

# Mandatory Pre-Proposal Meeting

Request for Proposals  
Automatic Teller Machine

Concession Agreement

Sacramento International, Executive  
and Mather Airports



# Welcome!

- Sign in
- Please silence all communication devices
- Hold all questions to the end of the presentation
- Copy of this presentation and sign-in sheet will be posted at

[http://www.sacramento.aero/scas/opportunities/bids\\_and\\_requests/](http://www.sacramento.aero/scas/opportunities/bids_and_requests/)



# Introductions

For all RFP related questions and inquiries, contact:

**Paul Stewart**

**Airport Economic Development Specialist**

**(916) 874-0923**

**[stewartp@saccounty.net](mailto:stewartp@saccounty.net)**



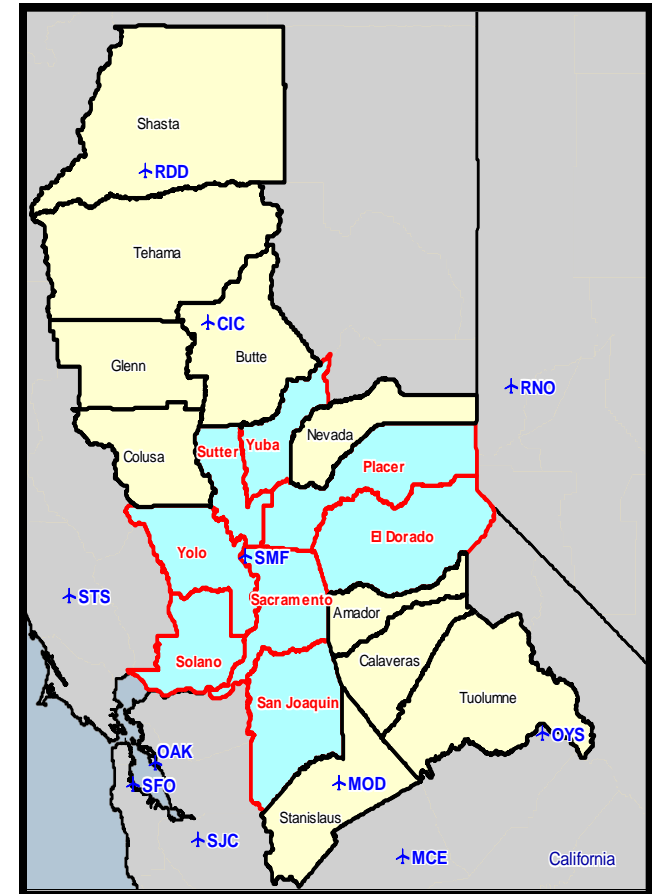
# Objectives

- Purpose
  - Review RFP and provide clarification for questions
- Agenda
  - Overview of the Sacramento County Airport System
    - SMF, SAC and MHR
  - ATM Concession Opportunity
  - Request for Proposals
  - Disadvantaged Business Enterprise program
  - Questions



# Sacramento International Airport (SMF)

- 12 miles northwest of downtown Sacramento
- Primary commercial airport
  - serving Sacramento County and 7 neighboring counties
- Medium hub
  - 10.3 million total passengers in FY 2017
- Origin and Destination
  - 45% business
  - 55% leisure



# SMF Passenger Numbers

Terminal	FY2017 Total Passengers	Arrivals	Departures
Total Terminal A	3,454,331	1,732,811	1,721,520
Total Terminal B	6,930,163	3,453,499	3,476,664
Total Passengers	<b>10,384,494</b>	<b>5,186,310</b>	<b>5,198,184</b>





# Sacramento Executive Airport (SAC)

- Located 10 miles from downtown Sacramento
- General aviation airport
  - full service FBO
  - charter operations with car rentals
  - aircraft maintenance and repair, sales
  - flight training and pilot supplies
- Aviator's Restaurant



