



**OGDEN CITY CORPORATION**  
**REQUEST FOR PROPOSAL**

**Ogden – Hinckley Airport Full-Service Restaurant Concessionaire**



Prepared by Brian Condie / Airport Director  
Community Economic Development Department

August 28, 2025

# OGDEN CITY CORPORATION

## REQUEST FOR PROPOSAL

### Ogden – Hinckley Airport Full-Service Restaurant Concessionaire

#### ADVERTISEMENT

Ogden City is requesting sealed proposals from qualified Proposers to conduct full-service restaurant concessions at the Ogden - Hinckley Airport. This provides the Proposer with basic info about the products/services the airport wishes to provide to the public

Proposal packets are available and may be obtained by downloading from the Ogden City website at <https://www.ogdencity.gov/264/Purchasing>

Proposers are responsible for securing any and all addenda issued.

An in-person **non-mandatory pre-proposal meeting** will occur on September 4, 2025, at 10 AM. The meeting will be held at the Airport Terminal lobby located at 3909 Airport Road, Ogden Utah, 84405. No online format available. All Concessionaries intending to submit a proposal are **ENCOURAGED** to attend the meeting to obtain relevant information.

**Sealed responses** to this RFP shall be submitted to the Purchasing Office, c/o 2nd Floor Information / Constable Desk, 2549 Washington Blvd, Ogden, UT, 84401 by **September 19, 2025, no later than 11 AM. LATE PROPOSALS WILL NOT BE ACCEPTED.**

Ogden City reserves the right to accept or reject any proposal as it best serves its convenience and/or is found to be in the best interest of the City.

**Ad Published:** August 30, 2025

# OGDEN CITY CORPORATION

## REQUEST FOR PROPOSAL

### Ogden – Hinckley Airport Full-Service Restaurant Concessionaire

#### I. INTRODUCTION

Ogden City desires to operate a full-service restaurant within the Ogden-Hinckley Airport terminal that provides quality food and beverage service to passengers, visitors, airport employees, airport tenants and the general public. The selected concessionaire will be responsible for creating an inviting dining experience that reflects the character of the Ogden community while meeting the unique needs of an airport environment. Ogden City seeks an operator with proven experience in food service management, a strong understanding of the ability to adapt to the fluctuating passenger and community demand that comes with airport operations.

It is anticipated that this RFP process will result in one contract award.

The RFP document will become part of the final contract. The base contract will be issued for a guarantee initial period of two (2) years, with the option to renew annually for an additional three years.

Ogden City may consider a revenue-sharing model as part of the proposal evaluation process (refer to Exhibit C). However, inclusion of Exhibit C does not obligate the City to accept or implement such a model.

#### II. SPECIFICATIONS – Refer to Exhibit A - E

#### III. NON-MANDATORY MEETING

An in-person **non-mandatory pre-proposal meeting** will occur on September 4, 2025, at 10 AM. The meeting will be held at the Airport Terminal lobby located at 3909 Airport Road, Ogden Utah, 84405. No online format available. All Concessionaries intending to submit a proposal are ENCOURAGED to attend the meeting to obtain relevant information.

#### **IV. RESPONSE TO RFP**

Ogden City is seeking proposals from providers capable of providing all the work described in the Scope of Work including attachments.

A. Each Proposal must include, as a minimum, the following information:

1. Authorized Representative – Indicate name, address, email and telephone number of the company submitting the proposal.
  - a. Include the name and contact information of the person designated as authorized to contractually bind the offer.
2. Company Experience and qualification - A description of the concessionaire's experience and capability of fulfilling this contract if awarded.
  - a. Include company history with biographies and/or resumes for principal contacts.
3. Evidence of Insurability – Refer to Section VII, Insurance Requirements
4. Concept & Menu – Menu reflects concessionaires most popular items, grab-and-go options, dietary selections, drink selection etc.
5. Operational Plan – Detailed hours of; prep, open to the public, closeout and staffing
6. Six (6) month marketing and community engagement plan
7. Acknowledgement / Acceptance of Terms – Statement [Pass or Fail]
  - a. Exhibit B – Deliverables and Responsibilities
  - b. Exhibit D – Waste Management
8. Financial capacity detail (Exhibit - E) - A detailed breakdown of the proposed costs
9. Detailed timeframes to prepare restaurant for opening on or before November 14, 2025.
10. References – Provide list of at least two references; include project dates, scope, summary of work performed, and contact information.

