



## **SEA SPARKS RFI 26-8**

**SEATTLE-TACOMA INTERNATIONAL AIRPORT  
REQUEST FOR INFORMATION  
FOR THE MANAGEMENT AND OPERATION OF**

### **KICK STARTER**

***Pre-Packaged Foods & Beverages Only***

**Responses are due to the Port of Seattle  
no later than Thursday, July 23, 2026,  
by 3:00 PM (Pacific Time)**

**Point of Contact:**

James Belle, Program Manager

Email: [seasparks@portseattle.org](mailto:seasparks@portseattle.org)

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## RFI 26-8 OPPORTUNITY TIMELINE

ACTIVITY	TARGET DATE	DESCRIPTION
RFI Opens	Jun 23	RFI 26-8 Opens
Answers to Questions	July 17	Port will consolidate and answer all questions, then email to all qualified respondents
RFI Closes	July 23	RFI 26-8 Closes at 3:00 PM Pacific
Evaluation	July 27-28	Evaluate responses and proposals
Selection & Notification	July 29	Award selection and closeout notification
Lease Signing	August 3	Awardee will sign lease by August 3
Concept Launch	Sep or Oct	Operations will begin by Sep or Oct

## SECTION 1: INTRODUCTION

The Port of Seattle (Port) is seeking information from all qualified micro concepts and small businesses, especially local producers and resellers of artisan prepared foods and sealed beverages to conduct a limited-term concessions operation (Kick Starter) within the SEA Sparks Program and at Seattle-Tacoma International Airport (“SEA” or “the Airport”).

SEA Sparks is a limited-term small business economic development program that lowers barriers, reduces costs, and simplifies complexity for startup, mid-stage, and emerging artisans, brands, and concepts. These businesses play integral roles in increasing SEA retail program’s cultural diversity and value proposition.

The SEA Sparks program emphasizes the phrase, *limited term*, to distinguish scaled opportunities from longer-term inline SEA Airport Dining and Retail (ADR) concessions operations.

The Port anticipates having **one (1) SEA Sparks** limited-term leasing opportunity in the Kick Starter category at SEA in Concourse A.

SEA Sparks operates five categories with 23 opportunities, including Kick Starter (1), Convenience Vending (6), Specialty Retail Incubator (8), Specialty Retail Accelerator (4), and Quick Service Restaurant (QSR) Kitchens (5). The chart below depicts SEA Sparks categories, total number of spaces, and minimum and maximum occupancy terms.

The **yellow highlighted cells** below indicate the category and space available for RFI 26-8:

Category	Total # of Spaces	Initial Term	Max Term
Kick-Starter Kiosk	1	Six Months	One Year

The Port is announcing and publicizing this Request for Information (RFI) **RFI 26-8** to solicit responses from qualified micro concepts and small businesses that have expressed a desire to manage and operate convenience and specialty retail operations at SEA.

Please review all qualifications, opportunity overview, terms and conditions, and submittal instructions below.

### Eligibility Qualifications

- ◆ Small Business Enterprises as defined by the Small Business Administration with two (2) years of experience by owners or operators. Experience can be combined.
- ◆ If Proposer is an existing entity, annualized sales must be less than \$4.5 million and operate in any of these NAICS Codes: 445291, 445292, 445298, or 722515.

- ◆ Current and prior ADR Inline Concessions tenants and SEA Sparks tenants are ineligible.

### Opportunity Overview

- ◆ One (1) Kick Starter in Concourse A (CA-29, ~150 SF)
- ◆ Proposers may submit a maximum of one (1) concept.
- ◆ Selected Proposer will display and sell no more than 30 store keeping units (SKU).
- ◆ The selected Proposer will be responsible for supplying personnel, products (prepared and pre-packaged foods & beverages), and a point-of-sale (POS) system.
- ◆ For RFI 26-8, menus and offerings are limited to prepared, packaged, shelf-stable, and/or refrigerated foods and beverages for off premise (takeout) consumption only.
- ◆ The Kick Starter Kiosk is Port-owned and maintained and will not accommodate supplemental fixtures, furnishings and equipment (FF&E), including potable water, hand sink, or wastewater catchment systems.
- ◆ Proposals requesting additional FF&E, including hand sink, potable water, or wastewater catchment systems will be deemed unresponsive (disqualified).
- ◆ Selected Proposer will be required to obtain Airport Security Badges for all employees at the company's cost. Additional storage will **not** be available.
- ◆ All signage and graphics will be approved by the Port.
- ◆ This opportunity will be available at SEA during Sep or Oct 2026.
- ◆ Submit questions to: [seasparks@portseattle.org](mailto:seasparks@portseattle.org) by 3:00 PM PDT, Thursday, July 16, 2026.

