

EOI 22-001

## CALL FOR EXPRESSIONS OF INTEREST

Kamloops Airport Ltd. invites the submission of qualifications and expressions of interest to establish Food and Beverage services at Kamloops Airport.

Interested parties are encouraged to submit a response to this Expression of Interest by May 13, 2022.





## EXPRESSION OF INTEREST FOR AIRPORT FOOD and BEVERAGE CONCESSIONS

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Kamloops Airport Ltd. (KAL), operator of the Kamloops Airport invites the submission of qualifications and expressions of interest to establish food and beverage services at the Kamloops Airport terminal building.

As we rebuild to our record passenger numbers of the pre-COVID-19 pandemic period, we are looking at opportunities to diversify and optimize our revenue streams, and improve our passenger's experience and satisfaction. The goal of this EOI is to:

- (1) Support Local – preference will be given to locally based businesses that support local or regionally sourced product;
- (2) Enhance service excellence to passengers and the airport community;
- (3) Seek innovative and flexible food and beverage offerings with broad customer appeal;
- (4) Optimize concession revenues.

If you are a local business owner that has demonstrated experience operating comparable businesses, and are interested in this opportunity at Kamloops Airport, you are invited to complete and submit a response to this Expression of Interest by May 13, 2022 at 3:00 pm.

Should you have questions about the information requested below, or the submittal process, please notify the KAL in writing explaining the issue and/or question and send it to:

Kamloops Airport Ltd.  
101-3035 Airport Road  
Kamloops, BC  
V2B 7X1

or

[accounts@kamloopsairport.com](mailto:accounts@kamloopsairport.com)

Attention: Ed Ratuski



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### SCOPE AND REQUIREMENTS OF REQUESTED SERVICES

KAL's intent is to solicit interest to introduce food and beverage (F&B) service concepts that suit not only the needs of the travelling public but are also adaptable and able to serve the growing number of airport-based companies and their employees. Respondents may express an interest in a combination of concepts for current and future growth opportunities. Furthermore, KAL may choose, at its sole discretion, to issue a Request for Proposal (RFP) for specific concession opportunities.

#### 1. Concepts

KAL is committed to fostering F&B offerings that incorporate high quality products and services in a unique environment, support locally based businesses, and extend beyond the passenger experience to wider airport community. The F&B program should include established local food and beverages concepts with strong reputations for superior quality and service.

In developing concepts for this request, Respondents should consider the potential revenue opportunities that incorporate not only the passenger base but the wider airport community and Kamloops' North Shore neighbourhoods.

Additional revenue streams may include:

- Catering
- Take out, delivery, online/preorder, grab and go
- Meal prep for wildfire personnel
- Convenience retail and local gift
- Vending
- Local beer/wine offerings

KAL is open to considering all concepts. One or a combination of ideas will be considered.

