

# County of San Diego Department of Public Works, Airports

## Request for Proposals

“Operate an ATM Machine at McClellan-Palomar Airport in  
Carlsbad, California”



Proposal Due Date: [January 14, 2009 at 5:00pm PT](#)

*The date and time proposals are due shall be strictly observed.*

COUNTY OF SAN DIEGO  
Department of Public Works, Airports  
Gillespie Field Administration Building  
1960 Joe Crosson Drive  
El Cajon, California 92020

Issued December 26, 2008

# REQUEST FOR PROPOSALS

“Operate an ATM Machine at McClellan-Palomar Airport in Carlsbad,  
California”

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- Letter of Interest/Business Plan
- Non-refundable Proposal Fee of \$50.00
- Proposer’s Questionnaire
- Airport Economic Terms Form
- Disadvantaged Business Enterprises Participation Form
- Acknowledgment of Review and Acceptance of Airport Use Permit

Additional Materials:

Attachment A - Sample Airport Use Permit

## TARGET TIMELINE

### FOR REQUEST FOR PROPOSALS TO MANAGE AND OPERATE AN ATM MACHINE AT COUNTY OF SAN DIEGO'S MCCLELLAN-PALOMAR AIRPORT IN CARLSBAD, CA

<u>Description</u>	<u>Target Date for Completion</u>
Issue the Request For Proposals	December 26, 2008
Deadline for Submittal of Written Questions	January 10, 2009
Due Date for Submittal of Proposals to County	January 14, 2009
Final Selection of Successful Proposer	January 16, 2009
Open for Business	January 28, 2009
Airport Grand Opening	January 29, 2009

## INTRODUCTION

The County of San Diego, Department of Public Works, Airports ("County") is requesting proposals from all interested and qualified Offerors desiring to operate an ATM at the new McClellan-Palomar Airport ("Airport") terminal building.

The purpose of this Request for Proposals ("RFP") is to provide a format for the evaluation of offers from concessionaires who have the experience and qualifications necessary to meet the following objectives for an ATM at the Airport.

Objectives:

- ▶ Provide a high level of customer service at competitive pricing with customer access to many co-sharing financial institutions.
- ▶ Provide reasonable revenue to County Airports through rent, percentage rent and/or transaction fees.
- ▶ Encourage the participation of Disadvantaged Business Enterprises ("DBEs") wherever practicable.

A permit may be awarded to the Offeror that submits a proposal that best meets all of the qualifications required by the County as set forth herein and offers the greatest overall benefit to the County.

## CONTACT

Please contact Anne Paul, Senior Real Property Agent at 619-956-4819 email [anne.paul@sdcounty.ca.gov](mailto:anne.paul@sdcounty.ca.gov) if you have any questions.

## **PART 1 – SITE DESCRIPTION**

The County of San Diego owns and operates eight general aviation airports. McClellan-Palomar Airport, located in Carlsbad, is a major gateway to and from San Diego's North County (Thomas Guide page 1127, D-2). There were 215,847 airport operations during 2007. It provides facilities and services to commercial, corporate, and general aviation communities. It is home to approximately 344 based aircraft, with an estimated 52,598 commercial passengers departing from, and 49,453 commercial passengers arriving at, the terminal in 2007. The currently scheduled airlines serving McClellan-Palomar Airport may be found on the internet at the following web address: <http://www.sdcounty.ca.gov/dpw/airports/airskeds.html>.

The Palomar Airport Terminal Redevelopment Project is the result of combining 10 projects at McClellan-Palomar Airport into one integrated project, with a total construction cost estimate of approximately \$24,000,000. This integrated project includes the following: new terminal building and federal inspection facility, terminal access roads, terminal apron, vehicle parking lots, automated parking lot control systems, passenger movement facilities, airport security system, taxiway Charlie, infield drainage, and blast fence. Construction is substantially complete and passengers are departing and arriving from terminal. The Grand Opening dedication ceremony is to take place January 29, 2009 at 11:00 p.m. The location for the ATM will be with the vending machines located in the center of the terminal.

