

BUSINESS INFORMATION MEETING

Terminal 3 Micro-Restaurant and Kiosk
Small Business Opportunity


Business and Properties Division | Janet Lee

April 25, 2025



PHX DVT BYR

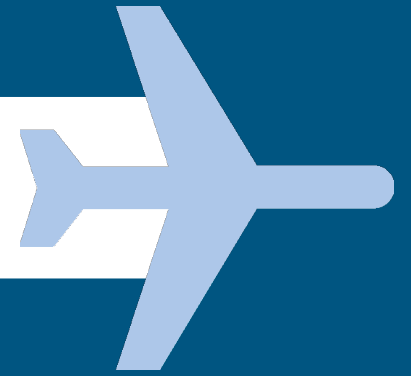
SUCCESS FOR TODAY'S MEETING

- In this session, your device has automatically been muted.
- Time for questions will be available at the end of the presentation. Please submit your questions using the “chat” feature.
- Better than a screenshot, today's presentation will be available at: 



*Everything is subject to change until the
Revenue Contract Solicitation (RCS) is released.*

AGENDA

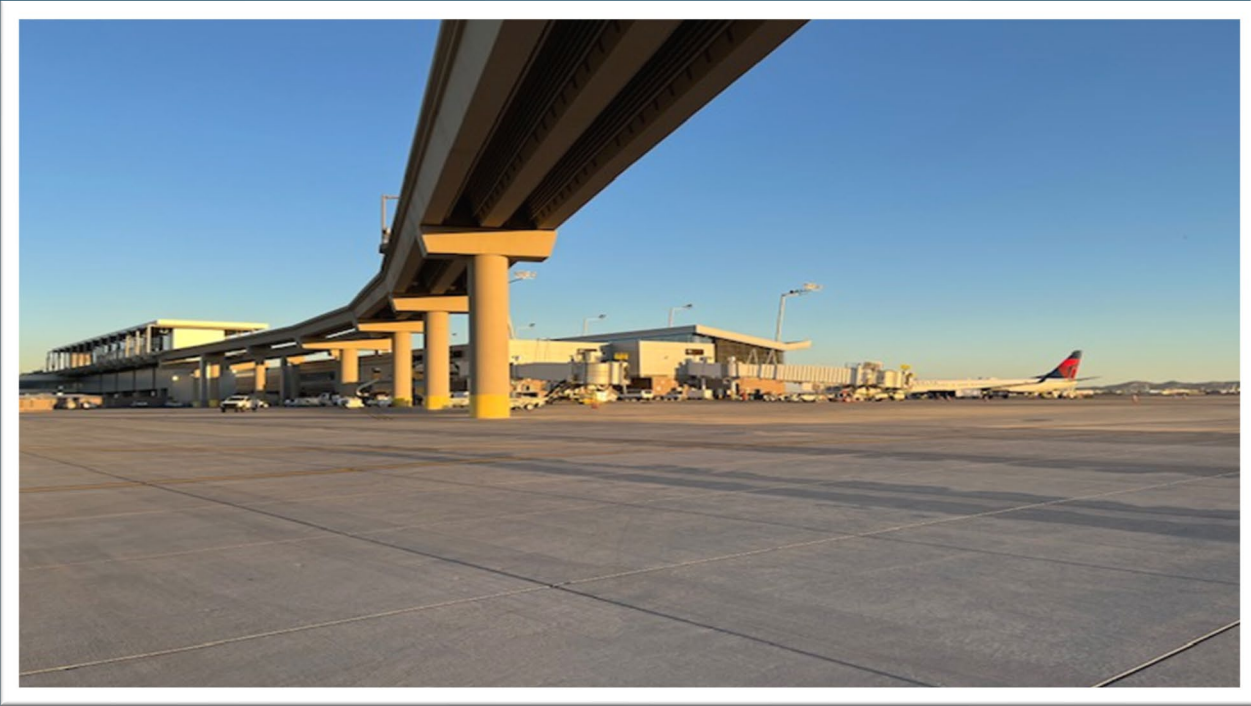


- Terminal 3 Overview
- Scope Overview
 - Solicitation Details
 - Preliminary RCS Schedule
- Small Business Outreach Requirements
- Q&A

