



## EXHIBIT B

County of San Luis Obispo General Services Agency

# AIRPORT SERVICES

Janette D. Pell, Director

Richard C. Howell, A.A.E., General Manager

### Proposer's Checklist

For Proposal to Operate an Existing Terminal Snack Bar / Gift Shop

DATE Received: 11-19-2012

Proposer: Achievement House, Inc.

- X \_\_\_\_\_ Narrative Business Plan
- X \_\_\_\_\_ Deposit Guaranty
- X \_\_\_\_\_ Proposer Questionnaire (A-F)
- X \_\_\_\_\_ Airport Economic Terms Form
- X \_\_\_\_\_ Disadvantaged Business Enterprise Participation Form
- X \_\_\_\_\_ Acknowledgement of Review and Acceptance of Terms

903 Airport Drive Ste 5 ▪ San Luis Obispo, CA 93401 ▪ Phone: 805.781.5205 ▪ [www.sloairport.com](http://www.sloairport.com)

San Luis Obispo County Regional Airport (SPB)

Oceano Airport (L52)



## Operate Existing Terminal Snack Bar/Gift Shop

3. Selected Proposer Requirements

The Selected Proposer will be responsible for:

- a. Any design/layout changes (subject to County approval), any improvement costs, and the obtaining of all applicable permits and licenses associated with the operation of the Airport Snack Bar/Gift Shop.
- b. Notifying customers of the Transportation Security Administration (TSA) prohibition of liquids through security check in, with the prominent posting of such notice at the Snack Bar. For further TSA details visit <http://www.tsa.gov/>
- c. Providing monetary change to Airport Patrons for parking.
- d. Using available lease space according to current or future County Health Agency requirements, at Selected Proposer's expense for any required modifications.
- e. Providing at least the minimum hours of operation, Monday Through Friday, 4:30 a.m. until 5:00 p.m., and Saturday and Sunday 5:00 a.m. to 4:30 p.m. Hours of operation will be the subject of negotiation and will be included in the Concession agreement.
- f. Providing insurance coverage pursuant to County's insurance requirements in Sample Concession agreement.
- g. Providing within five (5) days after the Notice of Award is issued a certificate of liability insurance naming the County of San Luis Obispo and its employees, agents and officers as additional named insured. This shall be maintained in full force and effect for the duration of the Concession agreement and must be in an amount and format satisfactory to the County.

4. Proposer's CHECKLIST

**Checklist of items to be completed and submitted with Proposal.** The following forms and questionnaires are to be completed in full, fully executed, signed, and included as part of the Proposal you submit **(six copies, including one electronic PDF):**

- Narrative Business Plan
- Deposit Guaranty
- Proposer Questionnaire
- Airport Economic Terms Form
- Disadvantaged Business Enterprises Participation Form
- Acknowledgment of Review and Acceptance of Terms

**NARRATIVE BUSINESS PLAN**

See description of what is to be contained in this document in PROPOSAL FORMAT of this RFP (page 6).



County of San Luis Obispo  
San Luis Obispo Regional Airport

Proposal to Operate an Existing Terminal Snack Bar/Gift Shop  
San Luis Obispo Regional Airport

Proposal Narrative:

Achievement House is a 501 (c) 3 California non-profit corporation and is a wholly owned subsidiary of NCI Affiliates, Inc. AHI was established in 1957 for the purpose of providing vocational and community living services to developmentally disabled adults.

Achievement House is governed by a volunteer Board of Directors; the administrative team consists of an Executive Director, three program directors, four program coordinators and a direct service staff of 50 dedicated employees serving the needs of approximately 180 disabled adults.

AHI's mission statement is: "To provide vocational opportunities for individuals with special needs that respect personal choice and diversity and that reflect individualized goals that support enhanced independence, personal responsibility and self-esteem."

AHI's corporate office is located at 496 Linne Road in Paso Robles, with satellite offices in San Luis Obispo and Santa Maria.

AHI provides an array of vocational services and programs to assist individuals in developing appropriate workplace skills and behaviors so as to enhance individual productivity, independence and community philosophy is that in order to be in an effective program, we must work in partnership with the individual and his/her support network. AHI has effectively demonstrated that individuals with disabilities can be gainfully employed.

AHI and NCI currently operate four food service sites.

1. NCI Coffee Café' - State of California-Camp Roberts Military Base
2. NCI Orange Dog Café' - City of Atascadero- Colony Park Community Center
3. AHI 11th Hole Grill- City of San Luis Obispo- Laguna Lake Golf Course
4. AHI Grub Hub- City of Santa Maria- Santa Maria Transportation Hub

Corporate Office  
496 Linne Road Paso Robles, CA 93446  
(805) 239-6630 Fax (805) 239-9073 [www.achievementhouse.org](http://www.achievementhouse.org)



All concession/food service job coaches and vocational trainees report to a “Vocational Coordinator” who reports directly to Amy Hicks, Director of Client Services. Amy reports directly to Crystal Nevosh, AHI’s Executive Director (see attached job descriptions)

AHI and the current operator have agreed to keep the Runway Express name; maintain concession stand layout, purchase equipment and existing snack bar menu and gift store items (see attached menu brochure/prices). AHI does not intend at this time to change snack bar menu or gift store prices.

AHI will make every effort to hire existing Runway Express employees; this will ensure customer service remains constant, quick and efficient through the transitional period. If a concession stand job coach or vocational trainee is unable to make his/her shift, they must immediately contact the Vocational Coordinator. It is the V.C.’s responsibility to ensure any staff vacancies are filled and schedules re-adjusted.

