



Gerald R. Ford International  
Airport Authority

Request for Interest  
# 1147

**REQUEST FOR INTEREST – NEW ENTRANTS  
RENTAL CAR CONCESSIONS FOR FUTURE RENTAL CAR FACILITIES  
AT GERALD R. FORD INTERNATIONAL AIRPORT  
SOLICITATION NO. 1147**

**Issue Date: September 8<sup>th</sup>, 2022**

**Pre-Response Question  
Deadline: September 22<sup>nd</sup>, 2022 at 2:00 PM  
Eastern**

**Pre-Response Questions to  
be submitted electronically  
to: [purchasing@grr.org](mailto:purchasing@grr.org)**

**Response Deadline: October 3<sup>rd</sup>, 2022 at 2:00 PM Eastern**

**Responses to be submitted  
electronically to: [https://www.dropbox.com/request/DET  
NFQmgpvqd6OUOcPw7](https://www.dropbox.com/request/DET<br/>NFQmgpvqd6OUOcPw7)**

***Note: All questions regarding this RFI must be submitted in writing to the Procurement Contact at the above-referenced e-mail address. Contact in any other format, or with any other employee, officer or Board Member of the Airport Authority is not permitted during the solicitation process. This contact prohibition extends to any consultant, contractor, subcontractor, or other representatives currently engaged by the Airport Authority to assist in the Future Rental Car Facilities Project.***

**DESCRIPTION:** Qualifications are being solicited from any responsible car rental company (hereinafter “Respondent”) interested in operating at Gerald R. Ford International Airport (hereinafter the “Airport”) to be put on a list of Qualified Respondents to bid as a New Entrant on a future Request for Proposal to enter into a future Concession Agreement and Facility Lease to operate an on-Airport rental car concession at the Airport.

***It is the Respondent’s responsibility to obtain and view all solicitation documents and addenda issued by the Gerald R. Ford International Airport Authority (hereinafter the “Authority”) for this RFI.***

This RFI, all attachments and addenda may be accessed via the Airport website at [grr.org/business-opportunities](http://grr.org/business-opportunities) by selecting the desired solicitation number.

## SECTION 1 – GLOSSARY OF TERMS

To the extent included in this solicitation document, the definitions following are:

- 1) **Airport Concession Disadvantaged Business Enterprise (ACDBE):** A concession certified by the Michigan Unified Certification Program (MUCP) as a for-profit small business concern –
  - a. That is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51 percent of the stock is owned by one or more such individuals; and,
  - b. Whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.
- 2) **Airport:** Gerald R. Ford International Airport
- 3) **Board:** The governing body of the Gerald R. Ford International Airport Authority
- 4) **Business:** An individual, firm, vendor, association, corporation, limited liability company, partnership, joint venture, sole proprietorship, or other legal entity
- 5) **Currency:** US Dollars
- 6) **Existing Operator:** A company, corporation, or partnership recognized under the laws of one of the states of the United States of America, authorized to do work in the State of Michigan, currently providing safe, efficient, and courteous rental car services to meet the needs of the traveling public at the Airport
- 7) **Freedom of Information Act (FOIA):** Federal government act that regulates and sets requirements for the disclosure of public records and defines when, how, and what information may be obtained from the Airport Authority by an interested party
- 8) **Joint Venture:** A partnership or other legal cooperative agreement between the two or more persons or entities
- 9) **New Entrant:** A company, corporation, or partnership recognized under the laws of one of the states of the United States of America, authorized to do work in the State of Michigan, having a sufficient fleet of automobiles to provide safe, efficient and courteous rental car services to meet the needs of the traveling public at the Airport, with demonstrable financial resources to meet the obligations of a rental car Concession Agreement and Facility Lease, as well as competence in the airport rental car business as evidenced by a national reservations system, creditworthiness, and satisfactory service levels at small, medium and large hub airports as such terms are defined by the Federal Aviation Administration
- 10) **Non-responsive Response:** A Response submitted in reply to this RFI where the Respondent does not, a) conform to all material requirements of the RFI, b) meet all required qualifications, or c) state that it will comply with ACDBE goal requirements. If a Respondent is not in compliance with the Airport Authority's requirements concerning ethics, debarment and /or arrearage, such Respondent shall have issued a Non-responsive Response.
- 11) **Partnership:** An agreement under which two or more persons agree to carry on a business, sharing in the profit or losses, but each is liable for losses to the extent of his or her personal assets