TERMINAL 3

Airlines

- Advanced Airlines
- Air Canada
- Alaska Airlines
- Allegiant Air
- Breeze Airways
- Delta Airlines
- Denver Air Connection
- Frontier Airlines
- Hawaiian Airlines
- jetBlue Airways
- Porter Airlines
- Southern Airways Express
- Sun Country
- Spirit Airlines
- United Airlines



TERMINAL 3

Badging Office

- Monthly Average: 4,000
- Daily Average: 230 – 300
- Walk-Ins: 25 - 50

Enplanements

- 2024: 6.5M
- 2023: 6.3M
- 2022: 5.1M
- 2021: 4.2M



CONCESSION GOALS AND PRINCIPLES

- Increase small business opportunities;
- Reflect our region in the concept and menu plans with consideration to current trends;
- Optimize sales and revenues;
- Provide quality food and beverage offerings;
- Innovation and Technology; and
- The Successful Respondent will be selected based on the entire Response.



AMERICA'S FRIENDLIEST AIRPORT®

All employees are responsible for our reputation of America's Friendliest Airport®



BE THE REASON SOMEONE SMILES TODAY

skyharbor@phoenix.gov

- Nominate an employee today
- Recognize airport employees for exceptional customer service

**32,000 EMPLOYEES
WORK AT PHX**

100,000 CUSTOMERS SERVED DAILY

F = Friendly
L = Let me help
Y = You



PHX PHOENIX SKY HARBOR
INTERNATIONAL AIRPORT

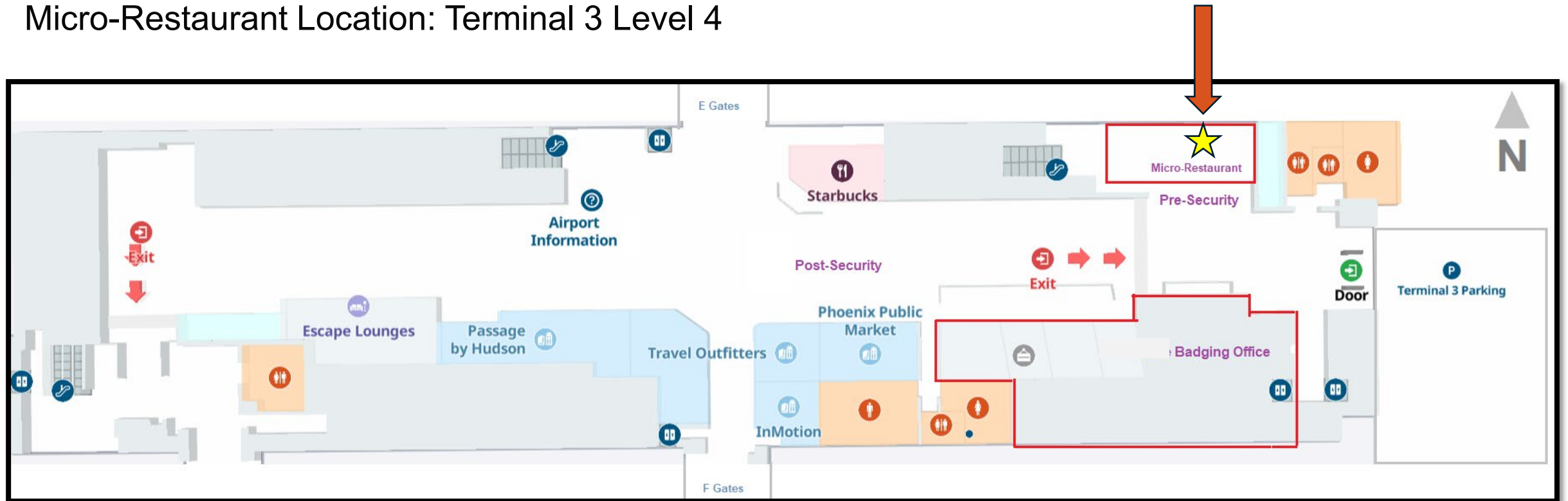
America's Friendliest Airport®



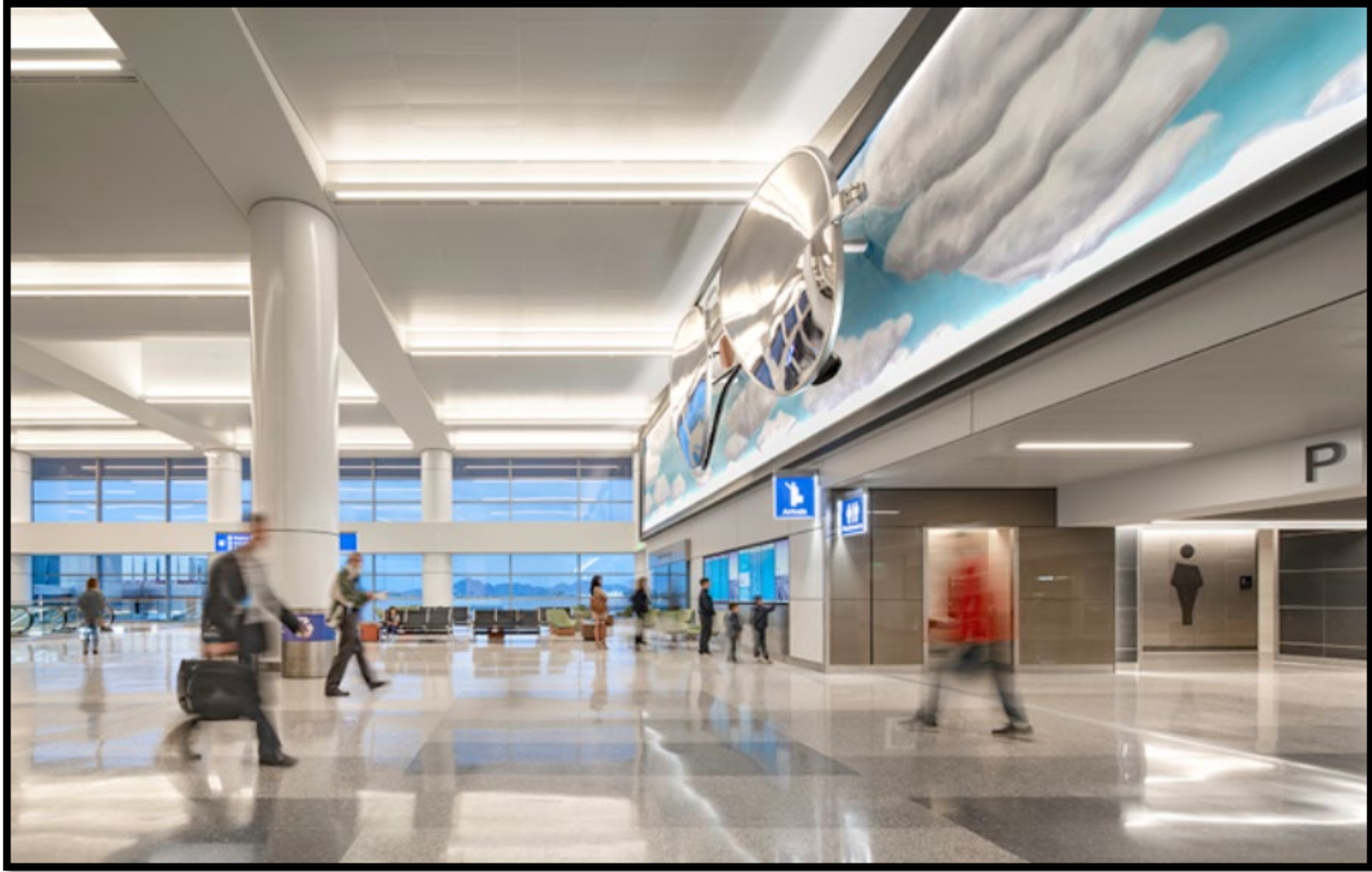
SOLICITATION DETAILS

Terminal 3 Food & Beverage Concession Small Business Opportunity

Micro-Restaurant Location: Terminal 3 Level 4



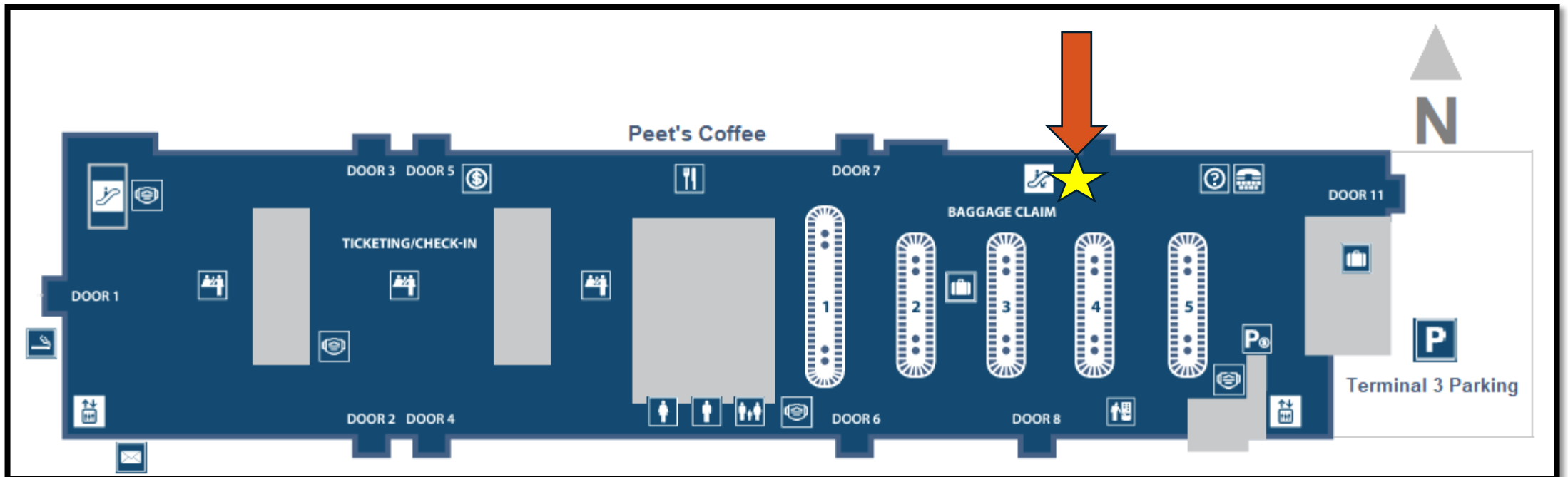
MICRO-RESTAURANT



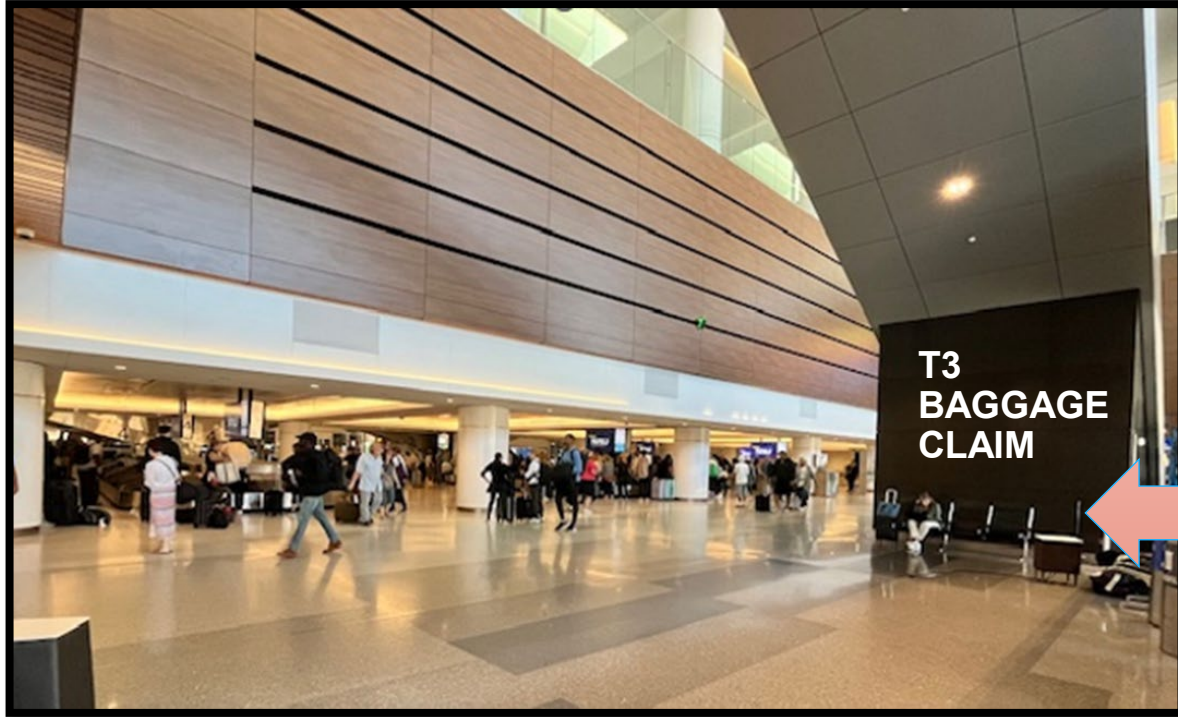
SOLICITATION DETAILS

