



REQUEST FOR PROPOSALS
FOR SUBLEASES
TOM MADSEN AIRPORT TERMINAL BUILDING

Issue Date: May 13, 2022

Proposal Due Date: No later than 4:00 P.M. AKST, June 15, 2022

CITY OF UNALASKA
PORTS AND HARBORS DEPARTMENT
43 RAVEN WAY
P.O. BOX 610
UNALASKA, ALASKA 99685

I. BACKGROUND INFORMATION AND INSTRUCTIONS

The City of Unalaska, Alaska (City) invites submission of proposals preferably from businesses associated with air transportation for subleasing space within the terminal at the Tom Madsen Airport in Unalaska. Award of subleases shall be based solely on the proposed use of the leased space. Respondents whose proposed use of the leased space is determined to be most directly related to air transportation will be the most likely to be awarded a sublease.

Tentative Schedule for Selection Process

Deadline for clarifying questions	June 13, 2022
Submittal Deadline	June 15, 2022 4:00pm
Opening of Proposals	June 16, 2022
Notification of Intent to Lease	June 17, 2022
Recommendation to City Council with Agreement	June 28, 2022

This schedule and its components are subject to change.

Completed proposals shall be submitted via email by 4:00pm AKST **Wednesday, June 15, 2022**, to:

mveeder@ci.unalaska.ak.us; and
emagdaong@ci.unalaska.ak.us
Attention: Peggy McLaughlin, Port Director

The email shall clearly state in the subject line “Proposal for Airport Terminal Sublease.” Proposals not received prior to the date and time specified above will not be considered.

All questions regarding this RFP should be submitted by email to:

Peggy McLaughlin, Port Director
Email: pmclaughlin@ci.unalaska.ak.us

Reponses will be provided within 2 business days via email and will be posted on the City website.

In order to determine if a proposal is reasonably acceptable for award, communications between City staff are permitted to clarify uncertainties or eliminate confusion concerning the contents of the proposal. Clarifications may not result in a material or substantive change to the proposal.

If the selected proposer fails to provide required proof of insurance before commencement of the proposed sublease term, the City may terminate the previously issued Notification of Intent to Lease and award the sublease to the next highest ranked proposer.

II. DESCRIPTION OF THE PROPERTY TO BE LEASED

There are two proposed leased premises identified in Attachment A depicting the interior of the Terminal as Space A and Space F. Space A contains 120 square feet. Space F contains 371.3 square feet.

III. SUBLEASE TERMS

The selected proposers shall be required to sign a sublease for the premises the proposer desires to sublease prior to approval of the sublease by the Unalaska City Council. The form of the lease is included with this RFP. **LEASE TERMS OTHER THAN PARAGRAPH 12(A)-USE OF PREMISES ARE NOT NEGOTIATBLE. DO NOT SUBMIT A PROPOSAL IF YOU ARE NOT WILLING TO SIGN THE SUBLEASE.**

IV. GENERAL INFORMATION FOR RESPONDING TO THE RFP

By submitting a proposal, each proposer accepts the terms and conditions of the City of Unalaska Tom Masen Airport Terminal Sublease Agreement (Attachment B). **LEASE TERMS OTHER THAN PARAGRAPH 12(A)-USE OF PREMISES ARE NOT NEGOTIATBLE. DO NOT SUBMIT A PROPOSAL IF THE TERMS AND CONDITIONS OF THE SUBLEASE ARE NOT ACCEPTABLE**

The Proposer must have a valid City of Unalaska business license at the time of submitting the proposal. Additional information regarding the City's business license program may be obtained by calling the City Clerk at (907) 581-1251.

The City reserves the right to accept or reject any and all proposals.

The City shall not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial, or otherwise) challenge to the determination of the highest ranked proposal and/or award of lease and/or rejection of proposal. By submitting a proposal, the Proposer agrees to be bound in this respect and waives all claims to such costs and fees.

V. MINIMUM CONTENT OF RESPONSES

Submitted proposals shall include the following information in the order listed:

- Cover page
 - The complete name, address and telephone number of the proposer
 - Name of the primary contact person associated with the proposal.
- A signed letter of transmittal briefly stating that the Proposer:
 - Is properly licensed to do business in Unalaska;
 - Agrees to all the terms and conditions of the sublease.
 - Understands that the proposal is a firm and irrevocable offer through at least December 31, 2022.
- Certification that the person signing the proposal is entitled to represent the proposer authorized to sign a sublease with the City.
- Identify the Space which is the Proposer's first preference.
- Identify the Space (if any) that is Proposer's second preference.
- Indicate if Proposer wishes to sublease both Spaces.
- Identify the proposed use of each Space Proposer wishes to sublease.
- Copy of current ACCORD certificate of insurance or equivalent showing Proposer's current insurance coverage.

VI. EVALUATION AND AWARD CRITERIA

Proposals will be evaluated by the Port Director, Deputy Port Director and a member of the City Administration Department

Each proposal will be evaluated in the sole discretion of the City to determine how and to what extent the proposed use is connected to the primary air transportation purpose of the Airport Terminal. In general in decreasing order of priority these are the uses deemed connected to air transportation:

- Carrier providing passenger air transportation on a regularly scheduled basis
- Carrier providing passenger air transportation on a chartered basis
- Carrier providing air freight service on a regular or chartered basis
- Vehicle rental company providing motor vehicles for use of airline passengers and the general public

- Travel agency assisting the public in arranging air transportation
- Business providing services to air carriers
- Restaurant or café
- Other business

Award may be made to the responsible person whose proposal is determined in writing to be the most advantageous to the City, taking into consideration the proposed use of the subleased area.

The City reserves the right to accept or reject any and all proposals.

VII. ACCEPTANCE OR REJECTION AND NEGOTIATION OF PROPOSALS

The winning proposals authorized by a Notice of Intent to Lease will be required to sign the Sublease and supply proof that the City of Unalaska and the State of Alaska have been identified as additional insureds on the Proposer’s general liability coverages. If proof of such Additional Insured status has not been supplied within seven (7) calendar days of the date of the Notice of Intent to Lease, the City reserves the right to sublease the premises to the next highest rated Proposer until an agreement is reached, or until the City exercises its right to cancel the RFP.

The City reserves the right to reject any or all proposals, to waive any irregularities in the request for proposal, or responses thereto. By requesting proposals, the City is in no way obligated to award a sublease or to pay expenses of the proposer in connection with the preparation or submission of a proposal. Furthermore, the City reserves the right to reject any and all proposals prior to the execution of the sublease agreement, with no penalty to the City of Unalaska.

I hereby certify that the undersigned is authorized to represent the Proposer, and empowered to submit this Proposal, and if selected authorized to sign a Sublease with the City, in the form set forth as Attachment B to the Request for Proposals.

Firm Name: _____

Signature _____

Printed Name: _____

Title _____

Date: _____