

INVITATION TO BID

BID DESCRIPTION: Designated Parking Spaces for Taxicab Limousine Operators
BID DUE DATE: October 26, 2018
BID TIME: 10:00 a.m.
BID DOCUMENTS AVAILABLE: www.mbsairport.org/ground_transportation

1. You are invited to submit a bid in accordance with the following instructions listed in this document for the exclusive right to the use of one (1) of three (3) designated parking spaces ("Spaces"), as a Taxicab Limousine Operator for one year, commencing on November 1, 2018 through October 31, 2019, located in the terminal drive lane, (Exhibit A of the attached lease), of the MBS International Airport Terminal Building, 9200 Garfield Road, Freeland, Michigan 48623.
2. Sealed bids will be received by the MBS International Airport Commission, at the airport administration office, located in the *Elizabeth E. Owen Airport Administration Building at 8500 Garfield Road, Suite 101, Freeland, Michigan 48623* until 10:00 a.m. (local time), on the bid date, at which time and place all bids will be publicly opened and read aloud across the hall in the Eugene F Gwizdala Conference Room. ANY BID RECEIVED AFTER THE SPECIFIED TIME WILL NOT BE CONSIDERED.
3. A **NON-MANDATORY** pre-bid meeting for the purpose of reviewing and answering questions regarding the bid process and lease, will be held on October 16, 2018 at 10:00 a.m. (local time), in the Eugene F Gwizdala Conference Room, located in the *Elizabeth E. Owen Airport Administration Building at 8500 Garfield Road, Suite 101, Freeland, Michigan 48623*.
4. Refer all question concerning this bid to:
Nicole Moses
moses@mbsairport.org
989-695-5555 x10
5. Requests for Information deadline is no later than October 19, 2018 by 4:00 p.m.
6. Bidder Qualifications: Bidder must apply and qualify for the airport's Taxicab and Limousine Operating Permit, prior to or upon execution of an awarded bid.
7. Basis for Awards: Available spaces will be awarded to the three (3) highest primary bids. The highest successful bidder will have the first right to select their designated space from those listed in Exhibit A of the attached Lease. The second highest bidder will select next and so on. In the event that there are less than three (3) primary bids, the remaining available spaces will be awarded based on the highest secondary bids. If any bids are for exactly the same amount, priority will be awarded based on a random selection.
8. Each bidder may submit one (1) primary and one (1) secondary bid. Primary bids are for one (1) designated parking space. Secondary bids will not be considered without a primary bid. All

primary bids will be considered until all primary bids have been exhausted, after which all secondary bids will then be considered. Secondary bids are for one (1) additional designated parking space.

9. Minimum starting bids for primary and secondary designated parking spaces is \$500.00 per space.
10. Bids shall be submitted by mail or in-person, on the form furnished, or copies thereof, and must be manually signed. Emailed or faxed bids will not be considered.
11. Bids may be modified or withdrawn by written request received from bidders before the time set for receipt of bids.
12. Included with each awarded designated parking space:
 - A. Two (2), 8.5" x 11" (portrait orientation) posters with business contact information may be furnished to the airport's administration office to be placed on the free standing display sign located in the baggage claim area
 - B. Business name and contact information will be placed on the *Transportation* page of the airport's website www.mbsairport.org
 - C. The airport will email a monthly flight schedule to each business owner
13. Execution of Agreement: If the successful bidder, upon acceptance of its bid by the MBS International Airport Commission, within five (5) business days, fails to execute the assigned lease and payment in full, as well as apply and qualify for the airport's Taxicab and Limousine Operating Permit, may be terminated for default. In such event, the available space will be offered to the next highest primary bidder, until all primary bids have been exhausted, after which all secondary bids will then be considered.