

APPENDIX A, ATTACHMENT 1

QUALIFICATION QUESTIONNAIRE

All information requested in the Qualification Questionnaire must be furnished by each bidder, and must be submitted with the Bid Intent Package and the Notice of Intention to Bid. Statements must be complete and accurate and in the form requested. Omission, inaccuracy, or misstatement may be cause for finding the prospective bidder not qualified to bid on this Concession.

1. Provide the name of the bidder exactly as it is to appear on the Concession Agreement:

2. Provide the mailing address and place of business (street address), telephone number, facsimile number, and email address of the bidder:

3. The bidder, if selected, intends to carry on the business as:

Individual (), Partnership (), Joint Venture (), Corporation (), Limited Liability Company () or Other (). If "Other", attach explanation.

4. Provide the Federal Identification Number (Federal I.D. No.) and State of Hawaii, Department of Taxation Gross Excise Tax (G.E.T.) license Number for taxation purposes:

Federal I.D. No.: _____
Hawaii Gross Excise Tax License No.: _____

5. If the bidder is a partnership or joint venture, attach a copy of the partnership agreement or joint venture agreement and answer the following:

A. Name, address, and percentage interest of each partner of the partnership or each member of the joint venture:

<u>Name</u>	<u>Address</u>	<u>Percentage Interest</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

(NOTE: The Qualification Questionnaire shall be kept confidential in accordance with Section 102-3, Hawaii Revised Statutes)

<u>Name</u>	<u>Address</u>	<u>Percentage Interest</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

- B. Date of Organization: _____
- C. Indicate whether a General or Limited Partnership (if applicable): _____
- D. Where Established or Recorded _____

	County	State	Date
--	--------	-------	------
- E. Registered in Hawaii: Yes / No
If yes, as of what date: _____

6. If a Corporation or Limited Liability Company, answer the following:

- A. When incorporated/formed _____
- B. In what state/country _____
- C. Authorized to do business in Hawaii? Yes/No. If yes, as of what date? _____

- D. How is the corporation held: Publicly() Privately (); If publicly held, list how and where the corporation's stock is traded: _____

E. Name, address, experience in the business, and amount of stock or membership interest held by the following officers:

Officer	Name	Address	Amount of Stock or Membership Interests	% of Total	Experience in the Business
President					
Vice President					
Secretary					
Treasurer					
Other					

F. Name, address and shares of stock or membership interests held by each Member of the Board of Directors or Management Committee:

Name	Address	Amount of Stock or Membership Interest	% of Total

- G. Name, address and shares of stock or membership interests held by other "principal" stockholders or members: (A "principal" stockholder or member is defined as a stockholder or member who holds 10% or more of the outstanding stock or membership interests of the corporation or limited liability company, respectively.)

Name	Address	Amount of Stock or Membership Interest	% of Total

Total Capitalization: \$ _____
 Amount of capital stock or membership interests subscribed: \$ _____
 Amount paid-in: \$ _____

- H. Is the majority (i.e., more than fifty percent (50%)) ownership of the corporation or limited liability company held by a parent company?

Yes _____ No _____

If yes, please provide the information required by the preceding Items 6.A. through 6.G. for the parent company.

- I. Does the corporation or limited liability company have any majority-owned (i.e., more than fifty percent (50%) owned) subsidiary companies?

Yes _____ No _____

If yes, provide the information required by the preceding Items 6.A. through 6.G. for all subsidiary companies that do or have ever done business in the State and indicate the percentage of ownership in each subsidiary company.

- J. If the bidder uses trade names, doing-business-as-names, or other names in its business to identify bidder, list the names and connection with each entity or part of its business.

