



REQUEST FOR PROPOSALS

CENTRALIZED RECEIVING AND DISTRIBUTION CENTER LOGISTICS MANAGEMENT SERVICES FOR SACRAMENTO INTERNATIONAL AIRPORT

Proposals Due:

**Friday, May 2, 2025
12 P.M. Pacific Time**

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Attachments:

1. *FAA General Contract Provisions for Solicitations*
2. *Sample Agreement for Centralized Receiving and Distribution Center Logistics Management Services for Sacramento International Airport*
3. *County of Sacramento Contractor Certification of Compliance Form*
4. *Contractor Identification Form*
5. *Vehicle Operations Policy*
6. *Central Warehouse Racking Footprint*
7. *Central Warehouse, Terminal A & Terminal B Loading Docks Map*

March 21, 2025

TO: Prospective Service Providers

FROM: Ashley Leal
Administrative Services Officer II
Sacramento County Department of Airports

SUBJECT: **Centralized Receiving and Distribution Center Logistics Management Services for Sacramento International Airport**

I. SUMMARY AND BACKGROUND

The County of Sacramento (County) owns and/or operates four airports in Sacramento County, including Sacramento International Airport (SMF or Airport) through the Department of Airports (SCDA or Department). The Department is issuing this Request for Proposals (RFP) to solicit proposals from prospective service providers (Proposers) for Centralized Receiving and Distribution Center Logistics Management Services.

II. DEADLINE AND PROPOSAL SUBMISSION

Submittals shall be comprised of one (1) digital PDF copy of the Proposal (in a format compatible with Adobe Acrobat) and one (1) digital copy of the Proposal compatible with Microsoft Word in DOC or DOCX format.

- Proposals are due no later than 12:00 P.M. Pacific Time (PT) on May 2, 2025.
- All late responses will be rejected.
- Submit proposals via [Opengov.com](https://opengov.com).

III. PURPOSE AND OBJECTIVES

The County wishes to enter into an agreement with a single qualified contractor to provide Centralized Receiving and Distribution Center (CRDC) Logistics Management services at SMF. These services are sought to assist the County in complying with the airport security provisions set forth in 49 CFR § 1542 by enhancing control over vehicles and persons within the controlled areas of Airport, as well as create efficiencies with the delivery and distribution of concessionaire goods and supplies.

The Selected Proposer shall be required to operate and manage the receipt, staging, and handling of all concession goods and supplies delivered to the CRDC, and the distribution of the goods and supplies to all current and/or future concessionaire tenants in the terminals at Airport. Other services may be proposed, including but not limited to the disposal of used cooking oil, recycling of materials, and food waste. Further licenses and certifications may be necessary to provide these additional services. A detailed Anticipated Scope of Services can be found in Section IV below and outlined in the sample agreement provided as Attachment 2 to this RFP.

IV. ANTICIPATED SCOPE OF SERVICES

The Selected Proposer will perform comprehensive CRDC Logistics Management Services, which at a minimum shall include the following:

A. SERVICES

1. Provide, manage, and oversee a fleet of vehicles, ensuring operational efficiency and effectiveness, while adhering to best practices and standards for the safe and reliable transportation of goods. Recommended transportation options could include multiple 26-foot refrigerated trucks and one van.
2. All vehicles must be equipped with a beacon and feature clearly visible identifying markings on both sides of the vehicle exterior. The markings should be easily recognizable from a distance of at least fifty (50) feet and must contrast sharply with the vehicle's color for high visibility. The markings must be professionally applied, with lettering no less than three (3) inches in height. If a logo is included in the markings, the total marking must be at least five (5) inches in height. Magnetic or paper signs, or those affixed with tape, are prohibited. All markings must be permanently affixed to the vehicle.
3. Delivery items are a mixture of refrigerated, frozen and dry goods. The Selected Proposer is required to maintain food temperatures at all times. This may necessitate the use of an additional refrigerated trailer to hold items while loading delivery items onto the delivery trucks bound for the concessionaire locations.

