



## **Information Package**

**Proposals for Lease of Interior Concession Space at  
Charles Kirkconnell International Airport, Cayman Brac**



**Deadline for Submission:**

**Date: Friday, 28 April 2017**

**Time: 12:00PM**

## Part I. General Information

### 1.01 Purpose of Proposal

The Cayman Islands Airports Authority (CIAA) is requesting proposals from suitably qualified parties to lease interior concession space at the Charles Kirkconnell International Airport, Cayman Brac. The CIAA is seeking to attract a tenant that will assist the Authority in enhancing the visitor experience in Cayman Brac.

### 1.02 Background

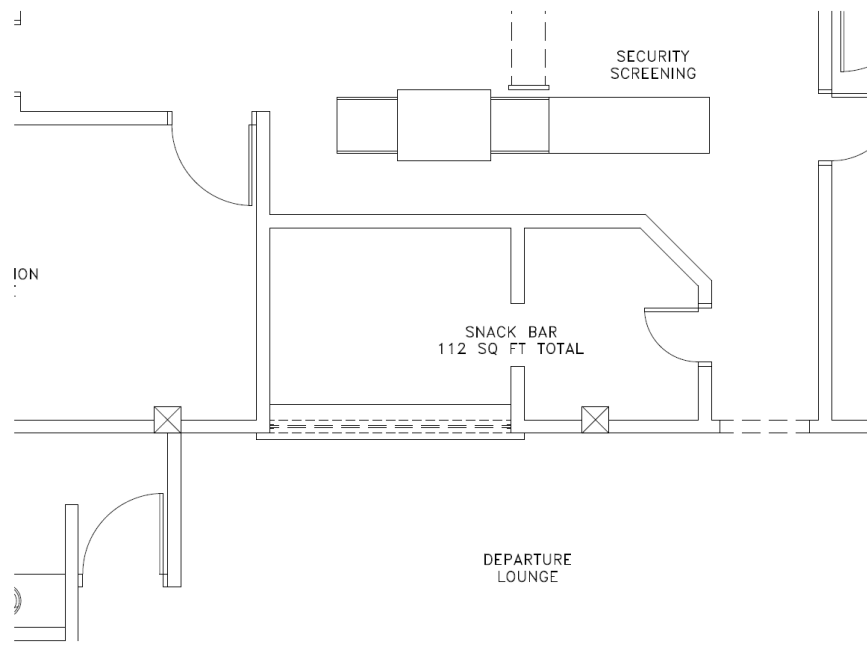
The Concession Space (hereinafter referred to as the “**Concession Space**”) is 112 square feet located in the Departure Lounge at the Charles Kirkconnell International Airport. The Concession Space was previously utilized as a snack bar and is still outfitted as such, with some or all of the fixtures being available for purchase from the former tenant/concessionaire. Whatever fixtures are not required, will be removed immediately.

### 1.03 Rental Rate

The monthly rental is \$187.00 per month plus utilities.

#### Site Map

The location of the store is shown as demarcated below.



## Interior:



*Note: All Fixtures and Furnishings shown in these images are available for purchase from the former lessee. If interested kindly liaise with the contact person at the CIAA for further details. These fittings will be removed IF they are not required by the new tenant.*

### 1.04 Use of Existing Space

It should be noted that the Charles Kirkconnell International Airport's Opening Hours are 7:00am to 7:00pm daily and the concessionaire will be expected to operate within this timeframe and earlier/later as required to accommodate flight activity. This is negotiable based on the type of business that is being established at this location.

Should the Tenant wish to modify the existing space, it shall be at their expense and approval is required from the CIAA. Also, it will be their responsibility to obtain any required inspections/approvals from the Building Control Unit (BCU) of the Planning Department.

### 1.05 Timetable

EVENT	DATE
Newspaper Notices	March 24 <sup>th</sup> & March 29 <sup>th</sup> 2017
Availability of Information Package	March 24 <sup>th</sup> 2017
<b>Mandatory</b> Site Visit	By appointment to be scheduled with CIAA Rep
Questions (if Any) Due	April 10 <sup>th</sup> 2017
Questions Answered by	April 21 <sup>st</sup> 2017
Proposal Response Date and Time	April 28 <sup>th</sup> 2017 12:00pm

## **1.06 Contact Person**

Upon release of this RFP, all Respondents communications should be directed in writing to the Contact Person listed below. Any oral communications will be considered unofficial and non-binding on the CIAA.

Name:	Ms. Kafara Augustine Business Development & Marketing Manager
Address:	Cayman Islands Airports Authority 298 Owen Roberts Drive P.O. Box 10098 Grand Cayman KY1-1001 CAYMAN ISLANDS
Telephone:	(345) 244-5809
E-mail:	<a href="mailto:kafara.augustine@caymanairports.com">kafara.augustine@caymanairports.com</a>

## **1.06 Site Visit**

A walk-through giving each individual or company the opportunity to visit the space must be arranged before the deadline for proposal submissions by contacting Ms. Kafara Augustine, at telephone (345) 244-5809 or email: [kafara.augustine@caymanairports.com](mailto:kafara.augustine@caymanairports.com).

## **1.07 Cost Incurred by Respondents**

Costs for developing proposals in response to the RFP are entirely the obligation of the Respondent and shall not be chargeable in any manner to the CIAA.

