

Salina Airport Authority

Request for Proposals (RFP)

Terminal Furniture Solutions – Hold Room Seating and Optional Lobby Furniture

Issue Date: August 1, 2025

Proposal Due Date: August 22, 2025

Contact: Pieter Miller, Executive Director

pmiller@salinaairport.org | 785.827.3914

3237 Arnold Ave, Salina, KS 67401

1. Overview

The Salina Airport Authority (SAA) is requesting proposals from qualified vendors to **design, supply, and install commercial-grade furniture** for the newly expanded M.J. Kennedy Terminal at the Salina Regional Airport. The project includes:

- **Base Scope:** Passenger seating for the post-security **Hold Room** serving two gates and approximately 150 passengers.
- **Optional Scope:** Coordinated **pre-security lobby/check-in area furniture** accommodating minimum of 75 passengers with supporting end tables.

Vendors must provide a **single, integrated layout and product solution** for both areas. The lobby scope must be clearly marked as **optional**, and SAA reserves the right to award only the Hold Room portion.

2. Project Background

The Salina Regional Airport supports **SkyWest Airlines (United Express)** service with **three daily Regional Jet flights** to major hubs including Denver, Chicago, and Houston. The airport is currently undergoing a terminal expansion to accommodate increased passenger volumes and improve the travel experience.

The expansion includes a **modernized passenger Hold Room**, additional gate capacity, and a remodeled **check-in lobby**. SAA is seeking furniture solutions that are:

- Modern and visually aligned with the new terminal design
- Comfortable and highly durable for public airport use
- ADA-compliant and inclusive
- Branded to reflect SAA's identity (optional logo on seating)

3. Scope of Work

A. Base Scope – Hold Room Seating (Required)

- **Total Capacity:** Minimum 150 passengers
- **Seating Types:**
 - **General beam or modular seating** (min. 132)
 - **Business-class workstations** (min. 10), with integrated power/USB
 - **Private or semi-private pods** (min. 8), acoustically buffered or enclosed
- **Design Requirements:**
 - Matching terminal's modern aesthetic
 - Power access throughout seating areas
 - Mixed seating styles with accessibility and ergonomic comfort
 - ADA-compliant paths and designated wheelchair spaces
- **Materials:**
 - Commercial-grade, fire-rated, antimicrobial
 - Easy-clean upholstery and durable metal frames
- **Warranty:** Minimum 10-year structural, 5-year electrical and upholstery

B. Optional Scope – Lobby/Check-In Furniture (Optional)

- **Total Capacity:** Minimum 75 passengers
- **Furniture Types:**
 - Lounge chairs, modular sofas, or benches
 - Integrated or freestanding **end tables** throughout
- **Power Requirements:**
 - Charging access **available throughout the lobby**
 - Power may be integrated in tables or pedestals; not required per seat
- **Design Requirements:**
 - Coordinated with Hold Room furniture in style, color, and finish
 - Modern, inviting layout for pre-security comfort
- **ADA Compliance:** Paths, seating heights, and accessibility must meet federal guidelines

4. Proposal Requirements

Each proposal must include the following:

A. Firm Overview & Experience

- Company profile, office locations, relevant airport, or public-space installations
- At least **3 references** for similar projects (airports preferred)

B. Design Concept & Layout

- Narrative describing coordination of Hold Room and lobby furniture
- 2D or 3D layout plans with seat counts, spacing, and power locations
- Color/material samples and aesthetic integration explanation

C. Product Specifications

- Cut sheets and model numbers
- Dimensions, materials, colors, finishes
- Power specs for integrated modules (UL-listed)

D. ADA Compliance & Power Strategy

- Description of accessibility features
- Power plan for both areas: outlet density, configuration, and reach

E. Warranty, Installation, & Maintenance

- Warranty details (min. 10 years structural)
- Installation plan and coordination timeline
- Recommended cleaning/maintenance procedures

F. Cost Proposal

- **Separate, itemized pricing** for:
 - Base Scope: Hold Room
 - Optional Scope: Lobby
- Include furniture, shipping, installation, optional branding, taxes

G. Execution Timeline

- Lead time from award to installation
- Milestones for approvals, production, shipping, and setup

5. Evaluation Criteria

Criteria	Weight
Aesthetic quality and design coordination	25%

Criteria	Weight
Comfort, durability, and ADA compliance	20%
Cost and value	20%
Experience with airport/public furniture	15%
Lead time and installation logistics	10%
Warranty and service support	10%

6. Submission Instructions

Questions must be submitted via email to pmiller@salinaairport.org by **August 11, 2025**. A Q&A summary will be distributed to all interested vendors.