## **PART 2 – GUIDELINES AND REQUIREMENTS FOR PROPOSAL SUBMITTAL**

The County is looking for an experienced ATM operator. Targeted customers will include passengers using McClellan-Palomar Airport, those working at the airport, visitors to Carlsbad and people from the surrounding community. Proposers are asked to define the type of operation and machine that they feel will be most successful in this location based on their own knowledge and experience in the field. Additional consideration will be given to proposals that enhance passenger/customer experience.

***Please thoroughly review the materials contained in this Submittal Package. This information will guide you in the preparation of your submittal.***

### **LETTER OF INTEREST/BUSINESS PLAN**

This part of your submittal will be a narrative written on your letterhead. This narrative should contain the following elements.

#### *Who You Are*

Your letter of interest should identify who you are and present a description of your experience and qualifications to operate an ATM at the Airport. If you represent a company or other organization, please describe the key individuals that will be involved in the project if you are ultimately selected to operate the ATM concession. Include brief biographical statements for these key individuals.

### *Your Proposal*

Your narrative should continue with additional information on your proposal to operate and manage an ATM concession at the Airport. Information regarding proposed pricing must be included. Please identify any other permits or staff certification that will be required to operate this business at the Airport. Please include information on training and qualifications for employees.

### *Why You and Your Concept Would Be Good for McClellan-Palomar Airport.*

Please describe why you think your proposal would be good for the Airport. Please describe any unique benefits of your proposal.

### *Relevant Experience/Projects*

Please describe your relevant past or current experience that qualifies you and/or your organization to succeed in operating an ATM concession.

### **NON-REFUNDABLE PROPOSER'S FEE**

As a show of good faith interest in this Request for Proposals, Offeror shall submit a non-refundable Proposer's Fee of \$50.00, with the completed Proposal Package.

### **PROPOSER'S QUESTIONNAIRE**

In addition to the above documents, please complete the enclosed Proposer's Questionnaire. This is a very important part of your submittal for purposes of evaluating your qualifications. The first part of this questionnaire deals with personal information about you, and members of your organization. Please complete the appropriate sections that apply to you and your organization (i.e. sole proprietorship, partnership, corporation, or limited liability company). Please provide the business references requested. Please fill in the requested financial data completely, and attach the required forms or exhibits. In the sections dealing with your proposed method of operation and experience statement, you may refer to your narrative if the information requested has been provided there.

The submittal of a complete and detailed Proposer's Questionnaire will enable County Airports' staff to evaluate your qualifications in the best possible light. Please note that the confidentiality of the information you submit cannot be guaranteed because, under the Freedom of Information Act, all government records are potentially accessible by the public. This fact notwithstanding, County Airports staff will, within the legal limits of its administrative control, strive to protect the confidentiality of all personal and financial information submitted in connection with this RFP, and will use this information only for the purposes intended.

### **AIRPORT ECONOMIC TERMS FORM**

The Proposer should propose economic terms for a permit by completing the attached Airport Economic Terms Form. The County shall not be responsible for any fees associated with the issuance of any required permits directly tied to operating an ATM concession. The selected Proposer (Permittee) will be responsible for all fees and taxes associated with the operation and management of an ATM concession.

**PROPOSED PERMIT TERM**

The Offeror should propose their requested term for a Permit. County recommends a renewable term of at least (1) year. County prefers a longer commitment.

**DISADVANTAGED BUSINESS ENTERPRISES PARTICIPATION FORM**

Please complete this form stating that your business is willing to encourage Disadvantaged Business Enterprises participation.

**ACKNOWLEDGMENT OF REVIEW AND ACCEPTANCE OF TERMS**

Proposer shall be required to complete and submit, as part of the proposal package, the Acknowledgment of Review and Acceptance of Terms Form which is attached hereto. A sample copy of the Agreement has been included as an attachment to this RFP package.

**PART 3 – SELECTION PROCESS AND EVALUATION CRITERIA****Selection Process**

County Airports' staff will review all proposals, conduct a reference check and make any necessary follow up inquiries or the County may reject all proposals. County reserves the right to select a short-list of top-ranked Proposers, based on the initial response, and to request from those Proposers more detailed proposals before making a selection of the successful Proposer, if any.

The decision on selection or rejection will be made by January 16, 2009, unless additional time is required. If additional time is required, the Proposers will be notified of the County's need for additional time.