# Mather Airport (MHR)

- 20 minutes from downtown Sacramento
- Cargo and general aviation operations
  - full service FBO
  - aircraft maintenance and repair
  - flight training
- California Air National Guard
- California Capital Airshow





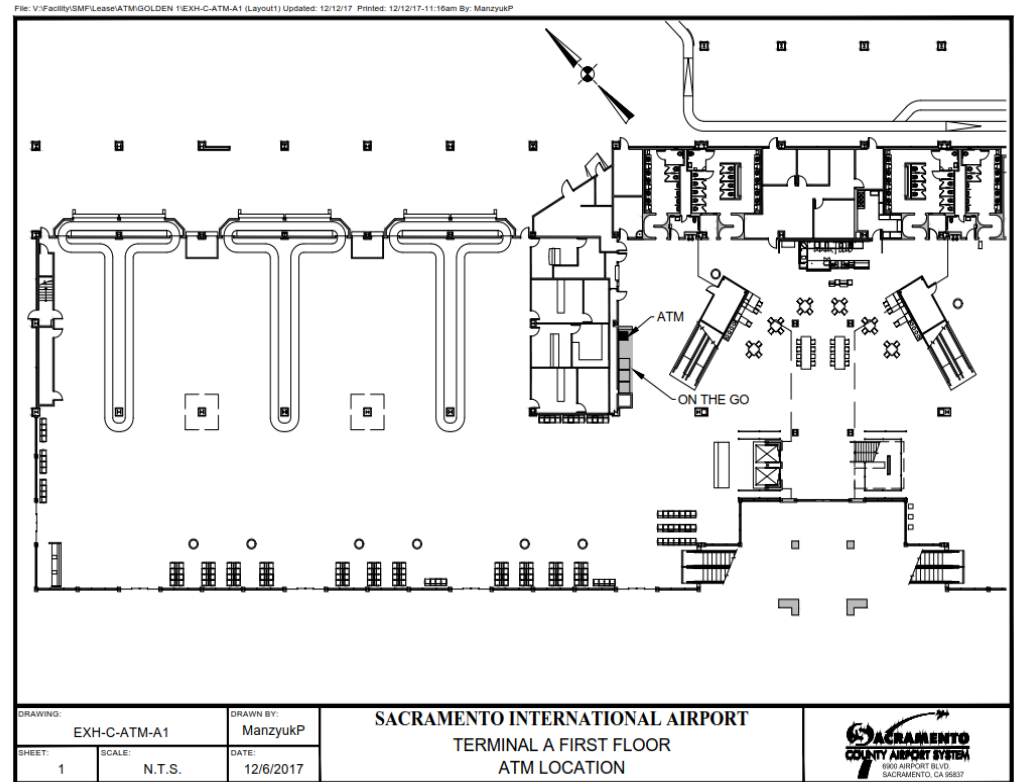
# ATM Concession Service Opportunity

Management of the  
ATM Concession at Airports within the  
Sacramento County Airport System