AHI plans to take over operations on Tuesday, January 1, 2013.

Prior to opening AHI will have applied for the following certificates, permits and licenses:

- City/County Business License;
- Transfer ABC License
- Seller’s Permit
- Health Department Permit
- Food Handlers Certificates
- Notice of Change of Ownership

A partnership between SBP and Achievement House would be a win-win for both agencies, by providing adults with developmental disabilities important opportunities and experiences for developing vocational and social skills while earning wages for productive work.

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496 Linne Road Paso Robles, CA 93446  
(805) 239-6630 Fax (805) 239-9073 [www.achievementhouse.org](http://www.achievementhouse.org)

# NCI AFFILIATES/ACHIEVEMENT HOUSE

## JOB DESCRIPTION DIRECTOR OF CLIENT SERVICES

### JOB SUMMARY

The Director of Client Service is responsible for the efficient operation and case management of the NCI/AHI clients.

### ESSENTIAL DUTIES INCLUDE:

- Adhere to internal operating procedures.
- Ensure compliance with company programs, practices, and policies specific to program and client management.
- Support Senior Client Services Coordinator to guarantee services compliance with CARF, CCL, Regional Center and Dept. of Rehabilitation
- Compliance with Title 17 & 22 Regulations.
- Assist Senior Client Services Coordinator to ensure ongoing development and implementation of Client Services.
- Participate in completing periodic quality assurance (satisfaction surveys) evaluation of services.
- Aide the staff in client training skills to help the client enhance their job performance.
- Assist in providing screening and intake of clients referred to NCI/AHI.
- Provide support with client assessments to determine client goals, preferences and desires.
- Help develop Individualized Habilitation Services Plans (IHSP) that reflects specific training needed.
- Evaluate the attainment of outcomes and effectiveness of Individual Habilitation Services Plans through goal tracking forms.
- Conduct Individual Quarterly Reviews of client progress.
- Provide assistants with client Exit Interviews from NCI/AHI and provide follow-up services.
- Keep monthly Client Referral Logs, documenting client's eligibility/ineligibility.
- Maintain, store, and complete an accurate and current client files and documentation.
- Ensure that clients/staff completes, understands, and submits all NCI/AHI case management paperwork.
- Maintain positive communication with funding agencies, schools, families, providers.
- Ensure that clients served are oriented and trained specific to NCI/AHI's Safety Program.
- Submit Monthly Department Reports in regards to client information.
- Become conversant with DOL standards/requirements in order to address subject when it arises.
- Provided assistance for the crewmembers by performing duties to ensure contract requirements are being met.

- Ensure Individuals' rights are met and are foremost importance.
- Report all suspicions of dependent adult abuse in a timely and accurate manner.
- Provide behavior intervention as required.
- And/or any appropriate duties as assigned.

**QUALIFYING SPECIFICATIONS**

Bachelor's degree in psychology or related field, plus three years case management experience within a human service delivery agency (additional experience may be substituted for degree with approval from Executive Director). Must have car, maintain a California Driver's license, and provide on-going proof of current state required auto insurance. Be able to provide a clan DMV print out. Able to successfully clear Fingerprinting (Live-scan) with the Department of Justice. Be willing to be trained in CPR/ First Aid

**SKILLS AND ABILITIES PREFERRED**

Excellent communication and writing skills and knowledge of developmental disabilities field and case management.

**PHYSICAL REQUIREMENTS**

Sitting, standing, walking, bending, speaking clearly, seeing, hearing, and five-finger manipulation. Ability to lift up to 30 pounds. Must be able to operate computer equipment and peripherals, office machines, and adaptive equipment used in agency programs with difficulty.

**ACKNOWLEDGEMENT**

I have read and understand the above job description. I understand that the description provided to me is an overview and other job duties pertaining to my position will be assigned as necessary.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**ACHIEVEMENT HOUSE, INC.**  
**JOB DESCRIPTION**  
**Operational Coordinator**

**JOB SUMMARY**

The Operational Coordinator is responsible for the efficient operation of the Work Services Program and Supported Employment group sites. Position assist staff in charge of business contracts.

**Essential Duties Include:**

- Adhere to internal operating procedures.
- Ensure compliance with company programs, practices, and policies specific to program and client management.
- Guarantee services compliance with State, Federal, CARF, CCL, and Department of Developmental Services Standards.
- Compliance with Title 17 & 22 Regulations.
- Provide instructions for specific work, vocational growth, and training objectives.
- Provide initial and continuous instructions that guarantee and corresponds with Individuals' abilities and development.
- Promote and instruct the development of client advocacy skills, as well as advocate on the Individuals' behalf.
- Ensure Individuals' served are oriented and trained specific to NCI's Safety Program. Perform all safety meetings, drills, and maintain records.
- Assure that all business contracts comply with AHI policies and DOL regulations.
- Ensure that contracts are following the standards of AHI Safety Committee.
- Oversee the evaluation and training of staff for business contracts.
- Ensure that staff maintains records/forms (wage assessments) to comply with DOL.
- Ensure that staff submits all AHI paperwork related to billing and payroll for Individual's served.
- Ensure that staff submits all SEP paperwork as required.
- Monitor business contracts to ensure staff and Individual's are successful at work site.
- Ensure organization and business contracts are in compliance with CARF standards.
- Ensure that AHI program books and administrative documents are regularly updated.
- Maintain regular communication with staff regarding ongoing issues and events.
- Establish and maintain effective interdepartmental communication.
- Participate in on-site evaluations of AHI programs and services.

- Attend meetings, provide reports and support as directed by the Executive Director.
- Assist with public relations of AHI programs.
- Provide behavior intervention as required.
- And/or any appropriate duties as assigned.