This RFP does not commit the County to award a Permit, to pay any costs incurred in the preparation of proposals, or to procure or contract for services or supplies. The County reserves the right to accept or reject any and all proposals received as a result of the RFP, to negotiate with any experienced and qualified Proposers, and to modify or cancel in part or in its entirety this RFP if it is in the best interest of the County.

**Evaluation Criteria**

Proposals will be evaluated based upon several criteria, including experience, proposed method of operation, management and revenue sharing.

## EVALUATION CRITERIA

The contract resulting from this RFP will be awarded to the responsible Proposer whose offer, while conforming to the requirements of the RFP, is determined to be the most advantageous to San Diego County Airports. Each proposal shall contain a complete response to the areas identified below.

1.	Business Proposal	50 POINTS
	a) Services Offered	
	b) Proposed Pricing/Fees	
	c) Proposed Maintenance/Restocking Schedule	
	d) Response Time for Service	
	e) Method of Operation	
	f) Customer Service	
	g) Disadvantaged Business Enterprises Participation	
2.	Revenue Sharing	50 POINTS
	a) Minimum Monthly Guarantee of Rent	
	b) Proposed Percentage Rent or Transaction Rent	
3.	Experience	40 POINTS
	a) Similar Business Experience	
	b) References	
	c) Financial strength	
5.	Miscellaneous	10 POINTS
	For benefits in proposals not considered by this criteria	
	<b>Total Possible</b>	<b>150 POINTS</b>

## **PART 4 – AIRPORT USE PERMIT**

### **Proposed ATM Airport Use Permit**

If a proposal is selected through this RFP process, the successful Proposer agrees to accept the terms of the attached Airport Use Permit. County may, at County's sole discretion, consider modest changes to the document as requested by Proposer on the Acknowledgment of Review and Acceptance of Terms Form to be submitted as part of this RFP package.

The term will be a renewable term of one (1) year. If this term is not feasible for your business plan you may propose an alternate term that may be considered but one year, renewable is the County's preference.

This RFP package includes a sample Airport Use permit. It is the Proposer's responsibility to determine if any additional permits are necessary for the operation of the ATM concession. The County shall not be responsible for any fees associated with the issuance of any required permits directly tied to designing, developing, or operating the ATM concession. Additionally, the selected Proposer for the ATM will be responsible for all fees and taxes associated with the day-to-day operation and its management. In addition, note the insurance requirements will be the responsibility of the selected Proposer.

The proposed terms shall not be construed as a binding agreement until transferred to a formal, written contract and approved by the Airports Director.

## **PART 5 - SUBMITTAL**

Proposals must be submitted in a format following the outline of this RFP and must include all of the required elements as described below and in the following section (PART 6 – Submittal Checklist and Required Proposal Forms). Proposals presented in any other format will be considered non-responsive and will be rejected. The proposal must be signed with the name and title of the person duly authorized to sign the offer. Proposals received after the time fixed for receiving them will not be considered. Late proposals may be returned to the Proposer unopened.

**Each proposal shall be delivered to San Diego County Airports, Gillespie Field, Real Property Department, 1960 Joe Crosson Drive, El Cajon, CA 92020-1236, ATTN: Ian Hodgson, on or before 5:00 pm PT, on January 14, 2009.** The proposal documents submitted shall be enclosed in a sealed envelope bearing the RFP title (i.e., Request for Proposals, "Operate an ATM Concession at McClellan-Palomar Airport in Carlsbad, California"), and the name and location of the place of business of the Proposer. It is the sole responsibility of the Proposer to see that the proposal is received on time. If the County decides to extend the deadline a notice will be posted at and our website:

[County of San Diego: Lease Opportunities](http://www.sdcounty.ca.gov/dpw/airports/airpub.html)  
[www.sdcounty.ca.gov/dpw/airports/airpub.html](http://www.sdcounty.ca.gov/dpw/airports/airpub.html)

### **Summary for Submitting a Proposal**

Proposals will be submitted on the forms provided with this RFP. Each submittal **must** contain the following completed documents:

- Letter of Interest/Business Plan
- Non-refundable Proposal Fee of \$50.00
- Proposer's Questionnaire
- Airport Economic Terms Form
- Disadvantaged Business Enterprises Participation Form
- Acknowledgment of Review and Acceptance of Terms

**Proposals are due by 5:00 pm PT, on January 14, 2009**, and must be delivered to:

COUNTY OF SAN DIEGO – AIRPORTS  
1960 Joe Crosson Drive  
El Cajon, CA 92020-1236  
Attn: Ian Hodgson

### **Basis for Selection**

The basis of selection of the successful Proposer, if any, will conform to the "Evaluation Criteria" described above.