- 12) **Response Guarantee:** Security provided by a Respondent to the Airport Authority with a Response to guarantee the Respondent will enter into a contract with the Airport Authority within the time specified in the RFI or subsequent Request for Interest (RFI), as outlined herein
- 13) **Respondent:** A business that submits a Response to the Airport Authority pursuant to this RFI
- 14) **Qualified Respondent:** A Respondent who is qualified in all respects to fully perform the required service or to provide the required goods, and who possesses the integrity, experience, and reliability necessary for good faith performance. A Qualified Respondent meets the qualification requirements and conforms to the Airport Authority's requirements concerning ethics, debarment, and arrearage.
- 15) **Responsive Response:** A response to this RFI timely submitted by a Respondent in reply to, and in conformity with, all material requirements of this RFI as issued by the Airport Authority.

## SECTION 2 – GENERAL INSTRUCTIONS

- 1) **SOLICITATION INFORMATION AND QUESTIONS:** Respondents are advised to review this document in its entirety and to rely only upon the contents of this RFI and accompanying documents and any written clarifications or addenda issued by the Airport Authority. **THE AIRPORT AUTHORITY IS NOT RESPONSIBLE FOR ANY ORAL INSTRUCTIONS.** If a Respondent finds a discrepancy, error, or omission in the RFI document, the Respondent is requested to promptly notify the Procurement Contact noted on the Cover Page of this RFI, so that written clarification may be sent to all prospective Respondents. All questions must be submitted in writing by the Pre-Response Question Deadline. **No contact with other Airport Authority employees, officers or Board members regarding this document is permitted throughout the solicitation process. *This contact prohibition also extends to any consultants, contractors, subcontractors, or other representatives currently engaged by the Airport Authority to assist with the Future Rental Car Facilities Project.***
- 2) **RFI MODIFICATIONS / ADDENDA:** Clarifications or modifications may be made to this solicitation at the discretion of the Airport Authority. Any and all Addenda issued by the Airport Authority will be posted on the date noted on the Cover Page of this document. It is the responsibility of the Respondent to obtain any issued Addenda the Airport Authority and to acknowledge the Addenda on the Response Form. If any changes are made to this solicitation document by any party other than the Airport Authority, the original document in the Airport Authority's files shall take precedence.
- 3) **RESPONSE DEADLINE / LATE SUBMISSIONS:** The Response is due not later than the date and time listed on the Cover Page of this solicitation. The deadline date may in some instances change during the solicitation issuance period. If any deadline date for submission changes, such change will be issued in a published Addendum to this solicitation prior to the deadline date indicated on the Cover Page of this solicitation.
- 4) **ELECTRONIC RESPONSE SUBMISSION:** Failure to submit a timely Response, including: 1) a signature binding the offer, and 2) Response Guarantee, if required, may result in a Response being deemed Non-Responsive.

