
Yes () No ()

If yes, as of what date? _____ Where? _____

4. Was the Articles of Organization filed with the Corporation Commission?

Yes () No () If so, when? _____

5. Has the limited liability company done business in Arizona?
Yes () No ()

If yes, when? _____ Where? _____

6. Name, and address of each member (add additional sheets if necessary):

<u>Name</u>	<u>Resident Address</u>
-------------	-------------------------

A.

B.

7. Furnish the date of dissolution of the limited liability company, if any: _____

8. Attach a complete copy of the fully executed Articles of Organization and any Amendments.

9. Attach a complete copy of the fully executed Operating Agreement and any Amendments.

10. Is the management of the limited liability company vested in one or more managers? If yes, name and address of the managers.

11. If the proposer has an existing business located in Arizona, please list the name and address of statutory agent for process in the State of Arizona:

12. If the proposer is a new business in Arizona, Proposer must submit the name and address of the statutory agent before the time of contract execution.

ATTACHMENT C

Business and Finance References

Proposer's Name: _____

List 3 persons or firms with whom you have conducted business during the past 3 years. **Do not list City of Show Low employees, officials, or anyone else listed in the Airport Contracting Policy (Attachment D) as business references.** In addition to the references submitted, the City may obtain information on past performance on any previous or existing contract.

Business Reference

Contact Name, Title, and Company: _____

Address: _____

Telephone/Fax/E-mail: _____

Nature of magnitude of business association: _____

Business Reference

Contact Name, Title, and Company: _____

Address: _____

Telephone/Fax/E-mail: _____

Nature of magnitude of business association: _____

Business Reference

Contact Name, Title, and Company: _____

Address: _____

Telephone/Fax/E-mail: _____

Nature of magnitude of business association: _____

ATTACHMENT D

Airport Contracting Policy Certification

A. General Airport Contracting Policy

Beginning on the date the RFP is issued, and except as provided in the following subsections, all proposers, including proposer's agents, employees, representatives, lobbyists, attorneys, proposed partners, subcontractors, joint venturers, members, M/W/DBE, and sublease partners (collectively the "**proposer**") will refrain, under penalty of the proposer's disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including the evaluation panel, the City Manager, Deputy City Manager, City Department heads and the Show Low Regional Airport Aviation Advisory Committee. This policy is intended to create a level playing field for all potential proposers, assure that contract decisions are made in public, and to protect the integrity of the proposal process.

This policy is not intended to preclude proposers from giving public comments at a regularly scheduled meeting of the Show Low Regional Airport Aviation Advisory Committee.

Regular business discussions between current business partners or civic groups and the Show Low Regional Airport Director, Assistant Directors, Deputy Director, and/or Public Works Operations Director will not be construed as a violation of this policy as long as a specific proposal are not discussed.

B. Certification

All proposers and proposers' partner(s), subcontractor(s), if applicable, shall execute and submit the Airport Contracting Policy Certification.

C. The Pre-Proposal Meeting

Potential proposers should attend the pre-proposal information meeting to obtain clarification and explanation of the items included in the RFP. Questions submitted in writing at the pre-proposal meeting shall be responded to in writing and distributed to all proposers who attended the pre-proposal meeting and posted at www.ci-show-low.az.us/departments/airport..

Interested proposers who do not attend the pre-proposal meeting will not receive notification of availability of any supplemental materials, responses to written questions, or addenda unless specifically requested in writing.

D. Questions

If interested proposers need further information or clarification of the RFP, requests shall be in writing and staff shall notify all registered pre-proposal meeting attendees when written answers are available on the website. **To**

adequately respond in writing to questions submitted, no questions will be accepted after the deadline date and time listed on the Page 1 of the RFP. All questions should be sent to Kenneth Patterson by fax to (928) 532-4109 or by e-mail to kpatterson@ci.show-low.az.us.

E. Appeal of Disqualification to Airport Director, or his/her Designee

A violation of the Airport Contracting Policy, or any other grounds for disqualification, will be initially determined by the Airport Director or his/her designee. Protest of a disqualification from the RFP process due to submitting a proposal deemed to be non-responsive, a violation of this policy, or for any other grounds, must be submitted within seven (7) calendar days after the Notice of Disqualification has been delivered to the proposer. Protests shall be in writing and filed with the Airport Director or his/her designee and must include all of the following:

- The name, address and telephone number of the protester;
- The signature of the protester or its representative;
- Identification of the RFP challenged;
- A detailed statement of the legal and factual grounds of protest including copies of relevant documents; and
- The form of relief requested.

The Airport Director, or his/her designee, may submit the information to anyone necessary in order to receive their comments and may choose to meet with proposer(s) at his/her discretion. The decision of the Airport Director, or his/her designee, is final. As a condition to this right to appeal, the proposer agrees to comply with paragraphs “A” and “B” of this policy.