### Terms & Conditions

The purpose of RFI 26-8 is to solicit information from qualified Proposers regarding the operation of **SEA Sparks** Kick Starter Kiosk, a limited-term opportunity to produce, package, and sell or resell prepared, shelf-stable, and/or refrigerated foods and beverages only. Food requiring hot holding, alcoholic beverages, and cannabis-infused confections, gummies, and candies are not permitted.

Each **SEA Sparks** opportunity serves as a platform for startup concepts and mid-stage and emerging artisans to showcase, promote, and sell permissible consumer-packaged goods (CPG), fast-moving consumer products (FMCP), convenience goods and services, and retail merchandise, and attain proof of viability.

*RFI 26-8 does not constitute a solicitation of proposals for longer-term, inline ADR opportunities.*

ADR and the SEA Sparks program are seeking retail concepts that:

- Can fulfill limited-term airport incubator tenancy (min term 6 months, max term 1-year)

- Produce and sell convenience food and beverages suitable for local and global consumers
- Can comply with all SEA Airport safety and security rules and ADR operating requirements

### **Kick Starter CA-29**

SEA Sparks RFI 26-8 is designated for pre-packaged foods & beverages not for immediate consumption:

- Shelf-stable and refrigerated foods and beverages only
- Sandwiches, snacks, canned and bottled soft drinks, etc.
- Pastries, cakes, pies, donuts, brownies, biscuits, fritters, cobblers, etc.
- Confectionary: cannoli, biscotti, shortbread, hard candies, chewing gum, etc.

For RFI 26-8, the following merchandise categories and product assortments are not permitted:

- Alcoholic Beverages
- Hot Coffee and Espresso
- Cookies, Cupcakes, and Macaron
- Chocolate Confectionery and Candy
- Cannabis-infused Candy or Confections

The Kick Starter CA-29 consists of Port-owned, managed, and maintained furnishings, fixtures, and equipment (FF&E), including one (1) 48” worktop cooler (12 cubic feet), one (1) 8 cubic foot merchandise (beverage) cooler, 48” merchandise cart, and 36” base cabinet (see Attachment C).

To ensure compliance with ADR and King County Public Health regulations, proposals must include detailed descriptions of potentially hazardous foods (PHF), allergens and hazards, and cross-contamination prevention and environmental sanitation activities. The Port, at its sole discretion, reserves the right to reject any proposal that does not comply with all requirements.

### **Intellectual Property**

- Businesses will retain ownership of their products, services, and branding.
- Any co-developed materials (e.g., marketing assets) may be shared with SEA Sparks, ADR, and the Port for promotional use.

### **Confidentiality**

- All proprietary business information shared during the RFI process will be kept confidential.

### Early Termination Clause

- The SEA Sparks program allows early termination of a contract with 30-day notice, without penalty, as detailed in the SEA Sparks Lease & Concessions Agreement.

### Summary of Business Terms

- ◆ Must be able to operate at least 14 hours per day and 365 days per year
- ◆ Participants will pay 13-percent (13%) of gross monthly sales as rent
- ◆ Required \$2,500.00 security deposit (two thousand five hundred dollars)
- ◆ Must obtain property and liability insurance, coverage specified by the Port and ADR
- ◆ Each employee must possess an Airport ID Badge (requiring FBI fingerprint background check and TSA security threat assessment)
- ◆ Lease Term: 6-months with an option of one (1) six-month extension for a total term of no longer than 12-months
- ◆ To qualify for extension, concessionaire must average monthly sales exceeding \$12,500 or demonstrate reasonable progress to this threshold as measured at 6-month interval.

### SUBMISSION INFORMATION:

- ◆ The application period will end on **Thursday, July 23, 2026, at 3:00 PM (PDT)**.
- ◆ Email Requested Information to: [seasparks@portseattle.org](mailto:seasparks@portseattle.org)
- ◆ The Port may seek additional information either in writing or via in-person interview with selected Proposers.