4. Supply and employ tamper-evident security seals that meet TSA-approved specifications, ensuring the integrity of shipments and compliance with security standards throughout the transportation process.
5. Provide licensed drivers who are eligible to obtain airport badges, subject to successful background checks as required by Airport regulations.
6. Accept deliveries from Monday to Friday, between 5:30 AM and 3:00 PM, and on Saturdays from 5:30 AM to 12:00 PM, including during holidays. Delivery hours are subject to adjustment based on operational needs, with prior approval from both stakeholders and Airport management. There are currently eight (8) retail and food & beverage concessionaires operating twenty-seven (27) concession locations within the Airport, with more expected in the next two years. On a weekly basis there are on average thirty (33) vendors delivering eighty-five (85) refrigerated pallets, sixty-eight (68) non-refrigerated pallets, and two hundred twenty-five (225) boxes.
7. Perform thorough inspections of all vehicles before granting access to the airfield, ensuring that each vehicle complies with safety, operational, and regulatory standards. Inspections should cover all critical systems, including brakes, lights, tires, and vehicle documentation, to confirm they are in proper working order for safe airfield operations.
8. Collaborate with concessionaires to establish and manage delivery timelines, ensuring alignment with their schedules, while also maintaining clear communication regarding vendor contacts and coordination for timely deliveries.
9. Load and unload goods into designated concessionaire support areas within the Airport terminals, while adhering to operational protocols and maintaining an organized process.
10. Conduct thorough inspections of all incoming goods in accordance with TSA regulations and standards, documenting each inspection in a detailed log. Maintain accurate records of all inspections, ensuring they are readily available for review by TSA officials when requested. All items have to be inspected upon

receipt and items on pallets have to be removed from the pallets for inspection.

11. Ensure proper temperature control for all refrigerated and frozen food items throughout their handling process. Record temperatures at key stages, including upon receipt, during loading, and at the time of delivery, to ensure compliance with safety and quality standards.
12. Collect pallets, CO2 canisters, kegs, and other items associated with concessionaire orders, ensuring they are organized and stored appropriately for return to vendors or for proper disposal when no longer needed. Storage will be within the Central Warehouse.
13. Ensure that all personnel are equipped with the necessary materials, supplies, tools, equipment, vehicle transportation, uniforms, and any other resources or services required to effectively coordinate, manage, supervise, administer, and execute the services.
14. Refuel vehicles on Airport premises. Fuel costs will be fully provided by the Airport, and it is essential that the trucks remain on Airport property for fueling purposes. We prohibit taking the vehicles off-site to refuel to maintain operational control and ensure safety and efficiency. Vehicles may be taken off-site for maintenance.
15. The current facility for the CRDC operation is temporary for the duration of the contract proposed to be awarded under this RFP. The temporary CRDC operation will operate side-by-side within the Airport's Central Warehouse operation within the same facility. During the next three years, the Department will determine the new site for a permanent CRDC, and facility needs.

B. DELIVERY LOCATIONS

1. Terminal A loading dock and off load to concessionaire support spaces at the Airport.

2. Terminal B loading dock and off load to concessionaire support spaces at the Airport.
3. Other Airport areas as needed.

C. TRAINING REQUIREMENTS

The Selected Proposer shall, at no additional cost to the County, provide training to Proposer's personnel to ensure personnel are capable of performing the required operational services described above. The training shall include food handling and safety procedures and any required certifications.

D. SECURITY REQUIREMENTS

1. Background Checks: All Proposer personnel must undergo security background checks as required by Airport regulations.
2. Identification Badges: Proposer personnel must always wear Airport-issued identification badges, above the waist, while on Airport property. Proposer must adhere to the annual badge renewal procedures. Airport badges are \$42 per person per year and must be renewed annually to retain access.
3. Access Control: Comply with all access control procedures, including restrictions on movement within secure areas of the Airport.
4. Compliance: Adhere to all applicable regulations and Airport policies, including those related to safety, environmental protection, and security.

E. DRIVING REQUIREMENTS AND VEHICLE OPERATIONS

The Selected Proposer shall comply with all Sacramento International Airport Rules and Regulations (Airport Rules and Regulations), including the Vehicle Operations Policy. The latest version of the Vehicle Operations Policy is provided as Attachment 5 of this RFP.

V. TERM AND EFFECTIVE DATE OF THE AGREEMENT

The Department intends to award an agreement in July 2025. The term of this agreement will be three (3) years, with two (2) additional options to extend the term, each for one (1) additional year, for a possible total term of five (5) years.

