

LEASING OPPORTUNITY

Restaurant Area

Bend Municipal Airport Terminal Building

GENERAL INFORMATION

The Opportunity

The restaurant area at the Bend Municipal Airport offers an opportunity for a qualified applicant to provide food services at the Bend Municipal Airport, which is a general aviation airport located approximately five miles northeast of the city of Bend.

Subject Property

The restaurant area is located on the second floor of the terminal building at the Bend Municipal Airport. The restaurant area is approximately 2,200 square feet and includes a kitchen area, dining area, and patio space. The leased premises includes existing fixtures in support of a commercial kitchen, including but not limited to, a walk-in freezer, oven, stovetop, fryer, sink, hood, and deli station. No furniture is included or provided.

APPLICATION INFORMATION

Minimum Qualifications

To be eligible for consideration, the applicant must meet the following minimum requirements:

1. Minimum of three years' prior experience in restaurant or café services (the experience of the entity, manager, chef and/or owner may be considered)
2. Financial capability to operate the facility
3. Ability to obtain all required licenses and permits
4. Adequate insurance as required by the lease (\$2M per occurrence/\$4M in the aggregate)



APPLICATION REQUIREMENTS

Organization/Company Overview

Please provide the following information about your organization/company:

1. Name of organization/company
2. Owner(s)
3. Contact person and contact information (including address, phone number, and email address)
4. Years in operation and/or in business

Experience and Capacity of Organization/Company

Provide a brief introduction and background on your organization; demonstrated financial status (e.g., Gross Annual Sales; Net Earnings / Loss for the most current year); and ability to finance improvements, equipment, governmental fees and charges and ongoing operational expenses.

Proposal / Operating Plan

Provide a brief description of the services you are proposing and a sample of the menu items that will be offered. Include, if any, catering or special events that will be proposed uses at this location. Outline any special needs that the operation will require.

If possible, provide schematic design drawings and/or other visual images that show how you intend to utilize the interior space and extent of any proposed modifications.

Proposed Lease Terms

A lease draft will be provided upon request.

References

List contact information for three professional references, including one bank reference.

PROCESS FOR SUBMISSION OF PROPOSALS

Proposal Submission

Submit completed application to Misty Driggers: mdriggers@bendoregon.gov



REVIEW OF PROPOSALS

The City will review proposals on a first come, first serve basis. The City may choose to schedule interview with the top applicants and select a proposal after the interview process.

PUBLIC RECORD AND PROPERTY OF THE CITY

All information submitted by a Proposer in response to this RFP shall become the property of the City.

All documents received by the City are subject to public disclosure after the City selects a proposal. Information deemed by the Proposer as exempt under Oregon's public records law should be **clearly marked** by the proposer as "Proprietary." Marked pages should be placed in a group separate from the remainder of the proposal. The City will make an independent determination regarding exemptions applicable to information that has been properly marked and segregated. The City will attempt to maintain the confidentiality of materials clearly marked "Proprietary" to the extent allowable under Oregon Public Records Law.

BUSINESS INCLUSION AND DIVERSITY

Minority, Women-Owned, Emerging Small and Veteran-Owned businesses are encouraged to submit a proposal. Proposers are encouraged to involve participation of small, minority, women, and veteran-owned business enterprises. A directory is available from the **Certification Office for Business Inclusions and Diversity (COBID)** website, or by telephone, 503-986-0078.



EXHIBIT A-1 MAP / AERIAL PHOTO SHOWING LOCATION

Location of the Airport Café is shown on map below, located on the second floor of the terminal building, adjacent to Runway 16-34.