#### 2. Premises

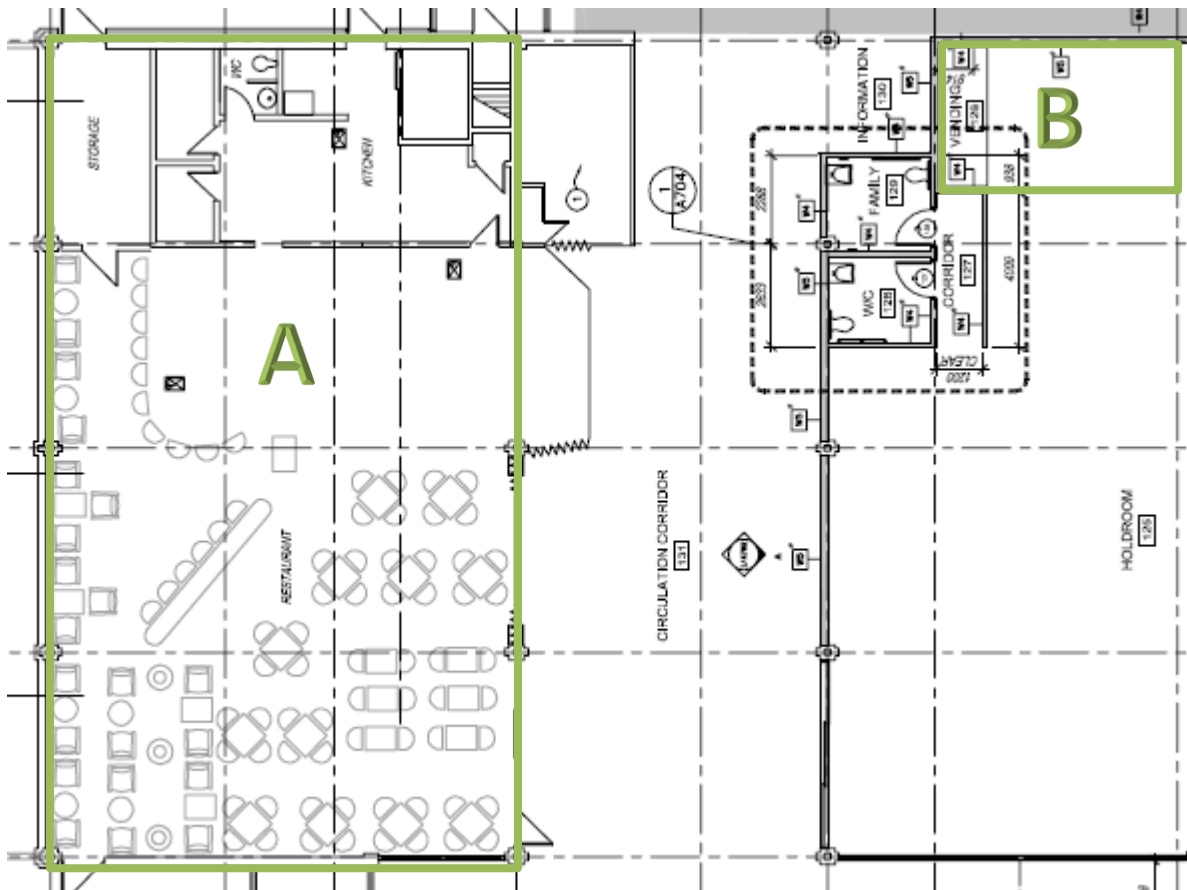
Current concession spaces are detailed below however they are not limited to these spaces. Concessions could extend to internal/external opportunities such as patio or food cart/truck scenarios. KAL will have the discretion to award concessions to one or more

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proponents as it deems appropriate, to be in the best interest of the Airport and its customers. Concepts and space design should promote efficient operations and complement locally established themes while providing customers with a comfortable, satisfying experience.

A – Restaurant/ Lounge	1	252 m2
B – Holdroom	1	30 m2



The size of each concession location is based on current layout and is subject to change without liability to KAL. Any changes will be issued in the form of an addendum.



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### **3. Hours of Operation**

Concessions operate seven days a week during such hours as negotiated with KAL. Generally, we expect the F&B operation to open a minimum of two (2) hours prior to the first scheduled departing flight and accommodate a minimum of 90% of the departing flight schedule

### **4. Services and Utilities**

The following will be provided by the KAL:

- Space heat and ventilation
- Use of terminal washroom facilities

### **5. F&B Equipment**

The restaurant/lounge equipment list includes but is not limited to the following:

6x8 Foster walk in cooler  
Garland Grill  
Frymaster Deep Frier  
Warming trays  
Bakers oven and stove

A full list will be provided if/when we enter negotiations. All items are as is.

### **6. Term of Concession Agreement**

Depending on the use and location as well as capital investment proposed, lease agreements shall be for a period of up to five (5) years with options to renew.

### **7. Compensation to the KAL**

Depending on the proposal, Respondents can expect rent to be in the form of a combination of the following:

- Percentage of the monthly gross sales
- Minimum Monthly Guarantee
- Base Rent which will equal a set rate per square meter



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- an amount equal to 0.5 percent of gross sales for a marketing fund to be controlled by KAL its designated agent for the purpose of advertising, publicity, promotional materials and other activities appropriate for marketing the airport and its tenants who participate in the fund.

### **8. Capital Investment and Improvements**

Proponents are encouraged to consider and identify their capital investment for improvements and fixtures, furnishings and equipment. There may be grants available to assist with this and KAL is willing to explore these with you.

### **9. Submission**

Submissions shall be sent Attention: Ed Ratuski and labeled Airport Concessions EOI 22-001 and forwarded to:

Via courier:

Kamloops Airport Ltd.  
101-3035 Airport Road  
Kamloops, BC  
V1S 1A5

Electronically:

[Accounts@kamloopsairport.com](mailto:Accounts@kamloopsairport.com)

Proponents using electronic transmission assume the entire risk that the document will be properly received by KAL, on time or at all, and that all other requirements herein will be satisfied. Without limiting the generality of the foregoing, KAL shall not be liable to a proponent if the proponent's document is not properly received on time, or at all, due to the malfunctioning of KAL's equipment, the errors or omissions of KAL's employees or agents, or for any other reason whatsoever.