- a. The Respondent is also to submit the following required information:
    - 1) Electronic copy of the complete Response must be uploaded and submitted to the Airport Authority by the date and time listed on the Cover Page of this solicitation. The electronic file(s) submitted will be considered the original Response.
    - 2) The Response Guarantee as outlined in the Evaluation Criteria and Submittal Requirements.
    - 3) Statement of Qualifications Form (providing required information to show the Respondent meets each of the Minimum Qualifications as listed in this solicitation document).
    - 4) Business Information Questionnaire
      1. Certification concerning Iran: The Respondent certifies that its business neither (a) engages in investment activities in the energy sector of Iran, including the provision of oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran, nor (b) extends credit to another person or entity, if that person or entity will use the credit to engage in investment activities in the energy sector of Iran.
    - 5) Respondent must be in Good Standing with the State in which their business is domiciled. The Respondent must certify on its Business Information Questionnaire that it is in Good Standing or not required to obtain such a certificate or otherwise register with that state. If the Respondent is domiciled outside of Michigan, the Respondent will also be required to be in Good Standing with the State of Michigan or certify on its Business Information Questionnaire that it is not required to obtain such standing or otherwise register with the State of Michigan. How to obtain information regarding obtaining a Certificate of Good Standing from the State of Michigan may be found at: <http://www.michigan.gov.lara>
  - b. Submission of a Response establishes a conclusive presumption that the Respondent is thoroughly familiar with the Request for Interest (RFI), and that the Respondent understands and agrees to abide by each and all the stipulations and requirements contained herein.
  - c. All documentation submitted with the Response will become the property of the Airport Authority.
  - d. All costs incurred in the preparation and presentation of the Response are the Respondent's sole responsibility; no pre-response costs will be reimbursed to any Respondent.
  - e. Responses must be held firm for a minimum of 180 days from the Response Deadline date of this RFI.
- 5) **NO RFI RESPONSE:** Respondents who receive this RFI but do not submit a Response are requested to submit a notice to the Airport Authority stating the reason(s) for not responding.

- 6) **WITHDRAWAL:** Responses may be withdrawn or revised by notifying the Airport Authority up to the deadline date and time. No Response may be withdrawn after the deadline for submission.
- 7) **REJECTION OF RESPONSES:** Responses will be rejected for the following reasons:
- Respondent's failure to submit all required information of RFI.
  - Respondent's failure to meet minimum qualifications of RFI.
  - Respondent is in arrears or in default to the Airport Authority on any contract, debt, or other obligation.
  - Respondent is debarred by the Airport Authority from consideration for a contract award.
  - Respondent has a contract or other relationship with a client that is determined by the Airport Authority to be a legal or business conflict that is not waivable or that the Airport Authority, in its sole discretion, is unwilling to waive.

(NOTE: In the event a Respondent, including its subsidiaries, affiliated companies, and franchises, submits more than one (1) Response, the Airport Authority, at its sole option, will have the right to determine which Response will be considered, or reject all such multiple Responses.)

- 8) **CANCELLATION OF RFI:** The Airport Authority reserves the right to cancel this solicitation, in whole or in part, as well as reject any or all Responses, or to accept or reject any Response in part, and to waive any minor informality or irregularity in Responses received if it is determined by the Chief Executive Officer (CEO) or his designee that the best interest of the Airport Authority will be served by so doing. If the solicitation is cancelled or all Responses are rejected by the Airport Authority, the Airport Authority will formally notify all potential Respondents.
- 9) **PROCUREMENT POLICY:** Procurement for the Airport Authority will be handled in a manner providing fair opportunity to all businesses. This will be accomplished without abrogation or sacrifice of quality and as determined to be in the best interest of the Airport Authority. The Chief Executive Officer has the vested authority to execute a contract, subject to Board approval, where required.
- 10) **ELECTRONIC RESPONSE SIGNATURES:** An authorized official of the Respondent must sign Responses. Each signature represents binding commitment upon the Respondent to provide the goods and/or services offered to the Airport Authority if the Respondent is determined to be a Responsive Respondent. Properly authenticated electronic signatures are acceptable and shall be treated the same as if the signee had put pen to paper.
- 11) **QUALIFIED LIST:** It is anticipated that this RFI will result in a list of Qualified Respondents. If deemed qualified, Respondent will be notified and be invited to be part of the discussions for the Future Car Rental Facilities and be invited to bid on an on-airport New Entrant rental car site in a subsequent Request for Proposal.
- 12) **NO RFI RESPONSE:** Respondents who receive this RFI but who do not submit a Response are asked to email the Purchasing Department at Gerald R. Ford International Airport at [purchasing@grr.org](mailto:purchasing@grr.org) stating the reason(s) for not responding.