### **QUALIFYING SPECIFICATIONS**

Bachelor's degree in business or human services, plus three years experience in management within a human service delivery agency (additional experience may be substituted for degree with approval from Executive Director). Excellent oral and written skills and ability to make effective presentations to groups. Must have car, maintain a California driver's license and on-going proof of auto insurance. Fingerprint clearance. Trained in CPR/First Aid.

### **SKILLS AND ABILITIES PREFERRED**

Knowledge of developmental disabilities field, business and community operations.

### **PHYSICAL REQUIREMENTS**

Sitting, standing, walking, bending, speaking clearly, seeing, hearing, and five-finger manipulation. Ability to lift up to 30 pounds. Must be able to operate computer equipment and peripherals, office machines, and adaptive equipment used in agency programs without difficulty.

### **ACKNOWLEDGEMENT**

I have read and understand the above job description. I understand that the description provided to me is an overview and other job duties pertaining to my position will be assigned as necessary.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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# ACHIEVEMENT HOUSE, INC.

## JOB DESCRIPTION

### JOB COACH- Concessionaire

#### **JOB SUMMARY**

The Job Coach provides for the efficient, safe and effective operation of AHI's concession stand. The Job Coach is to ensure that the services provided meet and exceed the customer's expectations, business profitability and use of the site as a viable and effective training venture. This position has no supervisory duties.

#### **ESSENTIAL DUTIES INCLUDE:**

- Adhere to internal operating procedures to include, but not limited to, time measurements, operation standards, cash register and daily receipts.
- Ensure compliance with company programs, practices, and policies specific to program and client management.
- Guarantee services compliance with State, Federal, CARF, CCL, and Department of Developmental Services Standards.
- Compliance with Title 17 & 22 Regulations.
- Provide instructions for specific work, vocational growth, and training objectives.
- Provide initial and continuous instructions that guarantee and corresponds with the Individuals' abilities and development.
- Promote and instruct the development of client advocacy skills, as well as advocate on the Individuals' behalf.
- Teach and improve understandings of how to enforce and implement policies.
- Instruct Individuals' on achieving and maintaining adaptive skills and suitable behaviors.
- Provide instruction with Individuals' assessments to determine their goals, preferences, and desires.
- Ensure Individuals' served are oriented and trained specific to NCI's Safety Program. Perform all safety meetings, drills, and maintain records.
- Thoughtful allocation of agency resources (product, space, time, people, etc.).
- Assist in the coordination of restaurant personnel to ensure an orderly flow of services.
- Proper and effective utilization of staff and Individual's served to meet performance and program goals for the restaurant.
- Assist in the orderly and timely ordering of product, prep-work and cooking of food products.
- Ensure the safe and efficient handling and storage of food products, according to the Department of Health standards and regulations.

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J.C Café Bob

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- Ensure a safe, clean and sanitized environment, according to the Department of Health standards and regulations.
- Assist in marketing the restaurant and maintaining customer relations.
- Ensure operation complies with Department of Labor Regulations.
- Accurate and timely completion of all restaurant process documents including Daily Cash Records, Inventory Records and Daily Deposit of Cash Receipts.
- Provide assistance for the crewmembers by performing duties to ensure contract requirements are being met.
- Ensure Individuals' rights are met and are of foremost importance.
- Report all suspicions of dependent adult abuse in a timely and accurate manner.
- Provide behavior intervention as necessary
- And/or any appropriate duties appointed as needed.

**QUALIFYING SPECIFICATIONS**

Must have a high school education or equivalent and one year working with Human Services. Must have familiarity with DOL/Wage and Hour requirements. Prior experience working with persons with disabilities is preferred. Must have car, maintain a California driver's license and provide on-going proof of current state required auto insurance. Fingerprint clearance. Trained in CPR/ First Aid.

**SKILLS AND ABILITIES PREFERRED**

Must have the ability to work with minimal supervision and self-prioritize work; attention to detail, and ability to understand an overall concept. Have the ability to manage several tasks and projects simultaneously, and to complete complex calculations. Also, demonstrated experience in field of food services.

**PHYSICAL REQUIREMENTS**

Sitting, standing, walking, bending, speaking clearly, seeing, hearing, and five-finger manipulation. Ability to lift up to 50 pounds. Must be able to operate computer equipment and peripherals, office machines. Ability to handle high volume of work with frequent interruptions.

**ACKNOWLEDGEMENT**

I have read and understand the above job description. I understand that the description provided to me is an overview and other job duties pertaining to my position will be assigned as necessary. I understand that my schedule may fluctuate, in order to accommodate the day to day operations of the business.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**ACHIEVEMENT HOUSE, INC.**  
**JOB DESCRIPTION**  
**JOB COACH- Concessionaire**

**JOB SUMMARY**

The Job Coach provides for the efficient, safe and effective operation of AHI's concession stand. The Job Coach is to ensure that the services provided meet and exceed the customer's expectations, business profitability and use of the site as a viable and effective training venture. This position has no supervisory duties.

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- Compliance with Title 17 & 22 Regulations.
- Provide instructions for specific work, vocational growth, and training objectives.
- Provide initial and continuous instructions that guarantee and corresponds with the Individuals' abilities and development.
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- Teach and improve understandings of how to enforce and implement policies.
- Instruct Individuals' on achieving and maintaining adaptive skills and suitable behaviors.
- Provide instruction with Individuals' assessments to determine their goals, preferences, and desires.
- Ensure Individuals' served are oriented and trained specific to NCI's Safety Program. Perform all safety meetings, drills, and maintain records.
- Thoughtful allocation of agency resources (product, space, time, people, etc.).
- Assist in the coordination of restaurant personnel to ensure an orderly flow of services.
- Proper and effective utilization of staff and Individual's served to meet performance and program goals for the restaurant.
- Assist in the orderly and timely ordering of product, prep-work and cooking of food products.
- Ensure the safe and efficient handling and storage of food products, according to the Department of Health standards and regulations.