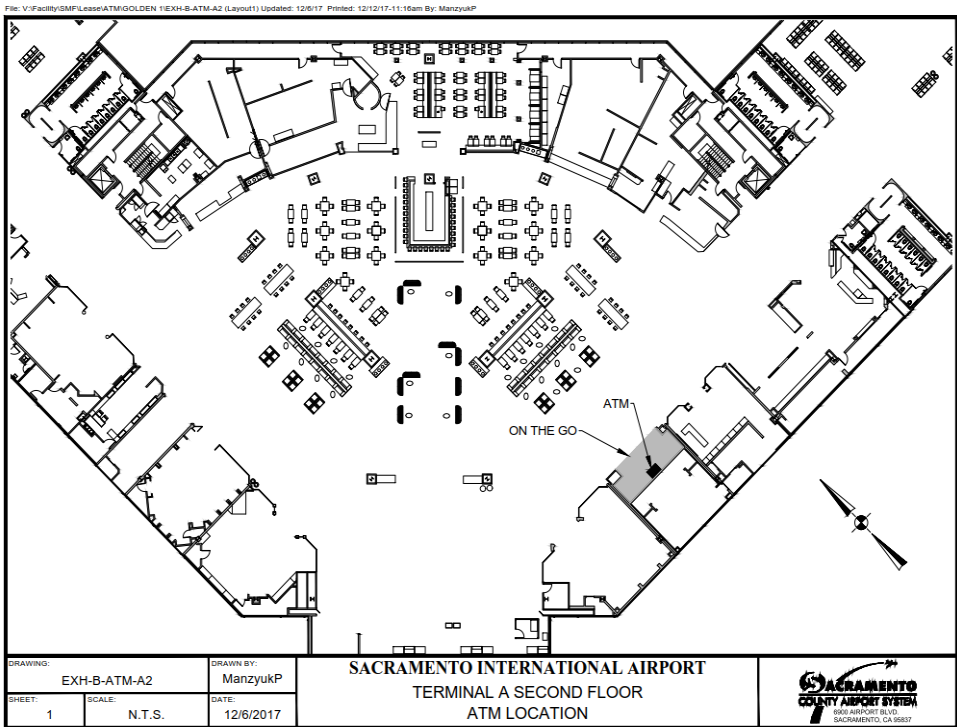
# SMF Terminal A – First Floor

## One (1) ATM within the baggage claim area



# SMF Terminal A – Second Floor

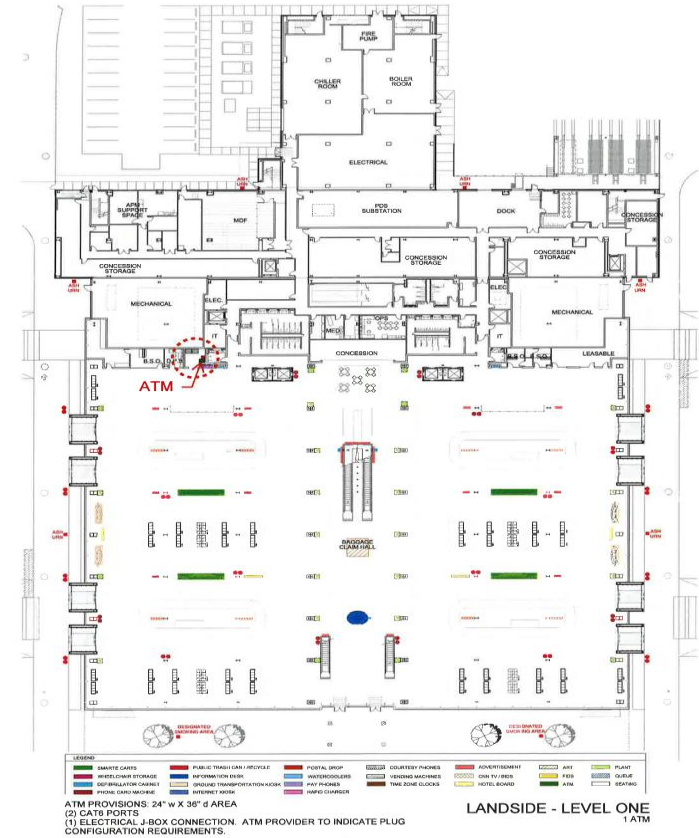
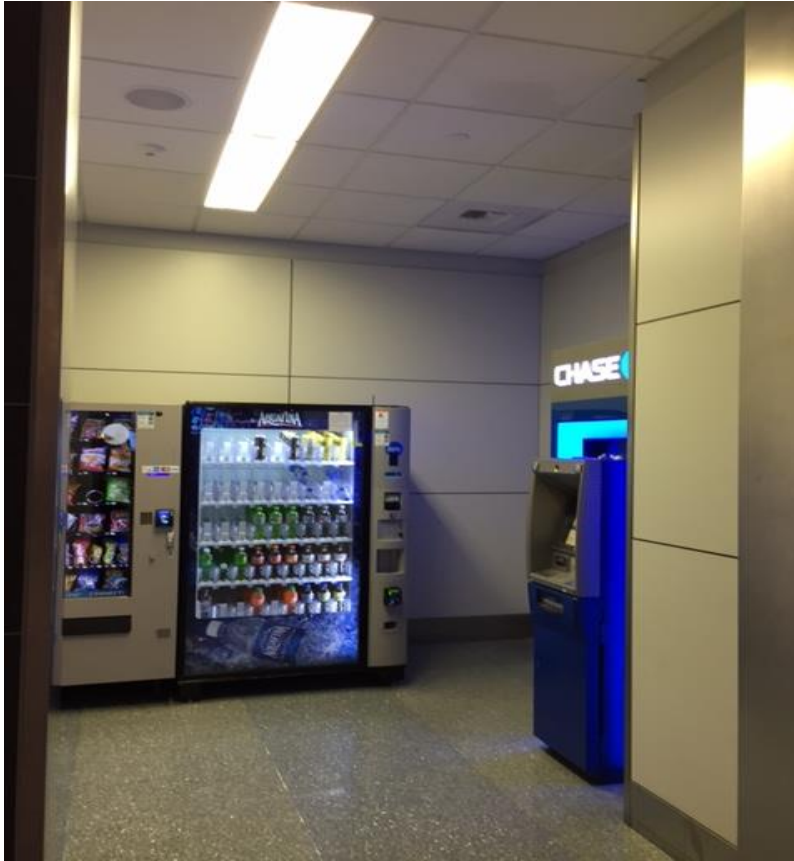
One (1) ATM within the upper level food court and retail area





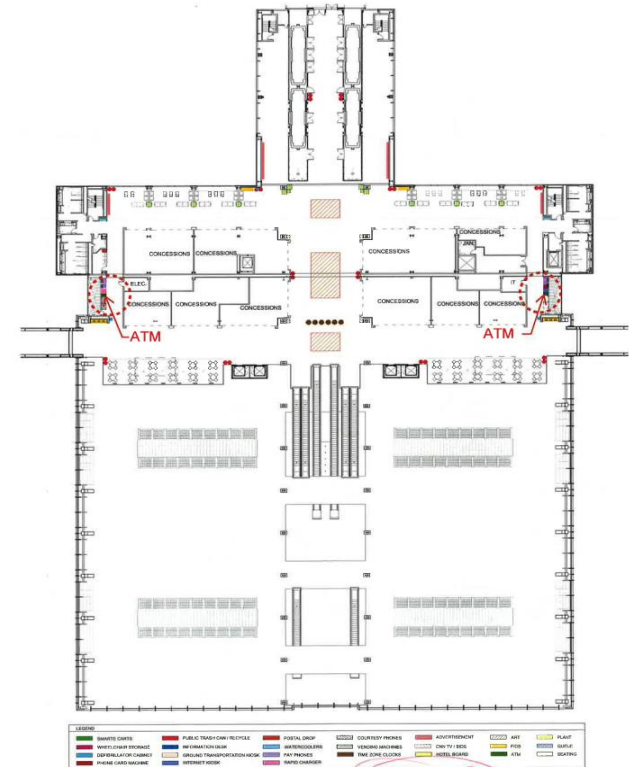
# SMF Terminal B – First Floor

## One (1) ATM within the baggage claim area



# SMF Terminal B – Third Floor

Two (2) ATMs at the east and west wings of the passenger transfer level



ATM PROVISIONS: 24" x 36" d AREA  
 (2) CAT5 PORTS  
 (1) ELECTRICAL J-BOX CONNECTION, ATM PROVIDER TO INDICATE PLUG CONFIGURATION REQUIREMENTS.