- 13) **FREEDOM OF INFORMATION ACT (“FOIA”) REQUIREMENTS:** Information submitted in this solicitation is subject to the Michigan Freedom of Information Act and may not be held in confidence after the Respondent's submission is opened. A submission will be available for review after the project has been awarded.
- GFIAA cannot assure that all of the information submitted as part of or peripheral to the Respondent's submission will be kept confidential. Any Respondent submission language designated as confidential is considered automatically invalid and void. GFIAA is subject to the Michigan Freedom of Information Act, which prohibits it from concealing information on or associated with responses, successful or unsuccessful, once they are opened.
- 14) **SECURITY BADGING:** It is not anticipated that response to this RFI will require Respondent to secure security badges.
- 15) **TITLE VI:** The Gerald R. Ford Airport Authority, in accordance with the provision of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C §§ 2000d to 2000d-4) and related Regulations, hereby notices, that all Respondents, including disadvantaged business enterprises OR airport concession disadvantaged business enterprises, will be afforded full and fair opportunity to submit Responses in response to this RFI and such businesses will not be discriminated against on the grounds of race, color or national origin. Such opportunity will extend to any contract entered into pursuant to this RFI.

## **SECTION 3 – PROJECT OVERVIEW & SCOPE OF WORK / SPECIFICATIONS**

### **A. INTRODUCTION**

The Gerald R. Ford Airport Authority (“the Authority”) requests submission of Statements of Qualifications from any responsible car rental company (hereinafter “Respondent”) interested in entering into a future Concession Agreement and Facility Lease to operate a rental car concession as a New Entrant at Gerald R. Ford International Airport (the “Airport”).

The Authority will evaluate the Respondents’ submissions and will thereafter invite those Respondents that the Authority determines to be qualified (hereinafter “Qualified Respondents”) to subsequently respond to a Request for Proposal for a Concession Agreement and Facility Lease to be awarded for Rental Car Concessions at the Airport (“RFP”), which is scheduled to be issued Q1 2023.

Currently, six companies provide rental car services at Gerald R. Ford International Airport. The rental car companies occupy 195,779 SF within the existing parking garage for ready and return operations. In addition, the rental car companies lease approximately 389,415.34 SF (8.94 Acres) northwest of the airport terminal for maintenance of their fleets. A sample of the current Rental Car Concessions and Lease Agreement is provided, for informational purposes only, in Attachment A to this RFI.

The Authority is in the process of planning Future Car Rental Facilities in a new structure east of the existing Parking Garage. The Ready/Return facility will be five levels in height (four elevated decks) with Level 5 assigned as overflow storage during the summer months only. (Note: During the winter months, Level 5 will not be used as no snow removal is anticipated. The Quick Turnaround Areas will be located on Levels 1 and 3 with an equipment mezzanine located on Level 2. Level 4 of the QTA structure will be designed to accommodate future vehicle storage, however, construction of this upper level will not occur until the current FAA tower is relocated.

The Future Car Rental Facilities will be funded by Customer Facility Charge (CFC) revenues. All Qualified Respondents will be invited to attend on-going meetings with the Authority and its consultants, regarding the planning, design, and development of the Future Car Rental Facilities as well as respond to the future RFP.

The Authority intends to offer a pre-sized site for a New Entrant through the RFP process. The site is anticipated to consist of: (a) Customer Service Building (CSB) space, (b) Ready/Return Area space; (c) Quick Turnaround Area (QTA) space, which includes stacking spaces, fueling positions, and vehicle wash bays. No maintenance bays are planned within the proposed facility. A minimum acceptable Proposal (Bid) amount will be assigned by the Authority to the New Entrant site.

The Airport Authority anticipates entering into negotiations for six (6) sites for use by existing Rental Car Operators that have reported gross revenues to the Airport Authority in the past

twelve (12) months more than four million, five hundred thousand dollars (\$4,500,000) (“Existing Operators”).