- K. If the bidder is or under a parent company or is a subsidiary within a larger corporate structure or a sub-entity of a larger organization, provide an organization chart showing bidder's position in the organization.
7. If the bidder is a joint venture, provide all applicable information in response to all questions in the preceding Items 5. and 6. for each joint venture member.
8. Summary of Experience. To complete this Qualification Questionnaire, each bidder must submit a narrative response that describes in detail how the bidder meets the minimum qualification requirements. Please follow the same format set forth below for your response. The following information must be included:
- A. Rent-A-Car experience
- (1) Names, nature. For the required minimum five (5) of the past ten (10) years, the names and addresses of Rent-A-Car business locations or facilities owned or managed by the bidder, together with a brief description of the nature and scope of such business(es), including, without limitation, the location and type of business (airport, transportation center, hotel concession, harbor port or other complex). If the experience is attributable to an entity other than the bidder, explain in detail how that experience qualifies the bidder to perform this Concession Agreement and meet the minimum qualification requirement.
- (2) Period of operation. Number of years (including dates of operation) the bidder has owned or managed said business(es) and the nature of the bidder's relationship (how owned or operated) to the business(es).
- (3) Transaction data.
- (a) Current Concessionaire. If the bidder or brand currently holds a concession agreement at the airport, report the number of transactions conducted at the airport for each of the brands located at the airport, for each month and calendar year as indicated on the attached forms titled, Total Rental Car Transactions – HNL and Total Rental Car Transactions – OGG.
- (b) Current Concessionaire, less than five years. If the bidder or brand currently holds a concession agreement at the airport, but has held the concession agreement for a period of less than the period shown on the attached forms titled, Total Rental Car Transactions-HNL or Total Rental Car Transactions-OGG, the bidder or brand shall provide, in addition to the number of

transactions conducted at the airport for each of the brands located at the airport, the number of transactions conducted at each of the bidder's or brand's locations within a five mile radius of the airport for each month and calendar year as indicated on the attached forms titled, Total Rental Car Transactions – HNL and Total Rental Car Transactions – OGG.

(c) Not a Concessionaire. If the bidder or brand does not currently hold a concession agreement at the airport, report the number of transactions conducted for each of the brands at any or all of the bidder's or brand's location or locations within a five mile radius of the airport, for each month and calendar year as indicated on the attached forms titled, Total Rental Car Transactions – HNL and Total Rental Car Transactions – OGG.

(d) No location within five miles of airport. If the bidder or brand does not have a location within a five mile radius of the airport, report the number of transactions conducted at the location in the State of Hawaii that is nearest to the airport for each brand for each month and calendar year as indicated on the attached forms entitled Total Rental Car Transactions – HNL and Total Rental Car Transactions – OGG.

(e) Failure to report. Failure to report the number of transactions for a brand as outlined in paragraphs (3)(a), 3(b), 3(c) and 3(d) above, shall result in the brand being disqualified from participating in the concession and any bid submitted on behalf of the brand, whether individually or in combination with other brands, shall also be disqualified.

B. Gross receipts. Gross receipts derived or generated from the bidder's Rent-A-Car operation at each Rent-A-Car location or facility for each of the qualifying years of experience cited above. For each of the qualifying years for said business(es), each bidder must attach evidence of such gross receipts by way of the Audited Statement of Revenues of the bidder named in this Qualification Questionnaire prepared by a licensed independent certified public accountant (except unaudited Statement of Revenues may be submitted for the bidder's current operating year) for each of the qualifying years for said business(es).

C. Ownership/management experience. Each bidder must provide evidence of ownership or management experience for each of the qualifying years, which evidence must be reasonably satisfactory to the State. Without limiting the generality of the foregoing, each bidder must submit the following items:

- (1) Organizational documents. Organizational documents, such as joint venture/partnership agreement, corporate articles/bylaws, and share certificates.

- (2) Audited financial statements. A complete set of the entire Audited Financial Statements (Independent Auditor's Report, Balance Sheet, Statement of Revenues, Expenses and Changes to Retained Earnings, Statement of Cash Flows, Notes to the Financial Statements and all Supplementary Information) (hereafter collectively the "Audited Financial Statements") of the bidder named in this Qualification Questionnaire for the most recent three (3) calendar years or fiscal years of operation. The Audited Financial Statements must be prepared and certified by a licensed independent certified public accountant. The Audited Financial Statements may not be prepared or submitted to the State in a condensed or similar summary basis. For example, the submission of a condensed statement of assets, liabilities and partner's capital (regardless of whether the same was submitted as part of a federal or state tax return filing) will not be sufficient to satisfy the bidder's obligation herein to submit Audited Financial Statements.
 - (a) Individual. If the bidder is an individual, submit audited personal financial statements (net worth) in accordance with this paragraph 8.C.2.