### **Recommendation for Award or Rejection of Proposals**

The County of San Diego reserves the right to reject any and all proposals and to waive any formality in the proposals received. Airports staff will review all proposals and: (i) select a successful Proposer, (ii) select a short list of top ranked Proposers and request more detailed proposals from those candidates, (iii) reject all proposals, or (iv) negotiate outside this competitive process if a sufficient number of qualified, responsive proposals are not received. Following selection of a successful Proposer, if any, Airports' staff will execute an Airport Use Permit with the successful Proposer.

### **Selection without Discussion**

Proposers are cautioned that any selection hereunder may be effected without discussion. Each Proposer should present its best offer to County Airports.

### **Withdrawal of Proposals**

Any Proposer may withdraw its offer by written request at any time prior to the selection of the successful Proposer by Airports' staff.

## **PART 6 – SUBMITTAL CHECKLIST / REQUIRED PROPOSAL FORMS**

All forms described or provided in this Part 6 must be completed in full and submitted with each Proposal.

### **OFFEROR'S CHECKLIST**

**Checklist of items to be completed and submitted with Proposal.** The following forms and questionnaires are to be completed in full, fully executed, signed, and included as part of the Proposal you submit:

- Letter of Interest/Business Plan
- Non-refundable Proposal Fee of \$50.00
- Proposer's Questionnaire
- Airport Economic Terms Form
- Disadvantaged Business Enterprises Participation Form
- Acknowledgment of Review and Acceptance of Terms

### **LETTER OF INTEREST / BUSINESS PLAN**

See description of what is to be contained in this document in PART 2 of this RFP (GUIDELINES AND REQUIREMENTS FOR PROPOSAL SUBMITTAL) above.

### **NON-REFUNDABLE PROPOSAL FEE OF \$50.00**

Payment may be made in the form of check or money order only. County Airports cannot accept credit card payment. Please do not remit cash. Make check or money order payable to County of San Diego, Airports and reference CRQ ATM RFP fee on the check stub. Remit payment at the time of submitting Proposal.

### **PROPOSER'S QUESTIONNAIRE**

The Proposer must complete and submit part A1, A2, or A3 of the following Proposer's Questionnaire as applicable to their business (Sole Proprietorship/Small Business/Trust, Limited Liability Company, or Corporation) and Proposer shall also complete and submit parts B, C, D, and E and sign the statement where indicated.

Completion of this Proposer's Questionnaire is necessary to provide County staff with sufficient information about the Proposer to select an operator.

**PROPOSER'S QUESTIONNAIRE**

**PART A.1**

**(TO BE COMPLETED BY SOLE PROPRIETORSHIP / SMALL BUSINESS / TRUST)**

Completion of this Proposer's Questionnaire is necessary to provide County staff with sufficient information about the Proposer.

An ATM Agreement at McClellan-Palomar Airport in Carlsbad, California, shall not be considered until all the information requested in this Questionnaire is received. Statements must be complete and accurate. Omission, inaccuracy, or misstatement shall be cause for rejection.

Name of Proposer exactly as it will appear on the Lease: 1.	
Full Name and other Names or Aliases of Proposer: 2.	
Telephone: 3.	
Business Address: 4.	
Business Phone: 5.	Business Fax: 6.
Residence Address: 7.	How Long: 8.
Present Position or Title: 9.	
Date of Birth: 10.	Place of Birth: 11.
Spouse's Name: 12.	
Spouse's Date and Place of Birth: 13.	

**PROPOSER'S QUESTIONNAIRE**  
**PART A.2**  
**(TO BE COMPLETED BY LIMITED LIABILITY COMPANY - LLC)**

Completion of this Proposer's Questionnaire is necessary to provide County staff with sufficient information about the Proposer.

An ATM Agreement at McClellan-Palomar Airport in Carlsbad, California, shall not be considered until all the information requested in this Questionnaire is received. Statements must be complete and accurate. Omission, inaccuracy, or misstatement shall be cause for rejection.

