

**REQUEST FOR PROPOSALS REBID SJC242537
FOR
AUTOMATED TELLER MACHINE CONCESSIONS
AT THE
SAN JOSE MINETA INTERNATIONAL AIRPORT
CITY OF SAN JOSE, CA**

The City of San José (City) invites interested proposers (each, a Proposer) to submit a “Proposal” for Automated Teller Machines (“ATMs”) for the San José Mineta International Airport (Airport). The City is looking for a qualified vendor to finance, install, operate, and manage ATMs at the Airport. The goal is to provide convenient and accessible ATM services to Airport passengers. The City intends to award one agreement to the highest-ranking Proposer for all ATM locations at the Airport.

RFP Issue Date:	September 9, 2025
RSVP deadline for the Non-Mandatory In-Person Pre-Proposal Conference and Site Tour	September 16, 2025, via the following link: Pre-Proposal Conference Registration: ATM Request for Proposals SJC242537
Non-Mandatory In-Person Pre-Proposal Conference and Site Tour	September 17, 2025, 12:00-1:30 pm Pacific time
Deadline for Questions and/or Objections	September 24, 2025, by 5:00 pm Pacific time
Addendum Posting (if any)	October 3, 2025
Proposal Due Date:	October 17, 2025, by 12:00 pm Pacific time
Interviews (if any)	Week of October 27-31
City Council Action (if any)	Tentative December 2025
Anticipated Start Date	January 1, 2026

This Request For Proposals (RFP) is posted at Biddingo (<https://www.biddingo.com/sanjose>), a third-party online platform for the advertisement of government quotes, bids and proposals, and also at <https://www.flysanjose.com/contract-opportunities>. It is the responsibility of interested Proposers to comply with the Proposal submittal requirements presented in this RFP in order to be considered for these services.

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1. **OVERVIEW**

The City is requesting proposals from qualified companies to finance, install, operate, and manage automated teller machines (ATMs) at the Airport. This RFP is intended to replace the current ATM operator, whose agreement expires on December 31, 2025. The goal is to provide convenient and accessible financial services to Airport passengers. The City will select one operator for all ATM services.

1.1 **Background**

The Airport is a medium hub serving Silicon Valley and much of the greater San Francisco Bay Area region. The Airport is owned and operated by the City and is situated on a 1,000-acre site with facilities serving commercial air carriers and general aviation. Commonly known as “Silicon Valley’s Airport” and located in the City of San José, California, the Airport serves a region with elevated levels of education and employment recognized for leading the nation in patents, household income, and innovation.

The Airport serves a broad mix of business and leisure travelers and is the gateway to Silicon Valley and California’s leading tourist destinations, including Monterey, Carmel, Pebble Beach, Santa Cruz, Big Sur, Yosemite National Park, and the wine country. In addition, SJC is the closest airport to Levi’s Stadium and PayPal Park.

In 2023, SJC served 12.1 million annual passengers with daily departures on 10¹ international and domestic carriers to 40+ nonstop destinations. In 2023, SJC was rated the Best Midsize Airport in the US by The Wall Street Journal. In July of 2024, SJC proudly welcomed Frontier as its newest airline. The Airport’s physical facilities include Terminals A (Gates 1-16) and B (Gates 17- 36)². The Terminals are in a linear configuration, which allows for an easy transition for passengers between terminals.

Fueled by a culture of innovation, SJC is the Bay Area’s easiest and most dependable airport due to its medium size, simple layout, temperate climate, and inland location. Airport leadership and staff remain committed to providing the region’s air travelers and visitors with airline services and amenities that meet the needs of our unique market.

Learn more about the San José Mineta International Airport on the official website: <https://www.flysanjose.com>.

1.1.1 **Existing ATM’s at SJC**

The current ATM operator is Bank of America. Their agreement is for the eight locations as shown in Attachment C and the agreement

¹ <https://www.flysanjose.com/airlines>

² Gates 15-18 can be used as both domestic and international gates.

expires on December 31, 2025. No transaction data is available.

1.2 RFP Goals and Objectives

The following goals have been established for this RFP:

1. Select a qualified company with a proven record of experience in ownership, management, and operation of ATM operations at airports or high customer traffic locations.
2. Optimize ATM revenue generation to provide a strong financial return for the successful Proposer and the Airport.
3. Provide ATMs equipped with user-friendly interfaces, clear instructions, multiple languages, and advanced security measures.
4. Establish an operation, and maintenance plan that ensures ATMs are deployed efficiently, operated reliably, and consistently maintained to meet the standards of the Airport and maximize customer satisfaction.