Proposals must be submitted in PDF format by 12:00 p.m. CDT, **August 22, 2025** to:

Pieter Miller
Executive Director
pmiller@salinaairport.org

8. Optional Pre-Bid Site Visit

Vendors are encouraged to participate in an optional pre-bid site visit to better understand the space, layout constraints, and design context for both the hold room and lobby areas.

Site visits must be scheduled in advance and coordinated by the Salina Airport Authority. To arrange a visit to the site, 3237 Arnold Ave, Salina, KS 67401, contact:

Michelle Moon
Administration Specialist
michellem@salair.org
785.827.3914

During the visit, vendors may view current terminal conditions, confirm dimensions, observe passenger flow, and discuss general requirements.

No proprietary questions will be answered individually. All questions arising from the site visit must be submitted in writing and will be shared with all prospective bidders in a formal addendum.

Participation in a site visit is not mandatory, but highly recommended to ensure accurate proposals.

7. Additional Notes

- All proposals must address **both scopes** with clear pricing and design.
- The lobby/check-in furniture is **optional**; SAA reserves the right to exclude it from the final contract.
- Proposals may include alternatives or upgrades, clearly marked as such.
- Preference will be given to **U.S.-based manufacturers and suppliers**, and those offering domestic sourcing and warranty service.
- Final selection is at the sole discretion of the Salina Airport Authority.
- The SAA reserves the right to cancel this Request for Proposal (RFP) in writing or postpone the date and time for submitting proposals at any time prior to the proposal due date. The SAA by this RFP does not promise to accept the lowest cost or any other proposal and specifically reserves the right to reject any or all proposals, to waive any formal proposal requirements, to investigate the qualifications and experience of any Proposer, to reject any provisions in any proposal, to modify RFP contents, to obtain new proposals, to negotiate the requested services and contract terms with any Proposer, or to proceed to do the work otherwise.
- The Contractor shall provide the Salina Airport Authority all required certificates of insurance.
- The Salina Airport Authority will issue a state sales tax exemption certificate to the successful contractor and the successful contractor will not be required to pay State sales tax on materials and supplies purchased for use on this project. The successful contractor will be responsible for payment of all other taxes.
- Bids must remain in effect for ninety (90) days after the bid opening date.

Civil Rights Title VI Assurance

The Salina 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 that it will affirmatively ensure that any Contract entered into pursuant to this advertisement, disadvantaged business 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.

Equal Opportunity

(a) In conformity with K.S.A. 44-1030 et seq., and amendments thereto, of the Kansas act against discrimination, the successful bidder, following issue of contract addressed as “contractor,” and its subcontractors, if any, agree that:

1. The contractor shall observe the provisions of the Kansas act against discrimination and in doing so shall not discriminate against any person in the performance of work under this Agreement because of race, sex, religion, age, color, national origin, ancestry or disability;
2. The contractor shall include in all solicitations, or advertisements for employees, the phrase “equal opportunity employer,” or a similar phrase to be approved by the Kansas human rights commission;
3. If the contractor fails to comply with the manner in which the contractor reports to the Kansas human rights commission in accordance with the provisions of K.S.A. 44-1031 and amendments thereto, the contractor shall be deemed to have breached this agreement and it may be canceled, terminated or suspended, in whole or in part, by the Authority;
4. If the contractor is found guilty of a violation of the Kansas act against discrimination under a decision or order of the Kansas human rights commission which has become final, the contractor shall be deemed to have breached this Agreement and it may be canceled, terminated or suspended, in whole or in part, by the Authority;
5. The contractor shall not discriminate against any employee or applicant for employment in the performance of this Agreement because of race, sex, religion, age, color, national origin, ancestry, or disability; and
6. The contractor shall include similar provisions in any subcontract under this Agreement.

(b) The provisions of this section shall not apply to this Agreement if the contractor:

1. Employs fewer than four employees during the term of this Agreement; or
2. Contracts with the Authority for cumulatively \$5,000 or less during the Authority’s calendar fiscal year.

