

Mandatory Pre-Proposal Meeting

January 25, 2023





CONTENTS

1. Introductions
2. Airport overview
3. ATM Concession
Opportunity
4. RFP
5. DBE
6. Questions



Request for Proposals

Automatic Teller Machine
Concession Agreement

Sacramento International Airport
&
Sacramento Executive Airport

Welcome

Meeting overview

Sign-in

Restroom locations

Silence all communication devices

Hold all questions to the end of the presentation

A copy of the presentation and sign-in sheet will be posted at

[SCAS > Bids & Requests \(sacramento.aero\)](#)

Introductions

For all RFP related questions and inquiries, contact:

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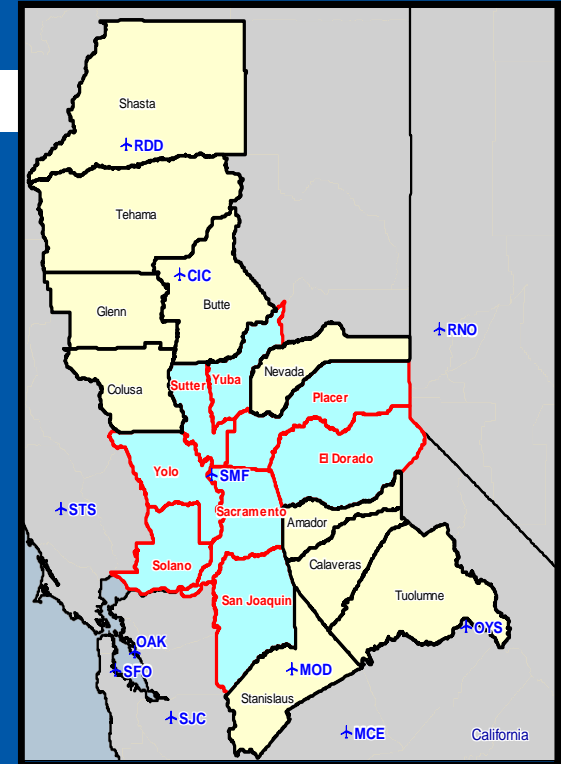


Source: www.9wood.com/wp-content/uploads/2019/12/1262.Sacramento-Airport-01-1600x1064.jpg

Sacramento International Airport

(SMF)

- 12 miles northwest of downtown Sacramento
- Primary commercial airport, serving Sacramento County and 7 neighboring counties
- Medium hub 9.7 million total passengers in 2021



SMF Passenger Numbers

Terminal	Airlines	Total 2022 Enplaned and Deplaned Passengers
A	American Airlines Delta United Airlines Air Canada	3,416,455
B	Aeromexico Alaska Airlines Frontier Hawaiian Airlines Horizon JetBlue Southwest Spirit Volaris	8,896,915
Total Passengers		12,313,370

Sacramento Executive Airport

(SAC)

10 miles from downtown
Sacramento

General Aviation Airport

- Full Service FBO
- Charter Operations
- Aircraft Maintenance
- Flight Training

Aviators Restaurant

Aircraft Operations	2022 Activity
Air Taxi	4,039
General Aviation	69,966
Military	117

An aerial photograph of an airport, showing runways, taxiways, and terminal buildings, overlaid with a semi-transparent blue filter. The text "ATM Concession Opportunity" is centered in white.