VI. HOW TO OBTAIN A COPY OF THIS RFP

A copy of this RFP and any addenda to it can be found on the following websites:

Sacramento County Department of Airports Website:

http://www.sacramento.aero/scas/opportunities/bids_and_requests

OpenGov Website:

[Procurement Portal](#)

VII. OPTIONAL VIRTUAL PRE-PROPOSAL CONFERENCE

An Optional Virtual Pre-Proposal Conference is scheduled for April 3, 2025, from 10:00 A.M. to 12:00 P.M. PT. The purpose of the conference will be to discuss the requirements and objectives of this RFP. Department representatives will be available to answer questions from interested companies.

To attend the optional virtual pre-proposal conference, please join via your computer, mobile app or room device using the information provided below.

Meeting Link:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NWZjOTk5OTItNDdlNy00MmFjLWExOWQtNzY5YWZhZmMzZWM2%40thread.v2/0?context=%7b%22Tid%22%3a%22b077431-a3b0-4b1c-bb77-f66a1132daa2%22%2c%22Oid%22%3a%22e6b92f03-69e4-4d0d-9276-b3ae92ddee9a%22%7d

Meeting ID: 234 526 985 072

Passcode: ag6Ay23N

Dial In:

+1 916-245-8966,,997692928# United States, Sacramento

<https://dialin.teams.microsoft.com/e6ecf38a-c5f2-4b16-8b9b-b2e22c716ef8?id=997692928>

Phone conference ID: 997 692 928#

VIII. FORMAT OF PROPOSAL

Proposals submitted in response to this RFP must be prepared in the following format and must address the contents in Section VIII and Sections IX, X, XI, and XII listed below. The proposal must be signed by an authorized employee or officer to receive consideration.

A. COVER LETTER FOR PROPOSALS

A cover letter must be included with the proposal and must be signed by an individual who is authorized to contractually bind the Proposer. The cover letter must be submitted on business letterhead and contain the following information:

1. Name and address of Proposer;
2. Name, telephone number, and e-mail address of a designated contact person;
3. Name, title, address, telephone number, and e-mail address of the individual(s) with authority to execute a binding agreement on behalf of the Proposer;
4. Demonstrated understanding of the work to be performed, the commitment to perform the work, and why the Proposer believes it is the best qualified to perform the work;
5. Acknowledgement of any addenda that may be issued;
6. Acknowledgement that Proposer has reviewed the proposed sample agreement, and the Scope of Services contained therein, a sample of which is attached as Attachment 2 to this RFP and incorporated herein;
7. A statement that the Proposer agrees to the sample agreement format, its content and all requirements as presented, including insurance coverage and limits; and

8. State other general information which the Proposer desires to include regarding the Proposer's business organization.

B. EXECUTIVE SUMMARY

The executive summary will list important features of the proposal and must include a statement certifying that the proposer meets or exceeds the minimum requirements of this RFP.

C. REQUIRED DOCUMENTATION AND FORMS

In addition to the Cover Letter, the following documentation and forms must be completed and attached to the proposal:

1. County of Sacramento Contractor Certification of Compliance Form provided as Attachment 3 to this RFP; and
2. Contractor Identification Form provided as Attachment 4 to this RFP.

IX. MINIMUM QUALIFICATIONS

The following section describes the required minimum qualifications a Proposer must demonstrate to be eligible to submit a proposal. Proposals that do not meet these minimum qualifications will not be further evaluated or considered.

It is the respondent's responsibility to incorporate all pertinent information to effectively present a proposal and to communicate the respondent's qualifications. All respondents are required to thoroughly review all attachments detailing services required, specifications, and required reports.

- A. The Proposer and any proposed subcontractors must be registered with the California Secretary of State and permitted to conduct business in the State of California. This requirement may be satisfied by providing a valid entity name and file number that can be cross-referenced with the California Secretary of State website: <https://bizfileonline.sos.ca.gov/search/business> .

- B. The proposer must demonstrate experience completing the tasks described in Section IV of this RFP for a minimum of three (3) years within the last five (5) years by describing previous related projects, their scope(s), for whom the work was performed, and other relevant details to demonstrate this experience.

X. STATEMENT OF QUALIFICATIONS

The selected Proposer must successfully articulate the capability to provide the services described in this RFP.