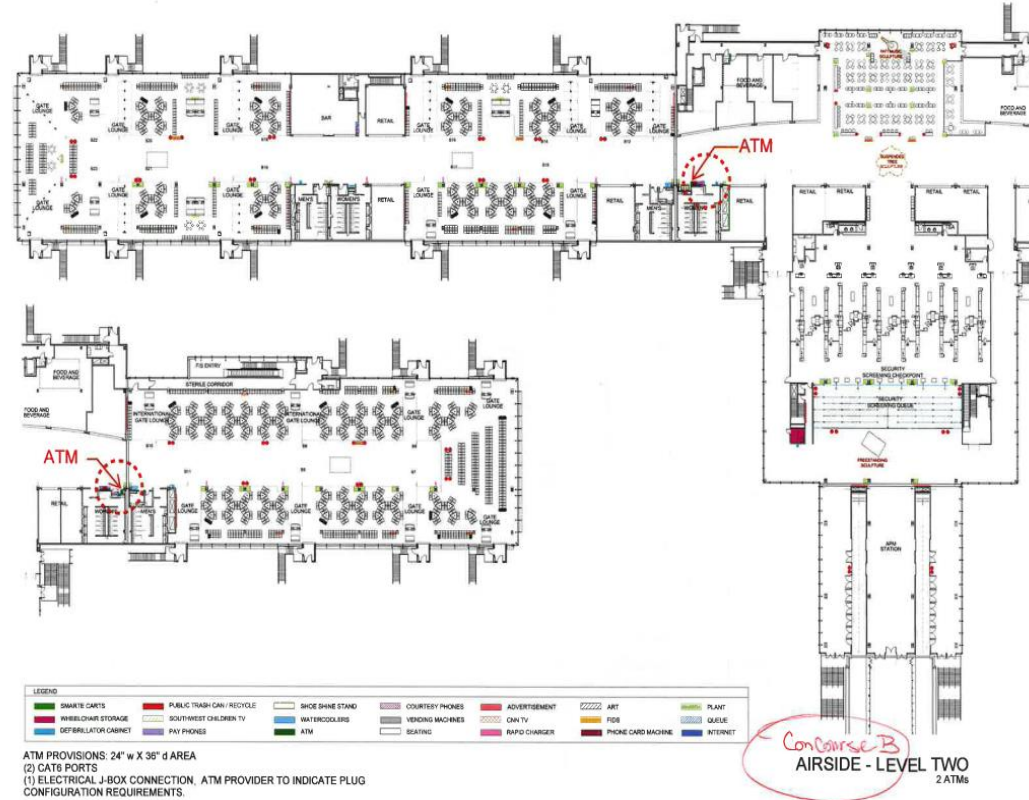
*Terminal B*  
 LANDSIDE - LEVEL THREE  
 2 ATMs