1.3 Non-Mandatory In-Person Pre-Proposal Conference and Site Tour

Each Proposer, or its authorized representative, may choose to attend the Non-Mandatory In-Person Pre-Proposal Conference and Site Tour (Conference). Attendance is not required in order to submit a Proposal.

The date and time of the Conference is set forth on the front page of this RFP. The Conference shall last approximately one and half hours, including the site tour which will follow immediately after the presentation. A sign-in sheet will record attendance. The Non-Mandatory In-Person Pre-Proposal Conference and Site Tour will meet at:

San José Mineta International Airport Administration Offices
1701 Airport Boulevard, Suite B-1130
San José, CA 95110

The purpose of the Conference is to explain the requirements and objectives of this RFP and to familiarize Proposers with the current ATM locations. All questions during the Conference must be submitted in writing. No questions will be addressed by Airport staff during the Site Tour. Questions and answers will be posted to Biddingo by the deadline set forth on the front page of this RFP. The City reserves the right to decline to answer any question received. The City shall not be responsible for nor be bound by any oral instructions, interpretations or explanations issued by the City or its representatives. Cameras are permitted except in areas surrounding the checkpoints. While attendance is not mandatory, all Proposer representatives are encouraged to participate, as this will be their sole opportunity for an Airport-led tour of these key locations.

Refer to **Attachment D – Visitor Information** for directions to San José

Mineta International Airport.

1.4 Proposal Bond

Each Proposer shall submit with its Proposal, a Proposal Bond in the amount of Ten Thousand Dollars (\$10,000), payable to the “City of San José” in the form of a cashier’s or certified bank check or a surety bond in substantially the same form as the sample Proposal Bond form as identified in FORM 11 of this RFP. All charges incurred in connection with procuring or liquidating any type of Proposal Bond shall be at the sole cost and expense of the Proposer.

The Proposal Bond of the Proposer will be held to guarantee execution of the Agreement before the date of award by the Director of Aviation or City Council (as may be applicable).

The Proposal Bond will be retained by the City in the event that the Proposer fails to execute the Agreement or to furnish the Security Deposit required under the Agreement.

Proposal Bonds of all unsuccessful Proposers shall be returned within 30 days of the date the Agreement is awarded, or, in the event all Proposals are rejected, within 30 days after the date of rejection.

2. DESCRIPTION OF SERVICES

2.1 Type of Agreement

This procurement is for a Small Concession Agreement (“Agreement” and “Exemplar”), which sets forth the City’s standard terms and conditions (see **Attachment A**). The City intends to award one agreement to the highest-ranked Proposer.

2.2 Agreement Term and Option Years

The Agreement term is for three and a half years and commences on January 1, 2026, at 12:00 am through June 30, 2029 . The Agreement may be extended for up to three (3) additional one-year options to extend the term upon mutual agreement of both parties.

2.3 Number of ATM’s and their locations (Biddable)

The Proposer may propose any number of ATMs . The Airport encourages Proposers to provide a minimum requirement of four (4) ATMs spread across both terminals.

Proposers may propose ATM locations from the existing locations as shown on **Attachment C** or propose new locations. The City reserves the right to approve or deny any location based on other factors, including but not limited to accessibility for passengers, airport or concession operations, or space that is currently leased.

2.3.1 Attachment C: Supplemental ATM location information

- The Terminal A Gate 13 ATM Location 5, as shown on **Attachment C**, is not available as part of this RFP.
- All locations as shown on **Attachment C**, are standalone ATMs with the exception of Terminal A Floor 1 (Location 2), which is a flush mounted ATM.
- All proposed ATMs must be able to fit within approximately: (1) a flush-mounted design of a 3' by 3' footprint and a maximum of 8' in height; or (2) a stand-alone design of a 3' by 3' footprint
- All locations shown on **Attachment C** have power and network access.

2.4 Concession Fee (Biddable)

Proposers shall propose a monthly Concession Fee per ATM unit. The Concession Fee shall be the same amount for all ATM's.

The Concession Fee shall be increased annually based upon the Consumer Price Index ("CPI") or 3%, whichever is greater, as further described in **Attachment A**.

2.5 Transition Plan

The successful Proposer shall be prepared to install new or upgraded used machines to resemble the performance and aesthetics of a new ATM (like-new) ATMs on January 1, 2026, starting at 12:00 am. The Proposer shall be prepared to coordinate with the current ATM operator on the transition plan to minimize any disruptions to passengers and the Airport.

