

PART III
PROPOAL DOCUMENTS
For the
VEHICLE RENTAL CONCESSION
at
SAINT JOHN AIRPORT

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PROPOSAL FORM

TO THE SAINT JOHN AIRPORT AUTHORITY INC., (hereafter called the "Authority"):

(full name of person, corporation or firm by whom offer made)

(hereinafter called "the Proponent") **HEREBY SUBMITS** a Proposal for the right to operate the vehicle rental concession at the Saint John Airport pursuant to the licence **presigned, initialed, and filled in** by the proponent and submitted herewith,

AND IN SUBMITTING THIS PROPOSAL, THE PROPONENT AGREES TO EACH AND ALL OF THE FOLLOWING TERMS AND CONDITIONS:

1.0 Annual Minimum Guarantee

The Annual Minimum Guarantee for each year of the term of the Licence shall be as follows:

- for the 1st year, commencing on June 1, 2010 and ending on December 31, 2010
- the greater of
\$ _____ or 13% of Gross Revenue;
- for the 2nd year, commencing on May 1, 2011 and ending on April 30, 2012 the greater of
\$ _____ or 13% of Gross Revenue;
- for the 3rd year, commencing on May 1, 2012 and ending on April 30, 2013 the greater of
\$ _____ or 13% of Gross Revenue;
- for the 4th year, commencing on May 1, 2013 and ending on April 30, 2014 the greater of
\$ _____ or 13% of Gross Revenue;
- for the 5th year, commencing on May 1, 2014 and ending on April 30, 2015 the greater of
\$ _____ or 13% of Gross Revenue;

2.0 Proposal Closing Date and Acceptance Period

Proposals are to be submitted by 3:00 p.m. AST on **March 26, 2010** hereinafter referred to as the Closing Date).

Proposals and any correspondence relating to this RFP are to submitted to:

Saint John Airport Inc.
Attention: Judith Brown
4180 Loch Lomond Road
Saint John, New Brunswick
E2N 1L7
Telephone (506) 638-5552

This Proposal shall remain open for acceptance by the Authority for a period of sixty (60) days from the closing date.

3.0 Acceptance of Proposal

The delivery on behalf of Saint John Airport Inc. of a duly executed copy of the licence to the proponent shall constitute formal acceptance of the Proposal. Upon such acceptance, the security deposit of the successful proponent will be retained by Authority for the term of the licence. In respect of security deposits in the form of certified cheques, or bank drafts, the Authority will not pay interest.

4.0 Rejection of Proposal

Where the Proposal rejected, the security deposit shall be returned to the unsuccessful proponent without payment of interest within ten (10) days.

5.0 Withdrawal of Proposal

If the Proponent withdraws this Proposal contrary to the terms herein provided, the security deposit will be forfeited as minimum liquidated damages stipulated in advance, the whole without prejudice to such further rights and recourses as may belong to the Authority in the circumstances.

6.0 Security Deposit

(1) Accompanying this Proposal is the security deposit submitted as follows:

a **Certified Cheque or bank draft**, in the amount of \$ _____

and/or

an **Irrevocable Letter of Credit**, in the amount of \$ _____

(2) **Security Deposit on deposit with the Saint John Airport Inc.**, in the amount of

Total (equal to \$25,000) \$ _____

7.0 Notice

(1) Any notice required to be given to the proponent shall be sufficiently given:

(a) if personally served:

- (i) on the proponent; or
- (ii) if the proponent is a corporation, then at its Head Office or principal place of business;

(b) if forwarded by registered mail or priority post, addressed to:

(2) Any notice required to be given to Saint John Airport Inc. shall be sufficiently given if personally served on or forwarded by registered mail or priority post, addressed to:

Saint John Airport Inc.
Attn: Judith Brown
4180 Loch Lomond Road
Saint John, New Brunswick
E2N 1L7
Telephone: (506)638-5552
Facsimile: (506) 638-5550

(3) Any and every notice mentioned in (1) and (2) will be validly given or sufficiently communicated if personally delivered, given by facsimile transmission (and confirmed by mail), or sent by courier, priority post or registered mail, return receipt requested, to the representative of the proponent or Authority.

