MACON-BIBB COUNTY, GEORGIA

Request for Proposal

FOR

HighNote Aviation Restaurant and Corporate Aircraft Catering Concession

27-021-LH

96115

90535

MACON-BIBB COUNTY

ISSUE DATE: NOVEMBER 5, 2026

DUE DATE: DECEMBER 3, 2026

MBE/WBE/DBE Participation: Minority, Women Owned, and other Disadvantaged Business Enterprises are encouraged to participate in the solicitation process. Additionally, respondents are encouraged to use M/W/DBE sub-consultants where possible. Small and other disadvantaged businesses requiring assistance with the competitive process can contact Cherise Stephens, Small Business Affairs at (478) 300-2297 or csthepens@maconbibb.us

I. GENERAL

A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses to the Request for Proposal **(original plus 5 copies & Flash Drive)** in the Procurement Department, 700 Poplar Street Suite 308, Macon, Georgia 31201, until **12:00 NOON** at the time legally prevailing in Macon, Georgia on **Thursday, December 3, 2026**, for **HighNote Aviation Restaurant and Corporate Aircraft Catering Concession for Macon- Bibb County Middle Georgia Regional Airport**.

NO LATE RESPONSES WILL BE CONSIDERED

The names of responding firms will be publicly read on **Thursday, December 3, 2026, at 2:00 PM** in the Macon-Bibb County Board of Commissioner's Conference Room, located on the 700 Poplar Street, 2nd floor, Macon Georgia 31201. The deadline to submit questions is **Friday, November 13, 2026, by 3:00 PM** standard eastern time.

A Non-Mandatory Pre-Proposal Conference is scheduled for **November 11, 2026**, **@ 10:00 am** at the Macon-Bibb County Board of Commissioner's Conference Room, 700 Popular Street, 2nd Floor, Macon, GA 31201. Deadline for submitting questions is **Friday, November 13, 2026 @ 3:00 pm** eastern standard time

B. Definitions

Wherever the term "Owner", "County", or "Macon-Bibb County" occur in this document, it shall mean Macon-Bibb County, a political subdivision of the State of Georgia acting through the Macon-Bibb County Board of Commissioners.

C. Solicitation Documents

1. Bid documents may be examined and obtained on Macon-Bibb County and Georgia Procurement Registry websites. They can be viewed and downloaded from one of the links included below:
   Georgia Procurement Registry website
   http://ssl.doas.state.ga.us/PRSapp/PR_custom_index.jsp?agency=61100
   Macon-Bibb County Procurement Page www.maconbibb.us/purchasing

2. Do not edit any other required documents (Attachment A).

D. Insurance Requirements

1. Insurance coverage shall be carried with an insurance company licensed to do business in the State of Georgia. All coverage should be written with insurance companies with a Best Rating of A or better. Insurance shall be obtained prior to commencement of work and shall remain in force throughout the period of the contract. Macon-Bibb County shall be named as additional insured on the policy.

   Workers' Compensation: Statutory
   Errors and Omission: $1,000,000
   General Liability: $1,000,000

E. Submittals

Responses must be sealed and identified on the outside of the package as and delivered to

"27-021-LH" HighNote Aviation Restaurant and Corporate Aircraft Catering Concession"
Macon-Bibb County Procurement Department
700 Poplar Street
Suite 308
Macon, Georgia 31201
Telephone: (478) 803-0550

Submissions may not be withdrawn for a period of one hundred and twenty (120) days after the deadline for closing. Macon- Bibb reserves the right to reject any and all submissions and to waive technicalities and formalities. Respondents shall carefully read the information contained herein and submit a complete response to all requirements and questions as directed. Submittals and any other information submitted in response to the RFP shall become the property of Macon-Bibb County.

F. Timeline of Events

Timeline of Events		
Event	Date	Time
Request for Proposal Submission	Thursday, December 3, 2026	12 Noon Standard Eastern Time
Non-Mandatory Pre-Proposal Conference	Wednesday November 11, 2026	10:00 AM Standard Eastern Time Board of Commissioners Conference Room 2nd Floor, 700 Poplar Street Macon, Georgia 31201
Deadline for Vendor Questions	Friday, November 13, 2026	3:00 PM Standard Eastern Time
Evaluation Scoring Period	To be determined	
Respondents Presentation	To be determined	
Estimated RFP Award	February 2027	

G. Responsiveness

To be considered "*responsive"* the submission should include completed copies of the following documents:

- Price Proposal Form
- Proposer Qualification Form
- List of Sub-Consultants
- Minority Participation Goal
- Financial & Legal Stability Statement
- Georgia Security and Immigration Compliance Act (E-Verify) Affidavit
- Non-Collusion Affidavit

H. Responsibility

To be considered "*responsible"* the submitting firm must meet the following minimum qualifications:

- Three (3) years of experience providing the services included herein
- Licensed to do business in the State of Georgia
- Financially and legally responsible to perform the services included herein

I. Reservations

Macon-Bibb County will not provide compensation to Respondents for any expenses incurred by the Respondent(s) for submittal preparation or for any demonstrations that may be made, unless otherwise expressly stated or required by law.