2.6 Scope of Services

The successful submittals for this procurement shall demonstrate that the Proposer has the appropriate professional and technical background, as well as access to resources necessary to fulfill the stated Scope of Services as described herein:

1. Finance, design, install, operate, and manage ATMs within the Airport starting January 1, 2026.
2. Provide the necessary equipment and furnishings to operate the ATMs at the Airport. If network connections are required, the successful Proposer shall be responsible for all costs associated with network connectivity.
3. ATM Operation Standards:

All ATMS shall:

- Be operational and available for use 365 days a year, 24 hours a day, 7 days a week.
- Support at a minimum, cash withdrawals. Each ATM may support

additional banking services, including, but not limited to: account balance inquiries, transfers, and deposits. Alternative services other than electronic banking (ex: US postal stamps) may be proposed but are not authorized without prior approval from the Director.

- Be routinely serviced to ensure they remain properly stocked, cleaned, and ready for use 365 days a year, 24 hours a day, 7 days a week.
- Have system management capabilities for predicting, assisting, and reporting maintenance and the need for cash replenishment. Response time to service calls on ATMs and replenishment of funds must be within four hours of notification.

4. ATM Design Standards:

- The ATM design shall be modular and have the ability to incorporate new features and capabilities.
- The ATMs shall have a color monitor.
- Each ATM shall be equipped with an alarm.
- The ATMs should be attractive, functional, and resistant to rough usage.
- The ATMs must be able to fit within approximately: (1) a flush-mounted design of a 3' by 3' footprint and a maximum of 8' in height; or (2) a stand-alone design of a 3' by 3' footprint
- All ATMs must meet the Americans with Disabilities Act regulations, including approach height/reach requirements and accessibility for the visually impaired.
- All designs shall meet the Airport's Tenant Improvement Design Criteria: <https://www.flysanjose.com/standards-and-guidelines/tenant-guidelines>

5. ATM Customer Service Standards

All ATMs shall:

- Have a posted 24-hour service number with procedures for reporting problems. Each ATM shall bear in a visible location the financial institutions name, ATM number, and have a 24/7 contact number available for inquiries, refunds, maintenance, and to address customer service items.
- Be able to execute transactions using a variety of credit, debit, and ATM cards. The ATMs shall access at least three national networks (i.e., Cirrus, Plus, Star, Explore etc.). Additional network affiliations are encouraged, but not required.
- At a minimum, provide access to Visa and MasterCard debit/credit card networks. Additional debit/credit card networks are encouraged but not required.
- Offer receipt options (paper, electronic, or none) for all transactions.
- Display all written directions necessary to instruct customers in the operation of the ATM and a list of ATM transaction fees, transaction surcharges, or any other fees charged and to whom the transaction

- fees and/or surcharges apply.
 - Be available in a variety of languages, including at a minimum: English, Spanish, Vietnamese, and Chinese (Traditional and Simplified)³.
 - Conduct all transactions in United States currency and use twenty-dollar bills as the primary denomination for withdrawals. The use of other denominations is encouraged (i.e., five and ten-dollar bills) but is not required.
6. All Advertising media (including screen savers) are prohibited.
 7. The area around the ATMs must be kept clean, neat, and orderly at all times. Trash and debris as a result of ATM operations shall be removed.
 8. Service shall be prompt, courteous, and efficient at all times. Concessionaire shall establish procedures for the reporting of, and responding to, all customer complaints.
 9. Deliveries of supplies to the ATMs shall be made at such times and by such routes/modes approved by the Airport.
 10. Successful Proposer shall participate in the Airport's recycling program and procure environmentally preferred products (when possible).

2.7 Minimum Qualifications

The Proposer must meet the following Minimum Qualifications:

- At least five (5) consecutive years within the past ten (10) years of continuous ownership, management and operation of similar ATM operations at airports or high customer traffic and volume venues such as stadiums, malls, transportation centers, shopping centers and amusement parks, which ATM business had an aggregate annual gross transaction of at least One Million Dollars (\$1,000,000) during each qualifying year.

At least one location operated by Proposer must have had annual gross transactions of at least One Hundred Thousand Dollars (\$100,000) per year for each of the five qualifying years.

- In the case of a Joint Venture or Partnership, one or both of the participants must have at least five (5) years of experience as required above. In other words, at least one of the participants must fully meet the minimum qualifications. Participants **may not** combine their years of experience to meet the minimum qualifications.

³<https://www.sanjoseca.gov/home/showpublisheddocument/17927/638623597917070000>

3. EVALUATING PROPOSALS

3.1 Responsiveness of Submission

A Proposal that is not current, accurate and/or completed in accordance with the requirements of this procurement will be deemed non-responsive and will be eliminated by the City from further consideration. Notwithstanding the foregoing, the City reserves the right to waive minor irregularities in a Proposal.

3.2 Supplemental Information

The City reserves the right to require any or all Proposers to provide supplemental information clarifying the submitted materials.

3.3 Consideration of Information outside the Submission

The City has the right to conduct a further and independent investigation of the information provided in a Proposal. This includes contacting and speaking with references. The evaluation panel may use any relevant information gathered by such investigation - and any other relevant information that comes to the attention of the City - to evaluate a Proposer.

3.4 Evaluation Panel

The City will establish an evaluation panel to review Proposals that have met the Minimum Qualifications. Using the Evaluation Criteria, each member of the evaluation panel will independently evaluate each submission and will score the Proposals according to the Evaluation Criteria. A Proposer's numerical score will be the average of the numerical scores given by the members of the evaluation panel for that Proposer. The Proposals will be ranked from highest to lowest based on their respective numerical scores.

3.5 Evaluation Criteria

The Evaluation Criteria have been established based on the Goals and Objectives and the Scope of Services. The following points have been assigned for this RFP:

Evaluation Criteria	Possible Points
Submittal Requirements	Pass/Fail
Minimum Qualifications	Pass/Fail
Expertise: Section 5.9 – Team Resumes Section 5.10 – Experience and Organizational Chart Section 5.11 – Business References	15

Financials: Section 5.12 – Financial Condition Section 5.13 – Financial References Section 5.14 – Proposer Entity Statements	20
Operations and Management: Section 5.15 – Operations/Management Plan	20
Transition Plan: Section 5.16 – Transition/Installation Plan	10
Proposed Fees and Number of ATMs, and Design: Section 5.17 – Proposed Fee and ATM Locations Section 5.18 – ATM Design	35
In-Person Interviews (If any)	0
TOTAL	100

3.6 Interviews

After evaluating and scoring the Proposals, the City may – in its sole discretion – decide to conduct oral interviews of some or all of the prospective Proposers if additional information or clarification is necessary to evaluate the Proposals. If the City decides to conduct oral interviews, it will do so as follows:

- 3.6.1** The City will determine how many of the highest-ranked Proposers it will interview. The City will establish an interview panel and interview the highest-ranked Proposers within the number of Proposers it decides to interview. For example, if the City decides to interview three Proposers, it will interview the three highest-ranked Proposers.
- 3.6.2** If the City decides to conduct interviews, the notice posted on Biddingo will be labeled an “Interim Notice.” The “Interim Notice” will state how many of the top-ranked Proposers the City will interview. Each of the Proposers identified on the Interim Notice will receive instructions regarding the interviews.
- 3.6.3** The Evaluation Panel will have the opportunity to ask clarifying questions based on the submitted documents and the overview presented during the interviews.
- 3.6.4** Following the interviews, the Evaluation Panel may adjust their scores based on the information provided during the Interview. A Proposer’s final score for the Proposal, including the interview, will be the average of the numerical scores given by the members of the Evaluation Panel for that Proposer. The City will determine the final ranking of the Proposers, from highest to lowest, based on their respective numerical scores.

3.7 Best and Final Offer (BAFO)

A Best and Final Offer (BAFO) may be held with one or more finalist(s) if additional information or clarification is necessary to make a final decision. The BAFO may allow finalist(s) to revise some, or all of their original submittals based on additional information provided by the City.

3.7.1 The City will send out the request for a BAFO with instructions addressing the areas to be covered and the date and time by which the BAFO is to be submitted through Biddingo. After receipt of BAFO responses, scores may be adjusted based on the new information received.

3.7.2 The City will request only one BAFO unless the City determines that another BAFO is warranted.

Proposers are cautioned that the issuance of a BAFO is optional and at the sole discretion of the City. Therefore, Proposers should not assume that there will be an additional opportunity to amend their Proposals after the original submission. Proposers may not request an opportunity to submit a BAFO.