Terminal 3 Food & Beverage Concession Small Business Opportunity

Kiosk Location: Terminal 3 Level 1 – Baggage Claim



KIOSK



SOLICITATION DETAILS – BUSINESS TERMS

- **Lease Terms:** 3 Year Term with Two, One-Year Renewal Options
- **Rent:** Percentage of Gross Sales
 - 8% for Food and Beverage
 - 18% for Alcohol (applicable to Micro-Restaurant)
 - No Minimum Annual Guarantee (MAG)
- **On-Site Storage Space**
 - Limited space;
 - Storage location located in both pre and post-security



ANTICIPATED SCHEDULE

RCS Issue Date: Summer 2025

Pre-Response Meeting: Fall 2025

Submittal Due Date: TBD

Contract Award: TBD early 2026

All RCS dates are subject to change



SMALL BUSINESS OUTREACH REQUIREMENTS

Sarah Moratto | Jana Evans | John Yslas



OUTREACH EVENTS

OUTREACH EVENTS

Phoenix Sky Harbor
Terminal 3
Small Business
Food & Beverage
Opportunity

*Micro Restaurant
& Kiosk*



Business Information Meeting #1

Learn about the project scope, important dates, and small business outreach requirements.

October 1-2 p.m.
via WebEx

Register



Business Information Meeting #2

Learn about the project scope, important dates, and small business outreach requirements.

October 1-2 p.m.
via WebEx

Register



Operating at Sky Harbor Airport

Learn about key aspects of operating at the airport such as security and health requirements, parking, deliveries, and more.

November 1-2 p.m.
via WebEx

Register



Aviation Outreach Website:



Bonus Business Information Meeting

Business Information Meeting
Join us for an update on the project scope, important dates, and all business outreach requirements.