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## Operate Existing Terminal Snack Bar/Gift Shop

**PROPOSER'S QUESTIONNAIRE****PART A.3****(TO BE COMPLETED BY CORPORATION)**

Completion of this Proposer's Questionnaire is necessary to provide Airport Services staff with sufficient information about the Proposer.

A Snack Bar/Gift Shop Concession agreement at SBP, California, shall not be considered until all the information requested in this Questionnaire is received. Statements must be complete and accurate. Omission, inaccuracy, or misstatement shall be cause for rejection.

**A Questionnaire must be provided for each corporate officer (President, Vice-President, Secretary, and Treasurer) and for each Director holding 10% or more of the issued stock.**

Name of Corporation exactly as it will appear on the Concession agreement: 1. Achievement House, Inc.	
Full Name and other Names or Aliases of Officer ( ) and/or Director (x): 2. Crystal Nevosh Executive Director	
Telephone: 3. (805) 238-6630 Ext. 214	
Business Address: 4. 496 Linne Road Paso Robles, CA 93446	
Business Phone: 5. (805) 238-6630	Business Fax: 6. (805) 239-9073
Residence Address: 7.	How Long: 8.
Present Position or Title: 9. Executive Director	
Date of Birth: 10.	Place of Birth: 11.
Federal Tax ID Number: 12. 20-0022378	
Driver's License No: 13.	State of Issuance:
Social Security Number: 14.	
Spouse's Date and Place of Birth: 15.	
Spouse's Name: 16.	

**ACHIEVEMENT HOUSE, INC.  
BOARD OF DIRECTORS  
2012-2013**

**President**

**Jason Cybulski**  
906 Inverness Dr.  
Paso Robles, CA 93446  
(H) 239-9950  
(W) 466-1062  
(C) 466-2494  
[jcybulski12@atascaderoins.com](mailto:jcybulski12@atascaderoins.com)

Agency Manager,  
Atascadero Insurance Agency

**Vice President**

**Derron Dike**  
P.O. Box 102  
San Luis Obispo, CA 93406  
(H) 627-1557  
(C) 550-2416  
[DerronLD@aol.com](mailto:DerronLD@aol.com)

Landscape Designer  
Andrade Landscape

**Secretary/Treasurer**

**Lynn Mundee**  
PO Box 1617  
Paso Robles, Ca. 93446  
(H) 238-7441  
(C) 610-4888  
[lynnmundee@yahoo.com](mailto:lynnmundee@yahoo.com)

Business Owner  
Wine Country RV

**Board Member**

**Charles Tenborg**  
139 Whitely Street  
Arroyo Grande, CA 93420  
(H) 481-6900  
(B) 481-9213  
[cecewr@charter.net](mailto:cecewr@charter.net)

President  
CEC Electronic Waste Recycling

**PROPOSER'S QUESTIONNAIRE PART A.3 continued, CORPORATION STATEMENT**  
**(TO BE COMPLETED BY CORPORATION)**

1. State of incorporation: California
2. Date of incorporation: 07-01-1957
3. Is the corporation authorized to do business in the State of California?  
 Yes (  )      No (  )      If yes, as of what date: 07-01-1957
4. The corporation is held:    Publicly (  )    Privately (  )    501 (c) 3 non-profit
5. If publicly held, how and where is the stock traded? \_\_\_\_\_

6. List the following:

	Authorized	Issued	Outstanding
(a) No. of Voting Shares:	_____	_____	_____
(b) No. of Non-voting Shares:	_____	_____	_____
(c) No. of Shareholders:	_____	_____	_____
(d) Value per share of Common Stock:			
Par \$	_____		
Book \$	_____		
Market \$	_____	As of	/ /

7. Name, address and share of each member:

<u>Name/Title(s)</u>	<u>Address</u>	<u>Share %</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## Operate Existing Terminal Snack Bar/Gift Shop

**REFERENCES - PART B**  
**(TO BE COMPLETED BY ALL PROPOSERS)**

List up to four persons or firms with whom the Proposer has conducted business transactions during the past three years. At least two of the references named are to have knowledge of the Proposer's debt payment history. At least one reference must be a bank or lending institution with which the Proposer is presently conducting business.

**REFERENCE NO. 1**

Name: Keith Jones Telephone: (805) 391-0136  
 Firm: Ameripride Uniforms Acct# 155017100  
 Title: CSM-SLO Area  
 Address: 1050 West Whitesbridge Ave. Fresno, CA 93706

Nature and magnitude of purchase, sale, loan, business association, etc.:  
Supply uniforms, towels and rugs for multiple NCI and AHI retail sites

**REFERENCE NO. 2**

Name: \_\_\_\_\_ Telephone: (805) 438-5766  
 Firm: Pacific Beverage Acct.# 88340  
 Title: \_\_\_\_\_  
 Address: P. O. Box 850 Santa margarita, CA 93453

Nature and magnitude of purchase, sale, loan, business association, etc.:  
Food and beverage supplies

**REFERENCE NO. 3**

Name: \_\_\_\_\_ Telephone: (805) 544-5656  
 Firm: San Luis Paper Acct# 270  
 Title: \_\_\_\_\_  
 Address: 625 Tank Farm Road San Luis Obispo, CA 93401

Nature and magnitude of purchase, sale, loan, business association, etc.:  
Paper products for food service sites

**REFERENCE NO. 4**

Name: Gail Harold Telephone: (805) 238-7200  
 Firm: Rabobank  
 Title: Asst. V.P.  
 Address: 845 Spring Street Paso Robles, Ca 93446

Nature and magnitude of purchase, sale, loan, business association, etc.:  
Business banking services



Achievement House, Inc.  
Income Statement  
For the Two Months Ending August 31, 2012

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
<b>Revenues</b>				
Production	\$ 2,626.56	\$ 1,300.00	\$ 4,454.14	\$ 2,600.00
Recycling Center Income	3,855.95	6,700.00	7,110.17	13,400.00
HSP-Work Activity	30,782.05	33,599.00	60,214.99	66,360.00
HSP-ACTIVITY CENTER	3,126.78	2,893.00	8,751.39	5,660.00
Contracts - SM WAP	0.00	0.00	0.00	0.00
Service Hours-IP	145,046.62	146,842.00	279,706.91	282,528.00
Hab Fees - IP	1,880.02	5,394.00	4,222.34	10,788.00
Community living	19,580.16	16,625.00	39,730.44	33,250.00
Rental Income	0.00	0.00	0.00	0.00
Outside Crews Grounds Maint.	23,152.25	19,783.00	45,260.67	39,566.00
TCRC- Bus Passes	224.00	130.00	448.00	260.00
Ride On Mileage	0.00	0.00	0.00	0.00
Payroll Tax Refunds	0.00	0.00	0.00	0.00
Misc Income	223.20	1,087.00	2,136.11	2,174.00
Vehicle Contribution	0.00	0.00	0.00	0.00
VEHICLE SALE INCOME-ADMIN	0.00	0.00	0.00	0.00
Realized Gain (Loss) Invest	0.00	0.00	0.00	0.00
Unrealized Gain (Loss) Invest	0.00	0.00	0.00	0.00
Interest/Dividends Income	0.00	0.00	0.00	0.00
Retail Income-M&M	59,686.10	49,025.00	115,272.48	98,050.00
Over/Short MailingMore	18.37	0.00	178.00	0.00
Interest Income	243.91	500.00	493.37	1,000.00
Cash Contributions	420.00	0.00	1,020.00	0.00
Non Cash Contributions	0.00	0.00	0.00	0.00
Administration Income	0.00	0.00	0.00	0.00
Partnership (Income) Loss	0.00	0.00	0.00	0.00
Sales of Equipment	0.00	0.00	0.00	0.00
Prior Period Income	0.00	0.00	0.00	0.00
GAIN/LOSS ON SALE OF FIXED	0.00	0.00	0.00	0.00
<b>Total Revenues</b>	<b>290,865.97</b>	<b>283,878.00</b>	<b>568,999.01</b>	<b>555,636.00</b>
<b>Cost of Sales</b>				
Materials	5,816.34	6,382.00	9,621.09	12,764.00
Pay Systems-Bill pay	1,826.18	1,100.00	2,845.50	2,200.00
Client Salaries-IP	59,556.85	56,970.00	115,567.91	113,940.00
Workman's Comp. Insurance	4,358.35	5,080.00	8,716.68	10,160.00
Client Benefits	0.00	0.00	0.00	0.00
SMALL TOOLS & SUPPLIES	2,831.77	15.00	3,416.41	30.00
<b>Total Cost of Sales</b>	<b>74,389.49</b>	<b>69,547.00</b>	<b>140,167.59</b>	<b>139,094.00</b>
<b>Gross Profit</b>	<b>216,476.48</b>	<b>214,331.00</b>	<b>428,831.42</b>	<b>416,542.00</b>
<b>Expenses</b>				
ADMIN FEES - ADMIN	8,000.00	8,000.00	16,000.00	16,000.00
Salaries-Staff	80,719.58	76,522.00	156,591.04	153,044.00
Salaries-Supervisor	5,546.88	5,547.00	11,093.76	11,094.00
Advertising-Admin.	0.00	1,025.00	0.00	2,050.00
Amortization	0.00	0.00	0.00	0.00
Auto & Mileage	146.45	505.00	289.43	1,010.00
Security-Admin	0.00	0.00	135.00	0.00
Bank Service Charges	1,055.79	875.00	2,047.64	1,750.00
Board Expense	0.00	0.00	131.18	0.00
Bus Passes	228.00	150.00	456.00	300.00
Outside Labor	154.60	300.00	2,048.25	600.00

For Management Purposes Only

Achievement House, Inc.  
Income Statement  
For the Two Months Ending August 31, 2012

