

November 15, 2019

**SUBJECT: JOHN F. KENNEDY INTERNATIONAL AIRPORT- BUILDING 14-
OPERATION OF A CAFETERIA- REQUEST FOR INTEREST**

Dear Community Businesses,

The Port Authority is seeking interested parties to manage, operate and oversee a food and beverage cafeteria. The cafeteria is expected to serve over 700 employees and visitors Monday through Friday from 6am to 3pm. It is located in the JFK Administrative Building 14 on S. Service Road, Jamaica, Queens, NY 11430.

The operator will have an opportunity to enter into a 5-year Privilege Permit with the Port Authority to provide food, non-alcoholic beverages and vending machine services to customers. The Port Authority will collect 5% of monthly gross sales receipts, a monthly utility fee and a monthly fee of \$30 per month per vending machine.

A special emphasis will be placed on applicants in the local to the Jamaica Queens area, MWBE businesses, ACDBE businesses and/or operators who can incorporate local MWBE and ACDBE businesses into their operation.

Interested parties should review the attached Request for Interest (RFI) and apply by Friday, December 6, 2019

A tour of the cafeteria space will be held on Friday, November 22, 2019 from 9am to 11am and 2pm to 5pm at JFK Building 14, S. Service Road, Jamaica, Queens, NY 11430.

For additional information, please contact Ms. Carrem Gay by calling (718)-244-3645 or emailing cgay@panynj.gov.

Sincerely,



Laura Garland
Manager
Properties and Commercial Development
John F. Kennedy International Airport

Attachment

*John F. Kennedy International Airport
South Service Road, Building 14
Jamaica, NY 11430
T: 718 244 3500*

THE PORT AUTHORITY OF NY & NJ

Aviation Department
Attn: JFK Properties & Commercial Development
Building 14, JFK International Airport, 2nd Floor
Jamaica, NY 11430

REQUEST FOR INTEREST

ISSUE DATE: November 15, 2019

TITLE: Privilege Permit to Operate and Manage a Food/Beverage Cafeteria Space
at John F. Kennedy International Airport (JFK) – Building 14

Submit Proposals No Later Than the Due Date and Time to the Above Address

PROPOSAL DUE DATE: **DECEMBER 6, 2019**

TIME: **15:00**

SITE INSPECTION: **NOVEMBER 22, 2019**

TIME: **09:00 – 11:00 & 14:00 – 17:00**

CONTACT NAME: CARREM GAY

PHONE: (718) 244-3645

EMAIL: CGAY@PANYNJ.GOV

Contents

The Opportunity.....	3
Scope of Services	3
Cafeteria Space	4
Permit Term and Fees.....	4
Minimum Qualifications	4
I. Experience.....	4
II. Financial Capability	5
III. M/WBE Provisions.....	5
Evaluation Criteria.....	5
Submittal Requirements	5
I. Cover Letter	5
II. Strategy/Concept Local Participation Plan	5
III. Operational Plan	6
IV. Business/Concession Management Plan	6
V. Design Approach	6
VI. Existing Businesses.....	6
VII. Financial Statements.....	6
VIII. References	6
Exhibit 1: Target Zip Codes	7
Exhibit 2: Building 14 – Cafeteria Layout Floor Plan.....	8
Exhibit 3: Deal Summary Sheet	9

The Opportunity

The Port Authority of New York and New Jersey ("Port Authority") invites qualified businesses to submit proposals to manage, operate, and oversee a 5,441 sq. ft. employee cafeteria ("Space") located at John F. Kennedy International Airport ("JFK"), Building 14.

The Port Authority is seeking an experienced and qualified cafeteria manager that will manage the Space and arrange a rotation of quality food establishments with the intent of affording opportunities to diverse local food establishments. The Port Authority seeks to provide opportunities for business development and quality food and customer service to meet the needs of the community, employees, tenants, and visitors alike.