F. Request for Proposals Results

Protest of an award recommendation must be filed within seven (7) calendar days after an award recommendation is posted on the website. Protests shall be in writing and filed with the Airport Director or his/her designee and must include all of the following:

- The name, address and telephone number of the protester;
- The signature of the protester or its representative;
- Identification of the RFP challenged;
- A detailed statement of the legal and factual grounds of protest including copies of relevant documents; and
- The form of relief requested.

The Airport Director, or his/her designee, may submit the information to anyone necessary in order to receive their comments and may choose to meet with the proposer(s) at his/her discretion. As a condition to this right to protest, the proposer agrees to comply with paragraphs “A” and “B” of this policy.

G. Procedural Questions

If a proposer has a procedural question with regard to this Airport Contracting Policy, the question shall be directed to the staff that is managing the project.

All proposers and proposers’ partner(s), subcontractor(s), joint venturer(s), member(s), M/W/DBE partner(s), if applicable, shall execute and submit an Airport Contracting Policy Certification as part of your proposal.

Please list the proposers’ partner(s), subcontractor(s), joint venturer(s), members(s), M/W/DBE’s partner(s) below and ensure that a copy of the Airport Contracting Policy Certification has been executed and submitted for each of them as part of your proposal, or write “none” if applicable.

Proposer hereby acknowledges that the foregoing Airport Contracting Policy is understood and that the proposer will abide by it. As of the date of this RFP is issued, the Airport Contracting Policy is in effect.

Proposer Signature: _____

Proposer Name: _____
(please print)

Date: _____

List of Proposer’s Partner(s), Subcontractor(s), Joint Venturer(s), Member(s), and M/W/DBE’s Partner(s)		
Company Name (Write “None” if applicable)	Contact Name	Signature of Partner(s), Subcontractor(s), Joint Venturer(s), Member(s), and M/W/DBE’s Partner(s)

ATTACHMENT E

MAG Rent

_____ (Name of Proposer) hereby proposes a Minimum Annual Guarantee (MAG) rent of:

MANDATORY LEASED PROPERTY:

\$ _____ for rental of the fuel farm, fueling equipment, and 2,500 square feet of the existing 5,500 square foot terminal building at KSOW and access to the approximately 80,000 square foot north transient ramp and terminal parking lot during the first year of the Facility Agreement Lease; and

ADDITIONAL PROPERTY FOR LEASE (optional, under Section II (C)):

\$ _____ for rent of _____ (insert 1, 2 or 3) 8,100 square foot hangar(s); and

\$ _____ for rent of 20,000 square foot vacant land reserved for permanent FBP and Restaurant; and

\$ _____ for rent of 90,000 square foot north ramp.

\$ _____ **TOTAL PROPOSED MAG RENT**

Proposer: _____

Authorized Signature: _____

Typed Name: _____

Typed Title: _____

ATTACHMENT F

Projected Annual Cash Flow Statement

Proposer's Name: _____

Category	Year 1		Year 2		Year 3		Year 4		Year 5	
	Amount	% of Gross Receipts	Amount	% of Gross Receipts	Amount	% of Gross Receipts	Amount	% of Gross Receipts	Amount	% of Gross Receipts
Gross Receipts	\$	%	\$	%	\$	%	\$	%	\$	%
Cost of Goods		%		%		%		%		%
Gross Profit	\$	%	\$	%	\$	%	\$	%	\$	%
Operating Expenses:										
Utilities & Telephone	\$	%	\$	%	\$	%	\$	%	\$	%
Maintenance/Cleaning/Supplies		%		%		%		%		%
Insurance		%		%		%		%		%
Marketing/Advertising		%		%		%		%		%
Licensing Fees		%		%		%		%		%
Rent		%		%		%		%		%
Permit Fees		%		%		%		%		%
General & Administration		2%		2%		2%		2%		2%
Interest Expense		%		%		%		%		%
Other Misc. Expenses		%		%		%		%		%
Total Expenses	\$	%	\$	%	\$	%	\$	%	\$	%
Cash Flow From Operations	\$	-	\$	-	\$	-	\$	-	\$	-
Beginning Cash Balance	\$		\$		\$		\$		\$	
Plus: Cash Flow from Operations										
Minus: Debt Service (Principal Only)		-		-		-		-		-
Minus: On-Going Annual Capital Expenditures										
Ending Cash Balance Available to Proposer	\$	-	\$	-	\$	-	\$	-	\$	-

Prepare according to generally accepted accounting principles.

Financial Projections

Proposer's Name: _____

1. Please detail any assumptions used to prepare these financial projections.

2. Please provide a detailed description of the reasonableness of the proposed sales, operating expenses, net income, and annual cash flow projections proposed.

ATTACHMENT G

Historical Gross Sales Statistics

Proposer's Name: _____

Provide total Jet-A and AV Gas sales experience at all locations for the three (3) most current consecutive years.

Year	Number of FBO Locations	Total Gross Sales Jet-A	Total Gross Sales AV Gas	Approximate Square Footage

Briefly describe airports and/or other locations at which you currently sell Jet-A and/or AV Gas.

ATTACHMENT H

Facility Lease Agreement

ATTACHMENT I

Ground Lease Agreement

Please call (928) 532-4100 for details relating to this document.