**A Questionnaire must be provided for each member of the LLC.**

Name of LLC exactly as it will appear on the Lease: 1.	
Full Name and other Names or Aliases of Member: 2.	
Telephone: 3.	
Business Address: 4.	
Business Phone: 5.	Business Fax: 6.
Residence Address: 7.	How Long: 8.
Present Position or Title: 9.	
Date of Birth: 10.	Place of Birth: 11.
Spouse's Name: 12.	
Spouse's Date and Place of Birth: 13.	

**PROPOSER'S QUESTIONNAIRE**  
**PART A.2 *continued***  
**(TO BE COMPLETED BY LIMITED LIABILITY COMPANY - LLC)**

**LIMITED LIABILITY COMPANY STATEMENT**

1. State of Filing: \_\_\_\_\_
2. Date of Filing with Secretary of State: \_\_\_\_\_  
Enclose copy of filing and any operating agreement or supporting documentation.
3. Has the LLC transacted business in the County of San Diego, California?  
Yes ( )      No ( )      If yes, state most recent date: \_\_\_\_\_
4. Name, address and title(s) of the manager(s), if any:

<u>Name</u>	<u>Address</u>	<u>Title(s)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. Name, address and share of each member:

<u>Name/Title(s)</u>	<u>Address</u>	<u>Share %</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**PROPOSER'S QUESTIONNAIRE**  
**PART A.3**  
**(TO BE COMPLETED BY CORPORATION)**

Completion of this Proposer's Questionnaire is necessary to provide County staff with sufficient information about the Proposer.

An ATM Agreement at McClellan-Palomar Airport in Carlsbad, California, shall not be considered until all the information requested in this Questionnaire is received. Statements must be complete and accurate. Omission, inaccuracy, or misstatement shall be cause for rejection.

**A Questionnaire must be provided for each corporate officer (President, Vice-President, Secretary, and Treasurer) and for each Director holding 10% or more of the issued stock.**

Name of Corporation exactly as it will appear on the Lease: 1.	
Full Name and other Names or Aliases of Officer ( ) and/or Director ( ): 2.	
Telephone: 3.	
Business Address: 4.	
Business Phone: 5.	Business Fax: 6.
Residence Address: 7.	How Long: 8.
Present Position or Title: 9.	
Date of Birth: 10.	Place of Birth: 11.
Spouse's Name: 12.	
Spouse's Date and Place of Birth: 13.	

**PROPOSER'S QUESTIONNAIRE**  
**PART A.3 *continued***  
**(TO BE COMPLETED BY CORPORATION)**

**CORPORATION STATEMENT**

1. State of incorporation: \_\_\_\_\_
2. Date of incorporation: \_\_\_\_\_
3. Is the corporation authorized to do business in the State of California?  
 Yes ( )      No ( )      If yes, as of what date: \_\_\_\_\_
4. The corporation is held:      Publicly ( )      Privately ( )
5. If publicly held, how and where is the stock traded? \_\_\_\_\_

6. List the following:

	Authorized	Issued	Outstanding
(a) No. of Voting Shares:	_____	_____	_____
(b) No. of Non-voting Shares:	_____	_____	_____
(c) No. of Shareholders:	_____	_____	_____
(d) Value per share of Common Stock:			
Par \$	_____		
Book \$	_____		
Market \$	_____	As of	_____ / _____ / _____

7. Name, address and share of each member:

<u>Name/Title(s)</u>	<u>Address</u>	<u>Share %</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**REFERENCES**  
**PART B**  
**(TO BE COMPLETED BY ALL PROPOSERS)**

List up to four persons or firms with whom the Proposer has conducted business transactions during the past three years. At least two of the references named are to have knowledge of the Proposer's debt payment history. At least one reference must be a bank or lending institution with which the Proposer is presently conducting business.

