

**CITY OF PALM SPRINGS, CA
NOTICE INVITING PROPOSALS FOR RFP #10-20
RETAIL, FOOD, AND BEVERAGE CONCESSIONS AT PALM SPRINGS INTERNATIONAL
AIRPORT**

NOTICE IS HEREBY GIVEN that the City of Palm Springs is requesting competitive Proposals from qualified Proposers to develop, construct, and operate high-quality concession programs at the Palm Springs International.

PROJECT LOCATION: Palm Springs International Airport, Palm Springs, California.

PURPOSE AND SCOPE OF CONCESSIONS: The purpose of this solicitation is to award and implement a contemporary concession program, which includes a variety of concepts that offer quality products, value and time efficiency for the customer. The concession program will reflect a Sense of Place with modern approaches to business utilizing technology integration. Proposers should develop their concession mix, concepts, and facility plans accordingly.

The City is seeking Proposals for the following five (5) packaged Opportunities:

1. Retail (including Duty-free) – 5 locations
2. Food and Beverage – 8 locations
3. “Blank Slate” – 1 location – Courtyard near Bono Concourse
4. “Blank Slate” – 1 location – Terminal pre-security
5. “Blank Slate” – 1 location – near Regional Concourse

The City invites Proposers to submit individual, separate Proposals for any or all five (5) Opportunities listed above. Opportunities 1 and 2 are packaged groups of multiple locations; single locations are not available within these packages. If a Proposer wishes to submit on multiple “Blank Slate” Opportunities, it must submit on each one individually.

MANDATORY PRE-PROPOSAL CONFERENCE AND SITE VISIT: All interested Proposers shall attend the Mandatory Pre-Proposal Conference and site visit to become familiar with the site conditions. The Mandatory Pre Proposal Conference will be held promptly at **10:00 A.M. to 11:00 A.M., LOCAL TIME, ON TUESDAY, MARCH 31, 2020** at the Palm Springs International Airport, 3400 E. Tahquitz Canyon Way, Palm Springs, California, in the 2nd Floor Conference Room. A tour of the site will occur for interested Proposers, immediately following the conclusion of the Pre-Proposal Conference. **IT IS RECOMMENDED THAT EACH PARTICIPANT HAVE READ THE ENTIRE RFP PACKAGE PRIOR TO THE MEETING, TO ARTICULATE ITEMS NECESSARY FOR CLARIFICATION.** Failure of a Proposer to attend the Mandatory Pre-Proposal conference shall disqualify them from submitting a proposal for consideration. Parking tickets will be validated, please bring them with you to the pre-proposal conference. **Due to current COVID-19 travel concerns, the City will allow call-ins for this mandatory meeting. For any attendees calling in, a roll call will be taken promptly at 10:00 a.m. The toll free call-in number for USA is 888-557-8511; for International calls the number is 215-446-3649; the participant code is 6620272.** If there are any difficulties with this number, the Airport reception number is 760-318-3804.

OBTAINING RFP DOCUMENTS AND ADDENDA: The RFP 10-20 document may be downloaded via the internet at:

<https://www.palmspringsca.gov/government/departments/procurement-contracting/bids-proposals>

(Procurement, Open Bids & Proposals) or by calling the Office of Procurement and Contracting, (760) 322-8368. Upon downloading the RFP via the internet, contact Craig Gladders,

Procurement and Contracting Manager via email at craig.gladders@palmsspringsca.gov to be placed on the interested concessionaire list for this project, providing your company name, one contact person, one contact email address, office address, office phone and office fax. Failure to be placed on the interested concessionaire list as stated above may result in not receiving Addenda to the RFP. Failing to acknowledge Addenda may result in your proposal being non-responsive or may negatively impact the evaluation of your proposal. We **strongly advise** that you follow the instructions above if you are interested in submitting a proposal.

DEADLINE FOR SUBMISSION OF PROPOSALS: Proposals will be received in the City of Palm Springs, Office of Procurement and Contracting until **3:00 P.M., LOCAL TIME, THURSDAY, JUNE 11, 2020**. Proof of receipt before the deadline is a City of Palm Springs, Office of Procurement and Contracting time/date stamp. It is the responsibility of the firms replying to this RFP to see that any proposal sent through the mail, or via any other delivery method, shall have sufficient time to be received by the Procurement Office prior to the proposal due date and time. **Late proposals will be returned to the proposer unopened. No exceptions.**

PROPOSALS TO REMAIN OPEN: The Proposer shall guarantee that all contents of their proposal shall be valid for a period of 180 calendar days from the due date of proposals.

Craig L. Gladders, C.P.M.
Procurement and Contracting Manager
March 12, 2020