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Contributions	0.00	0.00	0.00	0.00
Outside Labor	0.00	0.00	0.00	0.00
Dues & Subscriptions	0.00	65.00	128.00	130.00
DUMP FEES	116.94	188.00	410.62	376.00
Employee Benefits	220.00	200.00	323.00	400.00
Entertainment & Promotion	1,081.02	215.00	1,582.79	430.00
EQUIPMENT LEASE	711.35	775.00	1,838.02	1,550.00
Equipment Purchased - Grounds	20.64	0.00	20.64	0.00
Equipment Rental	725.32	660.00	929.12	1,320.00
Fees & Permits	0.00	15.00	0.00	30.00
FIRST AID	0.00	0.00	0.00	0.00
Fees for Services	0.00	0.00	0.00	0.00
EQUIPMENT LEASE	0.00	0.00	0.00	0.00
Insurance	2,946.42	3,842.00	5,892.84	7,684.00
Medical & Dental Insurance	4,164.66	4,434.00	8,453.50	8,868.00
Workman's Comp. Insurance	4,391.42	5,207.00	8,782.84	10,414.00
Interest-Admin.	(9.28)	150.00	9.29	300.00
Legal & Accounting	28.00	600.00	587.50	1,200.00
Payroll Processing fees	0.00	800.00	680.73	1,600.00
Office Supplies	767.67	588.00	1,051.64	1,176.00
Safety Incentives	0.00	0.00	0.00	0.00
Small Tools & Supplies-CHP	0.00	0.00	0.00	0.00
Small Tools & Supplies-Grounds	0.00	0.00	0.00	0.00
Postage	90.00	105.00	360.00	210.00
Physical & Fingerprints	100.00	59.00	402.00	173.00
Printing & Reproduction	1,083.15	1,001.00	2,387.44	2,002.00
Rent	12,447.50	12,486.00	24,895.00	24,972.00
Repairs & Maintenance	2,531.66	1,520.00	3,879.52	3,040.00
Returned Checks	(69.35)	5.00	(69.35)	10.00
Computer Maintenance	1,080.00	900.00	1,122.89	1,800.00
Security	0.00	139.00	168.28	278.00
Supplies	1,421.47	656.00	2,414.93	1,312.00
Supplies-Non Capitalized	0.00	0.00	0.00	0.00
Supplies-Janitorial	588.21	505.00	954.93	1,010.00
Rent	0.00	0.00	0.00	0.00
Taxes - Payroll	12,110.52	13,452.00	18,178.80	21,215.00
Taxes-Property	0.00	0.00	70.75	0.00
Penalties & Fees	0.00	0.00	0.00	0.00
Taxes & Licenses	0.00	650.00	132.00	1,300.00
Telephone	861.07	2,344.00	2,642.49	4,688.00
Training	160.35	20.00	160.35	40.00
Vehicle Expense	4,110.96	4,816.00	7,192.53	9,632.00
UNIFORMS	546.81	285.00	673.80	570.00
Utilities	2,794.01	3,310.00	5,107.25	6,620.00
FIRST AID	0.00	0.00	0.00	0.00
Bad Debt	0.00	0.00	0.00	0.00
Depreciation	10,356.00	10,356.00	14,203.34	20,712.00
ACCUMULATED AMORTIZATION	0.00	0.00	0.00	0.00
Other Expenses	0.00	0.00	0.00	0.00
<b>Total Expenses</b>	<b>161,227.82</b>	<b>163,272.00</b>	<b>304,359.78</b>	<b>320,910.00</b>
<b>Net Income</b>	<b>\$ 55,248.66</b>	<b>\$ 51,059.00</b>	<b>\$ 124,471.64</b>	<b>\$ 95,632.00</b>

Achievement House, Inc.  
Balance Sheet  
August 31, 2012

ASSETS

Current Assets		
Bank & Petty Cash Accounts	\$ 2,484,549.34	
Accounts Receivable	485,089.70	
MDC Partnership Investment	724,952.60	
Total Current Assets		3,694,591.64
Property and Equipment		
Fixed Assets	2,367,538.31	
Total Property and Equipment		2,367,538.31
Other Assets		
Prepaid Insurance & Expenses	52,838.16	
Suspense Items	19,636.45	
Other Assets	17,147.50	
Total Other Assets		89,622.11
Total Assets	\$	6,151,752.06

LIABILITIES AND CAPITAL

Current Liabilities		
Accounts Payable	\$ 117,614.39	
Accrued Expenses	87,624.57	
Other Current Liabilities	33,278.46	
Total Current Liabilities		238,517.42
Long-Term Liabilities		
Long Term Liabilities	(1,895.36)	
Total Long-Term Liabilities		(1,895.36)
Total Liabilities		236,622.06
Capital		
Retained Earnings	5,790,658.36	
Net Income	124,471.64	
Total Capital		5,915,130.00
Total Liabilities & Capital	\$	6,151,752.06

Operate Existing Terminal Snack Bar/Gift Shop

**FINANCIAL DATA**

**PART D**

**(TO BE COMPLETED BY ALL PROPOSERS)**

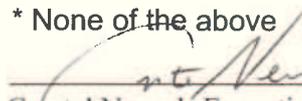
Include disclosure if any, of the principals, directors, officers, or management team members, or similar persons (or any entity in which any of them have held a management or ownership position) involved with this proposal have:

- \*  Been convicted of a felony.
- \*  Been convicted of a crime of moral turpitude.
- \*  Been adjudged bankrupt within the last ten years.
- \*  Defaulted on any loans, real estate leases, purchase contracts or other real estate agreements in the past ten years.

Include a description of all charges of unfair or deceptive or anti-competitive business practices, or of fraud, criminal conduct or civil or criminal antitrust violation, brought against Proposer, any partner or principal owner of Proposer, or any director of or officer employed by Proposer or by any partner or principal owner of Proposer.

If disclosed, a detailed description (on a separate sheet) of the history and circumstances, including the current action.