B. Proposals are to be no longer than 20 pages. Double-sided pages count as two pages.

C. For City record-keeping purposes, please do not use spiral or wire binding methods. The following methods will be accepted:

- a. Submitted as loose leaf with binder clip
- b. Submitted in a regular 3-ring binder

D. Proposals submitted to Ogden City are considered public records, unless protected within [Utah Code 63G-2-1.](#)

## **V. EVALUATION OF PROPOSALS**

Proposals will be evaluated based on the following criteria.

### **1. Experience & Qualifications** *(15 points)*

- Demonstrated experience operating a full-service restaurant, preferably in a high-traffic, time-sensitive environment such as an airport, downtown, business park, or similar venue.
- Proven track record of three (3) years, or more in food service management, staff training, and customer service.
- Knowledge of applicable health, safety, and alcohol service regulations.

### **2. Concept & Menu** *(20 points)*

- Quality, variety, and creativity of the proposed menu, including options for diverse dietary needs (vegetarian, vegan, gluten-free, children's menu).
- Proposed approach to balancing sit-down service with quick-service or grab-and-go options for time-sensitive travelers.
- Alignment of the restaurant concept with Ogden City and Ogden Airport character and customer expectations.

### **3. Operational Plan** *(15 points)*

- Proposed hours of operation that align with flight schedules and passenger traffic patterns.
- Staffing plan, including training, uniforms, and customer service standards.
- Approach to maintain cleanliness, safety, and service quality.

### **4. Marketing & Community Engagement** *(10 points)*

- Plans for promoting the restaurant to passenger, airport tenants and the community.
- Willingness to collaborate with airport and community events

**5. Waste Management Plan (5 points)**

- Plans for management all waste generated from its operations

**6. Financial Capability & Resources (25 points)**

- Financial strength and demonstrated ability to understand and fulfil the **airport restaurant concession agreement**.
- Evidence of ability to fund start-up costs as identified in Exhibit E.

**7. Pre-Opening Phase Plan (10 points)**

- time needed between signing the lease/agreement and opening day, when the concessionaire kitchen, dining area, hiring, training, stocking, and marketing are ready for business.
- Plans for promoting the restaurant to both travelers and the local community before opening day.
- Willingness to collaborate on airport and community events.

**8. Acknowledgement / Acceptance of Terms – Statement (Pass or Fail)**

- Exhibit B – Deliverables and Responsibilities
- Exhibit D – Waste Management

**9. References & Past Performance (Pass or Fail)**

- Two positive references from previous or current clients/landlords.
- History of meeting or exceeding operational commitments.

*A total of 100 possible points may be awarded to one proposal.*

The selection committee will primarily be composed of City employees. On occasion, consultants may be invited to participate in the review.

Note that proposals that are received after the deadline or not conforming to the RFP requirements may be deemed non-responsive and eliminated. Each Proposer bears sole responsibility for the items included or not included in the response submitted by that Proposer.

All proposals in response to this RFP will be evaluated in a manner consistent with the Ogden City policies and procedures. Ogden City reserves the right to disqualify any proposal that includes significant deviations or exceptions to the terms, conditions and/or specifications in this RFP. Ogden City reserves the right to disqualify a proposal due to any late response, no response or missed deadline.

In the initial phase of the evaluation process, the selection committee will review all responsive proposals in a cursory manner to eliminate from further consideration proposals which in the judgment of the evaluation committee fail to offer sufficient and substantive provisions to warrant further consideration. At the conclusion of this initial phase, finalist proposals will be selected for detailed review and evaluation.

Ogden City may require an in-person presentation by a Proposer to supplement their written proposal.

Being selected and entering into an agreement does not guarantee the Proposer will be extended any specific amount of work.

## **VI. SUBMISSION OF PROPOSALS**

**By September 19, 2025, no later than 11 AM;** proposers shall submit five (5) copies of the proposal in a sealed envelope.

On the envelope, indicate your company's name and the RFP name.

### **Submit to:**

Ogden City Corporation

c/o 2<sup>nd</sup> Floor Information / Constable Desk

**ATTN: Purchasing Office**

**Ogden – Hinckley Airport Full-Service Restaurant Concessionaire**

2549 Washington Blvd.

Ogden, UT 84401

### **LATE PROPOSALS WILL NOT BE ACCEPTED.**

If the sealed proposal is submitted by mail or other delivery service, it must be received prior to the submission deadline.

The sealed Proposal may also be hand-carried to the 2<sup>nd</sup> Floor Information / Constable Desk at the same address.

**No facsimile or email transmittals will be accepted.**

It is the sole responsibility of those responding to this RFP to ensure that their submittal is made to the correct location and in compliance with the stated date and time.