## **SECTION 2: RFI QUESTIONS – PLEASE ANSWER ALL QUESTIONS**

Please provide detailed responses to each of the following questions (copy & paste is preferred):

### **Company and Financial Information:**

1. All Proposers must submit Form A.3
2. Full Contact Information - Including your full name, company name, street address, city, state, and zip code, phone number, and email address
3. Explain how your experience meets or exceeds the experience listed in Minimum Requirements.
4. Provide evidence that you have or can obtain a cash Security Deposit in the amount of Two Thousand Five Hundred and 00/100 (\$2,500.00) Dollars.
5. Provide a copy of your balance sheet and profit and loss statement for calendar years 2024 and 2025, if available.

### **Product/Concept Information:**

1. Proposed Store Name and description of concept
2. Rationale for selecting the SEA Sparks program
3. Explain why you believe the concept will be successful at SEA
4. List all distributors, suppliers, and sources of compostable packaging
5. Provide a menu, proposed pricing, allergen information, and kids' options
6. Describe personnel hygiene, cleaning routines, and sanitation cadences
7. Include a first-year pro-forma (projected revenue and expenses)

## SECTION 3: SUBMISSION REQUIREMENTS

Responses shall be submitted to the Port of Seattle as instructed below, no later than **3:00 PM, Pacific Time, on Thursday, July 23, 2026.**

- 3.1 All pages shall be consolidated into a single **PDF file**. Do not submit files in Google Docs, MS Word, or other file formats.
- 3.2 Email submittals on or before **Thursday, July 23, 2026, 3:00 PM Pacific**, to James Belle, SEA Sparks Program Manager, at [seasparks@portseattle.org](mailto:seasparks@portseattle.org), with subject line: **SEA SPARKS RFI 26-8 Kick Starter CA-29**.
- 3.3 All questions regarding SEA Sparks RFI 26-8 Kick Starter CA-29 shall be emailed to [seasparks@portseattle.org](mailto:seasparks@portseattle.org) by **3:00 PM PDT, on Thursday, July 16, 2026**.
- 3.4 All questions submitted by other means will not be considered or answered.

## SECTION 4: ADDITIONAL INFORMATION

The Port of Seattle is not required (under federal or state law) to solicit responses or to follow any competitive selection process for any Airport concession. This RFI and any actions taken by the Port, whether consistent with this RFI or not, are intended solely for the Port to determine whether it will engage an entity to provide retail services within the **SEA Sparks** program at the Airport.

Any information provided to the Port in response to this RFI or otherwise is being sought by the Port for informational purposes only and does not in any way constitute a request for bid or proposal. Information provided shall not be construed as an offer, bid, proposal, or award.

After reviewing responses to this RFI, the Port, in its sole discretion, reserves the right (but is not required):

- (a) to contact any entity that provided a response (“Respondent”), any subset of Respondents, or all Respondents to seek additional information or clarification;
- (b) to enter negotiations with one or more Respondent(s);
- (c) to enter negotiations with one or more entities that did not respond to this RFI to;
- (d) to competitively procure an entity to provide retail services for the **SEA Sparks** program at the Airport;
- (e) to not engage any entity to provide **SEA Sparks** program at the Airport;
- (f) to utilize any combination and/or variation of any or all the above; or
- (g) to take any other or different action regarding **SEA Sparks** program at the Airport that the Port determines to be in the Port’s best interest.

Responding to this RFI creates no contractual rights or duties. Failure by the Port to choose any Respondent with which to negotiate does not give rise to any cause of action, including but not limited to damage for preparation costs should the Respondent not be considered or chosen for any reason whatsoever.

This RFI may contain hyperlinks or digital references that allow Proposers to navigate from the RFI 26-8 document to another document by mouse clicking on the link. Links are provided in a **different color** and will be underlined. To activate the link, hover your mouse over the link, then either “Control + Click”, or “Click”.

## SECTION 5: PUBLIC DISCLOSURE

As a public agency, the Port is subject to the Washington State Public Records Act (“PRA”), Chapter 42.56, Revised Code of Washington (RCW). During or after all recent Concession solicitations, the Port received PRA requests for copies of all responses that were submitted in response to the solicitations. The Port anticipates similar requests for responses that are submitted in response to this RFI.