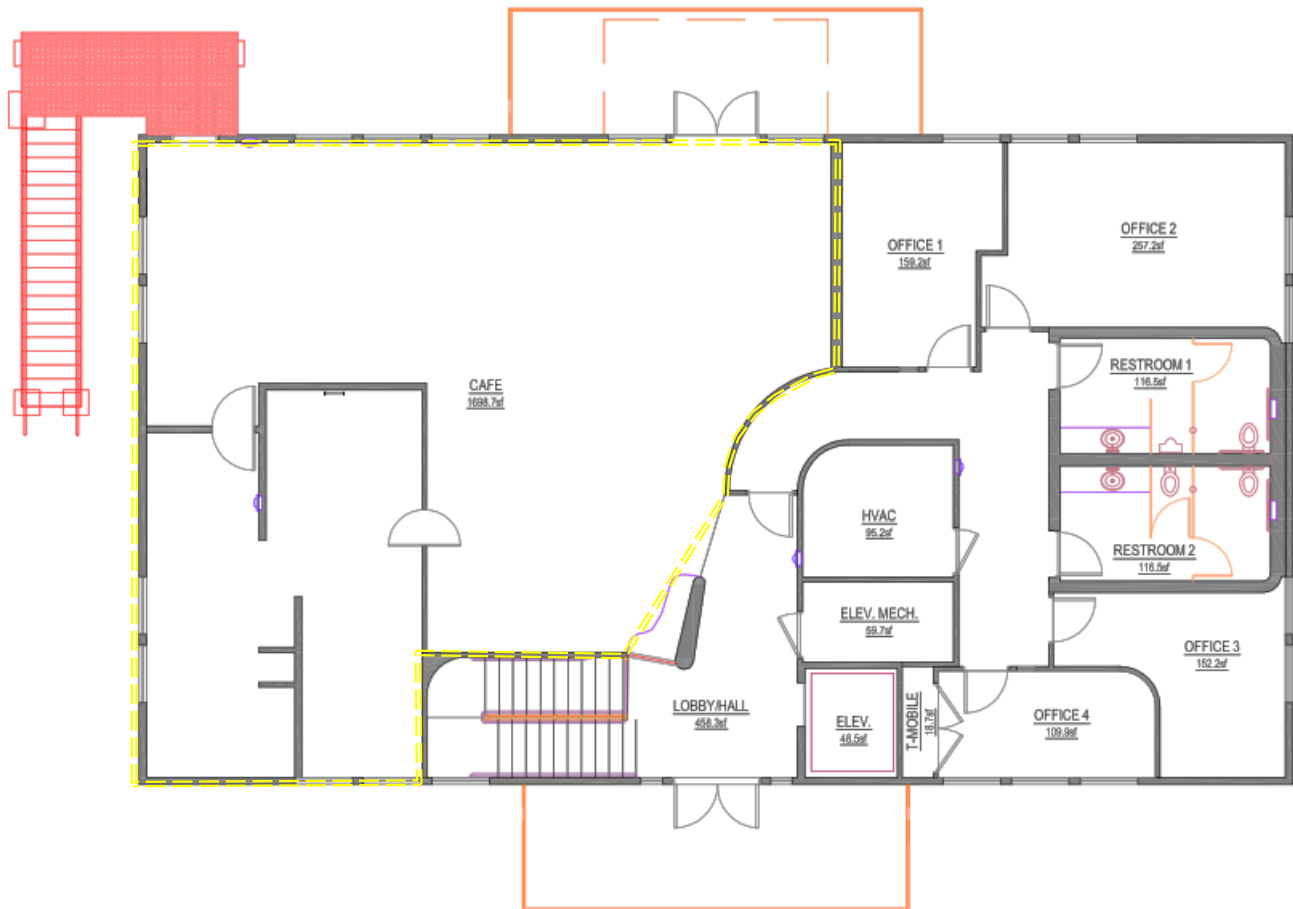


The aerial photo below shows the terminal building in proximity to Runway 16-34.



EXHIBIT A-2 – SECOND FLOOR LAYOUT

- Café area is outlined in yellow on map below
- The restaurant area is approximately 2,200 square feet



Accommodation Information for People with Disabilities

To obtain this information in an alternate format such as Braille, large print, electronic formats, etc. please contact Misty Driggers at mdriggers@bendoregon.gov or (541) 322-6384; Relay Users Dial 7-1-1.