Further, the Authority anticipates it will designate one site for any Qualified Respondent to this RFI that has not reported gross revenue to the Authority for the preceding twelve (12) (“New Entrant”).

The Authority reserves the right to revise the Future Car Rental Facilities concept and the affected premises to be offered and will provide a final layout depicting the site packages, and a form of Agreement, with the final RFP.

A Qualified Respondent whose Proposal (Bid) is accepted by the Authority will then enter into a Concessions Agreement and Facility Lease for the New Entrant site package based upon its Proposal (Bid). The Concessions Agreement and Facility Lease is currently estimated to commence in calendar year 2025. The Concession Agreement and Facility Lease is subject to approval by the Airport Authority Board. Unless and until the Airport Authority Board gives its approval, the Authority has no authority or obligation to enter into a Concession Agreement and Facility Lease with a New Entrant.

(Note: The Airport Authority will not permit operation of rental car services on a “permit basis” (i.e., off-airport operator) at Gerald R. Ford International Airport).

## **B. BACKGROUND INFORMATION**

The Airport serves primarily as an origin-destination (O&D) airport (i.e., passengers beginning or ending their trip at the Airport). Based on data for 2019, the Airport was classified by the Federal Aviation Administration (FAA) as a Small Hub facility based upon its share of nationwide enplaned passengers. Based on data from the FAA, approximately 1.8 million enplaned passengers boarded aircraft at the Airport in calendar year 2019 (prior to the impacts associated with the COVID-19 pandemic), ranking the Airport the 75th largest in the U.S. The Airport has a diverse, stable base of air carriers and serves a medium sized O&D market.

Delta Airlines is the largest carrier at GRR, with approximately 30% of the enplaned passengers in 2022. Other domestic passenger airlines serving the airport in the 12 months ending December 2021 include *American Airlines, Southwest Airlines, United Airlines, Frontier Airlines, and Allegiant Air*.

Prior to the impacts associated with the COVID-19 Pandemic, the Airport had been experiencing stable passenger growth:

FY 2019	9.53%
FY 2018	15.53%
FY2017	5.78%

FY2016	4.23%
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Fiscal Year 2020 enplanements were 52% lower than FY2019 due to the reduction in air travel caused by the pandemic.

Similarly, Rental Car Revenue Gross Transactions reflected the stable growth in airport passengers over the same period.

**Rental Car Revenue – Gross Transactions Value**

FY 2020	\$27.2M
FY 2019	\$47.5M
FY 2018	\$44.2M
FY 2017	\$39.8M
FY 2016	\$37.8M

**C. GOALS**

The Authority’s objective is to enter into Concession Agreement and Facility Leases with experienced and financially sound single- or multi-brand rental car companies to provide rental car service concessions at the Airport that will help the Authority achieve the following goals:

- High-level of customer service by providing on-Airport customers with multiple rental car brand choices and convenient access to and from the terminal
- Increased capacity and maximized efficiency of on-Airport rental car facilities and operations, and
- Maximized revenue to the Airport Authority