Design concept – exterior views

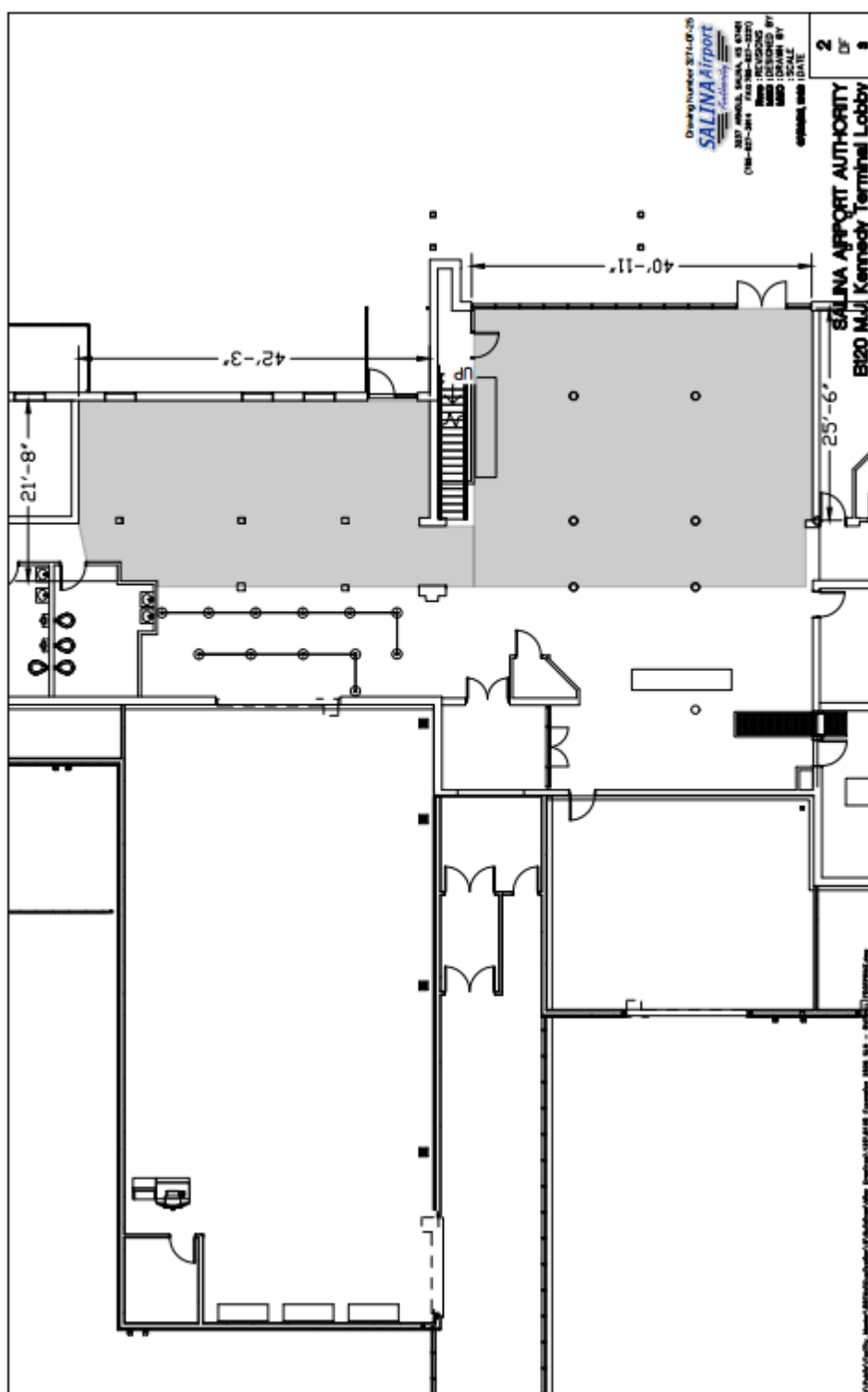




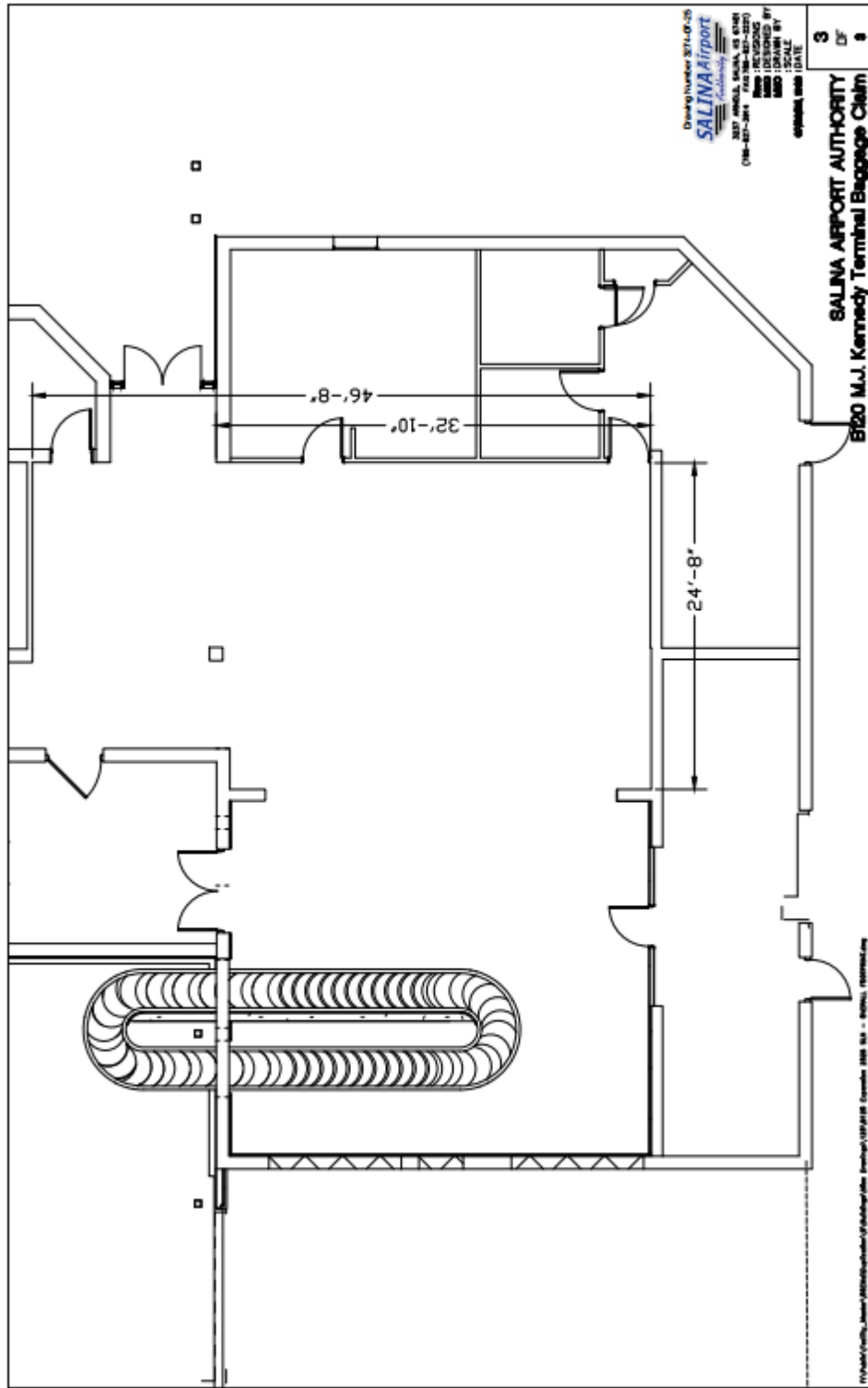
Drawing Number: 2014-07-05
SALINA Airport Technology
 2037 AMHOL, SALINA, KS 67401
 (785) 827-3814 FAX 785-827-3870
 WWW: WWW.SALINA-TECH.COM
 DESIGNED BY: MJD
 DRAWN BY: MJD
 SCALE: 1/8" = 1'-0"
 SHEET: 1 OF 1

SALINA AIRPORT AUTHORITY
B120 M.J.J. Kennedy Terminal Hold Room

59'-4"
 60'-2"
 39'-0"



Full Title: Master's Thesis/Doctoral Dissertation
 Title: *Master's Thesis/Doctoral Dissertation*
 Author: *Author's Name*
 Year: *Year*
 Date: *Date*



Drawing Number 3074-OF-205

SAI/INA Airport
Training Number SAI-01-025


 University of Cambridge

5037 ARNOLD, SALINA, MS 674261
823-3814 FAX 188-823-3337

ANALYST: **ANALYST:** **ANALYST:**

AD MEASUREMENT: 0.000

COMPANY, WHO	DATE	ISSUE
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LIBRARY

no Claim

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Current holding area furniture:

