

## ADVERTISEMENT INFORMATION ONLY

### Solicitation Type and Name: **Request for Proposals – Food & Beverage Concession Prime Concessionaire and Retail Concession Prime Concessionaire for San Antonio International Airport**

Solicitation Number: RFP 24-001; RFx 6100017424

Description: The City of San Antonio is soliciting a Request for Proposal (RFP) looking for business partners to operate concessions at the San Antonio International Airport (SAIA). The City is seeking firms to deliver traditional and non-traditional concession opportunities that will maximize revenues, while providing valuable assets to the facilities and an entertaining environment for travelers. The RFP will consist of three concession packages for both Terminal A and B using the Prime Concessionaire model for all three packages. It will provide SAIA with two Food & Beverage concession packages, and one Retail concession package.

Applicable Product Categories: 90534 Concessions, Airport: Food  
90535 Concessions, Airport: Gift Shops, Specialties

**Date Issued: October 27, 2023**

**Due Date & Time: **March 8, 2024**; 11:00 a.m. Central Time**

**Pre-Submittal Conference and Site Visit:** A Pre-Submittal Conference will be held at 9:00 a.m., Central Time, on Wednesday, November 8, 2023, at San Antonio International Airport, Terminal A Mezzanine Conference Room, 9800 Airport Blvd., San Antonio, TX 78216. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

**San Antonio International Airport  
9800 Airport Blvd.  
Terminal A Mezzanine Conference Room  
San Antonio, TX 78216**

The Site Visit will be held immediately after the Pre-Submittal Conference. The Site visit will be limited to 2 people per known potential Respondent. Please bring your driver's license and/or Passport. Identification is needed to participate in the site visit.

Call the Staff Contact Person for information to request an interpreter for the deaf. Interpreters for the deaf must be requested at least 48 hours prior to the meeting. For other assistance, call (210) 207-5734 Voice/TTY.

Any oral response given at the Pre-Submittal Conference that is not confirmed in writing and posted with this solicitation shall not be official or binding on the City. Only written responses shall be official and all other forms of communication with any officer, employee, or agent of the City shall not be binding on the City. Respondents are encouraged to resubmit their questions in writing, to the City Staff person identified in the Restrictions on Communication section, after the conclusion of the Conference.

A networking event hosted by the Airport's Business and Opportunity Diversity Development (BODD) will be held immediately after the site visit. The event will take place in Terminal A Mezzanine Conference Room.



**Evaluation Committee Voting Members – Food & Beverage Packages #1 and #2:**

Jeff Coyle, Assistant City Manager, City Manager Office  
Lori Houston, Assistant City Manager, City Manager Office  
Jesus H. Saenz Jr., IAP, Director of Airports, Aviation Department  
**Karen Ellis, Chief Customer Experience Officer, Aviation Department**  
Marsha Hendler, CEO, TerraFina/Airport Advisory Commission  
Major Gen. Angie Salinas (Ret), CEO, Girl Scouts of South Texas/Airport System Development Committee

**Evaluation Committee Voting Members – Retail Package #3:**

Jeff Coyle, Assistant City Manager, City Manager Office  
Lori Houston, Assistant City Manager, City Manager Office  
Jesus H. Saenz Jr., IAP, Director of Airports, Aviation Department  
Marsha Hendler, CEO, TerraFina/Airport Advisory Commission  
Major Gen. Angie Salinas (Ret), CEO, Girl Scouts of South Texas/Airport System Development Committee

**Pursuant to Section 011 – Restriction on Communications and in accordance with and as authorized by Section 2-61 of the City Code, the following restrictions on communications apply to this solicitation: Respondents are prohibited from contacting 1) City officials, as defined by §2-62 of the City Code of the City of San Antonio, regarding the RFP or proposal from the time the RFP has been released until the contract is posted for consideration as an agenda item during a meeting designated as an A session; and 2) City employees from the time the RFP has been released until the contract is approved at a City Council “A” session.**

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until **4:00 p.m., Central Time, on November 13, 2023**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail. Questions submitted and the City’s responses will be posted with this solicitation.

**Adrianna Broniszewski, Procurement Specialist III  
City of San Antonio, Finance Department – Procurement Division  
Adrianna.Broniszewski@sanantonio.gov**

**To view this solicitation**, go to the SAePS portal; <https://supplierservice.sanantonio.gov/irj/portal>. If you have not completed the City’s SAePS Vendor Registration, you must do so in order to view the solicitation and submit a response. Once you have logged on to the SAePS portal, click on “My Bids” (first), if not viewable then click “Other Bids” (to view all already published competitive bids). Vendor Guides & Support can be accessed from this link:

<https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Resources/Guides-Support>

**TO REGISTER:** You will need to complete the vendor registration by accessing the SAePS Vendor Registration at

<https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Become-a-Vendor>.

Questions regarding registration may be submitted to Vendor Support at (210) 207-0118 or by email at [vendors@sanantonio.gov](mailto:vendors@sanantonio.gov) with “SAePS Portal” on the subject line so this can be expedited.