When the Port receives PRA requests for copies of responses, the Port must provide copies of the responses, unless there is an applicable statutory exemption. The Port will only withhold or redact those portions of responses for which a statutory exemption is identified by Port staff and asserted by the Respondent.

***Respondents are strongly encouraged to refrain from including any information in their RFI responses that they believe to be confidential and/or proprietary, and that would be statutorily exempt from disclosure pursuant to a public records request. Further, to the extent a Respondent believes any portion of its response is exempt from public disclosure, it must clearly label only such exempt portion of its response as “CONFIDENTIAL” and/or “PROPRIETARY.”***

If the Port receives a public records request that includes any portion of a response that is labeled “CONFIDENTIAL” and/or “PROPRIETARY” the Port will notify the submitting Respondent of any such request so that the Respondent can seek (at Respondent’s sole cost and expense) an injunction consistent with the procedures outlined in Chapter 42.56 RCW. In no event shall the Port be liable to Respondent for disclosure of Respondent’s information the Port deems disclosable under Chapter 42.56 RCW.

## END OF REQUEST FOR INFORMATION 26-8 DOCUMENT

## SECTION 6: PROPOSER INFORMATION FORM

### FORM A.3 PROPOSER INFORMATION FORM

Company Legal Name (Exactly as it appears in the Agreement)

Name and Title (of individual authorized to execute the Agreement on behalf of proposer)

Agreement Mailing Address                      City                      State                      Zip

Telephone Number                      Email

Will you execute an Agreement in substantially the same form as the draft provided with the RFI?

Yes                       No

If no, please state desired changes:

Please provide the names, addresses, and telephone numbers of at least two (2) credit references, including at least one (1) banking reference.

**Credit Reference No. 1:**

Company Name and Address

Contact Name, Title, and Telephone Number

**Credit Reference No. 2:**

Company Name and Address

Contact Name, Title, and Telephone Number

**Banking Reference:**

Company Name and Address

Contact Name, Title, and Telephone Number



## ATTACHMENT A

### Statement of Values, Standards, and Expectations for Third Parties

As part of the Port of Seattle's ongoing commitment to excellence and ethical practices, this document outlines the values and compliance standards that will be integral to all contracts executed by our organization. The Port of Seattle's goal is to partner with Contractors, Consultants, and Suppliers who uphold the highest standards in human health, safety, environmental responsibility, and social equity.

The Port has joined with the Associated General Contractors of America and AGC of Washington in its [Culture of CARE initiative](#). The Port is also committed to combatting and eliminating human trafficking. [Learn more](#) about how to educate your workforce on anti-human trafficking efforts.

In line with the Port values and Standards, we are dedicated to the following:

**Environmental Responsibility:** Commitment to adhering to all relevant environmental laws and regulations, ensuring the protection of human health, safety, and the environment.

**Worker Safety:** Compliance with all occupational safety and health regulations, ensuring a safe working environment for all employees.

**Labor Laws:** Adherence to all state and federal labor laws, including wage payment and minimum wage laws, ensuring fair treatment and compensation for all workers.

**Anti-Discrimination:** Compliance to all anti-discrimination laws and regulations, fostering an inclusive and respectful workplace.

**Anti-Human Trafficking:** Compliance with the Trafficking Victims Protection Act, ensuring that our operations are free from any form of human trafficking.

The Port's values are also encapsulated in its [RAISE framework](#), guiding any actions that we take.