3.8 Written Notification of Rankings

The City will post the results of the ranking based on the final scores of the Evaluation Panel on Biddingo. The City will indicate that this notice is a “Final Notice”. A Proposer who wishes to protest the Final Notice may file a written protest in accordance with **Section 7** “Protests”.

3.9 Post Award Submittal Requirements

The highest-ranked Proposer in the Final Notice must submit a San José Business License, Security Deposit, and a Certificate of Insurance, consistent with the requirements set forth in **Attachment B** “Insurance Requirements”, within 15 calendar days from the final day of the protest period set forth in **Section 7.2**, entitled “Time for Submitting a Protest.” A Proposer’s failure to provide the documents within this time frame may result in the City disqualifying that Proposer. The City reserves the right to extend the post-award submittal deadline.

3.8 Negotiations

The City reserves the right to negotiate the specific scope of services with the top-ranked Proposer. If the City and the top-ranked Proposer reach an agreement, then they will enter into the Agreement described in **Attachment A**.

If the City and the top-ranked Proposer cannot reach an agreement, then the City may negotiate with the second-ranked Proposer. This process will continue until the City reaches an agreement with a Proposer or terminates the procurement. The City may begin negotiating with the next lower-ranked Proposer whenever the City determines that doing so is in its best interest. The City may negotiate with more than one Proposer at

the same time.

4. GENERAL SUBMITTAL REQUIREMENTS

4.1 Submitting Proposals

Each Proposer must submit its Proposal electronically through Biddingo on or before the submittal deadline. The City will not consider any Proposals submitted after the Proposal Due Date. Proposers must submit all required documentation, including their Proposal and all required forms, through Biddingo.

Please note: Attaching documentation to the bid will not automatically submit your Proposal. You must click the SUBMIT button before your Proposal will be submitted. Until you receive the electronic receipt for your Proposal, you have not submitted your Proposal.

Proposers may modify their electronic Proposal prior to the Due Date and Time; however, please note that if you modify a submitted Proposal, be sure that you **resubmit** it before the Due Date and Time. It is the sole responsibility of the Proposer to ensure that their entire Proposal is submitted before the solicitation Due Date and Time.

The City is not responsible for any late or incomplete submissions, including those due to technical issues with Biddingo. It is recommended that Proposers allow sufficient time to seek assistance from Biddingo in the event there are unforeseen issues that affect the Proposer's ability to upload and submit their solicitation Proposal.

The City must receive your Proposal to this solicitation electronically through Biddingo by the specified Due Date and Time on the cover page for your Proposal to be considered.

4.2 Formatting

The Proposals must be in Times New Roman, Arial, or some similar, easily readable font. The size of the font cannot be any smaller than 11. Narrow or condensed fonts are not permitted.

5. SPECIFIC SUBMITTAL REQUIREMENTS

5.1 TAB A: COVER LETTER AND TABLE OF CONTENTS

5.1.1 (maximum 2 pages) Provide a cover letter signed by an authorized representative of the Proposer giving an overview of the Proposer's general expertise, experience, and approach to performing the scope of services described in this procurement. Include specific and direct contact information for the Proposer.

5.1.2 Include a Table of Contents (excluded from the page count).

5.2 TAB B: PROPOSER CERTIFICATION

Complete FORM 1 – CERTIFICATION FORM, on which the Proposer must make a number of certifications and representations. Read Form 1 carefully, and please place a signed copy in Tab B.

5.3 TAB C: MINIMUM QUALIFICATIONS

Complete FORM 2 – MINIMUM QUALIFICATIONS detailing how the Proposer meets the Minimum Qualifications outlined in **Section 2.7. If the Proposer does not meet the minimum qualifications, their Proposal will not be moved forward in the evaluation process.**

5.4 TAB D: AIRPORT CONCESSION DISADVANTAGED BUSINESS ENTERPRISE (ACDBE) (if applicable)

Section 9 of this procurement discusses the ACDBE Program. Complete FORM 3 – ACDBE STATEMENT by indicating whether the firm is ACDBE certified or if any of the subcontractors the firm intends to use are ACDBE certified. Place Form 3 in Tab D.

Proposer's failure to provide the ACDBE Statement shall **not** render its Proposal non-responsive. City will allocate no weight or points to the Proposer's ACDBE Statement. Proposer's responses in the ACDBE Statement will not be considered under the Evaluation Criteria. Proposer's responses in the ACDBE Statement are solely for the City's information.

5.5 TAB E: EXCEPTIONS TO THE EXEMPLAR AGREEMENT

The Proposer selected will enter into an Agreement with the City in substantially the same form of the exemplar set forth in Attachment A.