October 25, 2023
Hybrid event located at
Aviation Headquarters or via WebEx
(Details at registration link)

Register



RESOURCES

Aviation Outreach Events:



Aviation Business Website:



Join our Aviation Department Interest List

Email: busopps.aviation@phoenix.gov

Include the following information:

- Company Name
- Email address (for notification)
- Identify interested business area(s)
i.e., Retail, Food & Beverage, Ground Transportation



SMALL BUSINESS OUTREACH REQUIREMENTS

As a recipient of U.S. Department of Transportation (USDOT) funding, Phoenix Sky Harbor International Airport (PSHIA) is required to establish an Airport Concessions Disadvantaged Business Enterprise (ACDBE) Program in accordance with regulations of the US Dept. of Transportation, 49 Code of Federal Regulations (CFR) Parts 23 and 26.



SMALL BUSINESS OUTREACH REMINDERS

Phoenix Sky Harbor Airport **does not set** Race-Conscious Goals

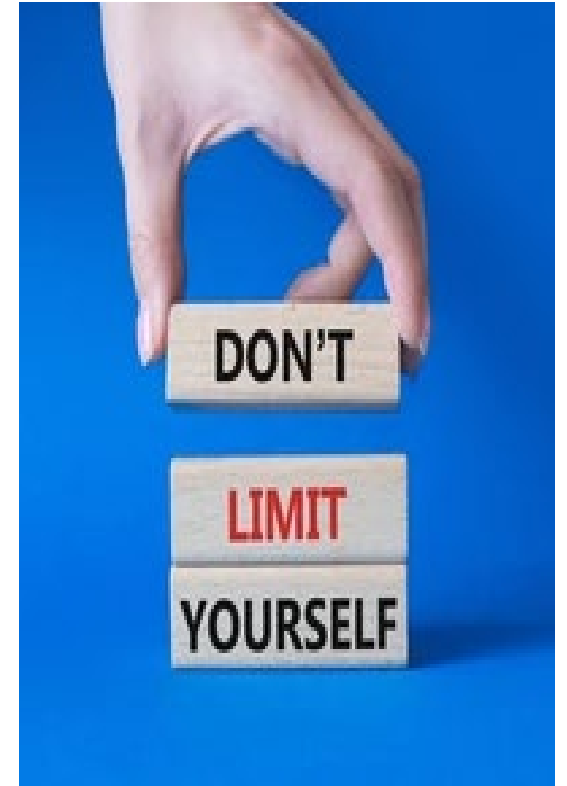
- Phoenix:
 - Utilizes Race-Neutral measures to achieve ACDBE and Small Business Participation.
 - Utilizes a national market for our small business participation.
 - Must report this participation annually to the Federal Aviation Administration (FAA).



Creating an inclusive & equitable environment where everyone is valued.

SMALL BUSINESS OUTREACH REMINDERS

- As part of the Outreach Requirement, the Successful Respondents must conduct outreach to small businesses.
- Along with food and beverage providers, other small business opportunities may include:
 - Janitorial services
 - Uniform services
 - Suppliers of products
 - Suppliers of goods and services

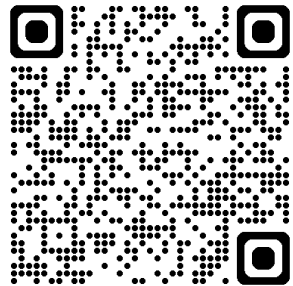
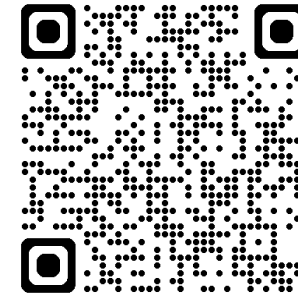


SMALL BUSINESS DIRECTORIES

ACDBE, DBE, and Small Business Concerns (SBC)

Use the Arizona Transportation Business Portal (AZ UTRACS)

<https://utracs.azdot.gov/search>



Small Business Enterprise (SBE)

City of Phoenix Certification & Compliance System

<https://phoenix.diversitycompliance.com>

Each Respondent's outreach efforts are not restricted to companies registered with the City!