### **10. Selection Process**

The information provided by the response to this Expression of Interest will be used as a database of individuals and businesses interested in operating at Kamloops Airport. At KAL's sole discretion, a Request for Proposal (RFP) may be issued to only those that have expressed an interest in qualifying through this document or may be posted on the



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website ([www.kamloopsairport.com](http://www.kamloopsairport.com)) and BC BID to which all interested individuals and businesses may respond.

KAL will review the submittals received and may choose to enter into discussions or negotiations with one or more of the Respondents with the intent of reaching an agreement with the Respondent(s) who best meets KAL's goals. KAL may begin to make selections from the qualified Respondents immediately or may keep proposals on file for future opportunities. KAL reserves the right to accept any submittal and/or any part or parts thereof and/or to reject any or all submittals.

### **11. Consent to Investigation**

KAL's determination as to whether a Respondent is qualified and responsible will be based on information provided by its submittal, economic disclosures, interviews (if applicable) and other sources deemed to be valid by the KAL. A concession will not be awarded until all investigations of the Respondent's business experience, financial responsibility and character that KAL deems necessary are completed. By submitting an Expression of Interest, the Respondent agrees to permit and cooperate with such investigations.

### **12. Respondent's Costs**

All costs incurred by Respondent in preparation of Respondent's submittal (including costs associated with interviews) will be borne by respondent. KAL is not responsible for any costs associated with this Expression of Interest submission.

### **13. Ownership**

All submittals and supplementary material will become the property of the KAL.

### **14. Award Subject to Approval**

All awards of concessions under this Expression of Interest, are subject to the approval of KAL and Vantage Airport Group.

### **15. Representation by Brokers**

KAL will not be responsible for any fees, expenses or commissions for brokers or their agents. Communications by or between employees of or agents of KAL and any potential or actual Respondent broker or agent are not to be construed as an agreement to pay, nor will KAL pay any such fees, expenses, or commissions. Respondent must hold KAL harmless from any claims, demands, actions or judgments in connection with such





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broker fees, expenses, or commissions.

### **16. Disclaimer**

The information contained in this document is provided to assist prospective Respondents in the preparation of a submittal. KAL assumes no responsibility for the use of this information by Respondents and does not guarantee the accuracy of the information.

### **17. EVALUATION CRITERIA**

All submittals will be reviewed and evaluated. The following items will be considered in the evaluation of submittals:

1. Experience and Qualifications of Respondent
  - Experience with concepts similar to that being proposed.
  - Professional references.
  - Quality of existing facilities operated by Respondent as determined by review of photographs submitted by Respondent and possible site visits.
  - Commitment and involvement of the Respondent's ownership and management in the operation of the concession and the flexibility and willingness to adapt to the changing environments
2. Concept
  - Quality and variety of products.
  - Innovation of overall theme.
  - Flexibility
  - Visual presentation of concept including creativity and innovativeness of facility design.
3. Financial capability of Respondent.
4. Commitment to participation in the operation of the concession.
5. Completeness and comprehensiveness of the information provided.

KAL will also consider the past performance of the Respondent, and its constituent individuals or entities as applicable, on other leases or contracts with KAL or other entities in terms of quality of work and compliance with performance schedules. KAL may solicit from other available sources, relevant information concerning the Respondent's record of past performance.

Submittals will be evaluated to ensure compliance with all applicable KAL, municipal, provincial



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and federal, policies, laws, ordinances and statutes.



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**ATTACHMENT A**

Respondent's Name \_\_\_\_\_

Company Name: \_\_\_\_\_

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

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

E-mail Address: \_\_\_\_\_

Sole Proprietorship \_\_\_\_\_

Date and Location Established: \_\_\_\_\_

**Owners/Officers**

President: \_\_\_\_\_

Vice President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

**Directors**

Chair of the Board: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Is this business currently registered to do business in BC? Y or N

Is this a locally owned business? Y or N

Does this business source some or all of their product locally? Y or N

Business Plan attached? Y or N

Area of Interest/Business Concept:

- Lounge  Food and Beverage  Convenience Retail  Specialty Gift  
 Other \_\_\_\_\_



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**ATTACHMENT B**

**Business plans should provide the following:**

**Business/Concept**

The Respondent should include an introduction of the business and how it aligns with our concession goals. Respondent must include a detailed description of its proposed business concept and the preferred location.

**Experience and Qualifications**

Respondent must explain in detail the number of years and extent of Respondent's restaurant, retail and/or business service experience with special emphasis on prior experience with the operation and management of such facilities.

This information should include at least the following:

- Proponent Names and locations operated by the Respondent in the prior five years.
- Description of merchandise concepts.
- Sales volume of each existing operation, listed by merchandise category, for the past two years.
- Balance sheet and income statements for the last two (2) fiscal years