City offices are closed on the weekends and observed holidays.

## **VII. INSURANCE REQUIREMENTS**

The successful Proposer shall procure and maintain for the duration of the contract the required insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of this agreement. The Contractor shall pay the cost of such insurance.

A. The amount of insurance shall not be less than:

1. **Commercial General Liability:** Minimum of \$3,000,000 commercial general liability coverage with \$1,000,000 for each occurrence. Policy to include coverage for operations, contractual liability, personal injury liability, products/completed operations liability, broad-form property damage (if applicable) and independent contractor's liability (if applicable) written on an occurrence form.

2. **Business Automobile Liability:** \$1,000,000 combined single limit per occurrence for bodily injury and property damage for owned, non-owned and hired autos.



**3. Workers' Compensation and Employer's Liability:** Worker's

Compensation limits as required by the Labor Code of the State of Utah and employer's liability with limits of \$1,000,000 per accident.

4.[As Applicable] **Liquor Liability:** Restaurants that sell or serve alcohol must maintain liquor liability coverage with minimum limits of \$1,000,000.

B. Each insurance policy required by this Agreement shall contain the following clauses:

1. "This insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty days prior written notice by certified mail, return receipt requested, has been given to the Ogden City Corporation".

2. "It is agreed that any insurance or self-insurance maintained by Ogden City Corporation, its elected or appointed officials, employees, agents and volunteers shall be excess of Contractor's insurance and shall not contribute with insurance provided by this policy."

C. Each insurance policy required by this Agreement, excepting policies for Workers' Compensation, shall contain the following clause in a separate endorsement:

1. "Ogden City Corporation, its elected and appointed officials, employees, volunteers and agents are to be named as additional insureds in respect to operations and activities of or on behalf of, the named insured as performed under Agreement with Ogden City Corporation."

D. Insurance is to be placed with insurers acceptable to and approved by Ogden City Corporation. Contractor's insurer must be authorized to do business in Utah at the time the license is executed and throughout the time period the license is maintained, unless otherwise agreed to in writing by Ogden City Corporation. Failure to maintain or renew coverage or to provide evidence of renewal will be treated as a material breach of contract.

- E. City shall be furnished with original certificates of insurance and endorsements effecting coverage required within, signed by a person authorized by that insurer to bind coverage on its behalf. **All certificates and endorsements are to be received by Ogden City before work begins on the premises.**
- F. City reserves the right to require complete, certified copies of all required insurance policies at any time.
- G. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respect to the City, their elected and appointed officials, employees, agents and volunteers; or Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- H. Contractor shall include all of its contractors as insured under its policies or shall furnish separate certificates and endorsements for each contractor. All coverages for Contractor's contractors shall be subject to all of the requirements stated herein.
- I. Nothing contained herein shall be construed as limiting in any way the extent to which Contractor may be held responsible for payments of damages to persons or property resulting from the activities of Contractor or its agents, employees, invitees, or contractors upon the Premises during the License Period.
- J. For purposes of this contract, under the "**Certificate Holder**" section, list the following information:

Ogden City Corporation  
2549 Washington Blvd.  
Suite 510  
Ogden, UT 84401

## **VIII. GENERAL TERMS AND CONDITIONS**

- A. Qualified respondents shall be a Licensed Food Service Establishment in the State of Utah, for this type of work, and who meet Ogden City's insurance and bonding requirements, and have experience with all work defined in the scope of work.
- B. For the Transportation Security Administration requirements that are security-sensitive in nature, Ogden City reserves the right to conduct a criminal background check of each person who will be providing services in response to this RFP. If requested, Contractor shall submit a BCI Criminal History Report dated within 30 days of response to RFP for each employee who will be on-site, that shows "Criminal History Verified" and has Arrest History attachments. Employees who have any convictions on their BCI record may be subject to further review and approval by Ogden City. Ogden City may reject any response to this RFP that involves services from a person or entity that Ogden City determines is unfit or unqualified to fulfill the requirements of this RFP.
- C. All services must meet current industry standards including all Federal, State and local rules and regulations.
- D. Ogden City reserves the right to request clarification of the information submitted, and to request additional information from any Proposer.
- E. Ogden City will make every effort to ensure all Proposers are treated fairly and equally throughout the entire advertisement review and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.
- F. Cost of Developing Proposals - All costs related to the preparation of proposals and any related activities are the sole responsibility of the Proposer. Ogden City assumes no liability for any costs incurred by Proposers throughout the entire selection process.
- G. Proposal Ownership – Once submitted, all proposals, including attachments, supplementary materials, addenda, etc. become the property of Ogden City and will not be returned to the Proposer.