Complete FORM 4 – EXEMPLAR ACKNOWLEDGEMENT, noting whether the Proposer takes any exceptions to the standard terms and conditions outlined in the Exemplar and place in Tab E.

NOTE: The City has the discretion to consider, without limitation, any exceptions to the standard terms and conditions taken by the Proposer in deciding with which Proposer it will negotiate an Agreement. This discretion is not limited by the Proposer's ranking based on the Evaluation Criteria or by anything to the contrary in these procurement documents.

5.6 TAB F: INSURANCE ACKNOWLEDGEMENT

Complete FORM 5 – INSURANCE ACKNOWLEDGEMENT, which confirms whether the Proposer has the required insurance consistent with

the requirements set forth in **Attachment B** at the time of submitting the Proposal, or whether the Proposer will get the appropriate insurance within the timeframe discussed in **Section 3.9**.

5.7 TAB G: PROPOSER QUESTIONNAIRE

Complete FORM 6 – PROPOSER QUESTIONNAIRE and insert in Tab G.

5.8 TAB H: DISCLOSURE OF LITIGATION AND DISPUTES

5.8.1 Pending and Past Events.

The Proposer must disclose the occurrence of any of the following events that occurred within 5 years before the date of the issuance of this procurement, that involved the Proposer and/or any parent company, subsidiary, affiliate, partner or principal of the Proposer (collectively “Related Entities”), **and** that arose from providing services consistent with those contemplated under this procurement:

- Any past or pending claims, settlements, arbitrations, litigation proceedings, or civil actions, whether against or initiated by the Proposer and/or any Related Entities,
- Any criminal actions,
- Any current or threatened legal or administrative actions or claims by or against a public entity,
- Any enforcement action by a federal, state or local regulatory agency,
- The suspension or revocation of any professional license, and
- Any liquidated damages, or administrative fines, charges or assessments that were paid by the Proposer and/or any Related Entities, over a 1-year period of time.

For any disclosable event, the Proposer must provide the following information, as applicable:

- The name of the claim, arbitration, litigation, action or event,
- The court in which the action is pending or occurred, and its case number, and
- A short description of the event, including the dates of the event(s), and a description of the parties, the dispute, the nature of the proceedings, the amount at issue, any criminal charges, and the resolution of the event or the status of the event if it is pending.

5.8.2 “For Cause” Termination

The Proposer must disclose whether the Proposer or any Related Entity has been terminated “for cause” by any client in the 10 years before the date of issuance of this RFP. For any such event, provide the following information:

- The name of the other party and the contract, and
- A short description of the event, including the dates of the event(s), the facts leading to the “for cause” termination, and the resolution of the matter.

5.8.3 Disclosure of Clients with Adverse Interests

The Proposer must disclose whether it provides services to any client that has a pending or threatened claim, legal or administrative action, arbitration, litigation proceeding, civil action, or other dispute (collectively “Dispute”) against the City if the services provided to the client relate in any manner to the Dispute. For each such client, provide the name of the client and a general description of the scope of services.

5.8.4 Use of Information

The City has the discretion to consider, without limitation, any of the information disclosed in accordance with this provision in deciding with which Proposer it will negotiate the Agreement. This discretion is not limited by the Proposer’s ranking based on the Evaluation Criteria or by anything to the contrary in these procurement documents.

5.9 TAB I: EXPERTISE – TEAM RESUMES

Provide no more than six (6) resumes, up to one page in length per resume, for each key and critical members of the project team, including, as applicable, the Project Manager, subcontractors, analysts, planners, or technicians that would support the Scope of Services listed in this RFP. Resumes should include subcontractors that will be assigned to this program.

Resumes should highlight relevant experience related to performing the scope of services described in this procurement. Include any related licenses or certifications held by them.

5.10 TAB J: EXPERTISE - EXPERIENCE AND ORGANIZATIONAL CHART

(5 page maximum) Provide experience summaries for staff who would be assigned to perform the Scope of Services specified in this RFP, including any subcontractors, if applicable. The experience summaries should clearly demonstrate the Proposer’s qualifications to perform the

Scope of Services and meet the Minimum Qualifications described in this RFP. Provide an organization chart that designates, by name, title, and job function/role, each project team member, including any partners or subcontractors.