## **SECTION 4 – SPECIAL REQUIREMENTS AND INSTRUCTIONS**

### **A. THE QUALIFICATION PROCESS**

1. Respondents are required to submit their qualifications (“Statement of Qualifications” or “SOQ”), including all relevant documentation, to the Airport Authority for evaluation, as described in this RFI.
2. The Authority will evaluate the Statement of Qualifications submitted by Respondents and determine which of the Respondents will thereafter be invited to submit Bids for the New Entrant site and described herein.
3. Once the Authority has determined the Qualified Respondents, the Authority will establish the exact sites and locations of the premises for each of the site packages, including the site upon which the Qualified Respondents for New Entrant will be invited to submit their Proposals (Bids).
4. Respondents shall submit with its Statement of Qualifications a Response Guarantee in the amount of Twenty Thousand Dollars (\$20,000), payable to “the Gerald R. Ford International Airport Authority”, which shall be returned to Respondent only if:
  - a) Respondent is notified by the Authority that it is not a Qualified Respondent; or
  - b) Respondent is notified that it is a Qualified Respondent, it subsequently submits a Proposal (Bid) in response to the Authority’s Request for Proposals (Bids), and the Proposal (Bid) is not accepted by the Authority. If a Respondent is notified that it is a Qualified Respondent, and subsequently does not submit a Proposal (Bid) or fails to execute a Concession Agreement and Facility Lease, the Authority shall retain its Response Guarantee. Each successful Qualified Respondent will be required to provide performance guarantees to the Authority upon execution of the Concessions Agreement and Facility Lease, in a form as determined by the Authority.
5. After a thorough review of all Statements of Qualifications, each Respondent will be notified in writing by the Airport Authority that either it does not meet the qualifications for further consideration, or that it is deemed a Qualified Respondent. By the first quarter of 2023, each Qualified Respondent will be invited to submit one (1) Proposal (Bid) for the New Entrant site package through a Request for Proposals (Bids). The RFP will be sent to each Qualified Respondent, and will contain the identity of each Qualified Respondent and the following Proposal (Bid) Documents:
  - a) RFP
  - b) Form of Concession Agreement and Facility Lease
  - c) Form of Letter of Credit or other acceptable Performance Guarantee.

### **B. QUALIFICATIONS CRITERIA**

1. MINIMUM QUALIFICATIONS
  - a) Respondents will be deemed Non-Responsive and rejected without any further evaluation if they, as a Business, do not meet the minimum qualifications. To be

considered a Responsive Respondent by the Airport Authority, the Respondent must meet all the following criteria:

- Be a recognized company, corporation, or partnership under the laws of one of the states of the United States of America and authorized to do business in the state of Michigan, and
- Demonstrate that Respondent has a sufficient fleet of automobiles to provide safe, efficient, and courteous rental car services at Gerald R. Ford International Airport to meet the needs of the traveling public at the Airport, and
- Demonstrate the Respondent has financial resources to meet the obligations of a rental car Concession Agreement and Facility Lease at Gerald R. Ford International Airport
- Demonstrate that Respondent has competence in the airport rental car business as evidenced by a national reservations system, creditworthiness, and satisfactory service levels at small, medium, and large hub airports as such terms are defined by the Federal Aviation Administration.
- Demonstrate to the satisfaction of the Airport Authority that the Respondent commits to maximize the participation of certified Airport Concessions Disadvantaged Business Enterprise (ACDBE) companies and comply with Part 23 of the Federal Code, and ACDBE rules and regulations. Respondent shall, in furtherance of required demonstration, provide an example of an ACDBE participation plan that has been successfully implemented at other Airports. *(Note: An ACDBE participation plan specific to Gerald R. Ford International Airport will be required to be submitted as part of a subsequent RFP and is not required in response to this RFI.)*

## 2. ADDITIONAL QUALIFICATIONS

- a) In addition to the above, to be considered a Responsive Respondent, the Respondent must provide evidence of the following:
  - New Entrants shall have operated on-site at a minimum of at least one airport in the United States or demonstrate the ability to operate in the airport environment requiring service to a large volume of passengers during peak times including providing shuttle services to accommodate customer pick-up and drop-off at designated locations within the airport environment.
- b) A Qualified Respondent will be required to operate its Concession at Gerald R. Ford International Airport under the brand name(s) or trade name(s) submitted by Respondent in its SOQ. Accordingly, a Qualified Respondent shall be required to indicate in its SOQ the single brand or family brand trade name(s) under which it will operate its concession at the Airport. Any single Respondent may operate its concession at the Airport under one (1) or more brand or trade name(s). Any single brand or family brand trade name(s) designated in

Respondents Statement of Qualifications must be 100% owned or controlled by the Respondent or be licensed to Respondent for its use.