Presently, there are over 700 employees that work at Building 14. In addition, employees in the adjacent Buildings 151 and 145 have access to the cafeteria. Other foot traffic will consist of visitors throughout the day attending meetings, trainings, and other events.

A special emphasis will be placed on the following:

- Incorporating Local and Local minority, women and small business enterprises
- A diverse menu at market-rate pricing
- High quality customer service
- An overall welcoming and enjoyable experience
- Effective and innovative strategies/concepts for food and beverage providers

Scope of Services

The selected Respondent will be responsible for the management and oversight of the Space and cafeteria operations, as approved by the Port Authority. The scope of work is as follows:

- Provide a variety of food and non-alcoholic beverage options for breakfast, lunch, and snacks that meet the needs of Building 14 employees, tenants, and visitors. The cafeteria shall have both prepackaged food/beverage options and on-site operations where food is prepared and served.
- Provide quality products, outstanding customer service, and exceptional price-value perceptions
- Space will be provided, "As-Is". Any alterations to the Space are at the sole cost of the Respondent and must comply with the Port Authority Tenant Alteration Applications ("TAA") in accordance with the Tenant Construction and Alteration Process ("TCAP") process.
- Obtain and maintain the required insurance coverage as specified by the Port Authority
- Prepare and undertake a transition plan to assume the existing cafeteria space.
- Comply and maintain the cafeteria in accordance to all Port Authority, State, and Local standards with respect to services, health, sanitary, and safety measures.
- Keep at all times in a clean and orderly condition and appearance of the fixtures, equipment, seating areas, and personal property which are located in any part of the Space. The selected Respondent, at its sole cost and expense, shall daily remove all garbage, debris, and other waste material.
- Supply, replace, install, repair, maintain, and keep clean all grease traps in all drainage pipes exclusively used in operations at the Space.
- Provide and supply Building 14 with a minimum of seven (7) vending machines.

- The successful Respondent may reconfigure and maintain the Space for the duration of the term.
- Keep clean, repair, and maintain all kitchen exhaust ducts, including the replacement of all filters where the Respondent exclusively uses such ducts.
- The cafeteria shall be kept open, at a minimum, Monday thru Friday from 6AM to 3PM--excluding holidays.
- Respondent shall provide a strategy/concept to use Local business enterprises, including local minority, women and small business enterprises, for both on-site food/beverage operations (including a rotational concept) and the provision of diverse pre-packaged/grab-and-go items (including food and beverage). "Local" shall mean business entities located in the zip codes listed in Exhibit 1.
- Provide prompt responses to customer complaints relating to the cafeteria services or the Space.
- Respondent shall work with the Port Authority to vet and obtain a list of well qualified local food establishments.
- Respondent and the selected local food establishments must comply with Section 9.0, "Food & Beverage Services", of the Customer Care Airport Standards Manual, sixth edition. The manual can be viewed at: https://www.panynj.gov/airports/pdf/PA_Customer_Service_Standards.pdf

Cafeteria Space

The available cafeteria space is located on the ground level of JFK Building 14, adjacent to its west wing. The selected Respondent will be responsible to manage and oversee approximately 5441 sq. ft. of the cafeteria space. As depicted in Exhibit 2, this consists of approximately (i) 150 sq. ft. of cooler/refrigeration, (ii) 1600 sq. ft. of kitchen cooking area, (iii) 468 sq. ft. of storage, and (iv) 3,223 sq. ft. of food service area and seating.

The cafeteria space will be available for a walk through on Friday, November 22nd, 2019 from 9AM-11AM & 2PM-5PM.

Permit Term and Fees

The Port Authority is offering a five (5) year Privilege Permit with two one (1) year options with a mutual 30-day cancellation notice. Additionally, the successful Respondent would pay (i) 5% of monthly gross receipts on food and beverage sales, excluding vending machine sales, (ii) a monthly \$30 per vending machine fee; and (iii) a fixed electric and water fee with annual escalations of 3%. Gas to be paid on a metered basis. See Exhibit 2, for a draft Term Sheet.

