



SACRAMENTO INTERNATIONAL AIRPORT

Automated Concessions County of Sacramento Department of Airports

August 31, 2026

Request for Proposals Automated Concessions 2026

PREPARED BY
Sacramento County Department of Airports

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SECTION 1: INTRODUCTION

Introduction

The Sacramento County (County) Department of Airports (Department) invites qualified automated concession operators to submit proposals to install, operate, and maintain automated concessions (vending machines) at Sacramento International Airport (SMF) and Sacramento Executive Airport (SAC) (collectively, the Airports).

This Request for Proposals (RFP) is intended to result in one or more automated concession agreements with qualified operators. Selected operators will provide high-quality, reliable vending machines that serve both airport employees and the traveling public.

The Department expects operators to align with the Department's mission of putting people at the center of every trip and experience, while supporting the Airports' operational, sustainability, and customer service objectives by providing responsive service and dynamic product offerings.

This RFP outlines the program goals, requirements, evaluation criteria, timeline, and proposal instructions applicable to this solicitation.

We look forward to your proposals and working with you on this opportunity.



Mission, Vision, and Values

Mission & Vision

Our Mission:

To put people at the center of every trip, every experience, every day.

Our Vision:

To be the most loved airport.

SMF Values

Start with the Customer

Our passengers are our top priority and everything we do should help us in delivering an experience that makes them feel at home.

Make Something Better Today

We refuse to settle for the way things are and see every day as an opportunity to improve.

Collaborate

We are stronger together. We're able to accomplish more for our customers and each other through shared goals and mutual support.

Be Transparent

We communicate internally and externally with unwavering candor, honesty, and respect.

Own It

We are a team of doers. We take pride in what we do and we take responsibility for the opportunities placed before us.



Automated Concession Program goals

The Automated Concession Program is intended to serve airport employees, passengers, and visitors while supporting the financial sustainability of the Airports.

Automated Concession Program goals include:

- Appeal: Offer a wide range of convenient, high-quality product options.
- Adaptability: Respond to changing consumer preferences with flexible product offerings and smart technology using data-driven insights.
- Efficiency: Optimize inventory management and reduce waste.
- Experience: Partner with operators experienced in managing high-demand automated concessions.
- Opportunity: Promote a fair and inclusive program that supports participation by both large and small businesses, including local and regional operators.



RFP Timeline

Activity	Date	Time
RFP Issued	August 31, 2026	
Optional Pre-Proposal Conference	September 21, 2026	10:00am PST
Optional Site Visit	September 22, 2026	10:00am PST
Deadline for Questions	October 9, 2026	4:00pm PST
Addenda Responses to Questions Posted	October 21, 2026	4:00pm PST
Proposals Due	October 28, 2026	4:00pm PST

The following events are reference placeholders only

Selection Committee Evaluation of Proposals	Week of November 9 th , 2026
Interview Finalists (if necessary)	Week of November 16 th , 2026
Recommendation to Director	Week of December 7 th , 2026
Recommendation to Board of Supervisors	February 2027
Agreement(s) Executed	March 2027

The Department reserves the right to modify, at its sole and absolute discretion, this schedule and any specific time-of-day deadlines, including agreement start date.





SECTION 2: AIRPORT INFORMATION

Airport Information

Department Overview

The Department is responsible for planning, developing, operating, and maintaining the airports that comprise the Sacramento County Airport System (Airport System):

- Sacramento International Airport (SMF)—Commercial passenger traffic
- Mather Airport (MHR)—Air cargo and general aviation
- Executive Airport (SAC)—General aviation
- Franklin Field (F72)—General aviation and training activities

The Airport System is a self-supporting enterprise fund of the County that is not supported by the County's General Fund. No local tax dollars are used to fund or operate the Department's airports. Airport tenant and user rents, fees, and charges support the operating and capital budgets for the Airport System.

The Automated Concession Program contributes to the financial sustainability of the Airport System, as it generates revenue from Airport tenants through user rents, fees, and charges.

Sacramento International Airport (SMF)

SMF is the region's primary commercial service airport, serving origin-and-destination passengers across a multi-county catchment area. SMF offers two passenger terminals with a full range of concessions, passenger amenities, and accessibility services.

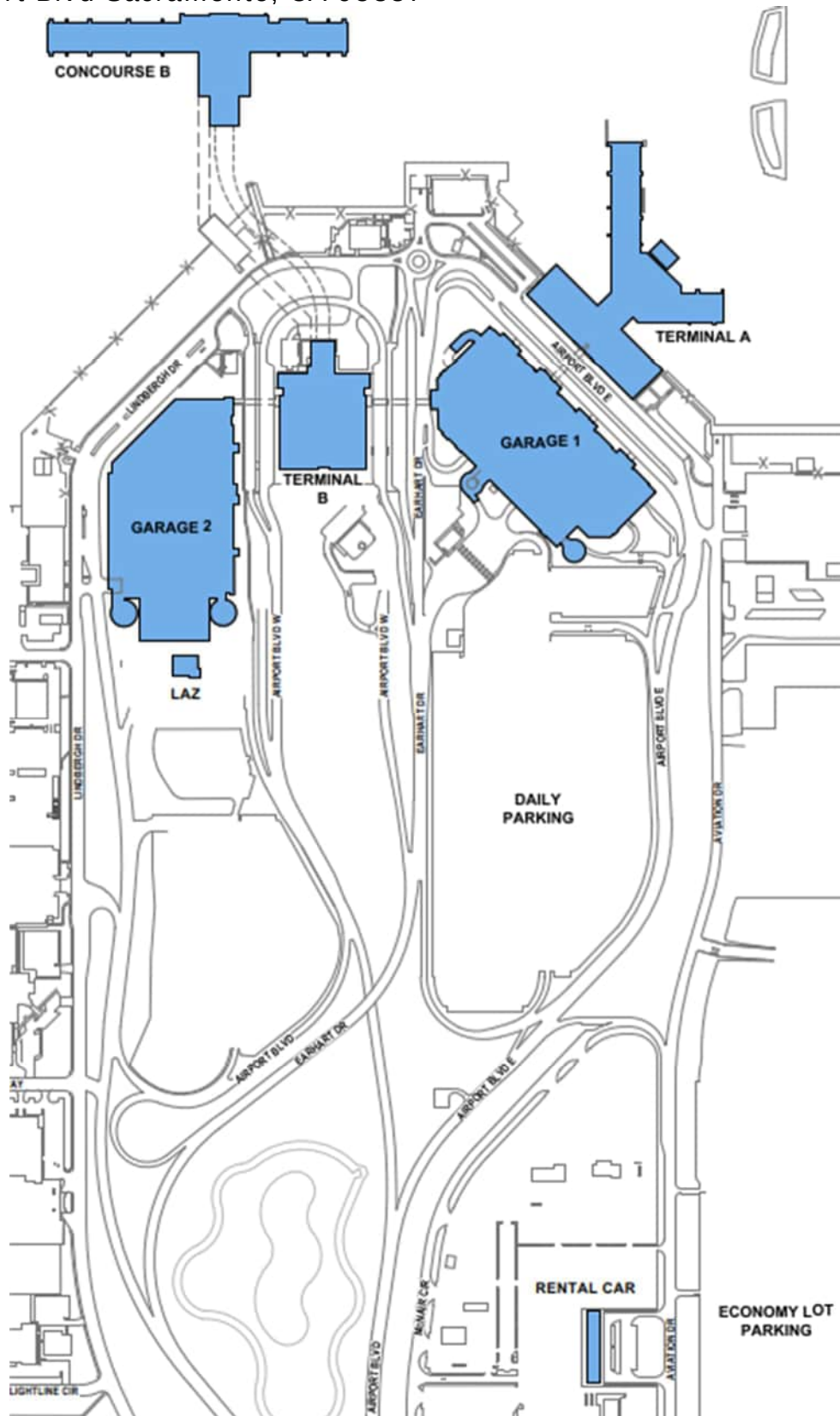
Wi-Fi Internet access is available to the public free of charge throughout both terminals. Language services for non-English speakers, accessible accommodations and services, including AIRA (a visual interpretation service for the visually impaired) are provided throughout the terminals.

SMF provides nursing lounges and pet relief areas post-security in both terminals as well as courtesy phones, and pre- and post-security ATMs in both terminals. Across SMF, passengers and visitors can view art collections from renowned artists.

Automated concessions are located in both pre-security and post-security areas, Rental Car Facility, as well as in employee-only spaces throughout the campus.



6900 Airport Blvd Sacramento, CA 95837



Airlines and Service

SMF Airlines and Market Share

The following table lists the airlines and the terminal they operate from. The airline locations at SMF are subject to change at any time prior to award of the automated concession agreements, and throughout the agreement term.

Airline	Terminal	Domestic/International	Market Share %
Air Canada	A	International	0.5%
American Airlines	A	Domestic	9.4%
Delta Airlines	A	Domestic	10.3%
United Airlines	A	Domestic	10.3%
AeroMexico	B	International	0.5%
Alaska / Hawaiian / Horizon	B	Domestic/International	9.0%
Frontier	B	Domestic	1.2%
Jet Blue	B	Domestic/International	0.6%
Southwest	B	Domestic/International	54.6%
Volaris	B	International	2.1%

Sources: 2025 calendar year airline reported enplanements; SCDA. Charter and flights classified as "other" omitted.



SMF Catchment Area



Note: Includes zip codes with SMF share of nonstop flight markets equal to or greater than 40% or closest to SMF
 Source: Campbell-Hill Catchment Area Study 2022

Sacramento Executive Airport (SAC) General Information

SAC is a general aviation airport serving business, charter, training, and public safety operations. Automated concessions at SAC are intended primarily to serve pilots, employees, and visitors within the terminal lobby and common areas.

SAC Terminal Facilities and Services

SAC does not have commercial airline terminals like larger passenger airports. Instead, its terminal facilities are oriented towards general aviation pilots, passengers, and aviation businesses. The airport provides a single terminal building and supporting facilities that serve the general aviation community rather than commercial airline travelers.

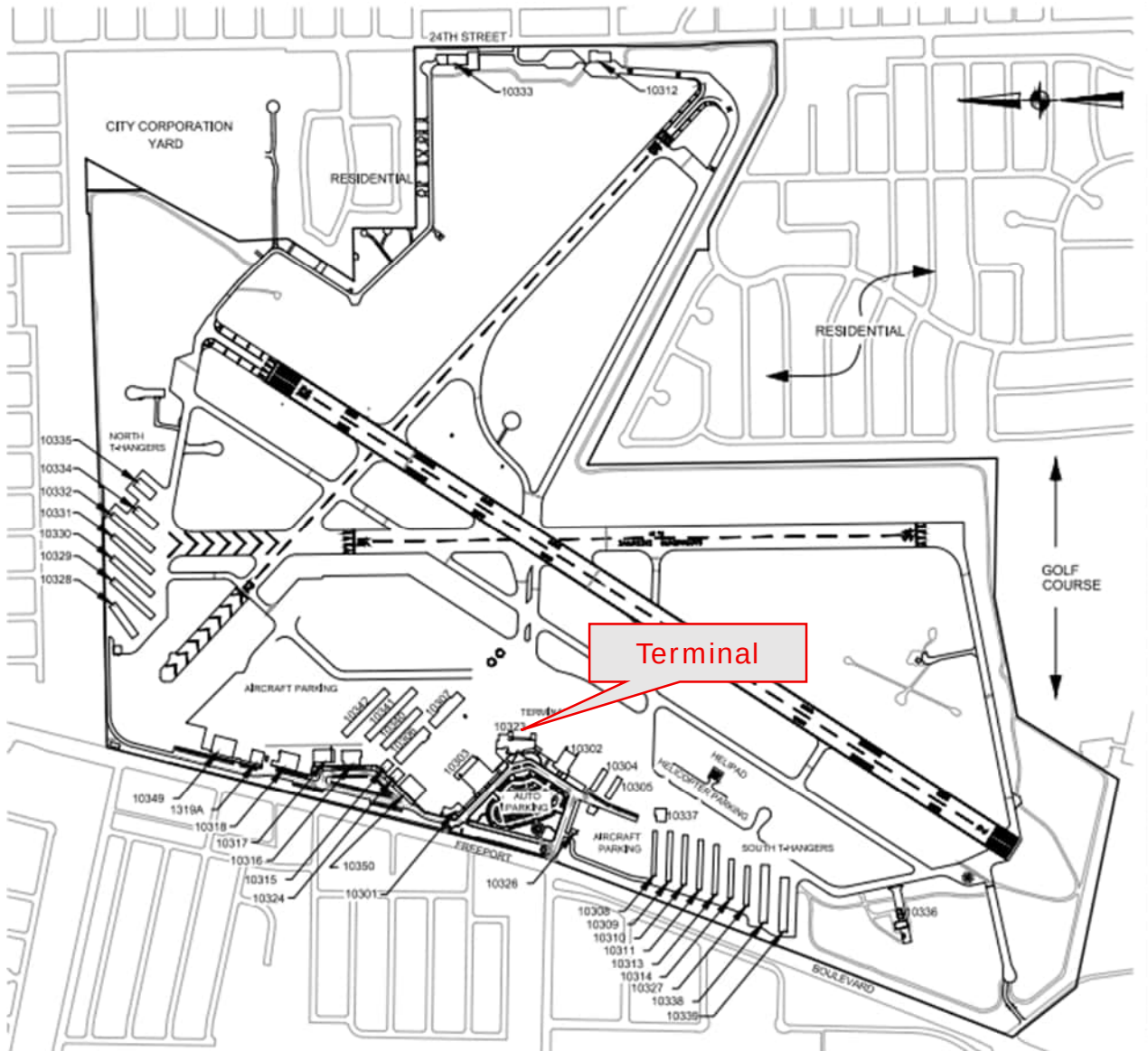
Within the terminal and adjacent facilities, SAC offers services typical of a general aviation airport, including:

- Terminal Lobby.
- One conference room within the terminal.
- Full-service Fixed Base Operator (FBO) services include fueling (100LL and Jet A), line support, and aircraft handling provided by Modern Aviation.
- Tie-downs, hangar space rentals, and aircraft maintenance services through on-airport aviation businesses.
- Four flight training providers.
- Ground transportation available through transportation network carrier, Lyft.

General amenities at SAC also include accessible facilities and services throughout the terminal area for passengers and users with disabilities.



6151 Freeport Boulevard
Sacramento, CA 95822





SECTION 3: TERMS AND REQUIREMENTS

Business Terms

A. Term

The agreement term is up to five years.

B. Percentage Rent

Selected operator(s) will pay a percentage of gross monthly revenue as rent. Current percentage rent rates range from approximately 10% to 32%, depending on location and concept. Pricing in employee-only areas is expected to be lower than in public-facing locations. Proposers may submit reduced percentage rent proposals for employee-area machines to reflect lower pricing.

C. Hours of Operation

Automated concession machines must be operational 24 hours a day, seven days a week.

D. Support Space

Support space available only at SMF and may be assigned by the Department for office or storage uses related to automated concession operations at SMF. Any tenant improvements are the responsibility of the operator and subject to Department approval.

Support space at SMF will be available at the then-current rate at the time of automated concession agreement award. The rate at RFP issuance is \$51.00 per square foot annually (\$4.25 per square foot per month) and on each July 1 during the term hereof, as well as during any holdover period, the annual rate per square foot shall increase by three percent (3%).

E. General Requirements

The selected proposer(s) shall have a non-exclusive right to install, operate, and maintain automated concession machine(s) in accordance with the agreement. Operators will provide, install, stock, maintain, and manage all automated concession machines at their sole cost. All automated concession machines, products, and services are subject to Department review and approval prior to installation.

F. Waste Collection Fee

The selected proposer(s) shall comply with the Department's Waste Management Policy (Appendix 4) and all applicable State and County requirements. The Department may implement cost-recovery fees related to waste disposal programs.



G. No Tenant Improvements Allowance

County funds for tenant improvements are not available for the automated concession program.

H. Sales Reporting

The selected proposer(s) will be required to provide detailed sales and transaction reports using a computerized reporting system as specified in the agreement.

I. Delivery Information

The selected proposer(s) will be responsible for delivery of their products and supplies. The Department, from time to time, may issue delivery procedures that best allow for the safe movement of delivery vehicles at the Airports. The Department may issue schedules of acceptable delivery times, locations, and points of access, and vehicle size restrictions by written notice.

Requirements for security screening of employees and goods are established by the Department of Homeland Security and may be changed from time to time. Automated concession operators shall be responsible for complying with existing and future requirements as well as any costs associated with such compliance. SMF plans to develop a centralized receiving program which may require operators to fund.

SMF operates under the security direction of the Transportation Security Administration (TSA). TSA has in the past issued operational bulletins and restrictions upon notice that can impact automated concession operations. The Department is obligated to comply with these restrictions. The Department will communicate new restrictions and TSA-mandated procedures with automated concession operators.

The Department is developing a Centralized Receiving and Distribution Center (CRDC) at SMF that will serve as a single point of entry for all vehicles and persons with product deliveries to SMF's secured areas. The CRDC will help the Department comply with federal regulations contained in 49 CFR §1542 that require screening and inspection of vehicles and persons entering secured areas. The CRDC will be funded by a user fee charged to concessionaires to cover the CRDC's operation costs. The user fee will be determined by the Department in consultation with the concessionaires and other stakeholders. The fee will be a percentage of the gross revenue which is expected not to exceed 1.5%. This fee will only be applicable to operations and revenue generated at SMF.



J. Small Business

The Department encourages participation by small businesses. Small business status will not be awarded extra points but will be tracked to measure program participation and achievement of Department goals.





SECTION 4: OPERATING COSTS

Taxes and Insurance

Taxes

Any and all fees and charges of whatever character that may be levied, assessed, or charged by any governmental entity, including the County, shall be paid directly and in a timely manner by the selected proposer(s).

Minimum Insurance Requirements

The selected proposer must maintain, throughout the term of the agreement, insurance of the types and in the amounts prescribed in the agreement. General liability shall be on an occurrence basis (as opposed to claims made basis).

Minimum limits and structures shall be:

Insurance type	Minimum limit
General Aggregate	\$2,000,000
Products-Completed Operations Aggregate	\$2,000,000
Personal and Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage	\$100,000 (or replacement value of portion of assigned area, whichever is greater)
Automobile Liability	\$1,000,000 for landside vehicles; \$5,000,000 for airside vehicles
Workers' Compensation Statutory requirements of the State of California.	
Employer's Liability	\$1,000,000

Additional information regarding insurance requirements is provided in the draft agreement (Appendix 3).

Airport ID badging

All onsite SMF employees must obtain an Airport Identification (ID) badge. The current cost is \$42.00 per employee per year, subject to change.

Airport ID badges are administered by the SMF Airport Badging Office and require submittal of fingerprinting and background clearance. The process takes on average two to four weeks. Obtaining an Airport ID badge is a requirement for working onsite. Security infractions or misuse of the Airport ID badge can result in



revocation of the Airport ID badge. This would result in the employee not being able to be onsite at SMF.

Airport badging link: <https://sacramento.aero/smf/about/airport-badging>

Airport badges are not required at SAC.

Employee parking

Employee parking at SMF is currently available for \$15 per month, subject to change. Parking at SAC is provided at no cost.





SECTION 5: OPPORTUNITY AND LOCATIONS

Location details and Packages

The Department seeks to provide high-quality automated concessions that deliver convenience, variety, and value while generating sustainable revenue.

Proposers are encouraged to submit creative automated concession concepts along with suggested placement strategies. While proposer input is valued, the Department will make the final determination on concept selection and location assignment. Decisions will be based on operational needs, customer flow, security requirements, and overall program balance.

The program includes both public-facing and employee-area vending opportunities. Employee-area vending should prioritize reliable, traditional food and beverage options that meet the daily needs of airport staff.

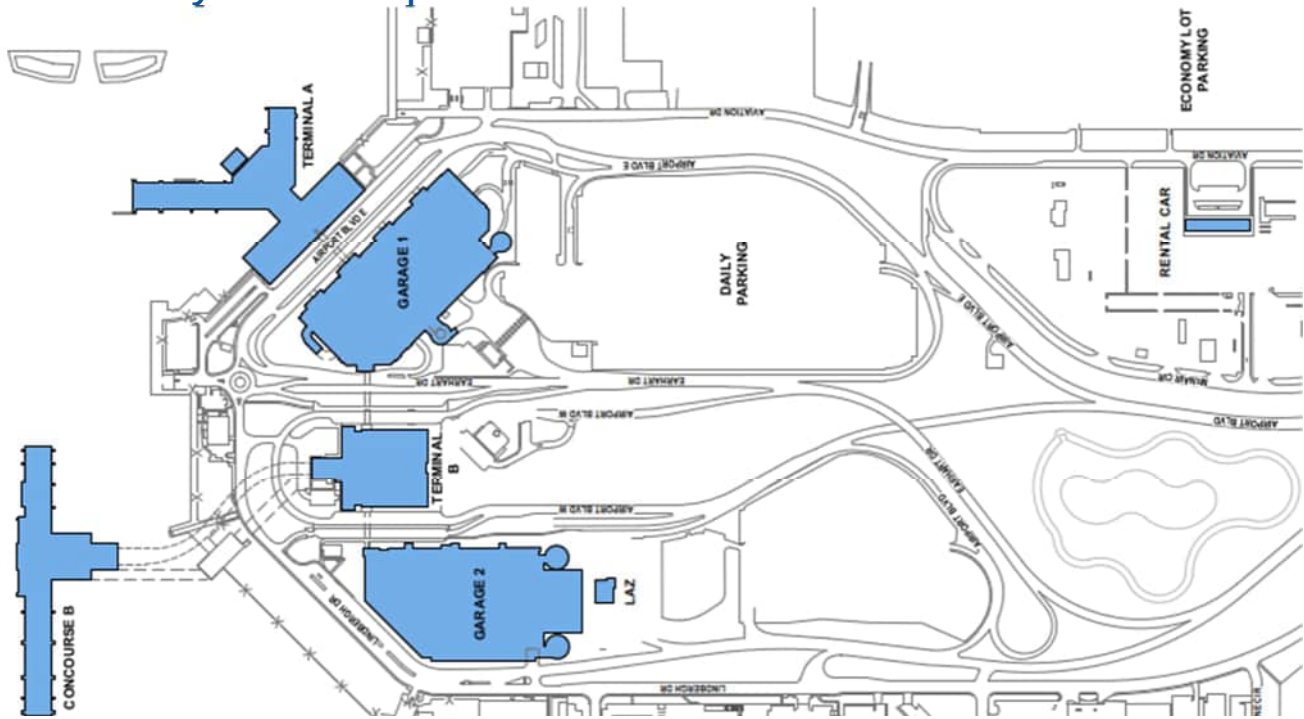
The Department intends to award one package for employee-facing locations, consisting of approximately 20 vending machines across nine locations. For public-facing locations, the Department anticipates approximately 36 vending machines across 10 locations. Additional locations may be incorporated during agreement negotiations. Remaining locations may be awarded as single or multiple packages, depending on space configurations and product offerings.

Proposers must identify their preferred locations for placement; however, all final placement decisions remain at the sole discretion of the Department. If a proposer does not accept the proposed location, the Department reserves the right to advance discussions with other qualified proposers.

The Department's intent is to establish a pool of vetted operators that may be utilized as locations become available or as program needs evolve.



SMF Layout Map and Locations



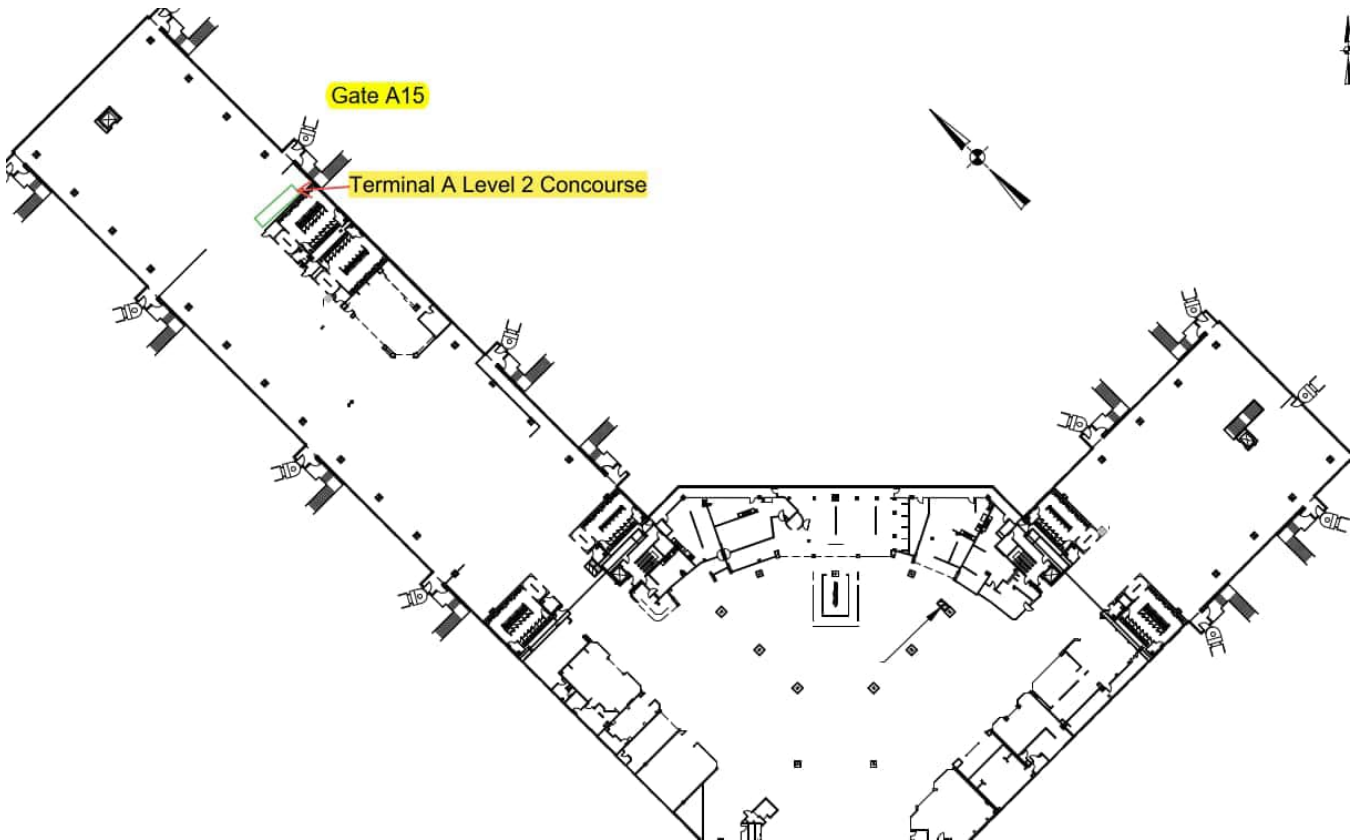
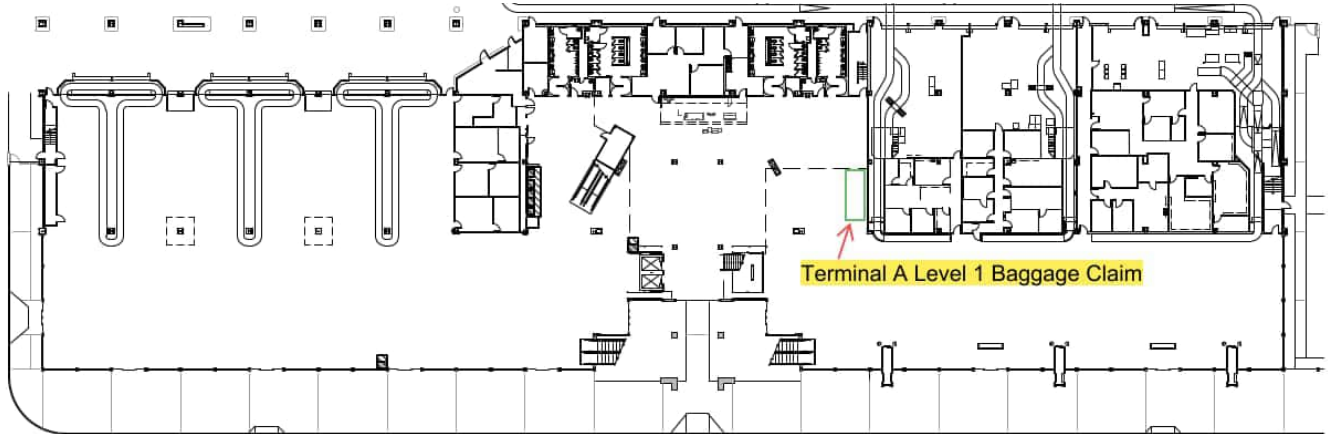
Package 1 Employee Areas (20 Machines)

Placement Areas	Suggested Offerings	Max Number of Machines
Terminal B 4 th floor	Snacks/Drinks/Fresh Food	2
PPM Building Breakroom	Snacks/Drinks/Fresh Food	2
Airside Maintenance Building	Snacks/Drinks/Fresh Food	2
Administration Building	Snacks/Drinks/Fresh Food	2
Terminal A Basement Breakroom	Snacks/Drinks/Fresh Food	2
Terminal A Basement Corridor	Snacks/Drinks/Fresh Food	3
Concourse B Basement Corridor	Snacks/Drinks/Fresh Food	3
Terminal B Basement	Snacks/Drinks/Fresh Food	2
LAZ Administration Building	Snack/Drinks	2

Public-Facing Areas (36 Machines) No Defined Packages		
Placement Areas	Suggested Offerings	Max Number of Machines
Terminal A Level 1 Baggage Claim	Snacks/Drinks/Fresh Food/Unique Items	4
Terminal A Level 2 Concourse	Snacks/Drinks/Fresh Food/Unique Items	4
Terminal B Level 1 Baggage Claim	Snacks/Drinks/Fresh Food/Unique Items	3
Terminal B 3 rd floor East Alcove	Snacks/Drinks/Fresh Food/Unique Items	4
Terminal B 3 rd floor West Alcove	Snacks/Drinks/Fresh Food/Unique Items	4
Concourse B East of Food Court	Snacks/Fresh Food/Unique Items	4
Concourse B West of Food Court	Unique Items	4
Parking Garage 1 (2 machines on 1 st and 3 rd)	Drinks	2
Rental Car Center Lobby	Snacks/Drinks/Fresh Food/Unique Items	7

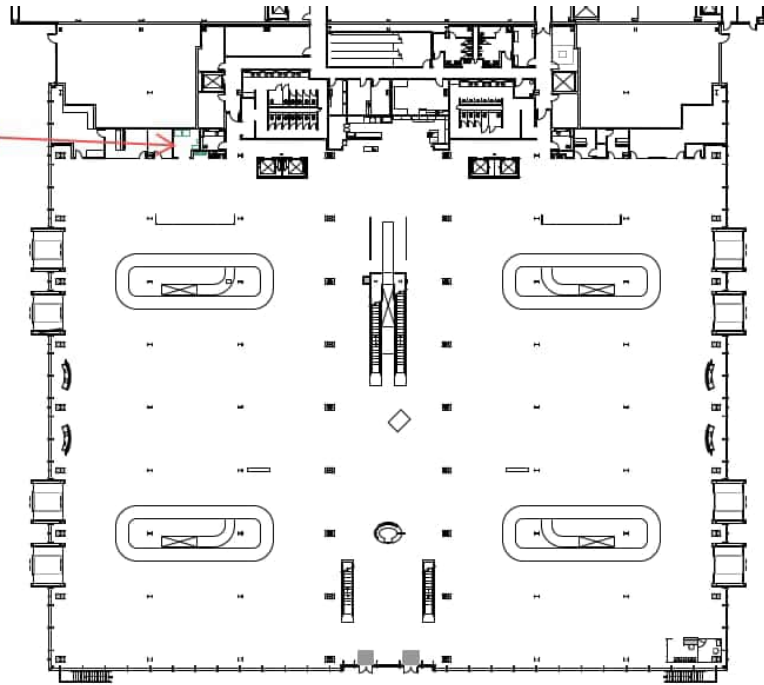


Terminal A SMF Locations

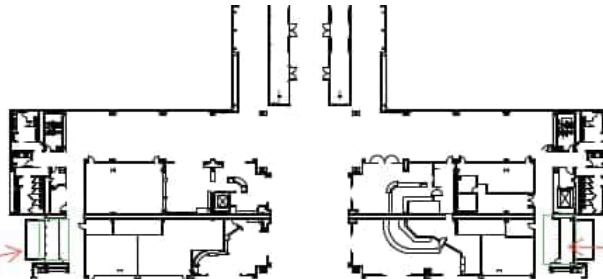


Terminal B SMF Locations

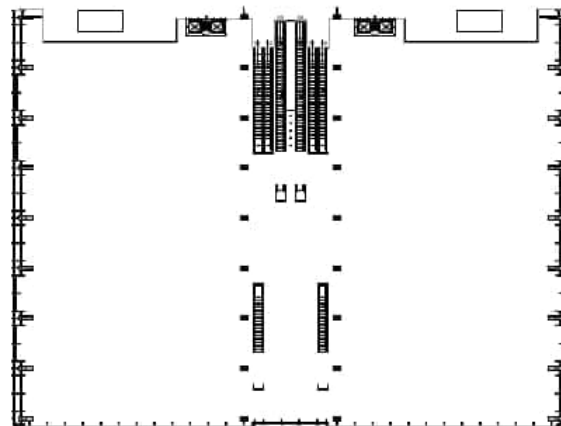
Terminal B Level 1 Baggage Claim

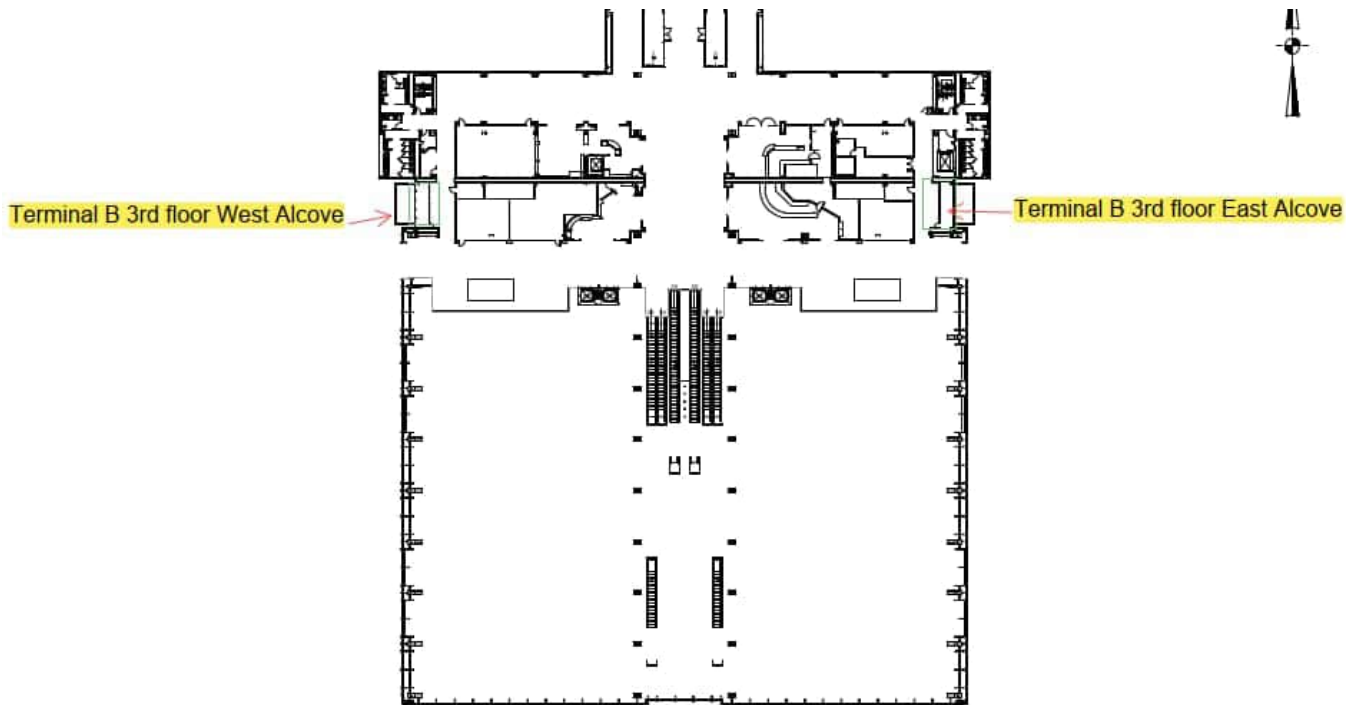


Terminal B 3rd floor West Alcove

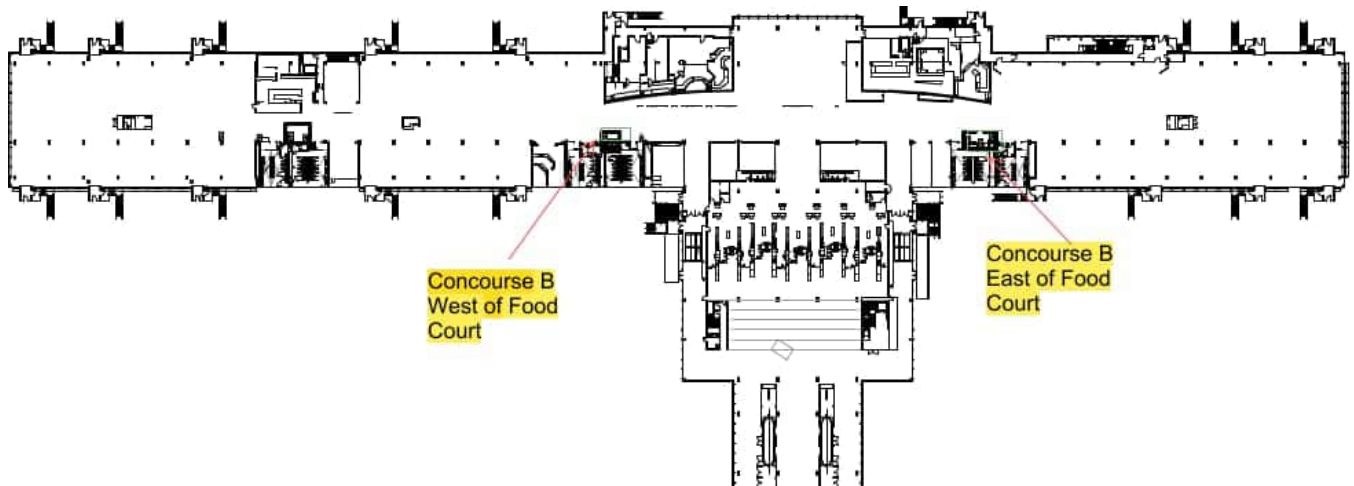


Terminal B 3rd floor East Alcove

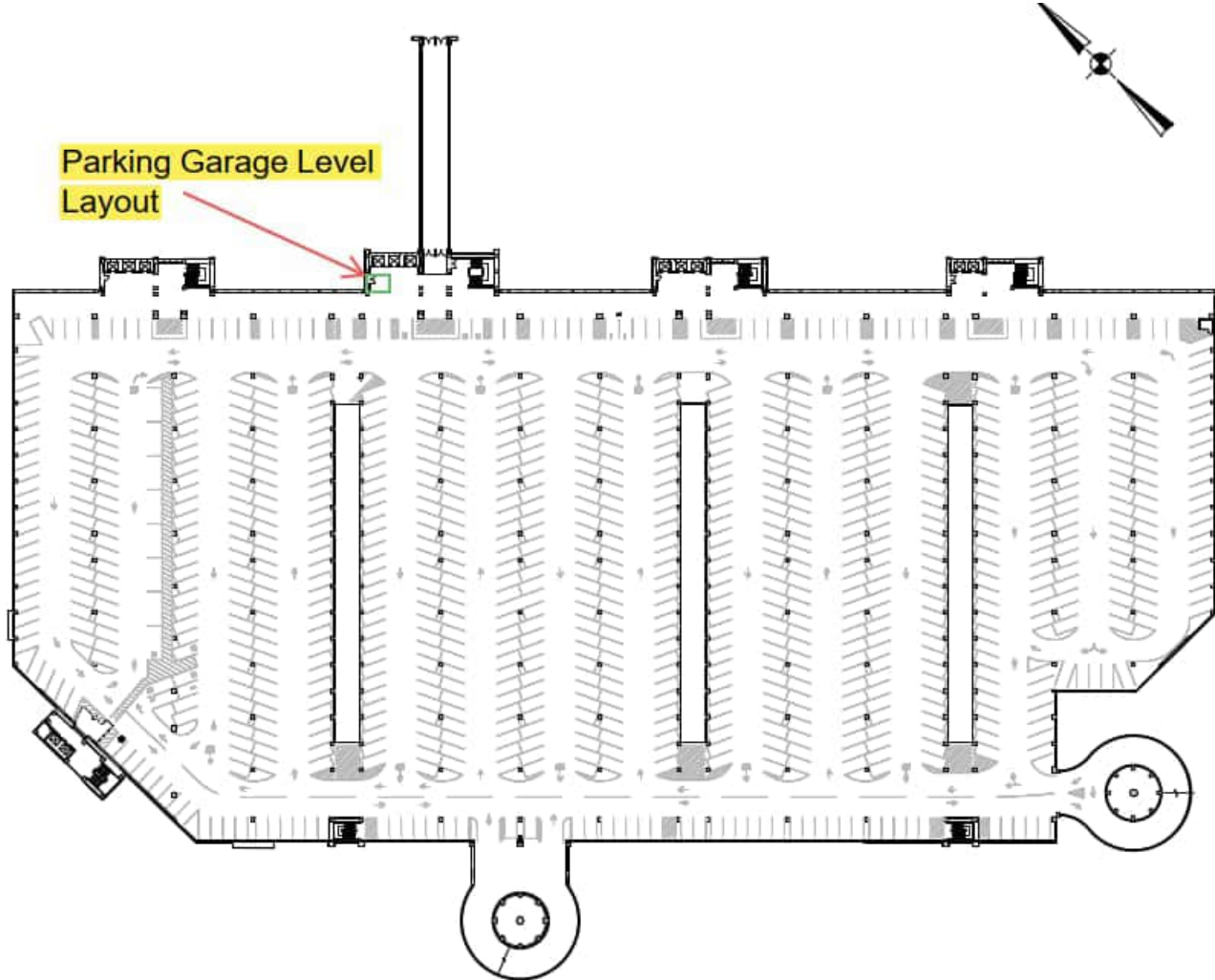




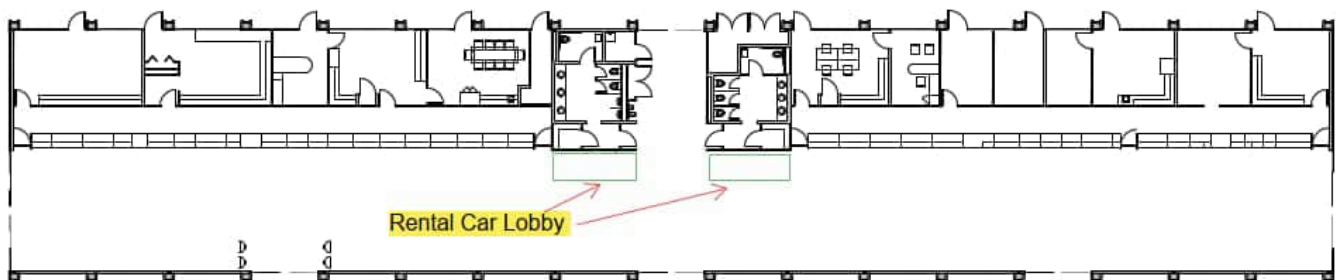
Concourse B SMF Locations



Parking Garage Locations



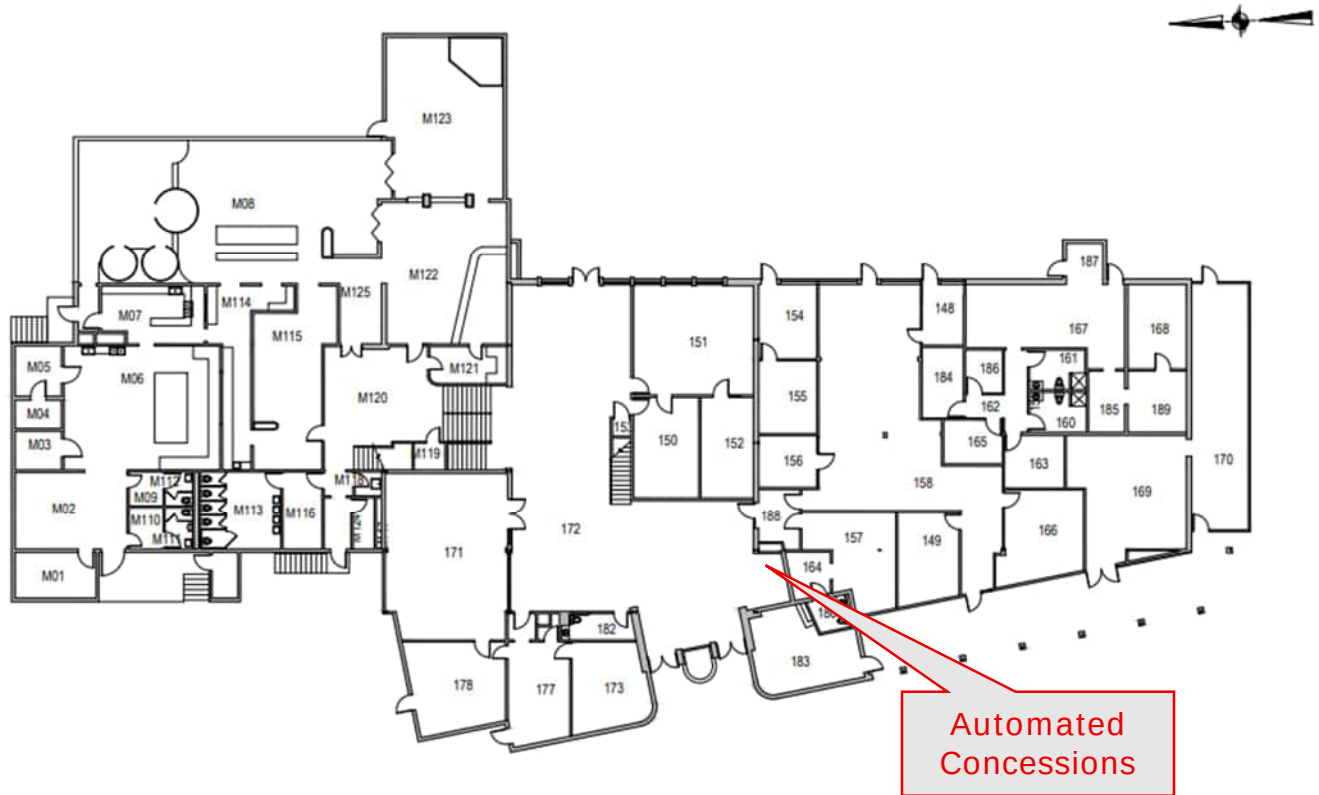
Rental Car Center Lobby Locations



SAC Layout Map and Locations

Sacramento Executive Airport	Snacks/Drinks/Fresh Food	2	Airport Lobby
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* Number of machines per location is dependent on size of machine.



RFP program requirements

A. Small Business Goal

The Department welcomes proposals from all businesses, including small businesses who can provide the desired product or service. If you are a small business certified by Small Business Association, please include a copy of your certification letter with your proposal.

The Federal Aviation Administration (FAA) is committed to providing maximum opportunities for small businesses in its own solicitations and in airport concession programs and the County Board of Supervisors (Board) approved Resolution No. 2021-0522, which created a small business tenant lease category based on the \$56,420,000 revenue cap defined by the U.S. Department of Transportation and the FAA in 49 CFR part 23.33(a).

The Department has a small business goal of 50% for automated concessions. If you think you may qualify as a small business, please ensure that this is indicated on Attachment A (Business Organization Summary) by selecting the appropriate checkbox under the *Small Business* section to self-certify.

The small business application and certification process will help the Department track its success in attracting and retaining small business participation within the Department's Automated Concession Program.

B. Optional Pre-Proposal Conference

Proposers and/or their representatives are encouraged to attend the virtual Pre-Proposal Conference. Interested proposers should register for the Pre-Proposal Conference by September 21, 2026, and designate a single point of contact. Only authorized representatives of potential proposers may register on that proposer's behalf.

Register for the virtual Pre-Proposal Conference through the OpenGov RFP website. The Department will keep a record of all parties who attend the Pre-Proposal Conference, and it will be posted on the OpenGov RFP website <https://procurement.opengov.com/portal/sacounty>.

The virtual Pre-Proposal Conference will be held on September 21, 2026, from 10:00am PST to 11:00am PST. Meeting links will be sent to all proposers who have registered for the meeting.

The meeting will:

- Provide general information regarding RFP goals and RFP-specific details and timelines.
- Provide an overview of the OpenGov procurement system utilized for this RFP, site location, and usage guidelines.



- Provide information on how to submit formal requests for information and clarification regarding this RFP and its attachments.
- Provide an opportunity to ask general questions.

An in-person Airport tour will also be available on September 22, 2026. Email SazoCh@saccounty.gov to RSVP for the in-person SMF Airport tour. SAC may be completed as a self-guided tour.

C. Submittal of Questions/Requests for Clarification

Following the virtual Pre-Proposal Conference, the Department will receive and respond to questions or comments relating to provisions of the RFP and its attachments that are submitted in writing and received on or before the deadline specified on the RFP timeline. All questions must be submitted on the OpenGov RFP website for formal review and response. Oral questions, either in person or via recorded voicemail message, will not be accepted.

The Department will respond to all relevant questions submitted by the applicable deadline via addendum to the RFP which will be posted to the OpenGov RFP website and emailed to all prospective proposers on record as having attended the virtual Pre-Proposal Conference.

The Department is not responsible for any explanation, clarification, interpretation or approval made or given in any manner except by written addendum.

It is the proposers' responsibility to review all addenda available on the OpenGov website. The Department's failure to send such addenda via email to the respective proposer's points of contact shall neither constitute a failure on the County's part to notify nor serve as the basis for any protests challenging selections made under this RFP.

Addenda issued by the Department shall be considered a part of this RFP document and receipt of all Addenda issued must be acknowledged on the Addenda Acknowledgement Form (Attachment B) and included with your proposal. Any proposer failing to sign the Addenda Acknowledgement Form may be deemed non-responsive and disqualified from further consideration.

D. Confidentiality of Records

The County will treat all information submitted in a proposal as available for public inspection once negotiations with the selected party(ies) have been completed. If copies of proposals are included with materials submitted to the Board, the County will make such documents available for public inspection once staff recommendations for award are approved by the Board.

If a proposer believes protected data is included in its proposal, the proposer shall clearly identify the data and provide the legal basis in support of the



asserted classification. Proposer must present such information separately as part of its proposal or type in bold red letters the term “CONFIDENTIAL” on that specific part or page of the proposal which proposer believes to be confidential. Classification of data as trade secret data will be determined pursuant to applicable law, and, accordingly, merely labeling data as “trade secret” does not necessarily make the data protected as such under any applicable law.

In order for the County to assert the confidentiality of any such information in the event a Public Records Act request is received, the proposer must request, execute and submit a County-prepared written agreement to defend and indemnify the County for any liability, costs and expenses incurred in asserting such confidentiality.

The final determination of whether the County will assert a proposer's claim of confidentiality shall be at the sole discretion of the County. Any information determined to be non-confidential shall be considered a public record. If the County determines that your information does not meet the criteria for confidentiality, you will be notified of the County's intent to release the public record pursuant to any Public Records Act request.

The proposer agrees, as a condition of submitting its proposal, that the County will not, as between the parties, be liable or accountable for any loss or damage, which may result from a breach of confidentiality related to the proposal. The proposer agrees to indemnify and hold the County, its officials, agents, and employees harmless from all claims arising out of, resulting from, or in any manner attributable to any violation of any provision of the California Public Records Act, including legal fees and disbursements paid or incurred to enforce this provision.

E. FAA SOLICITATION PROVISIONS FOR CONCESSIONS

TITLE VI SOLICITATION NOTICE

As a condition of a grant award, the Sponsor shall demonstrate that it complies with the provisions of Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq) and implementing regulations (49 CFR part 21) including amendments thereto, the Airport and Airway Improvement Act of 1982 (49 U.S.C. § 47123), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794 et seq.), the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101, et seq.), U.S. Department of Transportation and Federal Aviation Administration (FAA) Assurances, and other relevant civil rights statutes, regulations, or authorities, including any amendments or updates thereto.

This may include, as applicable, providing a current Title VI Program Plan to the FAA for approval, in the format and according to the timeline required by the FAA, and other information about the communities that will be benefited



and impacted by the project. A completed FAA Title VI Pre-Grant Award Checklist is required for every grant application, unless excused by the FAA. The Sponsor shall affirmatively ensure that when carrying out any project supported by this grant that it complies with all federal nondiscrimination and civil rights laws based on race, color, national origin, sex, creed, age, disability, genetic information, in consideration for federal financial assistance. The Department's and FAA's Office of Civil Rights may provide resources and technical assistance to recipients to ensure full and sustainable compliance with Federal civil rights requirements. Failure to comply with civil rights requirements will be considered a violation of the agreement or contract and be subject to any enforcement action as authorized by law.

CERTIFICATION OF OFFEROR/BIDDER REGARDING DEBARMENT

By submitting a bid/proposal under this solicitation, the bidder or offeror certifies that neither it nor its principals are presently debarred or suspended by any Federal department or agency from participation in this transaction.

DISADVANTAGED BUSINESS ENTERPRISE

The requirements of 49 CFR Part 26 including any amendments thereto apply to this contract. It is the policy of the County of Sacramento to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. The County encourages participation by all firms qualifying under this solicitation regardless of business size or ownership.

Effective period of proposals

All proposals received by the Department shall remain valid for 180 calendar days after the proposal due date and may be extended upon mutual agreement by the County and the relevant proposer.

Communications – Cone of Silence

Once the RFP is issued, proposer and their representatives, agents, and affiliates (including prospective subtenants, joint venture partners, and their agents and representatives) are prohibited from contacting any County employee, selection committee member, or other County representatives except for Christina Sazo SazoCh@saccounty.gov to discuss or ask questions about the contents of this RFP, the attached draft agreement, the selection process; or to otherwise encourage or seek a specific result in connection with this RFP. All questions shall be submitted in writing as described above. Inappropriate contacts may result in the proposer's rejection or disqualification.

Notwithstanding the above, the Department's representative may initiate communications with a proposer to obtain additional information or clarification



needed for the Department to properly and accurately evaluate a proposal submitted in response to this RFP.

Submission requirements

A. Submit a Complete Proposal

Proposer shall submit completed proposals as required by this RFP, including all completed mandatory forms as noted in the Proposal Attachments section, by the proposal due date and time specified on the RFP Timeline section.

Proposers may submit proposals for multiple locations. A proposer may choose to:

- Submit one proposal that includes multiple locations across SMF and SAC; or
- Submit separate proposals for individual locations.

Proposals received after the specified time and date will be deemed non-responsive and automatically rejected from consideration.

B. Proposal Deposit

A proposal deposit is not required.

C. Proposal Format

The proposal must be submitted digitally through the OpenGov portal in a PDF format.

Any proposal received after the scheduled proposal due date and time will not be considered and will be deemed non-responsive. The Department reserves the right to postpone or cancel the scheduled proposal due date and notice of such extension or cancellation shall be sent via addendum.

D. Exceptions, Deviations, and Alternatives

Proposer may not take exception or make deviations to any requirement of the RFP unless the Department specifically approves the deviation. If alternatives are proposed or exceptions to the draft agreement are requested, the proposer must clearly identify such alternatives or exceptions in the proposal. The Department expressly reserves the right, in its sole and absolute discretion, to consider such alternatives or exceptions and to award an agreement pursuant to this RFP based thereon if determined to be in the County's best interests.



Proposal Format and Page Limit

Proposers are encouraged to adhere to the suggested page limits provided. Images, renderings, and cut sheets do not count toward page limits. Proposals should use standard 8.5 x 11-inch pages and a minimum 11-point font.

Proposal		Suggested page limit
1.	Proposer Evaluation	
1.1.	Experience and Qualifications	3 pages
1.2.	Financial Capability	2 pages
1.3.	Environmental Sustainability	1 page (Internal policy documents can be attached as an appendix and will not count towards the page limit.)
1.4.	Waste Management	1 page (Internal policy documents can be attached as an appendix and will not count towards the page limit.)
2.	Concept Evaluation	
2.1.	Concept and Products	2 pages per concept and products excluding images and renderings
2.2.	Customer Service	1 page per concept and products
2.3.	Management and Operations	2 pages per concept and products
2.4.	Financial Offer	2 pages per concept and products



Proposal Attachments

Include these items with the proposal.

Attachments to Proposal		Return with Proposal
1.	Executed Addenda Acknowledgement Form (Attachment A)	Yes
2.	Business Organization Summary (Attachment B)	Yes
3.	Business and Financial References (Attachment C)	Yes
4.	Declaration of Non-Collusion (Attachment D)	Yes
5.	Active Participants Collection Form (Attachment E)	Yes
6.	Financial Statements and/or Balance Sheet and Income Statements	Yes



Evaluation criteria

Evaluation Criteria

All proposals that meet the minimum qualifications will be evaluated and ranked by a selection committee comprised of airport and industry representatives, as determined by the Department. As part of this process, the Department will determine the location where the proposed concepts will be placed. Proposals will be evaluated using the criteria below and scored based on the weighted point values assigned to each section. Final rankings will be based on total points received.

Evaluation scores or rankings do not create any right or expectation to an agreement with the County. The County reserves the right to award a location to a lower-scoring proposal if it determines that doing so better meets the Department's stated objectives.

The Department may contact personal, business, and financial references familiar with a proposer's prior operations or management of similar projects. Submission of a proposal constitutes authorization for the Department to make such inquiries and for third parties to respond.

A. Minimum Qualifications (Pass / Fail)

To be considered responsive, proposers must meet all of the following minimum requirements:

1. The proposer must be registered with the California Secretary of State and permitted to conduct business in the State of California.
2. The proposer must submit a complete proposal in accordance with this RFP.
3. The proposer must demonstrate at least one year of continuous experience within the past two years in the ownership, management, or operation of automated concession concepts.
4. The proposer must maintain insurance and worker's compensation policies that meet or exceed the minimum requirements of the Department, as set forth in the agreement.

Joint Ventures / Partnerships / LLCs

If the proposer is a joint venture, partnership, or LLC, the entity holding a controlling interest must meet all minimum qualifications. If no single entity holds a controlling interest, each entity comprising the controlling interest must meet the minimum qualifications.

Licensed or Franchised Machines

Proposers operating licensed or franchised machines must independently meet the minimum qualifications and may not rely on the qualifications of



the licensor or franchisor. Proposers must submit a letter from the licensor or franchisor confirming authorization to operate at the Airports or confirming that license or franchise terms have been agreed upon pending award. Upon award, an executed license or franchise agreement must be provided to the County.

B. Proposer Evaluation (40 Points)

Experience and Qualifications

The Department seeks proposers with demonstrated experience operating automated concessions while maintaining high standards of quality and service.

Business History: Overview of the company's background, major milestones, and operating locations. Newly formed entities must provide this information for all members.

Experience: Description of automated concession ownership, management, or operation experience in airports or comparable public venues, including venue type, contract term, and high and low gross receipts per machine or concept.

Legal History: Explain any judgments, liens, lawsuits, or pending judgments against proposer or proposer's businesses in the last 10 years. If the proposing company is a newly formed entity, provide this information for all members of this entity.

Bankruptcy History: Explain if proposer's business or any of its members have ever declared bankruptcy, filed a petition in any bankruptcy court, filed for protection from creditors in bankruptcy court, been named as a defendant in any legal proceedings, or had involuntary proceedings filed in bankruptcy court. For each situation, please also indicate the status and outcome of the lawsuit/legal proceedings.

Lease History: Disclosure of any leases or locations abandoned, terminated early, transferred, forfeited, or cancelled within the past three years.

Financial Capability

The Department seeks proposers with a demonstrated history of financial responsibility and the ability to successfully install, operate, and maintain automated concessions.

Financial Statements: Audited financial statements, including profit and loss statements, for the past two years if available. If audited statements are unavailable, statements must be certified by the proposer's controller or financial officer.



Balance Sheet and Income Statements: Financial statements for the past three fiscal years, if available, prepared in accordance with generally accepted accounting principles (GAAP), including interim statements reflecting any significant financial events.

Ownership Structure: Description of ownership. Owners of closely held corporations must submit personal financial statements dated within three months of proposal submission.

Ownership Type: Identification of ownership structure for each concept (e.g., franchise, licensed, corporate).

References: At least two business references and one financial reference.

Financial Changes: Detail any changes in financial position for the past two years.

Environmental Sustainability and Waste Management

The Department is committed to minimizing environmental impacts and promoting sustainable practices at the Airports. Proposers must demonstrate compliance with all State laws, County ordinances, and the Airport's Waste Management Policy (Appendix 4). See details of the Department's environmental focus here:

<https://sacramento.aero/environment/sustainability>

Sustainability Programs: Description of current sustainability initiatives, including use of sustainable materials, energy-efficient equipment, eco-friendly cleaning products, and packaging.

Training and Engagement: Description of sustainability training, employee engagement efforts, and methods for tracking progress or goals.

Waste Management Program: Description of current waste diversion practices, procedures, and compliance efforts.

Training and Tracking: Description of training programs and methods used to monitor compliance and performance.

C. Concept Evaluation (60 Points)

Concept and Products

The selection committee will evaluate the quality, creativity, and feasibility of proposed concepts.

Concept Description: Description of proposed concept(s) and products.

Product Lists: Product offerings with estimated pricing for each concept.



Value and Quality: Demonstrated alignment with customer preferences and value expectations.

Design Submittals: Color renderings, cut sheets, merchandise lists, and pricing for each proposed machine and location.

Technical Requirements: Description of utility, installation, and data requirements for each machine.

Customer Service

Customer service excellence is a priority for the Department.

Refund Policy: Description of product refund policies and procedures.

Customer Feedback: Description of how customer feedback and complaints will be received, tracked, and resolved.

Management and Operations

The Department requires automated concession operations that are efficient, reliable, clean, and compliant with Americans with Disabilities Act (ADA).

Staffing Plan: Description of staffing structure, including local and corporate contacts and management experience.

Operations Plan: Inventory management, stocking schedules, delivery timing, performance evaluation, and corrective actions for underperforming products.

Maintenance Plan: Procedures for cleaning, maintenance, repair, reporting equipment issues, response times, and replacement schedules.

Financial Offer

Proposers must demonstrate how the proposed concept will enhance the overall customer experience and generate revenue.

Sales Projections: Estimated monthly sales by machine, location, and concept.

Rent Proposal: Proposed percentage of gross sales payable to the Department, consistent with the Business Terms – Percentage Rent requirements. Proposers may submit reduced percentage rent proposals for employee-only location to reflect lower pricing expectations

Program Value: Explanation of how the concept supports customer experience and revenue optimization.



Selection Process

A. No Late Proposals

Any proposal received after 4:00 p.m. Pacific Standard Time on the proposal due date will be considered late and will not be evaluated by the selection committee. There is no appeal from a disqualification due to a late submittal.

B. No Changes to Proposal

Except as specifically provided in this RFP, no changes to the proposal may be made by the proposer during the evaluation period.

C. Evaluation of Proposals

1. If the Department has reasonable grounds for believing that any proposer has a business or financial interest in more than one proposal, the Department will reject all proposals in which that proposer has such interest. If there is reason to believe that collusion exists among proposers, none of the participants in such collusion will be considered under this RFP.
2. The Department reserves the right to request additional information from proposers to clarify the meaning of any portion of their written proposals.
3. Finalists may be required to make a presentation to the selection committee to further explain the concept, machine, and business aspects of their proposal and to respond to questions which might arise before and/or during the presentation.
4. Proposer must provide written clarification or additional information within three (3) business days to any written request for such information by the Department during the proposal review and evaluation process.
5. Evaluation criteria point values are not definitive, but indicative. The award of any specific unit or package will depend on the selection committee's holistic assessment of a proposal, and how that proposal, in comparison with other proposals, will contribute to the best customer service experience at the Airports.
6. Notwithstanding processes described herein, the selection committee has the discretion to use any method to score the proposals consistent with the evaluation criteria above and determine the final proposed awardees, such as short-listing finalists, ranking proposals, requesting best and final offers, communicating conditional offers based on other proposers' acceptance of other conditional offers, or any other method deemed necessary or advantageous to the County. The final proposed



awardee list will be presented to the (Board) for final approval and agreement award.

D. County's Right to Negotiate Agreements

The County reserves the right to negotiate an agreement with other automated concession providers outside of this RFP, even if such providers did not participate in the RFP process.

E. County's Reservation of Rights

1. The County reserves the right to withdraw, modify, suspend, or cancel this RFP, in whole or in part, at any time and without prior notice. The County makes no representations that an agreement will be awarded to any proposer responding to this RFP. The County reserves the right to cancel award of an agreement without liability to the proposer at any time before the agreement has been approved by the (Board) and fully executed by all parties.
2. The County reserves the right to reject any and all proposals submitted in response to this RFP. Submittals containing omissions, erasures, alterations, conditions, or additions not called for may be rejected.
3. The County reserves the right, in its sole and absolute discretion, to waive minor irregularities or informalities in any proposal or in the procedures described in this RFP, and to be the sole judge of the responsibility of any proposer and of the suitability of the materials and/or services proposed to be rendered or provided.
4. The County reserves the right, in its sole and absolute discretion, to make all final determinations relating to this RFP.



Award of Agreement

A. Execution of Agreement

1. After the selection committee's selection and award recommendation is finalized and following the (Board) approval of the recommendation, the Department will provide a letter of award to the selected proposer. The Director of Airports shall negotiate final agreement(s) with the selected proposer(s) and deliver the agreement(s) to the selected proposer for execution. The selected proposer shall deliver to the County a signed agreement within twenty (20) days after receipt of a final negotiated agreement. Should the selected proposer fail to sign and deliver the agreement within this timeframe, the agreement award may be cancelled by the Director of Airports.
2. By executing an agreement with the County, the proposer represents that it has carefully examined and is familiar with the sites at which any portion of the agreement is to be performed and with the RFP, including all performance requirements. The proposer further represents and acknowledges that, prior to executing the agreement, it has made such examinations and investigations as necessary and is satisfied as to the operating conditions at the Airports.
3. No information derived from inspection of County records or reports will in any way relieve the proposer from properly performing its obligations under the agreement. Available County reports are provided as a convenience to the proposer without any warranty whatsoever by the County.

See the draft agreement (Appendix 3) for more specific construction and/or improvement requirements.





SECTION 6: INSTALLATION

Installation

The selected proposer shall be responsible for installing their machines.

Vending Machine Review

Following execution of an agreement by all parties, the selected proposer shall promptly submit renderings, machine dimensions, and utility requirements for review to the Department.

Turnover Date

As these spaces are currently filled, it is the intention of the Department to make the assigned automated concession spaces available to the selected proposer for machine installation expeditiously as possible upon approval by the (Board) of the agreement.

Coordination of Machine Installation

During installation, the selected proposer will be required to coordinate its activities with the Department so that its work does not interfere with or cause a delay in any other activities at the Airports.





SECTION 7: DISCLAIMERS

Disclaimers

- A. The County's selection of an operator or operators either from among the proposers responding to this RFP, or otherwise, shall be solely at the County's discretion. The selection committee will evaluate proposals based on the criteria listed in this RFP and such other factors as it considers appropriate, and will act, with respect to its discussions, negotiations, and determinations relating to such selection, in accordance with its judgment and in its sole discretion, regardless of whether any proposer or other interested person regards the County's determination as unreasonable, unfair, arbitrary, discriminatory, or capricious.
- B. Neither the expression of a proposer's interest, nor proposer's submission of its qualifications and any other information, nor the acceptance thereof by County staff or the selection committee, nor any correspondence, discussions, meetings or other communications between proposer and County or the selection committee, nor a determination that a proposer is qualified hereunder shall: (i) impose any obligation on the County to include proposer in any such further procedures which may be utilized prior to County's final selection of an operator or operators under this RFP; (ii) be construed or interpreted by proposer to impose any obligations whatsoever on the County to select proposer as the operator, to discuss any proposal which the proposer may submit, or to enter into negotiations with proposer; or (iii) entitle proposer to any compensation or reimbursement for any costs or expenses incurred by proposer in connection with this RFP.
- C. The cost of developing a proposal in response to this RFP is entirely the responsibility of the proposer and cannot be charged to the County or included in the cost elements of any agreement awarded pursuant to this RFP.
- D. Proposer acknowledges and agrees that neither the County nor any person on behalf of County has made any claims, representations, or warranties, express or implied, regarding the business venture proposed by proposer at the Airports, including any statements relating to the potential success or profitability of such enterprise.

The County explicitly states that operating any business anywhere involves the risk of business failure, including the operation of a business at an airport. The County will not guarantee the success or profitability of any activity at the Airports. Proposer and their representatives, agents, and affiliates (including prospective subtenants and joint venture partners, and the agents and representatives of any subtenants or joint venture partners) represents and warrants that all interested parties have made independent



investigations into all aspects of the business venture, including its potential for success and failure.

Proposer has independently decided that it wishes to pursue this opportunity, and to accept an agreement for the proposed automated concession equipment installation, operation and management opportunity should the same be tendered in response to its proposal. Proposer and its representatives, agents, and affiliates (including prospective subtenants and joint venture partners, and the agents and representatives of any subtenants or joint venture partners) agree, through the acceptance of an agreement resulting from this RFP, and affirmatively assert that it will not seek for the County to remedy any business success or failure issues that are not a result of the direct action or inaction of the County, including, but not limited to: (i) initiation or cessation of air service by any airline or to any destination; (ii) a shifting of passengers to or from any part of the terminal or airport; (iii) a substantial change in operations at the airport due to any Force Majeure cause, as such terms are defined in the agreement; and/or (iv) a substantial economic slowdown either in the Sacramento area or nationwide.

- E. The County may consult all personal, business, and financial references familiar with proposer's prior operations and installation or management of prior projects. Submission of proposer's response to the RFP shall constitute permission for the County to make such inquiries and authorization to third parties to respond thereto.
- F. The County shall not be obligated to respond to any proposal submitted, nor shall it be legally bound in any manner whatsoever by the receipt of a Proposal.
- G. Statistical information contained in this RFP shall be used for informational purposes only. The County is not responsible for any inaccuracies or interpretations of the statistical information provided during the RFP process. The County makes no representations as to the number of future enplanements and/or amount of future revenues at the Airports.
- H. All proposals and supplementary material will become the property of the County upon receipt, and no materials will be returned to Proposer. Proposer is advised that all information included in proposals may be made available to the public in accordance with appropriate policies, statutes, ordinances and/or regulations including, but not limited to, the California Public Records Act and the Freedom of Information Act.





SECTION 8: LIST OF ATTACHMENTS

Attachments to this RFP

Attachments

Attachment A	Business Organization Summary
Attachment B	Addenda Acknowledgement Form
Attachment C	References Form
Attachment D	Declaration of Non-Collusion
Attachment E	Active Participants Collection Form

Appendices

Appendix 1	Annual Enplanements and Forecast
Appendix 2	Historical Automated Concession Sales
Appendix 3	Automated Concession Agreement
Appendix 4	Waste Management Policy



THANK YOU

Sacramento County Department of Airports



Cindy Nichol
Director of Airports



Stephen Clark
Deputy Director,
Commercial
Development



Renata Daher
Airport Manager,
Concessions



Michael Gladwill
Sr. Airport Economic
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Christina Sazo
Airport Economic
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