Notice given to the Authority or proponent shall be deemed given on the date upon which they were personally delivered or, if sent by facsimile transmission, twenty-four (24) hours after transmission with confirmed answer-back or, if mailed, five(5) days after mailing.

8.0 Attached Documents

Submitted with this Tender Form are the following:

- 1) Organizational Data/Financial References, Schedule I
- 2) Operational Proposal, Schedule II
- 3) A Forecast Statement of Operations – Schedule III
- 4) Security Deposit
- 5) Where the Security Deposit, in the form of a certified cheque, bank draft or Irrevocable Letter of Credit, is drawn on a trust company or credit union, written statement of membership of the financial institution in the Canadian Payments Association
- 6) Licence (each page initialled and signed in duplicate and filled in by the proponent).
- 7) Vehicle Rental Counter Locations – Appendix B
- 8) Vehicle Parking Spaces – Appendix C

It is understood that Proposals that are not accompanied by the Proposal Form and the above attached documents will be rejected

9.0 Rights of the Authority

“Conditional” Proposals will not be accepted and bids so submitted will be rejected.

Notwithstanding anything contained herein or in any statement made, the Authority shall have no obligation to accept the highest tender or any other Proposal.

DATE _____

SUBMITTED BY: _____
Name of Proponent

PER: _____
Name of Duly Authorized
Official and Title

Witness

Signature

If a corporation – affix seal

SCHEDULE I

ORGANIZATIONAL DATA/FINANCIAL REFERENCES

Name of Proponent _____

Date Submitted _____

Head Office/Address _____

Local Office Address _____

Duly Authorized Official Representative for the Purpose hereof, and Telephone Number

Description of Tenderer

a) Incorporated Company
(Name) _____

Date and Place of Incorporation _____

Names of Principal Officers and state whether they are Canadian Residents:

	<u>Name</u>	<u>Canadian Resident (Yes/No)</u>
President	_____	_____
Vice-President	_____	_____
Secretary	_____	_____
Treasurer	_____	_____

Names of Principal Shareholders and advise whether they are Canadian Residents (Use separate page if necessary):

What percentage of shareholders are Canadian Citizens? _____

What percentage of Shares are held by Canadian Citizens? _____

b) Partnership
(Name) _____

Date and Place Established _____

General or Limited Partnership _____

Principal Partners, Country of Residence and Address

c) Sole Proprietorship (Name) _____

Date and Place Established _____

Name and Address of Proprietor _____

d) Other (Please provide adequate details) _____

If the proponent is affiliated with an individual or corporate entity, please provide details of the relationship and the individual or corporate entity (indicate whether the other entities are Canadian or non-Canadian)

Proponents are reminded that in the event that two (2) or more affiliated persons submit Proposals for the vehicle rental concession, all those persons shall be disqualified from participation in the Proposal process.

Under what trade name(s) does the proponent intend to operate?

Is the proponent associated with a national or an international vehicle rental system? ____

If so, please indicate the trade name(s) below:

Organization and History (To be provided by all proponents)

List below the two largest operations you are now conducting:

<u>Name</u>	<u>Type</u>	<u>Location</u>	<u>Gross Annual Sales</u>
(a)			
(b)			

Please include the proponent's business history and a corporate organization chart, if applicable.

All proponents should also attach:

Attach. (A) Statement to indicate the source and amount of funds available for establishing, operating and maintaining the Vehicle Rental Concession

Attach. (B) Financial reference(s) to support (A).

Date: _____

SUBMITTED BY: _____
Name of Proponent

PER: _____
Name of Duly Authorized
Official and Title

Witness

SIGNATURE: _____

SCHEDULE II
OPERATIONAL PROPOSAL
SAINT JOHN AIRPORT