H. Conflict of Interest – No member, officer, or employee of Ogden City, during his or her tenure shall have any interest, direct or indirect, in this contract or the proceeds thereof, except as permitted by Ogden City policy.

I. Non-Collusion – The Proposer guarantees the proposal is not a product of collusion with any other Proposer and no effort has been made to fix the proposal price or any Proposer or to fix any overhead, profit or cost estimate of any proposal price.

J. Award of Contract - The selection of the company will be made by a selection committee comprised of city employees. Ogden City reserves the right to negotiate and hold discussions with prospective service providers as necessary, however, Ogden City may award this contract without discussing proposals received from prospective service providers.

a. The selected company shall enter into a written agreement with Ogden City.

b. Ogden City reserves the right to cancel this Request for Proposal.

c. Ogden City reserves the right to reject any or all proposals received. Furthermore, Ogden City shall have the right to waive any informality or technicality in proposals received, when in the best interest of Ogden City. Ogden City reserves the right to segment or reduce the scope of services and enter contracts with more than one vendor.

K. Pursuant to the Utah Government Records Access and Management Act (GRAMA), records will be considered public after the contract is awarded. If Proposer wishes to protect any records, a request for business confidentiality may be submitted to the Ogden City Records Office at the time of submittal. The form can be accessed through the Recorder's webpage at this link: [https://www.ogdencity.gov/DocumentCenter/View/19762/May-2021-Business-Confidentiality-Claim\\_revised](https://www.ogdencity.gov/DocumentCenter/View/19762/May-2021-Business-Confidentiality-Claim_revised)

## **IX. ADDITIONAL INFORMATION**

Operational Guarantee: Concessionaire shall guarantee food service for one (1) year at agreed upon fee structure and conditions set in this RFP. Following the initial first year guarantee period, request, if any, for fee structure adjustments may be made by the airport or concessionaire for the second twelve month operational guaranteed period.

Negotiations, if any, must be made at least 30 days prior to the last annual effective date.

Requests for adjustment must include sufficient documentation supporting the request and demonstrating a logical mathematical link between the current cost and services provided and the actual number of patrons.

Any adjustment or amendment to the contract will not be effective unless approved by Ogden City.

Revenue Sharing Reductions (if approved): It is understood and agreed that the concessionaire will be given immediate consideration if any notable decrease in the market, and/or if the airport loses commercial airline service.

The contractor will pay monthly their shared portion of revenues in compliance with the submitted proposal as accepted by Ogden City Corporation.

- A. Payments must contain a complete description of the work / service / goods that were performed / provided, the agreed upon share for each service.
- B. Upon the Award of Contract, the Contractor shall make all payments electronically.
- C. Payments shall be promptly sent to the following address:

Ogden City Corporation  
Ogden Airport  
3909 Airport Road  
Ogden, Utah 84405

## **X. GOVERNING INSTRUCTIONS**

This RFP will constitute the governing document for submitting Proposals and will take precedent over any oral representations.

## **XI. RFP SCHEDULE**

Ogden City will follow the timetable below. Ogden City reserves the right to modify the dates due to unforeseen circumstances. Revision of dates, specifically the RFP response deadline will result in an RFP amendment. Amendments will be published in the City's Purchasing webpage - <https://www.ogdencity.gov/264/Purchasing>

EVENT	TARGET DATE
Open RFP Process	8/28/2025
Ad – Standard Examiner	8/30/2025
Non-Mandatory Pre-Proposal Meeting (In-Person)	9/4/2025 at 10 AM
Last day for Q&A	9/11/2025; No later than 3 PM
RFP Response Deadline	9/19/2025; No later than 11 AM
Committee Review and Selection process	To Be Determined
Contract Start Date	To Be Determined

## XII. CONTACT INFORMATION

For any questions related to this RFP, please contact the Ogden City Purchasing Office via email [purchasing@ogdencity.gov](mailto:purchasing@ogdencity.gov) or at (801) 629-8742.

The question-and-answer period ends at 3 PM on September 11, 2025.

Please check the City's Purchasing webpage for any published Q&A document(s) that might have already addressed your questions or concerns -

<https://www.ogdencity.gov/264/Purchasing>

***Thank you for your interest in doing business with Ogden City.***

## **Exhibits**

A- Scope of Services

B- Deliverables & Responsibilities

C- Revenue Sharing Terms

D- Waste Management

E- Start-up Cost