A. ORGANIZATIONAL STRUCTURE

Provide an organizational chart for the staff who may be assigned to perform or administer the services in the Scope, including any relevant certifications, qualifications, and experience.

B. COMPANY QUALIFICATIONS

1. Describe the company and how it meets the minimum qualifications of this RFP.
2. Who are your major competitors and how does your company differentiate itself from them?

C. APPROACH AND OPERATIONS PLAN

Provide a proposed strategy and estimated timeline for implementing and executing the Anticipated Scope of Services outlined in Exhibit A of the sample agreement. Describe the procedures for ensuring timely and efficient delivery of goods and supplies from their arrival at the CRDC to delivery to concessionaires or other Airport tenants. Include details on product handling, technology use, product tracking, security measures to prevent theft or damage, and delivery scheduling (both inbound and outbound). Outline hiring, onboarding, and training procedures for new employees. Additionally, explain how the Proposer prevents biological, physical, or chemical hazards to handled products, including specific food safety protocols.

XI. FEE STRUCTURE, PROPOSAL COST, AND SCOPE

Submit a comprehensive cost proposal covering all the services outlined in the Anticipate Scope of Services. Include the estimated number of hours required to perform these services, along with the hourly rates the Department will be charged. Ensure all fees and costs are included in the hourly rates. Additionally, provide an estimated total annual cost to the Department for delivering these services at the scheduled frequencies, for each year of the agreement and any potential extensions.

The terms of the resulting agreement will be subject to negotiations between the Department and the Selected Proposer.

Include the following additional information:

A. FINANCIAL BACKGROUND INFORMATION

Include the following historical financial information for the Proposer and any joint venture or affiliate entities:

1. Balance sheet and income statements for the last two (2) fiscal years prepared in accordance with generally accepted accounting principles, reflecting the current financial condition of the Proposer. Also, include an interim balance sheet and income statement of any significant financial events occurring subsequent to the closing date of the most recent financial statements.
2. Describe ownership of the proposing entity.
3. Bank, trade, and personal references.

B. FEE SCHEDULE

The Proposer is required to submit a detailed fee schedule for the initial three (3) year term of the agreement, including a breakdown of costs for each year. Additionally, the Proposer should submit separate fee proposals for each of the two (2) potential one (1)-year extensions, clearly outlining the costs for each extension period. The terms of the resulting agreement will be subject to negotiation with the successful entity. The

agreement will be executed using the Department’s standard agreement, in the form attached as Attachment 2.

XII. REFERENCES

Provide references confirming proposers qualifying experience within the last five (5) years. Please include:

- A. Company name;
- B. Contact name;
- C. Contact title;
- D. Address;
- E. E-mail address;
- F. Telephone number; and
- G. Experiences that can be confirmed

Note that the Department reserves the right to contact past or current references not provided by the Proposer and may evaluate those references with the same consideration as those provided by the Proposer.

XIII. RFP TIMELINE

The table below describes the estimated timeline for the RFP process through award of agreement:

Dates	Event
March 21, 2025	Issuance of RFP
April 3, 2025	Optional Virtual Pre-Proposal Conference
April 11, 2025 12 P.M. PT	Deadline for submitting questions
April 25, 2025	Addenda issued if necessary, including Department’s responses to questions
May 2, 2025 12 P.M. PT	Proposals Due
May 22, 2025	Interviews
August 2025	Anticipated effective date of agreement with selected Proposer

The Department reserves the right to modify, at its sole and absolute discretion, this schedule and any specific deadlines, including the Selected Proposer’s service start date.

XIV. EVALUATION OF PROPOSALS

The RFP evaluation process will include a specific focused review of each proposal by a panel of evaluators. Each proposal will be evaluated against other proposals received. Proposals must be formatted and headlined in the order of Sections IX – XII, indicated above, and must clearly answer / describe and or demonstrate all the required information requested herein.

Proposals will be evaluated based on the following criteria in the table on the following page:

Category	Points Towards Overall Score
Completeness of Response	Pass/Fail
Qualifications	10
Organizational Structure	20
Approach & Operations Plan	40
Cost Proposal	20
References	10
Total	100

Proposals will receive a final score based on the average of scores from the evaluation panel. Proposers may be required to attend an in-person interview, which will serve as the basis for the panel’s final decision for award.