**Respect-** We uphold the dignity and value of every person.

**Anti-racism and Equity-** We commit to dismantling institutional racism and ensuring equitable opportunities for all.

**Integrity-** We are honest, accountable, and ethical in all our dealings.

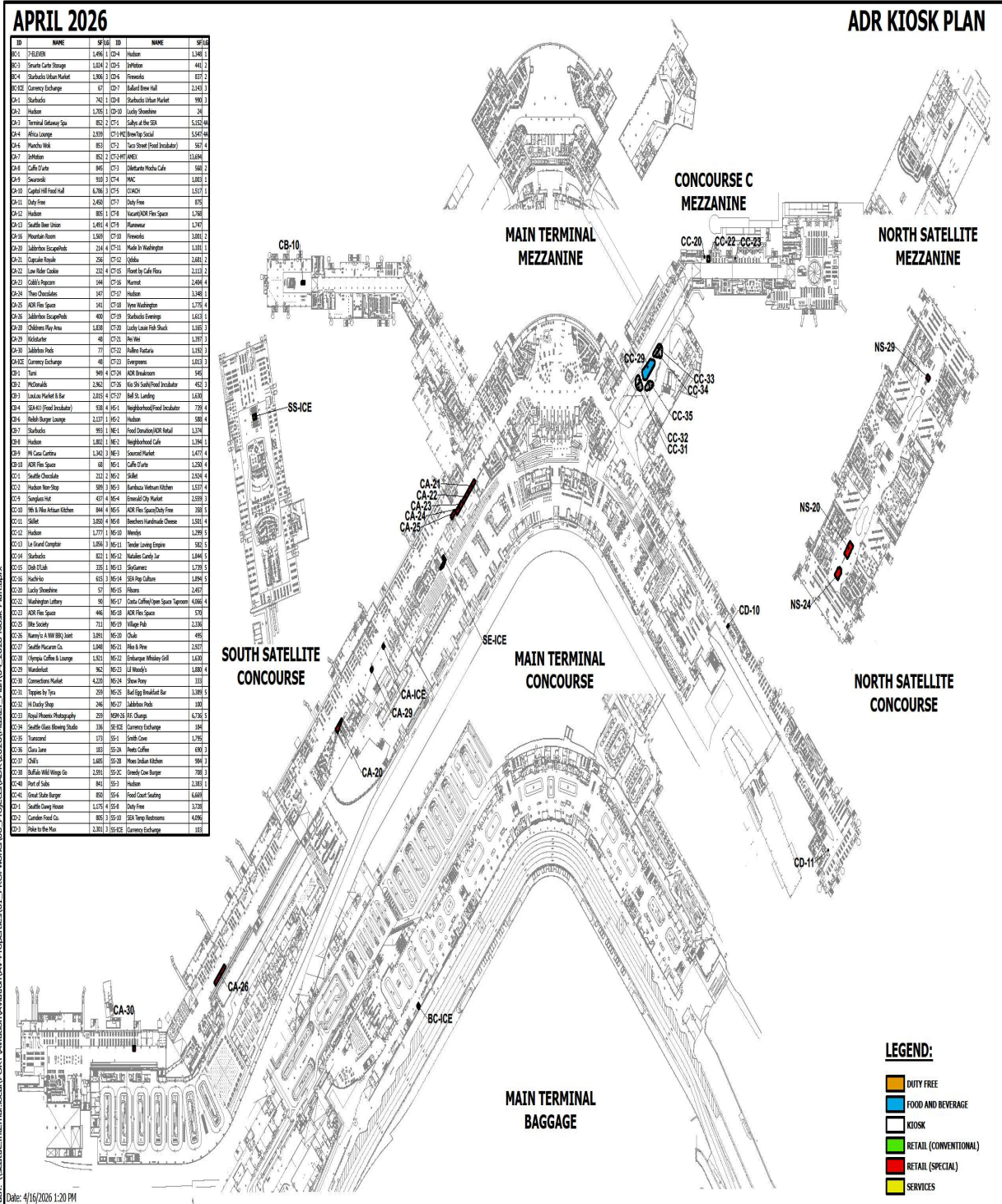
**Stewardship-** We honor and care for the resources entrusted to us for the benefit of future generations.

**Excellence-** We promote excellence through continuous improvement and innovation.

By integrating these commitments and values into every contract, the Port of Seattle aims to create a work environment that is safe, fair, and respectful for all, while also striving for excellence and sustainability.

By submission of a Proposal, the Proposer certifies they will comply with all local, state, federal, and other laws, rules, regulations, and other requirements applicable to its operations, including those relating to environmental responsibility, worker safety, labor, anti-discrimination, and anti-human trafficking. The Proposer is also acknowledging that it will adhere to the Values and Standards of the Port of Seattle.

