

**McClellan-Palomar  
Airport Car Rental  
Request for  
Proposals/Bids**

**Palomar Airport Advisory Committee  
September 17, 2015**



September 17, 2015

# Request For Proposals/Bids

## Goal:

Open Competition to Identify Operators for Non-Exclusive Rental Car Concessions at McClellan-Palomar Airport in Carlsbad, California

# Objectives

- Continue to Provide Quality Rental Car Services
  - Wide Selection of Vehicles
  - Competitive Pricing
  - Customer Service

# Car Rental at CRQ

Two locations for each Car Rental Operator

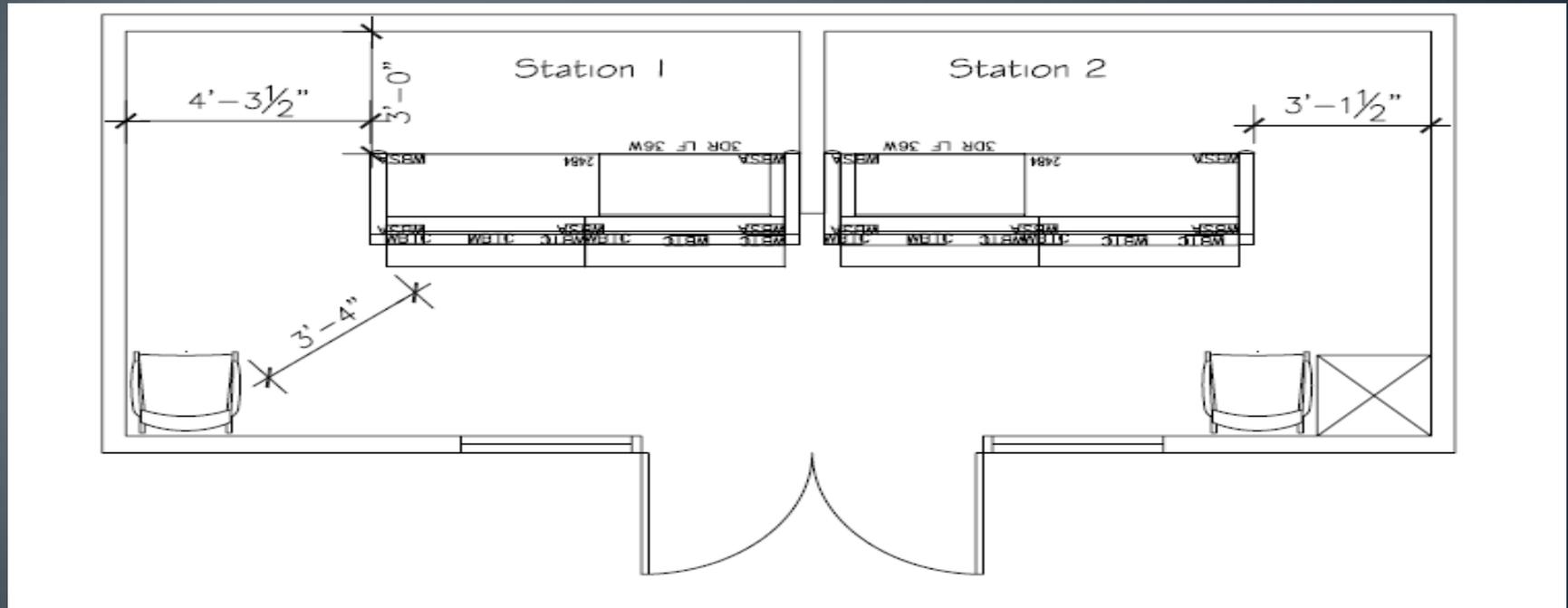
- Car Rental Concession Area – adjacent to Baggage Claim
- Car Rent Prep Area - Lower Parking Lot

# Location in Terminal



September 17, 2015

# Interior Floor Plan



# Pedestrian Bridge



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# Car Rental Prep Area



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# Submittal Requirements

- Letter of Interest/Business Plan
- Proposal
- Proposer's Questionnaire
- Proposed Economic Terms
- DBE Participation Form
- Acceptance of Lease
- Disclosure Form

# Minimum Financial Terms

Proposer shall provide bids on

- Minimum Base Monthly Rent
  - Office
  - Utilities
  - Prep Area
  - Meet or Exceed \$2,500
- Minimum Annual Guarantee
  - 10% of gross revenues
  - Meet or exceed \$115,000
  - 30% reduction if no commercial service

# Proposed Lease

- 5 year term
- Use Standard Lease Form
- Sample in RFP/B
- Any requested exceptions must be note in submission
- PAAC recommendation
- Board of Supervisors Approval

# Minimum Qualifications

- Experienced
- Customer Service
- 8 hours per day/360 Days a Year
- February 2016
- Accept Four Major Credit Cards
- Keep Auditable Records
- Offer a Variety of Vehicles

# Minimum Qualifications - continued

- Comparable Pricing
- Marketing
- Adequate Number of Trained Staff
- ADA
- Financial / Planning
- Disadvantaged Business Enterprise

# Evaluation Criteria

- Economic Terms
- Business Proposal
- Customer Service
- Experience
- References
- Financial Strength

# RFP/B Dates

Publish RFP	September 21, 2015
Pre-proposal	October 7, 2015
Proposals Due	October 19, 2015
Interviews	October 22, 2015
Selection	October 23, 2015
PAAC	November 19, 2015
Board	Dec 2015-Jan 2016
Lease Starts	February 1, 2016

*Dates subject to change*

**Questions?**