Minimum Qualifications

The Port Authority has established the following qualifications that a Respondent should meet in order to be considered as qualified. The Port Authority in its sole discretion, will determine if a Respondent is qualified and will base its decision on the information provided, as well as, the Port Authority's inquiries and due diligence.

I. Experience

In order to be considered qualified, a Respondent must provide evidence of having a minimum of three (3) years of continuous experience in the successful development and operation of food and beverage

establishments and/or cafeterias, within the last five (5) years. Respondents must provide documentation satisfactory to show that they meet the minimum experience qualifications.

II. Financial Capability

Respondent should not be in default nor have any past due amounts of arrearages on any previous or existing contracts or other financial obligations to the Port Authority.

If investment is proposed, Respondent must provide evidence of its ability to finance and undertake the monetary commitments required to successfully finance, develop, and operate the proposed investment strategy.

III. M/WBE Provisions

The successful Respondent will use good faith efforts to achieve 20% Local MBE participation and 10% Local WBE participation. If either of these participation goals are not reached after exercising good faith efforts, the successful Respondent will use good faith efforts to achieve 20% MBE participation and 10% WBE participation.

Evaluation Criteria

All proposals will be reviewed and evaluated by the Port Authority in consideration of the following evaluation criteria:

- Creativity and strategies to include a diversity of Local business enterprises (including Local minority, woman, and small business enterprises) both for on-site food/beverage operations (including a rotational concept) and the provision of diverse pre-packaged/grab-and-go items.
- Quality and completeness of the Proposer's response
- Respondent's experience and qualification based on an assessment of its prior experience of managing, operating cafeterias, concessions, and/or cafeterias in New York City.
- Degree to which the proposed cafeteria design and concept will provide a variety of food options, market rate prices, and an enjoyable experience for employees, tenants, and visitors at Building 14.
- If necessary, proposed investment and rental terms.

Submittal Requirements

Respondent shall include all of the following items and documents:

I. Cover Letter

The Proposer shall submit a letter on its letterhead, signed by an authorized representative, stating its experience and qualifications in meeting the requirements of this RFI. This letter shall include the Respondent's business entity information, address, and contact information of all residences of the business entities officers.

II. Strategy/Concept Local Participation Plan

Describe in detail the Local participation plan, which includes Local business enterprises, including M/W/SBE's certified by the Port Authority. Provide strategies that will be used to ensure food options are provided from the Local community, see Exhibit 1. Strategies can include, but are not limited to:

- Partnerships with Local entities who are ready to prepare food on site or provide pre-packaged/grab and go food items for sale at the cafeteria.
- Identify ways to feature Local vendors/visiting chefs on a rotational basis, within the cafeteria space that provide a wide culinary variety of menu items.

III. Operational Plan

Provide a proposal for food and beverages menu items and its pricing –including any specials; service concept; the proposed use of the designated facility; and the management and staffing plan for the cafeteria.

IV. Business/Concession Management Plan

Respondent shall provide a yearly budget and revenue forecast to ensure realistic revenue growth is targeted. In addition, provide salaries, estimated increases or escalations, that comply with The Port Authority's minimum wage requirements for Airport Workers as set forth in <https://www.panynj.gov/airports/minimum-wage-rules.html>

V. Design Approach

Describe the vision, customer experience, operation, and if necessary, the approach to design. Provide pictures and concepts of the food and beverage establishments that the Respondent currently operates. Provide renderings, sketches, or photographs to illustrate the potential Space use.

VI. Existing Businesses

Provide the address for existing businesses operated by the Respondent. Describe the concept, target customer, and key success factors.

VII. Financial Statements

Respondents must submit complete financial statements, including a balance sheet, income statement of cash flows, prepared in accordance with generally accepted accounting principles, for the current fiscal year-to-date, and the most recent complete fiscal year. Disclosures, if any, must be submitted with all financial statements. If available, financial statement audited or certified by an independent certified public accountant should be submitted.

