



**PUBLIC INVITATION**  
**REQUEST FOR PROPOSALS**  
**AIRPORT CONCESSIONS: FOOD & BEVERAGE AND RETAIL**



The City of Boise, through its Department of Aviation, ("City") is seeking Proposals from qualified firms for Food & Beverage and Retail concession operations at the Boise Airport. This concession opportunity is comprised of two separate packages: one Retail concession package and one Food & Beverage concession package. Both packages contain vending opportunities and contemplate a ten-year contract term. The City intends to award one concession and lease agreement contract for each package and to make the awards to two different Proposers. Proposers may respond to one or both packages but, in the event one Proposer scores the highest ranking for both packages, that Proposer will ultimately only be eligible for one package award.

Proposals will be received at the Boise Airport Administrative Offices, 3201 Airport Way, Suite 1000, Boise, ID 83705, until **Tuesday, April 2, 2024, 4:30 p.m. local time**. The City reserves the right to reject any or all Proposals, to waive minor irregularities in a Proposal, and to award contracts to the Proposers it deems will provide the best overall concession services to the Boise Airport and the traveling public.

Solicitation documents detailing the scope of this opportunity, instructions for submission of a responsive Proposal, selection criteria, scoring methodology, and a sample concession and lease contract, are available to all interested parties upon written request (includes e-mail) to:

Amy Snyder, Business Development Manager for the Boise Airport  
3201 Airport Way, Suite 1000, Boise, Idaho 83705  
E-mail: [asnyder@cityofboise.org](mailto:asnyder@cityofboise.org) / Telephone: (208) 972-8411

Please note that, during this solicitation process, any contact initiated by or on behalf of a Proposer with any City official or employee (including any member of the Airport Commission or City Council) which could influence the selection or award process, or which has the appearance of an unfair advantage for a Proposer, will result in the rejection or disqualification of their Proposal. Contact with Amy Snyder and other City officials or employees as expressly contemplated by the solicitation documents (such as may occur for the pre-proposal conference, Proposer interviews, or an award protest) are exempt from this prohibition.

The City hereby notifies all Proposers that Airport Concession Disadvantaged Business Enterprises will be afforded full opportunity to propose on this solicitation and will not be discriminated against on the grounds of race, religion, color, sex, age, national origin, or disability in the consideration of awarding these privilege(s).

**Pre-proposal conferences, including tours of the airport terminal building, will be held Wednesday, January 17, 2024, at the Boise Airport, 3201 Airport Way, Boise, Idaho. The conferences will take place in the Boise River Room located on the 3<sup>rd</sup> floor of the airport terminal building. The pre-proposal conference for the Food & Beverage package will commence at 9:30 a.m. Mountain Standard Time and the pre-proposal conference for the Retail package will commence at 2:00 p.m. Mountain Standard Time.**

The City of Boise appreciates your interest in meeting the needs of its citizens and the customers of Boise Airport