# EXHIBIT B

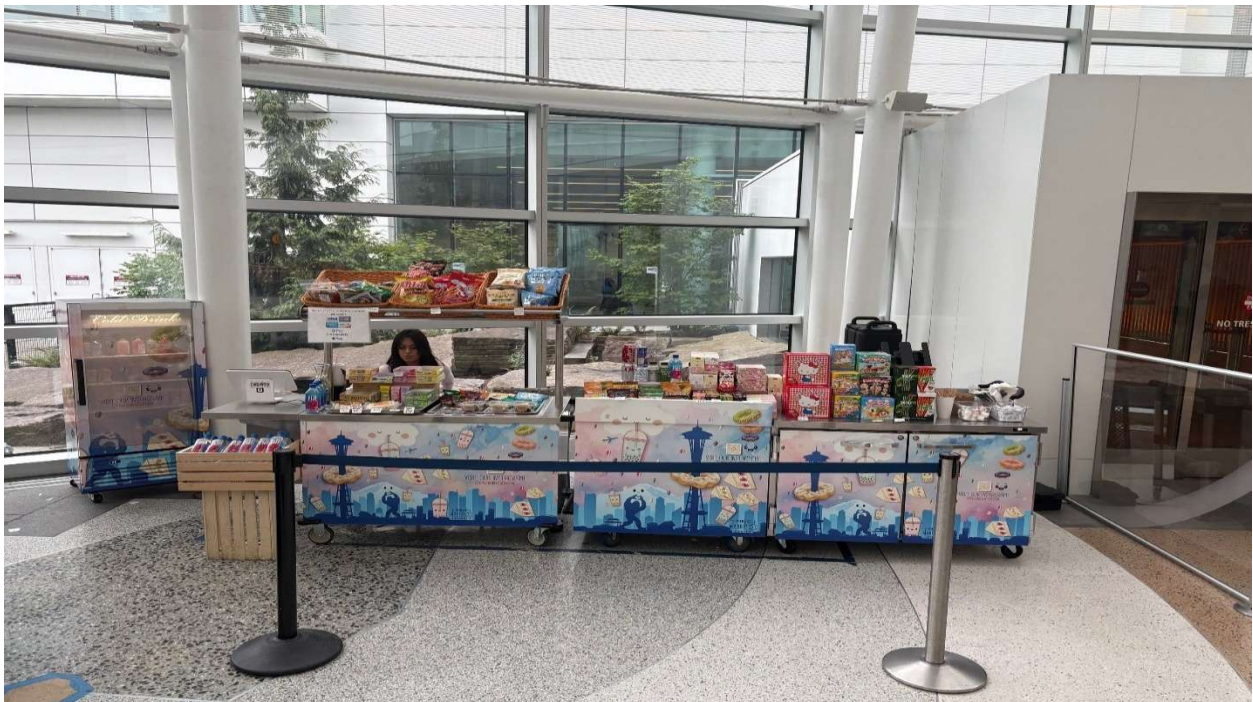


CA-29 LOD

## ATTACHMENT C



Kick Starter in International Arrivals Facility (unwrapped and unconfigured)



Kick Starter in International Arrivals Facility (wrapped and configured)



Lakeside Breakfast Cart Model No. 663FS, Stainless Steel Ice Bin, 3 Natural Baskets, POS Shelf



Turbo Air TGM-10SD-N6-BLK, 8.2 cubic foot capacity, 3 adjustable shelves, casters with brakes



Turbo Air PWR-48-N Pro Series, 12.2 cubic foot capacity, swivel casters with brakes



Advance Tabco Model No. HK-SS-303M, casters with brakes, cabinet door locks (2)



Winco Model No. RBMH-35K-R, Black, Anti-Slip and Anti-Fatigue Floor Mats (2), Straight Edges

## ADDENDUM

### Addendum to SEA Sparks RFI 26-8 Kick Starter CA-29

The Seattle-Tacoma International Airport (SEA), Airport Dining and Retail (ADR) team develops, supports, manages, and promotes long-term (inline) leases and concessions agreements for approximately 85 tenants operating +130 shops, stores, restaurants, and vending machines.

The SEA Sparks program is an element of the ADR Small Business Enterprise program and curates limited term and scaled opportunities for new and novice airport concessions entities to adapt, grow, mature, and iterate in the highly competitive SEA concessions ecosystem.

SEA Sparks uses the Request for Information (RFI) process to solicit responses (proposals) from proposers or respondents for its 5 categories and 24 limited-term opportunities. The RFI process is informal – meaning it is less restrictive, less rigorous, and less costly than an RFP solicitation.

**SEA Sparks RFI 26-8 Kick Starter CA-29** announces a limited-term opportunity (maximum one (1) year) to operate the Port-owned and maintained SEA Sparks Kick Starter cart. The successful proposer will produce, package and sell, or purchase and re-sell prepared, shelf-stable, and/or refrigerated foods and beverages only. Prohibited items include foods and beverages requiring hot holding or reheating, containing alcohol or cannabis, and onsite production and packaging.