VIII. References

Provide contact details for references who can verify Respondents' experience, including current lessors, airport authority, and Terminal Operators.

Exhibit 1: Target Zip Codes

11405
11411
11412
11413
11414
11416
11417
11418
11419
11420
11421
11422
11423
11428
11429
11432
11433
11434
11435
11436
11691
11692
11693
11694
11695
11697
11559
11598
11096
11516
11557
11003
11580
11581
11582

Exhibit 2: Building 14 – Cafeteria Layout Floor Plan

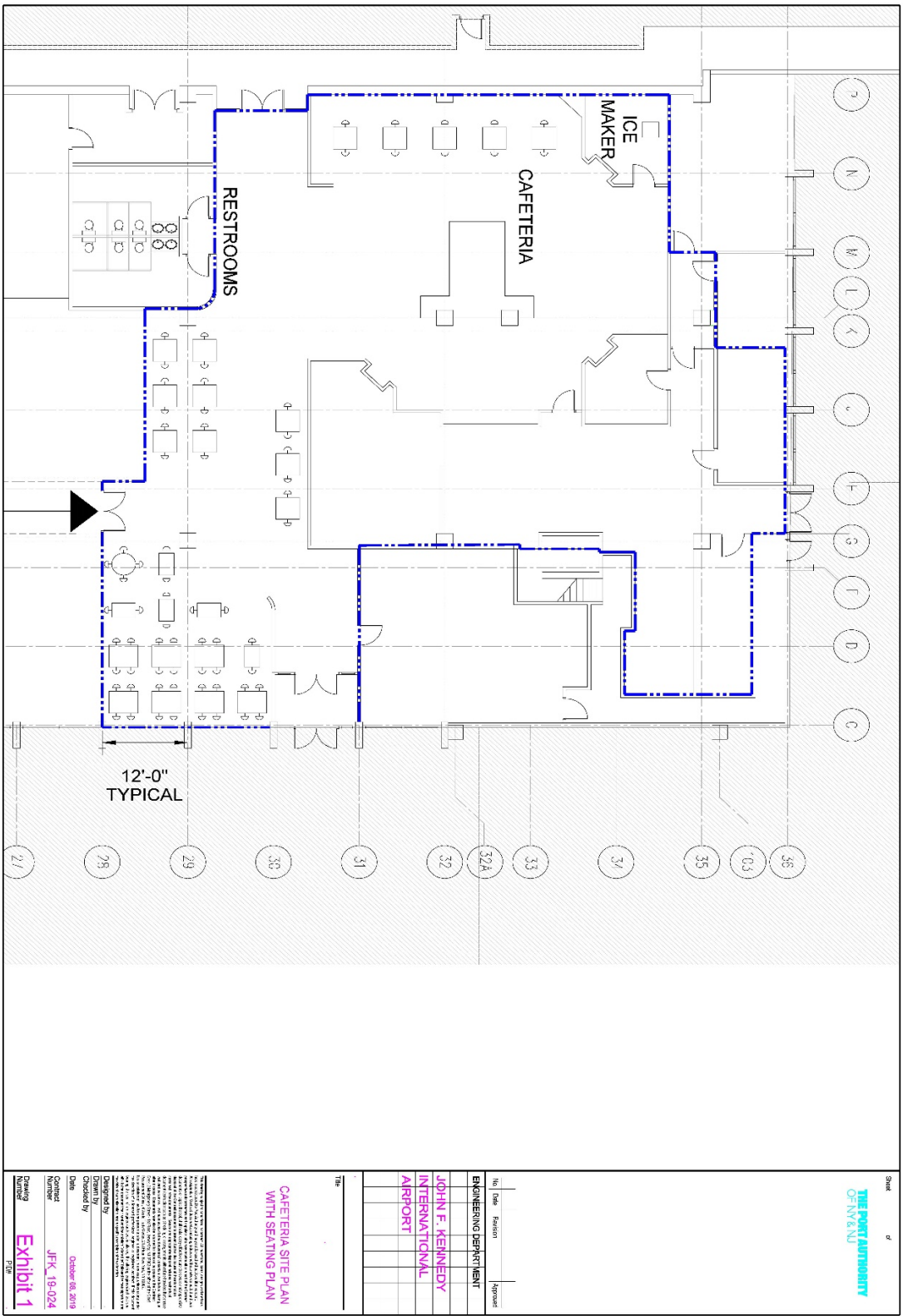


Exhibit 3: Deal Summary Sheet

The Port Authority of New York and New Jersey

DEAL SUMMARY SHEET

NEW PRIVILEGE PERMIT -- Building 14 - Cafeteria

PLEASE NOTE: PANYNJ will be offering a five (5) year term with two 1-year options

DATE:

AIRPORT	John F. Kennedy International Airport, Building 14		
SPACE:	Food & Beverage Space At Building 14, Cafeteria	Total Sq. ft. 5,441 Sq. ft.	Approx. Aggregate SF: 150 sq. ft. of cooler/ refrigeration 1600 sq. ft. of kitchen cooking area 468 sq. ft. of storage 3,223 sq. ft. of food service area
TRADE NAME:			
LEGAL ENTITY:			
CORPORATE ADDRESS			
Representative CONTACT Information:			
SECURITY DEPOSIT	To be determined by PANYNJ Credit Manager		
M/WBE PARTICIPATION	YES:		NO:
	Percentage ownership:		

DEAL SUMMARY SHEET (Continued)

Permitted Operations:

Permittee may use the Space only for the following purposes: designing, operating, providing, and managing a cafeteria food facility operation offering different foods and beverages and a sit-down area within the Space.

The Permittee, at its sole cost and expense, shall daily remove from the Airport by means of facilities provided by it all garbage, debris and other waste material.

The Permittee shall obtain and maintain all necessary licenses required to legally sell the items offered in the cafeteria food facility, at its sole cost and expense.