- In no event will any Qualified Respondent be awarded more than one (1) Concession Agreement
- The Commencement Date of the Concession Agreement will be determined by the date of the Future Car Rental Facilities but is expected to be in calendar year 2024.

## SECTION 5 – SUBMITTAL REQUIREMENTS

### A. GENERAL SUBMITTAL REQUIREMENTS

1. **ELECTRONIC MEDIA FILE(S)**, which will be considered an original Response. These files must be in word-searchable portable document format (PDF) that permits the materials to be saved, viewed, printed, and retransmitted by electronic means. Each of the tabbed sections shall be bookmarked in the PDF file.
2. **RESPONSE FORMAT AND CONTENT:** Each Response should be prepared simply and economically. Responses shall be in the same order as listed in this Section and “tabbed” (bookmarked) as follows to ensure the Evaluation Committee is able to easily locate the information requested in this solicitation.

#### **Tab 1 – Signature, Certifications and Financial Statements:**

The Respondent must include the following, or the Response will be deemed Non-Responsive and rejected without any further evaluation.

- a) A signature binding the Submittal,
- b) Certification that it neither a) engages in investment activities in the energy sector of Iran, including the provision of oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran, nor b) extends credit to another person or entity, if that person or entity will use the credit to engage in investment activities in the energy sector of Iran, and
- c) A Financial Statement as noted in Tab 6

#### **Tab 2 – Experience and Qualifications:**

The Respondent must provide full and complete information sufficient to ascertain that it meets all minimum and additional qualifications as outlined in this RFI. Failure to submit complete information may result in the response being deemed Non-Responsive and rejected without further evaluation.

- a) Submit information that substantiates Respondent meets all the minimum qualifications and additional qualifications of this RFI. Provide a Statement of Qualifications to provide the required information for each qualification listed (as outlined in Tab 3). A reference contact or document that can verify that the Respondent has met the minimum qualifications is also required for each minimum qualification listed in this RFI.
- b) Describe the experience the Respondent has providing similar services, including the number of years in providing similar services.
- c) Describe the experience and qualifications of key personnel and the Project Manager that will be assigned to this project. Include detailed resumes for each key person and the Project Manager.

- d) State Respondent's total dollar value of business for each year for the past three (3) years.
- e) State whether any contracts to which Respondent was party has ever been terminated early, and if so, identify which ones and provide detail regarding the reason(s) for termination.
- f) State whether Respondent is party in any legal claim or lawsuit with any client as a result of Respondent's operation of a public service, and if so, describe the issues that precipitated the claim or lawsuit.
- g) State whether Respondent, or any entity in which Respondent has had ownership interest, ever had a bond or surety cancelled or forfeited. If so, state the name of bonding company, date and amount of the bond, and the reason for such cancellation or forfeiture.
- h) State whether Respondent, any entity in which Respondent has had ownership interest, has ever been declared bankrupt. If yes, state date, court jurisdiction, amount of liabilities and assets, type (e.g., Chapter 7, 11, 12, etc.), and resolution or status.
- i) Respondent must be in Good Standing with the state in which their business is domiciled. Respondent must certify on its Business Information Questionnaire that it is in Good Standing or is not required to obtain such a certification or otherwise register with that state. If the Respondent is domiciled outside of Michigan, the Respondent will also be required to be in Good Standing with the State of Michigan or certify on its Business Information Questionnaire that it is not required to obtain such certification or otherwise register with the State of Michigan. How to obtain information regarding obtaining a Certificate of Good Standing from the State of Michigan may be found at: <http://www.michigan.gov/lara>

### **Tab 3 – Statement of Qualifications**

Please provide a Statement of Qualifications (SOQ), including the following:

- a) Qualifications and Experience of the Respondent. Provide the number of years Respondent has engaged in rental car services, number of airports served by Respondent (indicate whether on- or off-airport), number of vehicles in Respondent's national fleet and total gross revenues generated.