XV. QUESTIONS

All inquiries regarding this RFP and any request for clarification of the contents of this RFP must be directed in writing, via e-mail to Ashley Leal at LealA@saccounty.gov no later than April 11, 2025, at 12:00 P.M. Pacific Time.

Interested parties are hereby notified of the following:

- A. Telephone inquiries will not receive a response.

- B. Proposers are not to rely on oral instructions or clarifications to this RFP.
- C. If modifications to this RFP are necessary, the Department will respond in writing via addendum, which will be posted to the following websites:

Sacramento County Department of Airports Website:
http://www.sacramento.aero/scas/opportunities/bids_and_requests

OpenGov Website:
[Procurement Portal](#)

- D. Interested parties are encouraged to regularly check the Department's web site for possible updates to this RFP.
- E. Contact with or lobbying of any County representative other than Ashley Leal regarding this solicitation prior to the notice that the Proposer is or is not recommended for award is cause for disqualification.

XVI. BACKGROUND CHECKS

The selected Proposer's staff that will be working on-site unescorted or who require Airport access must:

- Pass the Department's background check; and
- Obtain an Airport access badge to conduct work in secured areas.

XVII. CONDITIONS

A. FAA GENERAL CONTRACT PROVISIONS FOR SOLICITATIONS

The contractor shall, at all times during the term of the agreement, comply with the provisions of the "Federal Aviation Administration (FAA) General Contract Provisions for Solicitations" (FAA Solicitation Provisions) and any subsequent revisions, updates, or amendments thereto. The most current version of the FAA Solicitation Provisions is included as Attachment 1 of this RFP.

B. DISADVANTAGED BUSINESS ENTERPRISE (DBE)

The County encourages all businesses, including those owned and controlled by one (1) or more socially and economically disadvantaged individuals that can provide the desired services, to submit their proposals. If you are currently certified as a DBE, please include a copy of your DBE certification letter along with your proposal. This information will be used for DBE utilization tracking purposes only. If you are a business owned and controlled by one or more socially and economically disadvantaged individuals and you are not currently certified as a DBE firm, but wish to receive information on how to become certified, please contact the State of California, Department of Transportation, Civil Rights Program at the following website: <https://dot.ca.gov/programs/civil-rights/dbe>

C. DEPARTMENT'S RIGHT TO NEGOTIATE AGREEMENTS

The Department reserves the right to negotiate agreements with companies outside of the RFP process, even if such companies did not participate in the RFP process. The Department also reserves the right to not execute an agreement with any Proposers. The Department accepts no liability for any costs incurred by Proposers to prepare and submit responses to this request.

D. PUBLIC DISCLOSURE OF RFP DOCUMENTS

The County will treat all information submitted in a proposal as available for public inspection once negotiations with the selected party have been completed. If copies of proposals are included with Board materials, the County will make such documents available for public inspection once staff has made a recommendation for award.

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 Record 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. TAXATION

The Selected Proposer shall cooperate with the County in all matters relating to taxation and the collection of taxes. It is the policy of the County to self-accrue use tax associated with its contracts. The use tax which is self-accrued will be remitted to the California State Board of Equalization designating the County as the place of business for the purpose of allocating local sales and use taxes.

F. NO CONFIDENTIAL OR PROPRIETARY INFORMATION

All information given to the Department or the evaluation panel in any correspondence, discussion, meeting or other communication before, with or after submission of a proposal, either orally or in writing, will not be deemed to have been, given in confidence and may be used or disclosed to others for any purpose at any time without obligation or compensation and without liability by the Department of any kind whatsoever. Evaluation scoring forms used by the evaluation panel are likewise considered public information subject to the California Public Records Act and will be available upon request after execution of an Agreement for services pursuant to this RFP.

XVIII. NEGOTIATION OF AGREEMENT

The Selected Proposer shall execute an agreement with the County of Sacramento, using the standard agreement promulgated by the Office of the County Counsel. Any requested revisions, deletions, or additions to the language in the attached sample agreement shall be clearly set forth in the proposal for the Department's consideration. The agreement must be reviewed and approved by County Counsel prior to execution. The final agreement will be executed with electronic signatures via DocuSign.