5.11 TAB K: EXPERTISE - BUSINESS REFERENCES

Complete FORM 7 - BUSINESS REFERENCES, provide three (3) persons/firms with whom the Proposer has conducted business transactions in the past 10 years. At least 1 of the references named must have knowledge of the Proposer's debt payment history. Complete one form per reference.

5.12 TAB L: FINANCIAL - FINANCIAL CONDITION

5.12.1 (5 page maximum) Provide an overview of your company's financial capacity to underwrite the program. The overview must detail the Proposer's ability to fund the purchase and installation of the ATMs, cover the costs of managing and operating the machines (including restocking) for the duration of the agreement, and fulfill all concession fee obligations over the Agreement Term.

5.12.2 The City may require the following financial statements as part of the Financial Evaluation. **Do not submit these documents unless they are requested.**

- ***Upon written request from the City***, provide audited financial statements for the past three (3) years, including balance sheets and income statements and notes to the financial statements. If audited financial statements are unavailable, submit tax statements, along with unaudited financial statements for the past three (3) years.
- ***Upon written request from the City***, Proposer shall provide a balance sheet and income statements for the last two (2) years prepared in accordance with generally accepted accounting principles (GAAP), reflecting the current financial condition of Proposer entity (and its parent entity, if applicable). *To clarify: If the Proposer is a wholly owned subsidiary (fully consolidated of a publicly held corporation), the Proposer is required to submit financial information for the portion of the company that is proposing.* If this is a new partnership or joint venture, submit a financial statement for each business entity of the partnership or joint venture. 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.

- ***Upon written request from the City***, provide verifiable copies of federal income tax returns for the two(2) most recent years for the Proposer, and, if the Proposer is a closely held corporation, for the owner(s) of the closely held corporation. Owners of closely held (non-publicly traded stock) corporations whose percentage ownership is twenty percent (20%) or greater shall submit a personal financial statement current within three (3) months from the date of submittal and describe percentage ownership in the proposing entity

5.13 TAB M: FINANCIALS - FINANCIAL REFERENCES

Complete FORM 8 – FINANCIAL REFERENCES, provide three (3) different financial references consisting of 2 credit references and 1 banking reference with whom the Proposer has conducted financial transactions within the past 10 years. Complete one form per reference. Place in Tab M.

5.14 TAB N: FINANCIALS - PROPOSER ENTITY STATEMENTS

Complete FORM 9 - PROPOSER ENTITY STATEMENTS and place in Tab N.

5.15 TAB O: OPERATIONS/MANAGEMENT PLAN

- a. *(5 page maximum)* Provide a detailed plan, describing the day-to-day operations, including, but not limited to: the operational standards outlined in the scope of service, the frequency of restocking the machines, maintenance, and repairs. Acknowledge the Proposer's commitment to comply with the Airport's recycling program and environmental preferences as references in the Scope of Services and further outlined in **Attachment A**.
- b. Provide a detailed customer service plan, including how the Proposer will meet the customer service standards outlined in the Scope of Service. The plan should outline how the Proposer addresses customer complaints and acknowledge the requirement to provide 365, 24/7 operations for all ATMs.

5.16 TAB P: TRANSITION/INSTALLATION PLAN

- a. *(Maximum 1 page)* Describe the Proposer's ability to meet the Installation/Transition Timeline.
- b. Provide a timeline that meets the installation deadline of January 1, 2026, as described in the Scope of Work.

5.17 TAB Q: PROPOSED FEES AND PROPOSED LOCATIONS

- a. Complete FORM 10 – PROPOSED FEES AND LOCATIONS. Please note that the number of ATMS and the proposed monthly fee may be the determining factor in the evaluation process.
- b. Terminal Map: Insert a terminal map, modeled after **Attachment C**, page 1, with the proposed ATM locations clearly marked.

5.18 TAB R: ATM DESIGN

- a. (5 page maximum) Summarize how the machines will meet the design standards outlined in the Scope of Service. The summary should include available languages, access to national debit/credit networks, the ATM fee charged, the currency denominations available, and how the ATMS will meet the other standards specified in the Scope of Service.
- b. Equipment Specifications: Provide technical specifications for each proposed ATM model (wall unit or flush-mounted).

5.19 TAB S: PROPOSAL BOND

Place a copy of the Proposal Bond in Tab S, in a form substantially similar to FORM 11 - PROPOSAL BOND. The original Proposal bond must be received by the due date of the RFP as stated on the cover page at the following address:

ATM RFP SJC242537 REBID
Attn: James Holloway
San José Mineta International Airport
1701 Airport Boulevard, Suite B-1130
San José, CA 95110

6. COMMUNICATIONS REGARDING THIS PROCUREMENT

6.1 Submitting a Question or Objection

Proposers must submit any questions and/or objections using Biddingo. Contacting any City representative(s) other than by using Biddingo is prohibited and is grounds for disqualification. They must submit any questions and/or objections using Biddingo.

