

ADVERTISEMENT INFORMATION ONLY

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

Solicitation Number: RFP 25-028; RFx 6100018649

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 (SAT). The City is seeking a firm 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 one (1) Food & Beverage concession package using the Prime Concessionaire model.

Applicable Product Categories: 90534 Concessions, Airport: Food

Date Issued: March 3, 2025

Due Date & Time: April 4, 2025, 11:00 a.m. Central Time

Pre-Submittal Conference: A Pre-Submittal Conference will be held at 9:00 a.m., Central Time, on March 11, 2025, via Microsoft Teams. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

Respondents may call the toll-free number listed below and enter access code to participate the day of the conference.

Dial-In Number: 1-312-667-7136 | **Phone Conf ID:** 532 909 277# | **Meeting Password:** cosa25

Join from the meeting link: https://teams.microsoft.com/l/meetup-join/19%3ameeting_YjgzMjA5MDctYjYwMi00NzhkLTk3MGMtZTkzMGY5ZDY3NDkx%40thread.v2/0?context=%7b%22Tid%22%3a%221ab0214f-ac4a-4407-a7c6-2ef1eb76dac5%22%2c%22Oid%22%3a%222737071d-6a5c-4ece-a302-9412c75aca7a%22%7d

Video ID: 119 054 230 2

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 or Site Visit 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.

Staff Contact Person: Adrianna Broniszewski, Procurement Specialist III,
adrianna.broniszewski@sanantonio.gov



Site Visit: A Site Visit will be held at 9:00 a.m., Central Time, on March 12, 2025, at:

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

The Site visit will be limited to two (2) people per known potential Respondent. Kindly bring your driver's license and/or passport, as identification is required to participate in the site visit. Additionally, please plan for extra time to secure parking, as it can be challenging to find.

BODD Networking Event: 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

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

Deborah Omowale Jarmon, CEO, San Antonio African American Community Archive and Museum

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 March 13, 2025**. 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 with "SAePS Portal" on the subject line so this can be expedited.