ATM Concession Opportunity

SMF Locations

2 areas in Terminal A

Pre-Security Food Court



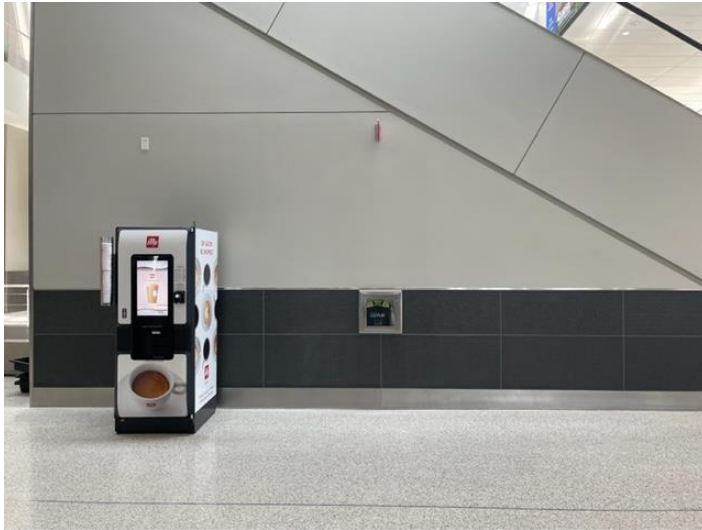
Post-Security Food Court



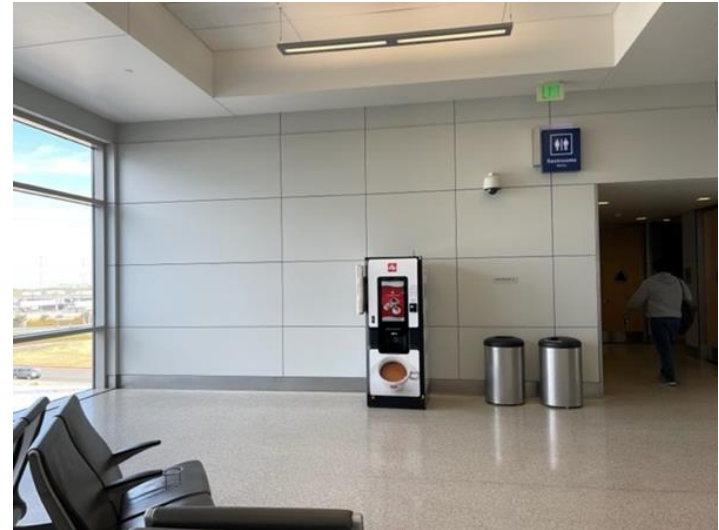
SMF Locations

2 areas in Terminal B

Baggage Claim



Pre-Tram Level 3



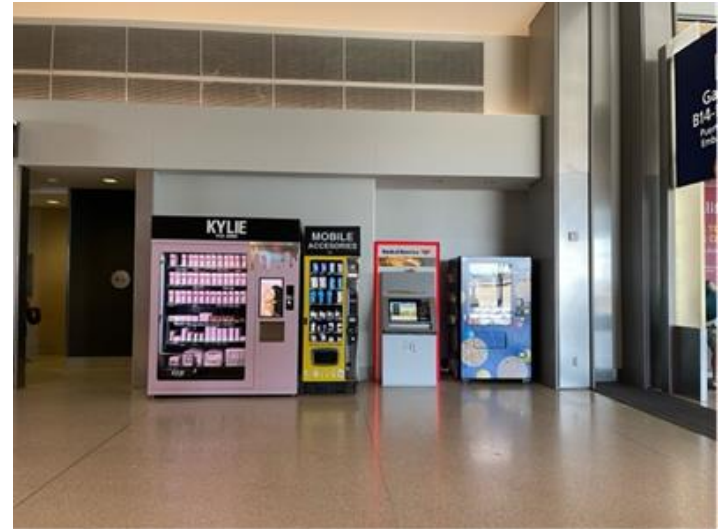
SMF Locations

2 areas in Concourse B

East Concourse



West Concourse



SMF Locations

Car Rental Facility



Avis Operates

- Avis
- Budget
- Payless
- Zip Car

Hertz Operates

- Hertz
- Dollar
- Thrifty

Enterprise Operates

- Enterprise
- Alamo
- National

SAC Location

SAC Lobby Area

Entrance Area



Restaurant
Aerial Photography
FBO
Aircraft maintenance
Fueling
Flight Training

Aircraft Operations	2022 Activity
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Transaction Summary

2021		
Location	Total Transactions	Monthly Average
TA Baggage	6,507	542
TA Food Court	6,050	504
TB Baggage	3,157	263
TB Level 3	3,977	331
CB East	8,555	713
CB West	11,286	941
Rental Car Facility	2,279	190
Sacramento Executive Airport	1,161	97

Request For Proposals

Minimum Qualifications

Successfully operated an ATM for at least five (5) or more years of continuous experience within the last 10 years;

Ability to comply with all agreement requirements;

Submit a complete proposal that includes all attachments and acknowledges receipt of any addenda.