**REFERENCE NO. 1**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Firm: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Nature and magnitude of purchase, sale, loan, business association, etc.:

\_\_\_\_\_

\_\_\_\_\_

**REFERENCE NO. 2**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Firm: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Nature and magnitude of purchase, sale, loan, business association, etc.:

\_\_\_\_\_

\_\_\_\_\_

**REFERENCE NO. 3**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Firm: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Nature and magnitude of purchase, sale, loan, business association, etc.:

\_\_\_\_\_

\_\_\_\_\_

**REFERENCE NO. 4**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Firm: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Nature and magnitude of purchase, sale, loan, business association, etc.:

\_\_\_\_\_

\_\_\_\_\_







## AIRPORT ECONOMIC TERMS FORM

The Proposer should propose economic terms for a Permit. The County shall not be responsible for any fees associated with designing, developing, and operating the ATM, or the issuance of any required permits directly tied to designing, developing, or operating the ATM concession. The selected Proposer will be responsible for all fees and taxes associated with the day-to-day operation and management.

### Fee Proposal:

#### Minimum Base Monthly Rent (MBMR)

Please propose a minimum base monthly rent (MBMR) for a Permit in the event you are selected as a successful Proposer. The MBMR for each month must meet or exceed \$100.00 as the Proposer is not separately charged for the electricity.

**Minimum Proposed:**     \$ \_\_\_\_\_ per Month

The final terms of an Airport Use Permit will be negotiated between the selected Proposer and Airports' staff, subject to review and approval by the Airports Director.

#### Percentage/Transaction Rent

In addition to the MBMR (base rent) described above, the proposer is encouraged to a percentage of gross revenues generated by the ATM concession or a transaction fee based on the number of users. This will require monthly reporting showing usage by the ATM machine.

#### Minimum Proposed Percentage/Transaction Rent:

\_\_\_\_\_ % of Gross Revenues; or \$ \_\_\_\_\_ per transaction.

# DISADVANTAGED BUSINESS ENTERPRISES PARTICIPATION FORM

A. **SUBMIT this form with your proposal.**

**Name of Company \_\_\_\_\_ is willing to encourage Disadvantaged Business Enterprises participation as described below.**

1. Offerors should be willing to make good faith efforts to encourage Disadvantaged Business Enterprises (DBE's) to participate. The Offeror can meet this requirement in one of three ways: **First**, if the Offeror is itself a certified DBE; **second**, documenting commitments for participation by certified DBE firms; or **third**, documenting good faith efforts.
2. In the event the Offeror qualifies as a DBE as defined below, please provide DBE Certificate or Control Number.

**C. DISADVANTAGED BUSINESS ENTERPRISES (DBE)** means a for-profit small business concern that is at least fifty-one percent (51%) owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which fifty-one percent (51%) of the stock is owned by one or more such individuals; and whose management and daily business operation are controlled by one or more of the socially and economically disadvantaged individuals who own it and has been duly certified in the state in which they do business.

**D. GOOD FAITH EFFORTS** means efforts to encourage participation by DBE's to the greatest extent practicable or to meet any requirement of an established DBE program, which, by their scope, intensity, and appropriateness to the objective, can reasonably be expected to fulfill the program requirements. Evidence of good faith efforts include the names, addresses and current telephone numbers of DBE's that were considered, and evidence as to why agreements could not be reached for DBE's to participate in the program.

**E. A DBE PARTICIPANT** is a business that has a direct area of responsibility in the operation of ATM concessions.

CERTIFICATION: I hereby certify that the information which I have provided on this form is true and correct, that I am authorized to sign on behalf of the business set out above.

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

# ACKNOWLEDGMENT OF REVIEW AND ACCEPTANCE OF AIRPORT USE PERMIT

**GENERAL INFORMATION.** The Proposer hereby certifies that it has thoroughly reviewed the attached Proposed Airport Use Permit and that, in the event it is selected as a successful Proposer, it will accept the terms of the proposed permit with the following exceptions:

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Please note that the following sections of the Proposed Airport Use Permit will not be subject to change at the request of Proposer: Possession and Use, Security, Environmental and ALP Compliance, Indemnification and Insurance, Hazardous Materials, Nondiscrimination, Affirmative Action Program, and Waiver of Relocation Assistance Benefits.

The proposed Airport Use Permit terms shall not be construed as a binding agreement until transferred to a formal, written contract and approved by the Airports Director.

**CERTIFICATION:** I hereby certify that the information which I have provided on this form is true and correct, that I am authorized to sign on behalf of the business set out above and if requested by the County will provide, within ten (10) days of notice, the necessary documents to substantiate the information provided on this form.

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Dated:** \_\_\_\_\_