

REQUEST FOR PROPOSALS (RFP)
CHARLOTTESVILLE-ALBEMARLE AIRPORT AUTHORITY, CHARLOTTESVILLE, VA
Charlottesville-Albemarle Airport (CHO)
On-Airport Rental Car Service Concession
RFP# 2022-07

The Charlottesville-Albemarle Airport Authority (Authority), acting by and through its Executive Director, invites proposals from offerors interested in entering into a Concession and Lease Agreement for the right to operate an On-Airport Rental Car Service Concession (Concession) at the Charlottesville Albemarle Airport (Airport).

Proposals will be received at the
Charlottesville Albemarle Airport Administration Office,
100 Bowen Loop, Suite 200,
Charlottesville, VA 22911

Proposers must meet all minimum qualifications set forth within the RFP. One (1) original and three (3) copies of the proposal must be submitted to the Authority as a complete sealed proposal in a sealed envelope, conspicuously endorsed with the Company's name submitting the proposal (Offeror) and the phrase "On-Airport Rental Car Service Concession" and may be mailed or hand delivered. Also, within the sealed envelope, offerors must also submit one complete digital copy of the Proposal in Microsoft Word or PDF format burned to a flash drive. Proposals received after June 6, 2022, 2:00 p.m., will be returned unopened.

Electronic Proposal submittal will be accepted in addition to the hard copy submittal. In order for an electronic submittal to be accepted, it must be received prior to the Submission Deadline and must be accompanied by a tracking number for the hard copy submittal. Electronic Proposals shall be sent to Stirling Williams, Director of Landside Operations, at swilliams@gocho.com. The Authority will not be responsible for the timely delivery of electronic submissions therefore regardless of electronic complications, submittals received after the deadline will be rejected.

Copies of the RFP are available upon request made by email to swilliams@gocho.com Alternatively, requests for copies of the RFP may be made by correspondence mailed to Stirling Williams, Director of Landside Operations, Charlottesville Albemarle Airport Authority, 100 Bowen Loop, Suite 200, Charlottesville, Virginia 22911, (434) 973-8342, Ext. 113

The Charlottesville-Albemarle Airport Authority, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Melinda Crawford
Executive Director