\* None of the above

  
 \_\_\_\_\_  
 Crystal Nevosh-Executive Director

Date: 11/16/12

**METHOD OF OPERATION AND EXPERIENCE STATEMENT**  
**PART E**  
**(TO BE COMPLETED BY ALL PROPOSERS)**

**PROPOSED METHOD OF OPERATION (DESCRIBE)**

At this time Achievement House has no plans to change the existing "Runway Express" snack bar/gift shop operation. For ease of transition, AHI intends to retain the current snack bar menu selection and pricing structure. The gift shop merchandise, including the wine selection will remain the same. AHI understands the value of retaining existing staff and will be offering current "Runway Express" employees positions with AHI. Hours of operation will be 4:30am to 5:00pm, Monday thru Friday and 5:00am to 4:30pm, Saturday and Sunday. Proposed open and close schedule would have one person responsible for opening, with a job coach and supported employment crew (usually three adults) showing up around 9:30am until closing. AHI intends to hire a "Food Service Coordinator" who'll be responsible for employee training, scheduling, food handler certification, product ordering etc.

**EXPERIENCE STATEMENT**

Enumerate in detail the duration and extent of the Proposer's business experience with special emphasis upon experience with business of the type to which this proposal relates. Also enumerate in detail the pertinent experience of the persons who will be directly involved in the operation and management of the business to which this proposal relates.

1. Cafe' Bob - Camp Roberts Military Base- NCI operated a full service cafe' for over 12 years. Cafe' Bob was open for breakfast, lunch and dinner. The restaurant was recently closed due to the age of the building and Camp Robert's desire to demolish the building rather than renovate.
2. Coffee Cafe'- Camp Roberts Military Base- NCI opened the Coffee Cafe' after Cafe' Bob was closed. Currently open but has a limited menu.
3. Orange Dog Cafe'- City of Atascadero- Colony Park Community Ctr.- NCI opened the the cafe' in 2009 and has a contract with the city through 2015. Cafe' serves hot dogs, chilli dogs, fries, nachos, chips, soda, candy, etc.
4. Eleventh Hole Grill- City of San Luis Obispo- Luguna Lake Golf Course- AHI has a 10 year lease agreement with the City of SLO. Menu includes breakfast and lunch items i.e. breakfast burritos, hamburgers, fries, chips, nuts, candy, coffee, soda, etc.
5. The Grub Hub- City of Santa Maria- Intermodal Transit Ctr. - AHI has a contract with the City through December 2012. Hours of operation are Monday thru Saturday 8am-5pm Snack bar menu limited to packaged items i.e. chips, candy, cold drinks, coffee, etc.



**AIRPORT ECONOMIC TERMS FORM**

The Proposer should propose economic terms for a Concession agreement. The County shall not be responsible for any fees associated with designing, developing, and operating the Snack Bar/Gift Shop, or the issuance of any required permits directly tied to designing, developing, or operating the Snack Bar/Gift Shop concession. The selected Proposer will be responsible for all fees and taxes associated with the day-to-day operation and management.

**Fee Proposal:**

**Minimum Base Monthly Rent (MBMR)**

Please propose a minimum base monthly rent (MBMR) for a Concession agreement in the event you are selected as a successful Proposer. The MBMR for each month must meet or exceed \$100.00 as the Proposer is not separately charged for the electricity.

**Minimum Proposed:**      \$ See attached schedule per Month

The final terms of an Airport Concession agreement will be negotiated between the selected Proposer and Airport Services' staff, subject to review and approval by the General Services Agency Director and/or the County Board of Supervisors, depending upon the ultimate terms and conditions of selected proposal.

**Percentage Rent**

In addition to the MBMR (base rent) described above, the proposer is encouraged to propose a percentage of gross revenues generated by the Snack Bar/Gift Shop concession. This will require monthly reporting of gross receipts.

**Minimum Proposed Percentage Rent:**

See attached % of Gross Revenues.



SLO AIRPORT  
NOV 19 2012  
SERVICES

October 30, 2012

Mr. Phil D'Acri  
Airport Business Development Manager  
San Luis Obispo Regional Airport  
903-5 Airport Drive  
San Luis Obispo, CA 93401

Subject: Achievement House Proposal to Operate an Existing Snack Bar/Gift Shop at San Luis Obispo County Regional Airport

Dear Phil,

Achievement House is pleased to submit the following proposal for your review:

1. AHI is proposing a one year lease with a two year option with the following concessions: \*
  - a.) SLO Regional Airport to waive the first year Minimum Base Monthly Rent (MBMR) and percentage of gross monthly revenue receipts;
  - b.) Second year AHI will pay \$500 p/month MBMR and no percentage of gross monthly receipts;
  - c.) Third year AHI will pay \$550 per month and 6% of gross monthly receipts.
2. Achievement House Inc. (AHI) will purchase from current concession stand operator all gift shop merchandise and snack bar equipment and inventory.
3. AHI will continue to operate the business as "Runway Express".
4. AHI will operate the Snack Bar/Gift Shop, Monday through Friday from 4:30AM to 5:00PM and Saturday and Sunday from 5:00AM to 4:30PM.
5. AHI and the County of SLO would reserve the right to terminate the Agreement when such termination is in the best interest of both parties. Such termination is subject to thirty (30) days written notice.

Thank you and we look forward to your response.

Sincerely,



Mike Metcalf  
Business Services Coordinator

\*Since Achievement House will be making a substantial outlay to purchase equipment and inventory, it will need at least one year, or more to capture back its initial investment.

Corporate Office  
496 Linne Road Paso Robles, CA 93446  
(805) 239-6630 Fax (805) 239-9073 [www.achievementhouse.org](http://www.achievementhouse.org)

## Operate Existing Terminal Snack Bar/Gift Shop

**DISADVANTAGED BUSINESS ENTERPRISES PARTICIPATION FORM****A. SUBMIT this form with your proposal.**

Name of Company Achievement House, Inc. is willing to encourage Disadvantaged Business Enterprises participation as described below.