 - (b) Bidder recently formed.
 - 1) Bidder itself. If the bidder is a corporation, limited liability company, partnership or joint venture that was formed within the last three (3) years, the bidder must submit Audited Financial Statements as noted in the preceding paragraph 8.C.2 (Audited financial statements), for each year that the corporation, limited liability company, partnership or joint venture existed; and

 - 2) Interest holders. The Audited Financial Statements, as required pursuant to paragraph 8.C.2 (Audited financial statements), for the following, prior to the formation of the corporation, limited liability company, partnership or joint venture, respectively, to assure that a minimum of three (3) consecutive years of Audited Financial Statements are submitted for the bidder:

- a) For each principal stockholder if the bidder is a corporation (a principal stockholder is defined as a stockholder who holds 10% or more of the outstanding stock of the corporation);
- b) For each principal member if the bidder is a limited liability company (a principal member is defined as a member who holds 10% or more of the outstanding membership interests in a limited liability company);
- c) For each general partner, managing partner, and partner having or holding a 10% or more interest in the partnership, if the bidder is a partnership; or
- d) For each member if the bidder is a joint venture.

(c) Organizational structure prohibits audited financial statements. In the event the organizational structure prevents the bidder from submitting audited financial statements, the State is willing to accept unaudited financial statements, provided the statements are accompanied by executed U.S. Tax Returns. In the event U. S. Tax Returns cannot be provided, the bidder must submit a detailed explanation, that is acceptable to the State, of why the U.S. Tax Returns cannot be provided and a complete explanation of the bidder's corporate structure.

- D. Prior name. State if the bidder has ever operated in the State of Hawaii under another name and/or ownership structure in the past 20 years and if so, identify all such names and describe the ownership structures.
- E. DBE experience. Describe experience in working with Disadvantaged Business Enterprises (DBEs). List concession operations, contracts, locations, dates, names of the DBEs, and nature and scope of work performed. Describe the bidder's working relationships with the DBEs, including the responsibilities of the bidder.
- F. Landlords. Give names, addresses and telephone numbers of landlords and property managers for all operations listed above.

9. References.

- A. Non-affiliated businesses. Attach reference letters from at least three non-affiliated business references.

- B. Landlords. Attach reference letters from at least three previous or current landlords.
- C. Bidder's management experience. Contents of the reference letters in paragraphs 9.A and 9.B herein shall include information directly related to the bidder's management or ownership experience in Rent-A-Car businesses.
- D. Banks. Attach credit reference letters from at least two (2) banks or other financial institutions with which the bidder regularly does business.
10. Concession plans. Explain the bidder's plans for the operation of this Concession covering business philosophy, customer service program, hours of operation, daily controls and sales program.
11. Preliminary drawings. Submit a set of preliminary drawings, plans and/or cross-sections to show schematic and conceptual plans and ideas for improvements which the bidder anticipates or intends to construct for the fit-out of the spaces which are assigned under this Concession Agreement.
12. Other information. List and provide any other information the bidder may consider pertinent.
13. Affirmative Statement of Accuracy. The undersigned bidder represents and warrants to the State as follows: (a) the undersigned person(s) are duly authorized representatives of the bidder and (b) all information submitted by the bidder in this Bid Intent Package is complete, accurate and truthful.

NAME OF BIDDER: _____

By _____ Title _____ Date _____

Print Name

By _____ Title _____ Date _____

Print Name

By _____ Title _____ Date _____

Print Name

By _____ Title _____ Date _____

Print Name

Subscribed and sworn to before me this
_____ day of _____, 20_____

Notary Public, _____

State of _____

My Commission Expires: _____