

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**  
**2627 N. Hollywood Way, Burbank, CA 91505**  
**(818) 840-8830**

**REQUEST FOR PROPOSALS (“RFP”)**

**PROJECT NO. ADM26-03 AUTOMATED TELLER MACHINE (“ATM”)  
CONCESSION**

**Description:** The Burbank-Glendale-Pasadena Airport Authority (“Authority”), owner and operator of the Bob Hope Airport (commonly known as Hollywood Burbank Airport) (“BUR”), is soliciting proposals from experienced and qualified firms to install, operate, maintain and manage two Automated Teller Machines (“ATM”) at the Replacement Passenger Terminal (“RPT”).

**Q&A Deadline:** All questions/requests for interpretation must be received by January 22, 2026 at 4:00 P.M. via PlanetBids.

**Due:** Proposals shall be submitted electronically to the Authority exclusively through PlanetBids by **5:00 P.M. on February 6, 2026**.

**Contact:** RFP documents can be obtained via the PlanetBids website. <https://www.planetbids.com/portal/portal.cfm?CompanyID=21910>. All communications during the procurement process shall be to the exclusive attention of Francisco Flores, Sr. Procurement Specialist, through the PlanetBids portal.