1. Proposers should be willing to make good faith efforts to encourage Disadvantaged Business Enterprises (DBE's) to participate. The Proposer can meet this requirement in one of three ways: **First**, if the Proposer is itself a certified DBE; **second**, documenting commitments for participation by certified DBE firms; or **third**, documenting good faith efforts.
2. In the event the Proposer qualifies as a DBE as defined below, please provide DBE Certificate or Control Number.

**C. DISADVANTAGED BUSINESS ENTERPRISES (DBE)** means a for-profit small business concern that is at least fifty-one percent (51%) owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which fifty-one percent (51%) of the stock is owned by one or more such individuals; and whose management and daily business operation are controlled by one or more of the socially and economically disadvantaged individuals who own it and has been duly certified in the state in which they do business.

**D. GOOD FAITH EFFORTS** means efforts to encourage participation by DBE's to the greatest extent practicable or to meet any requirement of an established DBE program, which, by their scope, intensity, and appropriateness to the objective, can reasonably be expected to fulfill the program requirements. Evidence of good faith efforts include the names, addresses and current telephone numbers of DBE's that were considered, and evidence as to why agreements could not be reached for DBE's to participate in the program.

**E. A DBE PARTICIPANT** is a business that has a direct area of responsibility in the operation of Snack Bar/Gift Shop concessions.

CERTIFICATION: I hereby certify that the information which I have provided on this form is true and correct, that I am authorized to sign on behalf of the business set out above.

Name: C. A. NelsonTitle: Executive DirectorDated: 11/16/12

Operate Existing Terminal Snack Bar/Gift Shop

**ACKNOWLEDGMENT OF REVIEW AND ACCEPTANCE OF AIRPORT CONCESSION AGREEMENT**

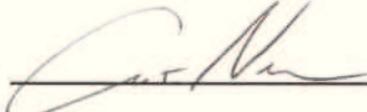
**GENERAL INFORMATION.** The Proposer hereby certifies that it has thoroughly reviewed the attached Sample Airport Concession agreement and that, in the event it is selected as a successful Proposer, it will accept the terms of the proposed Concession agreement with the following modest exceptions:

See attached revised proposal date November 5, 2012

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The proposed Airport Concession agreement terms shall not be construed as a binding agreement until transferred to a formal, written contract and approved by the General Services Agency Director and/or the County Board of Supervisors, depending upon the ultimate terms and conditions of selected proposal.

CERTIFICATION: I hereby certify that the information which I have provided on this form is true and correct, that I am authorized to sign on behalf of the business set out above and if requested by the County will provide, within ten (10) days of notice, the necessary documents to substantiate the information provided on this form.

Name:  Title: 

Dated: 11/16/12

**Appendixes:**

- A – Sample Concession agreement
- B – Site Description
- C – Historical Snack Bar/Gift Shop revenue and passenger data



County of San Luis Obispo General Services Agency

## AIRPORT SERVICES

Janette D. Pell, Director

Richard C. Howell, A.A.E., General Manager

November 5, 2012

Page 1 of 2

Mike Metcalf  
Business Services Coordinator  
Achievement House  
496 Linne Rd.  
Paso Robles, CA 93446

Subject: Airport Services preliminary response to Achievement House Proposal dated 10/30/12, to Operate Airport Gift Shop Snack Bar

Dear Mike,

Following up on our conference call last Wednesday, please see our additional feedback below:

- RE:
- 1.a) If monthly gross receipts equal or exceed \$15,000, then AHI shall pay 1% of monthly gross receipts as monthly rent.
  - 1.b) If monthly gross receipts equal or exceed \$25,000, then AHI shall pay 3% of monthly gross receipts as monthly rent instead of \$500.
  - 1.c) AHI will pay \$550 per month or 6% of monthly gross receipts as rent, whichever is greater.
- 2) If AHI terminates within first year of term, then all Runway Express equipment purchased by AHI will remain with the County upon termination.
- 3) AHI will apply for wine license. AHI will open Gift Shop/Snack Bar for business no later than January 3, 2013.
- 5) Said Termination is subject to a 120 day advance written notice by other party. In the event that AHI, or its agents, employees, or any party responsible to AHI causes an occurrence on the premises which seriously threatens or damages the health, safety, and or welfare of the public, or AHI fails to comply with article 8 (Insurance) of the concession agreement Appendix A, from RFP, SLO Regional Airport (County) may, upon written notice to AHI, immediately suspend all activities on the premises and the concession agreement may be terminated, pursuant to article 12.16 from RFP, appendix A.

Additionally, AHI would be required to complete the RFP package. Final acceptance of the AHI proposal would be subject to the County's approval of the entire package.

903 Airport Drive Ste 5 • San Luis Obispo, CA 93401 • Phone: 805.781.5205 • [www.sloairport.com](http://www.sloairport.com)

San Luis Obispo County Regional Airport (SPB)

Oceano Airport (L52)



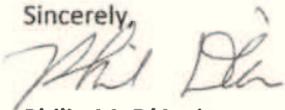
Enclosed please find historical sales data and corresponding passenger enplanements from 2002 through 2008.  
Note, prior to 2006, the gift shop did not exist.

Efforts are underway to try to land new and/or enhanced service to both existing and new destinations which, if successful, could increase passenger enplanements, significantly.

Let us know if you have any questions.

Thank you and we look forward to receiving your completed RFP package.

Sincerely,

A handwritten signature in dark ink, appearing to read "Philip M. D'Acri". The signature is fluid and cursive, with the first name "Philip" being more prominent than the last name "D'Acri".

Philip M. D'Acri  
Business Development Manager

Cc: Richard Howell, A.A.E., General Manager