Submittal Requirements

Attend Pre-Proposal Meeting

Submit complete proposal

- Administrative items: receipt of addenda, letter to Board of Supervisors
- All Management Plan items: servicing, operations, installation, rent, terms, reporting
- Clearly demonstrate how minimum qualifications are met
- Guaranty Deposit of \$2,000 with submittal (Certified or Cashier's Check payable to County of Sacramento)

One original, five (5) copies and one (1) CD/flash drive

Submit by 2pm PST on February 17, 2023

Anticipated Timeline

Event/Action	Dates and Time
Issuance of RFP	Friday, January 6, 2023
Mandatory Pre-Proposal Meeting	Wednesday, January 25, 2023 at 10:00 a.m. to 12:00 p.m.
Questions Due	Wednesday, February 1, 2023 at 2:00 p.m.
Addenda Issued (if necessary)	Wednesday, February 8, 2023
Proposals Due 2:00 p.m.	Friday, February 17, 2023 at 2:00 p.m. PST
Panel Evaluation of Proposals	Week of February 27, 2023
Interviews of Finalists (if necessary)	March 7, 2023 (tentative)
Anticipated Board of Supervisors approval of selection	Tuesday, April 18, 2023
Finalize and Execute Agreement	April 2023
Effective Date of Agreement	Monday, May 1, 2023

Forms to submit

Receipt of Addenda (page 14)

Receipt of addenda	<hr/> <p>Receipt is acknowledged of the following addenda (proposer shall list all addenda received and include this page within its proposal):</p> <ol style="list-style-type: none">1.2.3.4. <hr/>
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Forms to submit

Letter to Board of Supervisors (page 16)

Letter to the Board of Supervisors

Date: _____, 2023

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

Management Plan

Airport Environment

- ATMs operated 24 hrs. /365 days a year
- Concessionaire must abide by all current and future specific federal security requirements
- Sufficient stock for one and one-half days of business

ATM Equipment

- New as of the effective date of the Agreement
- Meet ADA regulations
- Reasonable best efforts to be available at the airport to service or repair the ATM within 2 hours of the time of request

Business Terms

- Rent – Pay monthly rent per ATM location; annual CPI adjustment each July 1
- 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 post-security area

Warranties by Proposer

County right to investigate

- By submission of this proposal, Proposer acknowledges that the Department has the right to make any inquiry or investigation it deems appropriate substantiate or supplement information contained in the Qualifications Statement. Proposer authorizes the release of any and all information sought in such inquiry or investigation to the Department.

Guaranty Deposit

- \$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

Draft ATM Concession Agreement

- Selected proposer will be required to execute the document within 10 days or forfeit guaranty deposit as liquidated damages.

Evaluation of Proposals

Qualifications and Relevant Experience (40 points)

- Demonstrated past and/or current experience
- Demonstrated past and/or current performance, including financial performance it deems appropriate

Management Plan (60 points)

- Airport experience
- ATM Service Development
- Proposed rent and fees to customers

Relative weight

- Evaluation of the overall proposal will bear more weight than any individual part.

Additional Information

- The department may request additional information to assist in evaluating a proposal. The proposer shall cooperate fully with such a request and provide requested information within 2 business days.

Installation of ATMs

Installation may begin following:

- Execution of Agreement by all parties
- Contingent upon availability of the space
- Approval of proposer's ATM design and installation schedule
- Proposer's receipt of all necessary approvals and permits, if applicable from the Department and County
- Coordination for installation and unit activation is required prior to May 1, 2023

SMF ACDBE Program

SMF	Goal	Achieved
2021 Non-Car Rental	4.60%	11.10%
2020 Non-Car Rental	4.60%	7.58%
2019 Non-Car Rental	3.65%	13.44%
2018 Non-Car Rental	3.65%	6.40%

Questions?



THANK YOU

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