**New Entrants:** Respondents shall provide three (3) other rental car business references including one other airport in the United States, if applicable. Respondents that have not operated at a minimum of one other airport must demonstrate their ability to operate in the airport environment requiring service to a large volume of passengers during peak times including providing shuttle services to accommodate customer pick-up and drop-off at designated locations in the airport environment.

- b) Each Respondent must state in its Statement of Qualifications, the brand name(s) or brand trade name(s) under which it proposes to operate its rental car concession. A Respondent may propose that legally separate and distinct rental car companies operate under a single concession license agreement, provided such companies are jointly and severally liable for payment of all amounts due under the Concession Agreement.
- c) Commitment to participation in the ACDBE Program
- d) Acknowledgement that, at the time of signing the SOQ, its parent company(s), its affiliates, its subsidiaries, its related entities, and its successors and assigns are current or have made payment arrangements for any outstanding debt owed to the Authority, including, but not limited to, concession fees and rents.
- e) Signature of an authorized officer of the Respondent entity submitting the Statement of Qualifications, properly witnessed, or attested.

**Tab 4 – Disclosures:**

- a) Respondents must disclose any potential Conflicts of interest as described in the General Instructions (*see Section 2 of this RFI*).
- b) Respondents must likewise disclose the business relationships with any affiliates such as manufacturers, suppliers, etc., which may have an advantage on future business opportunities due to the firm's relationship with the successful Respondent.

**Tab 5 – Exceptions:**

Respondent shall clearly identify any proposed deviations from the language in this RFI. Each exception must be clearly defined and referenced to the proper paragraph in the RFI. The exception shall include, at a minimum, the Respondent's proposed substitute language and opinion as to why the suggested substitution will provide equivalent or better service and performance. If no exceptions are noted in the Respondent's Response, the Authority will assume complete conformance with the RFI, and the successful Respondent will be required to comply accordingly. Respondents not meeting all requirements of the RFI may be rejected as Non-Responsive. The Airport Authority reserves the right to accept or to allow the Respondent to withdraw any or all exceptions.

**Tab 6 – Financial Statements:**

Respondent shall submit a copy of Respondent's latest audited, reviewed, or compiled financial statements (balance sheet, income statement, statement of cash flows, footnotes) prepared by an independent certified public accountant. The footnotes (sometimes referred to as Notes to the Financial Statement) are an integral part of the financial statements and must be included with Respondent's submission. If Federal, state, and local law, financial institutions, or company management does not require Respondent's company to have audited, reviewed, or compiled financial statements prepared by an independent certified public accountant, Respondent may, instead,

submit an internally generated balance sheet and income statement. If Respondent is providing an internally generated financial statement, Respondent is required to submit, with its response, an official statement indicating that Federal, state, and local law, financial institutions, or company management does not require Respondent's company to have audited, reviewed, or compiled financial statements prepared by an independent certified public accountant.

**Tab 7 – Response Guarantee:**

The Respondent is required to submit a refundable Response Guarantee (cashier's check only) in the amount of Twenty Thousand Dollars (\$20,000) made payable to Gerald R. Ford International Airport Authority. Respondent must submit photocopy of the Response Guarantee in the electronic response to this RFI. The original should be postmarked by the Response Deadline Date and sent to:

Gerald R. Ford International Airport Authority  
5500 44<sup>th</sup> SE, Grand Rapids, MI 49512

**Attn: Purchasing Department, RFI 1147**  
*(Tracking number may be requested.)*

*Failure to submit the properly postmarked Response Guarantee, Bond, or cashier's check in the specified form may result in the Response being deemed Non-Responsive and the Response rejected without any further evaluation.*

**Note: Return of Response Guarantee:** Response Guarantees will be return to Respondents immediately after the Authority has deemed a Respondent is either Non-Responsive or Not Qualified. Response Guarantees for all remaining Respondents will be held until the RFP process has concluded, or as otherwise agreed to by the Authority.

## **SECTION 6 – ATTACHMENTS**

### **ATTACHEMENT A – CURRENT RENTAL CAR CONCESSION AND LEASE AGREEMENT**