Creating an inclusive & equitable environment where everyone is valued.

SMALL BUSINESS OUTREACH REQUIREMENTS

FOR THIS CONCESSION SOLICITATION:

At the time of the Revenue Contract Solicitation (RCS) Submittal, *as a matter of responsiveness*, **ALL Respondents** MUST complete and submit:

- Form EO1-200 - *Statement of Outreach Commitment*
- Form EO2-200 - *Small Business Outreach Efforts and Participants List*
- Form EO3-200 - *Small Business Utilization Commitment*

These forms will be made available when the solicitation is released.



SMALL BUSINESS OUTREACH REQUIREMENTS

All Respondents **MUST** fulfill the outreach requirements:

- Failure to provide documentation of required outreach efforts at submission = **REJECTED RESPONSE**
- Outreach efforts to small businesses must be demonstrated by submitting the required documentation (Forms EO1-200, EO2-200 with supporting documentation, and EO3-200).

If a Respondent is a:

- **Small business**, the Respondent **MUST** conduct outreach to other small businesses.
- **Joint Venture (JV)**, the Respondent **MUST** conduct outreach to other small businesses that are not already a partner of the JV.

REMEMBER: You must complete outreach requirements even if you are an ACDBE or a Small Business.

YOU CANNOT OUTREACH TO YOURSELF!



SMALL BUSINESS OUTREACH REQUIREMENTS

Steps to take for Outreach:

1. Identify opportunities for small business participation
2. Conduct outreach for small business participation
3. Evaluate small business participation
4. Tell each small business that responded to the outreach efforts of their selection decision whether or not the small business was selected

DOCUMENT!!! DOCUMENT!!! DOCUMENT!!!



EO2-200 SMALL BUSINESS OUTREACH EFFORTS AND PARTICIPANTS LIST

<p>Respondents must conduct outreach efforts and submit supporting documentation of those efforts, as described in the 49 CFR Part 23, in accordance with the detailed instructions in the Lease Clauses. Respondents should make copies of this form as needed. Sections A, B, and C must be completed for all businesses which includes ALL PARTICIPANTS.</p>				<p>Sections D, E, and F are required to be completed for all ACDBEs and small businesses. Supporting documentation is required for columns D and F.</p>		
(A) Small Business Name and Contact Information		(B) Business Status	(C) Scope(s) of Work Solicited	(D) Solicitation Method	(E) Selection Decision	(F) Communication Final Selection Outcome
<p>Name:</p> <p>Address:</p> <p>City, State, Zip: # of Employees</p> <p>Phone Number: Email or Fax:</p> <p>Age of Business: Range of Annual Gross Receipts: > \$10 million</p> <p>Sex of Majority Owner: Race of Majority Owner:</p>		<input type="checkbox"/> ACDBE <input type="checkbox"/> SBC - Small Business Concern <input type="checkbox"/> SBE - City of Phoenix Certified	<p>NAICS Codes and Scope(s) of Work:</p> <p>C</p>	<p>E-mail Blast <input type="checkbox"/></p> <p>Phone Call <input type="checkbox"/></p> <p>In Person <input type="checkbox"/></p> <p>Newspaper <input type="checkbox"/></p> <p>Website <input type="checkbox"/></p> <p>Trade Listing <input type="checkbox"/></p> <p>Outreach Event <input type="checkbox"/></p> <p>Other: <input type="checkbox"/></p>	<input type="checkbox"/> Firm was selected <input type="checkbox"/> Firm was not selected <p>Provide explanation of why firm NOT selected</p>	<p>Date Firm was Notified:</p> <p>Method used to Communicate Selection:</p> <p><input type="checkbox"/> Email</p> <p><input type="checkbox"/> Phone</p> <p><input type="checkbox"/> Fax</p> <p><input type="checkbox"/> Letter</p> <p><input type="checkbox"/> In Person</p>
<p>Name:</p> <p>Address:</p> <p>City, State, Zip: # of Employees</p> <p>Phone Number: Email or Fax:</p> <p>Age of Business: Range of Annual Gross Receipts:</p> <p>Sex of Majority Owner: Race of Majority Owner:</p>		<input type="checkbox"/> ACDBE <input type="checkbox"/> SBC - Small Business Concern <input type="checkbox"/> SBE - City of Phoenix Certified		<p>NAICS Codes and Scope(s) of Work:</p>	<p>E-mail Blast <input type="checkbox"/></p> <p>Phone Call In- <input type="checkbox"/></p> <p>Person <input type="checkbox"/></p> <p>Newspaper <input type="checkbox"/></p> <p>Website Trade <input type="checkbox"/></p> <p>Listing <input type="checkbox"/></p> <p>Outreach Event <input type="checkbox"/></p> <p>Other: <input type="checkbox"/></p>	<input type="checkbox"/> Firm was selected <input type="checkbox"/> Firm was not selected <p>Provide explanation of why firm NOT selected</p>