# SMF Concourse B

Two (2) ATMs at the east and west wings of the food court and retail area



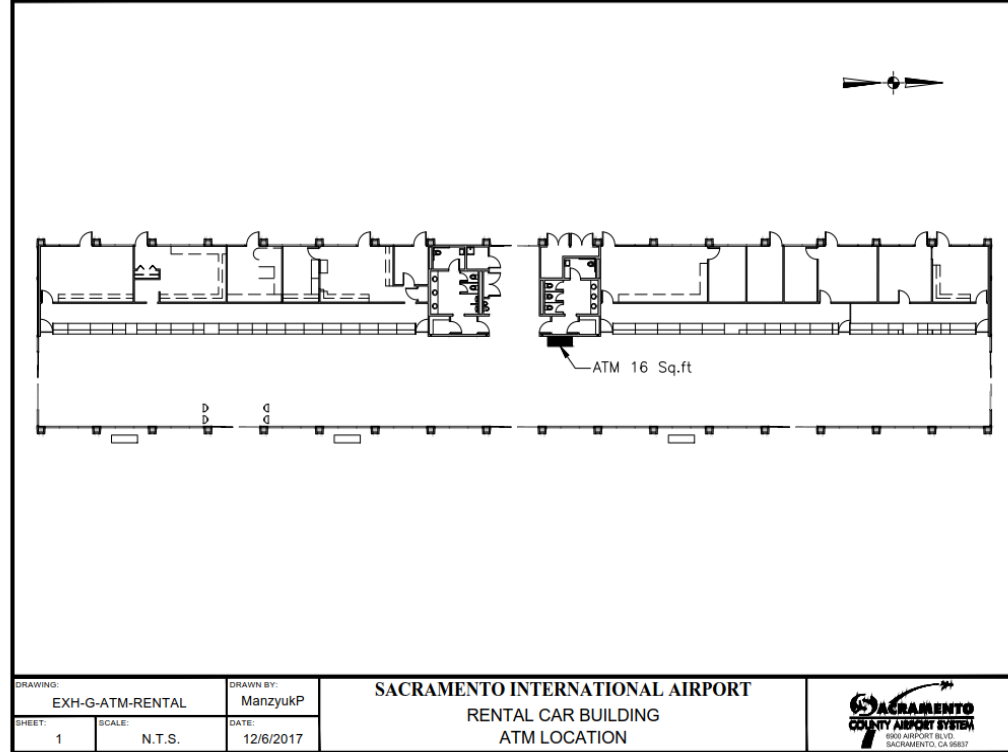


# SMF Rental Car Agency Terminal

One (1) ATM within the terminal seating area

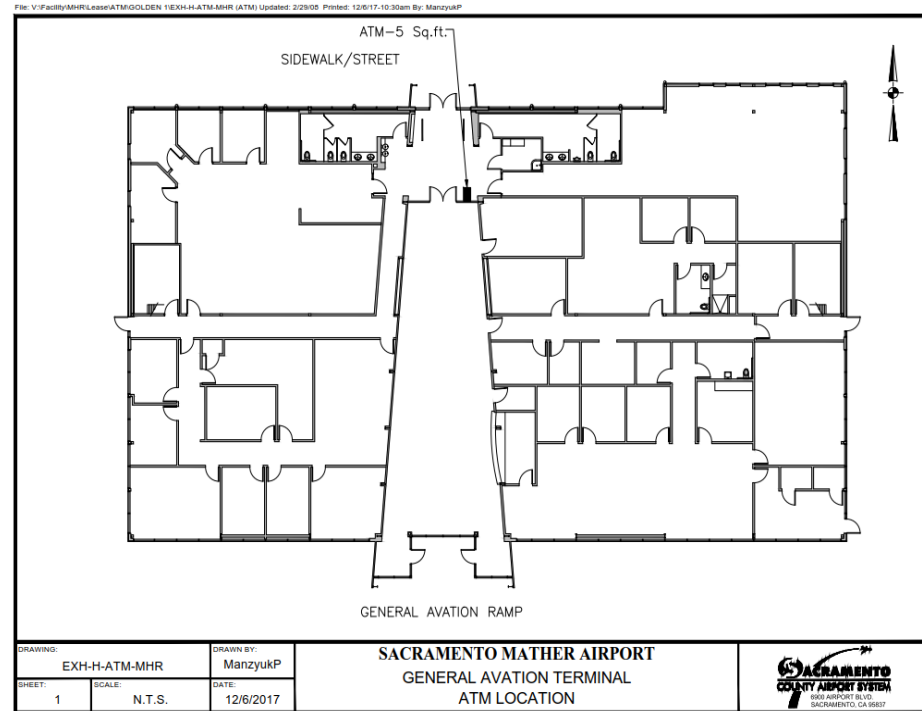


File: V:\Facility\SMF\Lease\ATM\GOLDEN 1\EXH-G-ATM-RENTAL (Layout1) Updated: 12/6/17 Printed: 12/6/17-10:26am By: ManzyukP



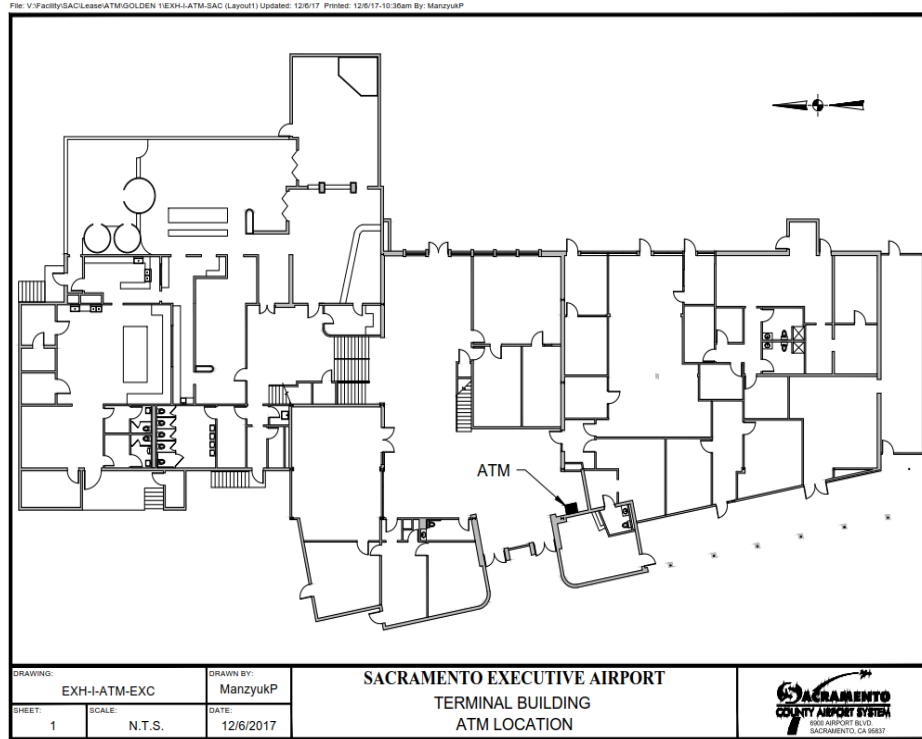
# Mather Airport

One (1) ATM within the Mather Jet Center General Aviation Terminal



# Sacramento Executive Airport

## One (1) ATM within the General Aviation Terminal





# The Request for Proposals

## Minimum Qualifications

1. Proposer must have successfully operated an ATM concession for at least five (5) or more years of continuous experience within the last ten (10) years;
2. Proposers must demonstrate the ability to comply with all requirements of Attachment 1, ATM Concession Agreement, including its attached exhibits;
3. Proposer must submit a complete proposal which includes all of the attachments and acknowledge of receipt of any addenda.



# The Request for Proposals

## Proposal submittal requirements

- Attend Pre-Proposal Meeting
- Complete proposal
  - Include all proposal items on page 8
  - Cover all items in Management Plan instructions on pages 13-15
  - Guaranty deposit of \$2,000 with original
  - Clearly demonstrate how proposer meets Minimum Qualifications
  - Use forms provided in Part 2 of RFP
- One original, 5 copies and one CD/flash drive
- Submit proposal by the deadline



# Part 2 of RFP

- **Forms to submit with proposals**
- **Receipt of Addenda** (page 11)

**Receipt of addenda**

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Receipt is acknowledged of the following addenda (proposer shall list all addenda received and include this page within its proposal):

- 1.
  - 2.
  - 3.
  - 4.
- 





# Letter to Board of Supervisors (page 12)

**Letter to the Board of Supervisors**

Date: \_\_\_\_\_, 2018

TO: Honorable Board of Supervisors  
County of Sacramento, California

SUBMITTED BY:

Proposer: \_\_\_\_\_

Proposer's Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**SUBJECT: PROPOSAL FOR AUTOMATED TELLER MACHINE CONCESSION AGREEMENT WITHIN THE COUNTY AIRPORT SYSTEM**

I, the undersigned, acknowledge that I have: carefully read, examined and understand the RFP, the attached draft Agreement and the ATM Concession opportunity; guarantee our proposal meets or exceeds specifications contained in this RFP document; and warrant that if the proposal is accepted, we will contract with the County of Sacramento in the form of a ATM Concession Agreement in the form attached and comply with the requirements of the RFP and the executed Agreement. Any exceptions are described in detail and all requested information has been submitted as requested.

I also affirm that I am duly authorized to execute the Agreement contemplated herein; that this company, corporation, firm, partnership, or individual has not prepared this proposal in collusion with any other Proposer and that the contents of this proposal including any terms or conditions of said proposal have not been communicated by the undersigned nor any employee or agent to any other Proposer or to any other person(s) engaged in this type of business prior to the official opening of the proposal.

\_\_\_\_\_  
Print Name                      Print Title                      Signature

\_\_\_\_\_  
Print Name                      Print Title                      Signature

\_\_\_\_\_  
Print Name                      Print Title                      Signature

(If the proposal is submitted by a corporation the corporate seal must be affixed to this proposal.)                      Seal



# Part 2 of RFP continued

## Management Plan (pages 13-15)

- Airport Environment
  - ATMs operated 24 hrs. /365 days a year
  - Concessionaire must abide by all current and future specific federal security requirements
- ATM Equipment
  - New as of the effective date of the Agreement
  - Meet ADA regulations
  - Service within two (2) hours of request
- Business Terms
  - Rent – Pay monthly rent per ATM location; annual CPI adjustment if applicable
  - Agreement Term – five (5) years
- Transaction Reporting
  - Monthly and annual transaction count reports
- Additional Requirements
  - Armored delivery personnel prohibited from carrying weapons while within the Sterile Area (not listed in RFP but will be included in addendum)



# Part 2 of RFP Continued

- **Guaranty Deposit** (page 17)
  - \$2,000
  - Non-expiring bond, cashier's or certified check
  - Deposit will be returned to unsuccessful proposers
  - Successful proposer's deposit will be retained to ensure timely execution of agreement



# Attachment 1 – Draft ATM Concession Agreement

Selected Proposer will be required to execute this document within 10 days of receipt or forfeit guaranty deposit as liquidated damages



# Evaluation of Proposals

Factors to be weighed in evaluation (pg. 9)

Qualification and Relevant Experience – 40 points

Management Plan – 60 points

Note: The Department may request submission of additional information to assist in the evaluation process. Proposer shall provide requested information within two (2) business days.



# Installation of ATMs

Installation may begin following the:

- Execution of Agreement by all parties; and
- Contingent upon availability of the space; and
- Approval of Proposer's ATM design and installation schedule; and
- Proposer's receipt of all necessary approvals and permits, if applicable from the Department and County

Note: Coordination for installation and unit activation is required prior to May 1, 2018





# Anticipated Timeline

Event / Action	Date
Mandatory Pre-Proposal Meeting	January 4, 2018 at 11:00 a.m. <ul style="list-style-type: none"><li>• Questions Due</li></ul>
Addenda Issued	January 11, 2018
Proposals Due	February 1, 2018 at 2:00 p.m.
Panel Evaluation of Proposals	Week of February 5-9, 2018
Interviews of Finalists	Week of February 20-23, 2018 <i>Times to be determined and assigned</i>
Anticipated Board of Supervisors review selection	March, 2018
Finalize and Execute Agreement	April, 2018
Effective Date of Agreement	May 1, 2018



# Disadvantaged Business Enterprise Program

**Alyson Murphy**

[murphyal@saccounty.net](mailto:murphyal@saccounty.net)

or

(916) 874-0918



# Questions?



# Reminder

Proposals due

February 1, 2018 by 2:00 PM

**Late proposals will not be accepted  
for any reason!**