The Permittee shall procure and provide all additional furniture, fixtures, equipment, furnishings, and supplies and other property.

The Permittee shall be permitted to perform on-site cooking within the Space, provided that the Permittee maintains all valid licenses and permits at its sole cost and expense and Permittee maintains all grease traps and ventilation ducts.

The Permittee shall supply, replace, install, repair, maintain and keep clean all grease traps in all drainage pipes used by its operations.

The Permittee shall also keep the Space clean, repair and maintain (other than structurally) all ventilation ducts, including the replacement of all filters, where such ducts are exclusively used by it in its operations hereunder and whether such ducts are located in the Space or elsewhere in Building 14.

Maintenance and Repairs:

The Permittee shall at all times keep the Space in a clean and orderly condition and appearance, together with all fixtures, equipment and personal property of the Permittee and of the Port Authority located in or on the Space, including without limitation thereto the interior surface of windows, both sides of all entrance doors, and the cafeteria tables and seating area.

TYPE OF PROPERTY:	Food and Beverage Cafeteria Space
LOCATION:	John F. Kennedy International Airport, Pre-Security, Building 14
TERM:	5 years with two 1-year options
CONCEPT DESCRIPTION:	
MIN. INVESTMENT:	N/A

DEAL SUMMARY SHEET (Continued)

RENTAL TERMS:	Vending machines sales shall be excluded from Percentage Rent. Vending machine fee shall be \$30/month/machine
PERCENTAGE RENT:	Food & Non-Alcoholic Beverage: 5% of gross receipts
AIRPORT EMPLOYEE DISCOUNT:	
SECURITY REQUIREMENT:	Not required
INVESTMENT IN LEASEHOLD:	Not required
UTILITIES:	Fixed electric and water with annual escalations of 3%. Gas to be paid on a metered basis

The Port Authority of New York and New Jersey:

By_____

Respondent:

By_____