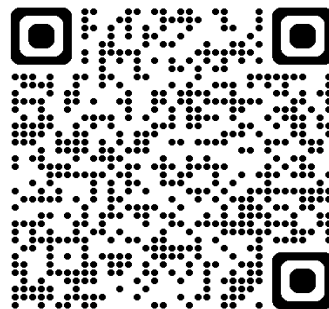
*Firms must be notified of final selection outcome prior to submittal of columns E&F of this form.



SMALL BUSINESS PARTICIPATION REQUIREMENTS

All Successful Respondents must fulfill ACDBE Program Requirements, and shall:

- Comply with Airport ACDBE Program Plan and 49 CFR Parts 23 and 26
- Track and report **all ACDBE** and **small business participation** that occurs as a result of:
 - * *Contracts*
 - * *Procurements*
 - * *Purchase Orders*
 - * *Goods/services*
 - * *Or other arrangements involving sub-tier participation*
- Enter data and supporting documentation monthly into the Phoenix Certification and Compliance System at: <https://phoenix.diversitycompliance.com>



SMALL BUSINESS OUTREACH REQUIREMENTS

Annual Small Business Participation Plan (SBPP)

- The Successful Respondent must submit an annual SBPP each year, on the anniversary date of their contract execution date.
- The SBPP will detail the Successful Respondent's continuing commitment to outreach to ACDBEs and small businesses.
- In advance of the contract anniversary date, EOD will send the SBPP template to the Successful Respondent for completion.



SMALL BUSINESS CERTIFICATION

Programs offered by the City of Phoenix: Federal vs Local

Disadvantaged Business Enterprise (DBE) and Airport Concessions DBE (ACDBE)

- Federal program (Part 23 & Part 26)
- USDOT-funded contracts administered by the City or its subrecipients (surrounding cities, Valley Metro and statewide)
- Firms located throughout the United States that completed the DBE process with the UCP



Small Business Enterprise (SBE)

- Local program (Phoenix City Code Chapter 18, Article VI)
- Opportunities to do business with the City of Phoenix
- Applicable to procurement and contracting that occurs using City funds
- Only available to firms with a primary or principal location in Maricopa County



Benefits to Small Businesses

- Opportunity to participate in the City's concessions program.
- AC/D/SBEs are eligible to bid on procurement or general services contracts reserved for competition among certified firms.
- Exposure for additional business opportunities through listing in on-line certification directory.
- Private sector firms, as well as other government agencies, offer opportunities to certified firms.

REMEMBER CERTIFICATION IS **NOT A GUARANTEE OF WORK!**



SMALL BUSINESS CERTIFICATION

Where to apply

City of Phoenix Certification & Compliance System
<https://phoenix.diversitycompliance.com/>



Contact Us

EOD – Business Relations Division
Certification Section
602-262-6790
brd.certification@phoenix.gov



Creating an inclusive & equitable environment where everyone is valued.



QUESTIONS?



PHX DVT BYR

Have More Questions? Contact Us



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