Permissible merchandise includes commercially manufactured or self-produced, shelf stable or refrigerated, pre-packaged and individually wrapped snacks, candy, sandwiches, canned and bottled soft drinks, candy and confections, and permissible baked goods. Limitations and constraints are listed in *Opportunity Overview, Terms & Conditions, and Attachment C*.

Any response proposing or requesting permission, authorization, or an exemption to reheat or hot hold any foods and/or beverages will be disqualified. Any response proposing or requesting additional furnishings, fixtures, and equipment (FF&E), including hand sink, potable water, wastewater catchment, freezer, and/or additional electrical capacity will also be disqualified.

When you respond or submit a proposal, please describe your journey and management experience, and personalize your brand or concept storyline. Be sure to answer all questions and provide all required information. ADR recommends copying & pasting questions then answering in *italics* or a **contrasting** color (**not red**). Please include a one-year profit and loss projection – we will need to validate your understanding of cost of goods sold (COGS) and financial viability.

If this is the first time you have written an RFI response or proposal, please read the next page for instructions and recommendations. If you have written a response or proposal for an RFI but not ADR or SEA Sparks, please read the next page for instructions and recommendations. In either case, please remember to submit your response or proposal as a PDF file and not a Google Docs link, MS Word file, or other format. These are unacceptable file formats and will be disqualified.

## Tips, Instructions, and Recommendations

Below is a sample Form A.3 Proposer Information Form completed with fictitious information:

### FORM A.3 PROPOSER INFORMATION FORM

Company Legal Name (Exactly as it will appear in the Lease and Concessions Agreement)

**Two Ray Brands, LLC, DBA Ray Ray Donuts**

Name and Title (of individual authorized to execute the Agreement on behalf of proposer)

**Ray Ray Jackson**

Agreement Mailing Address

**111110 First Avenue, Suite 999**

City

**Seattle**

State

**WA**

Zip

**98000**

Telephone Number

**(012) 345-6789**

Email

**[rayray@tworaybrandsllc.com](mailto:rayray@tworaybrandsllc.com)**

Will you execute an Agreement in substantially the same form as the draft provided with the RFI?

Yes  No

If no, please state desired changes:

**Request reductions in auto liability and business insurance requirements.**

## Product/Concept Information:

1. Proposed Store Name and description of concept:

Ray Ray's - delightful donuts and drinkable drinks

2. Rationale for selecting the SEA Sparks program

I am interested in determining if my concept can adapt, grow, and thrive in the SEA concessions ecosystem. This program affords short-term tenancy, lower entry barriers, reduced costs, ADR and mentor support, a 30-day "no-fault" escape clause, and a path to longer term inline concessions.

3. Explain why you believe the concept will be successful at SEA

SEA does not have an existing proprietary donut shop. ADR tenants selling donuts are buying and reselling another brand. Our donuts are made daily in Tukwila, then packaged individually or in multi-packs for optimal flavor and freshness. Our delivery cadence will ensure product availability throughout the day (including weekends and holidays). We will also produce, package, and sell "dough nuggets" (kids) and offer gluten and allergen free menu selections. We will sell bottles and cans including milk, soft drinks, juices, and caffeinated beverages.

4. List all distributors, suppliers, and sources of compostable packaging

Sysco, US Foods, and online sources

5. Provide a menu, proposed pricing, allergen information, and kids' options

Donuts: \$2 each, 3 @ \$5, 13 @ \$17.50, large orders to be priced accordingly

Drinks: \$4 each (Coca Cola branded products)

6. Describe personnel hygiene, cleaning routines, and sanitation cadences

Hairnets and gloves if/when necessary, hourly handwashing and food contact surface cleaning and sanitation, weekly deep cleaning, and spot and routine cleaning and sanitation as required by King County Public Health.

The responses in blue above are for demonstration purposes only. When drafting your proposal, please be concise and accurate. If you can write a compelling story in 6 pages with pictures and spreadsheets, your proposal will be easier to read and understand. Remember, this is not an RFP – you don't need a 50-page, full-color presentation with charts and graphs and audited financials to describe your concept. Keep it simple.