## **1.08 Rules and Regulations**

The selected Respondent shall comply with all laws, ordinances, and regulations applicable to the Lease contemplated herein, including, and Government's Planning Department development guidelines.

**1.09 Amendments** Changes to this RFP, when deemed necessary by the CIAA, will be completed in written amendment(s) issued prior to the Proposal due date. Respondents should not rely on any representations, statements, or explanations other than those made in this RFP or any amendment to this RFP. Where there appears to be a conflict between this RFP and any amendment thereto, the last amendment shall prevail. It is each Respondent's responsibility to assure receipt of all amendments to this RFP. Respondents should verify with the Contact Person that all amendments have been received prior to submitting a proposal.

## **Part II. Proposal Requirements**

### **2.01 Proposal Response Date and Location**

Sealed proposals in packages bearing the name and address of the Respondent and clearly marked, **"SEALED RFP, Lease of Concession Space at Charles Kirkconnell International Airport,"** must be submitted to the **Charles Kirkconnell International Airport Manager** no later than **12:00 p.m. on Friday, April 28<sup>th</sup> 2017** at the administrative offices at the Charles Kirkconnell International Airport, location given below. Respondents accept all risks of late delivery of mailed proposal regardless of fault.

**Sealed Proposals:** Respondent must submit **one (1)** original and **two (2)** copies to the following address:

Airport Manager  
Cayman Islands Airports Authority  
25 Church Close, Cayman Brac  
Charles Kirkconnell International Airport  
P.O. Box 58  
Cayman Brac KY2-2001  
CAYMAN ISLANDS  
Telephone: (345) 948-1222

**Submission Deadline: 12:00p.m. on Friday, April 28<sup>th</sup> 2017**

**Note:** The CIAA reserves the right to not to accept any Proposal submitted.

### **2.02 Business information/Execution of Proposal**

Each Respondent shall provide the following business information:

- A. The type of business making the proposal (i.e., sole proprietorship, partnership, limited partnership, corporation, limited liability company, or joint venture).
- B. The names of the individual owners of the business.
- C. The Respondents qualifications, years in business, experience in providing the level and type of service specified in the proposal.
- D. Current Bank references addressed to CIAA with name and phone number of bank representatives (must be no older than 30 days).
- E. Provide a copy of Trade and Business Licence and Certificate of Good Standing.

Proposals shall be executed in the name of the entity actually proposing to enter into the Lease with the CIAA and signed by an officer authorized to sign on behalf of the entity.

## **2.03 Minimum Proposal Requirements**

### **A. Term**

Five year lease term.

### **B. Rental**

The rental for this concession space \$187.00 per month for a 112 square feet space or CI\$2,244.00 per annum is non-negotiable.

### **C. Uses/Leasehold Improvements**

Proposals must clearly state the proposed use(s) for the space. Proposed usage descriptions must be in written terms, however, the Respondent is encouraged to submit drawing(s) of the proposed use along with the written descriptions.

### **D. Project Approach**

Proposals must include the Respondent's planned approach to the development and leasing of the concession space including, without limitation, the conceptual, development, and financial plans. The Selection Committee may consider, without limitation, impact to operations, compatibility, and the Respondent's experience and financial ability to implement the proposal, and other associated factors.

## **2.04 Insurance Requirements**

The Tenant will maintain the types of insurance as described in the Lease Agreement.

## **2.05 Stamp Duty**

Stamp Duty and any other property charges incurred shall be the responsibility of the successful tenant upon execution of a lease.

## **Part III. Proposal Selection**

## **3.01 Evaluation of Proposals**

### **A. Determination of Responsiveness**

Proposals will be reviewed first to determine if each Respondent has submitted the required information and met all submittal and proposal requirements set forth herein.

### **B. Selection Committee Meeting**

The Selection Committee shall meet to evaluate all proposals determined to be responsive by the CIAA.

**C. Scoring and Evaluation Factors**

The objective is to choose the Respondent most capable of achieving the goals and objectives of the Request for Proposal. Proposals will be evaluated for the overall “best value”. Total points that can be awarded is 100.

The proposals will be evaluated and ranked according to the following criteria:

- i. **Overall Mix of Brand/Concepts:** The overall concept and suitability; strength of brand/(s) – local and international and rationale for the proposed brand/concept. 25 points
- ii. **Financial and Investment Commitment:** – Demonstrate financial ability to perform. Provide sales and revenue projection for the first two years. Statement of how the proposed concepts will maximize sales and revenue. 25 points
- iii. **Customer Service, Marketing & Operations Plan:** – Describe quality assurance plan, approach to providing service during peak periods and increasing throughput; customer service standards, customer feedback, complaint and resolution process, service monitoring, and quality control; management plan, including on-site management, merchandising and pricing plan; and marketing and promotions plan. 20 points.
- i. **Experience and Qualifications:** Respondent’s qualifications, years in business, experience in providing the level and type of service/brand or concept; local management; record of accomplishment; qualifications, track record of company; references, recognition, awards, favourable reviews, honours as well as. 15 points
- ii. **Aesthetics and Design:** – Proposed design(s); use of available space to maximize sales and customer service. 15 points

**Total possible points: 100 points.**

The CIAA will rank the responses to this Request for Proposals according to the criteria listed above and will offer a space lease to highest ranked individual/company. If negotiations are unsuccessful, the negotiations will be terminated and the CIAA will offer a space lease to the second highest ranked individual/company.

The evaluation process will be conducted solely at the discretion of the CIAA.

End