Each submission should be prepared simply and economically, providing a straightforward, concise description of your firm's ability to meet the requirements of this RFP. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the Owner's needs.

Macon-Bibb County makes no guarantee that an award will be made as a result of this RFP and reserves the right to accept or reject any or all submittals, with or without cause, waive any formalities or minor technical inconsistencies, or delete any item/requirement from this RFP or contract when deemed to be in the Owner's best interest.

Macon-Bibb County will consider only representations made within the submission in response to this RFP. Owner will not be bound to act by any previous knowledge, communication, or submission by the firms other than this RFP.

Failure to comply with the requirements contained herein may result in the submission being deemed "non-responsive" or "non-responsible". Non-responsive submissions will not be reviewed for potential awards.

J. Local Preference

1. Macon-Bibb County reserves the right to award bids to County businesses and merchants whose bid is within **5% (five percent)** of the highest overall scores.

II. SCOPE OF SERVICES

See "Attachment B" for Scope of Services.

III. SUBMITTAL FORMAT AND REQUIREMENTS

Submissions must be organized in a manner to display the required information in easily accessible labelled tabs with table of contents:

Experience/Qualifications

- Resume(s) of key personnel
- Management licenses and/or certifications
- Reference list
- List of projects with similar scopes and size
- Organization Chart

Required Services

- Describe in detail the proposed concept, operating plan, staffing, menu, hours, service standards, food-safety practices, and approach to reliable day-to-day operations
- Respondents should list in detail the types of food, drink, and snack food items they intend to provide.
- Corporate Plan and Service Reliability.
- Financial Capability and Proposed Capital Investment.
- Marketing and Customer Development.
- Safety and Regulatory Compliance.

Price Proposal

- Financial Proposal Fees

V. SCORING (total possible number of points = 100)

Relevant Experience and Management qualifications	Maximum 10 Points
Restaurant Concept and Affordable Lunch Menu	Maximum 20 Points
Operating Plan and Service Reliability	Maximum 15 Points
Corporate Catering Capability and Development Plan	Maximum 15 Points
Financial Proposal and Overall Value to the County	Maximum 20 Points
Financial capacity and Proposed Capital Investment	Maximum 10 Points
Marketing and Customer Development	Maximum 5 Points
Safety and Regulatory Compliance	Maximum 5 Points

VI INTERVIEWS/ORAL PRESENTATION (MAY BE REQUIRED)

Macon-Bibb County dba HighNote Aviation Restaurant may seek interviews/oral presentations after evaluating the proposals of the highest scoring finalists. The County will contact the top-scoring firms to schedule a date, time, and location. The culmination of scores from the technical evaluation, interviews/oral presentations, and cost will determine the apparent successful contractor.

Note: Interview/Oral Presentation (additional potential up to 10 points).

VII AWARD BASIS

Awards will be recommended to the respondent with the highest number of points.

VIII. SUBCONTRACTOR REPORTING REQUIREMENTS

A. Contractor shall submit a "Subcontractor/Supplier Participation Report" on this contract quarterly to the Macon-Bibb County Office of Small Business Affairs which shall include the following:

1. The name of each subcontractor or supplier participating in the contract.
2. A description of the work to be performed, materials, supplies, and services provided by each subcontractor or supplier.
3. Whether each subcontractor or supplier is a minority owned, woman owned, LGBTQIA+ owned, veteran owned, disabled person owned, Certified Disadvantaged Business Entity, non-profit, or local business.
4. Whether each subcontractor is a supplier, subcontractor, or other.
5. The dollar value of each subcontract or supply agreement.
6. The actual payment to date of each subcontractor or supplier participating in the contract.

B. The report shall be updated during the applicable quarter by the Contractor whenever any of the approved subcontractors or suppliers have completed the portion of the work they were contracted to perform. Copies of this report should be transmitted promptly to the Macon-Bibb County Office of Small Business Affairs.

C. The County may withhold any payment due to the Contractor on any project for failure to submit the Subcontractor/Supplier Report within thirty (30) days following the end of the calendar quarter or for the failure to submit updates to the quarterly report within thirty (30) days of any subcontractor or supplier having completed the portion of work they were contracted to perform.

FEE PROPOSAL

HighNote Aviation Restaurant
And Corporate Aircraft
Catering Concession

RFP# 27-021-LH

Vendor Name	Point of Contact	Phone Number	Email Address

Restaurant Concession	Minimum Monthly Base Rent	Deposit (3 x rental rate)	Percentage of Gross Annual Sales to the Airport (Calculated on sales over $300,000)
Year 1	$	$	%
Year 2	$	--	%
Year 3	$	--	%
Year 4	$	--	%
Year 5	$	--	%

Note:

- The minimum base rent is currently set at $2,520 monthly.
- Percentage rent is paid only on the portion of annual gross sales exceed the $300,000 threshold.
- Respondents to this solicitation must propose the percentage rate they will pay.
- The County will establish the reporting, reconciliation, and payment schedule.

Start Dates		
Type	**Date**	
*Start Date		
*Payment Start Date		

*This option is provided to assist the Operator in preparing the leasehold for operations prior to June 30, 2027.