6.2 Content of Question or Objection

Questions and/or objections must be as specific as possible and must identify the procurement section number and title at issue. A Proposer submitting an objection must describe the objection as specifically as possible and set forth the rationale for the objection.

6.3 Deadline for Submitting a Question and/or Objection

Proposers must submit any questions or objections ***no later than*** the Deadline for Submitting Questions and/or Objections indicated on the cover sheet of this procurement.

6.4 City's Issuance of Addenda, Notices and Answers to Questions

The City will post all addenda and notices regarding this procurement on Biddingo. The City may provide a written response to any question(s) and/or objection(s) in the form of a single answer or by issuing an addendum.

6.5 Proposers are Responsible for Checking Biddingo

The addenda, notices and answers to questions issued by the City on Biddingo become part of this procurement. Each Proposer is responsible for checking Biddingo for addenda, notices and answers to questions. In the event a Proposer obtains this procurement through any means other than Biddingo, the City will not be responsible for the completeness, accuracy or timeliness of the final RFP document.

6.6 Relying on Other Written or Oral Statements Prohibited

Proposers can rely only on this procurement and any subsequent addenda, notices and answers issued by the City on Biddingo. Proposers cannot rely on any other written or any oral statements of the City or its officers, Directors, employees or agents regarding the procurement.

7. PROTESTS

7.1 Procedures for Protesting

A Proposer that submitted a Proposal can protest the Proposer rankings only after the City issues the Final Notice of the rankings. A Proposer that desires to protest the Proposer rankings must submit a written protest to the Assistant Director of Aviation addressed as follows:

San José Mineta International Airport
Attention: Assistant Airport Director
1701 Airport Boulevard, Suite B-1130
San José, CA 95110-1206

The written protest must detail the grounds and factual basis of the protest and must include all relevant supporting information.

7.2 Time for Submitting a Protest

A Proposer desiring to protest the rankings must submit its written protest no later than ten (10) calendar days after the date on the Final Notice of the rankings. The failure to submit a written protest within this time period is a bar to protesting the rankings.

7.3 Grounds for which No Protest is Allowed

There is no right to protest based on the following:

- a. Incomplete (non-responsive) Proposals;
- b. Late submission of Proposals; or
- c. A dispute regarding the procurement requirements and/or specifications that could have been addressed by submitting a question and/or objection in accordance with **Section 6**.

7.4 Director's Decision

The Director or an appropriate designee of the Director will issue a written decision on any protest. The Director, or designee, may base the decision on the written protest alone or may informally gather evidence from the Proposer filing the protest or any other person having relevant information.

8. GROUNDS FOR DISQUALIFICATION

- 8.1** All Proposers are expected to have read and understand the "Procurement and Contract Process Integrity and Conflict of Interest", **Section 7** of the Consolidated Open Government and Ethics Provisions adopted on August 26, 2014. A complete copy of the Resolution 77135 can be found at:
<https://records.sanjoseca.gov/Resolutions/RES77135.PDF>

Any Proposer who violates the Policy will be subject to disqualification. Generally, the grounds for disqualification include:

- 8.1.1** Contact regarding this procurement with any City official or employee or Evaluation team other than the Procurement Contact from the time of issuance of this solicitation until the end of the protest period.
- 8.1.2** Evidence of collusion, directly or indirectly, among Proposers in regard to the amount, terms, or conditions of this Proposal.
- 8.1.3** Influencing any City staff member or evaluation team member throughout the solicitation process, including the development of specifications.
- 8.1.4** Evidence of submitting incorrect information in the response to a solicitation or misrepresenting or failing to disclose material facts during the evaluation process.

- 8.2** In addition to violations of Process Integrity Guidelines, the following conduct may also result in disqualification:

- 8.2.1** Offering gifts or souvenirs, even of minimal value, to City officers or employees.

- 8.2.2 Existence of any lawsuit, unresolved contractual claim, or dispute between Proposer and the City.
- 8.2.3 Evidence of Proposer's inability to successfully complete the responsibilities and obligations of the Proposal.
- 8.2.4 Proposer's default under any City agreement, resulting in termination of such Agreement.
- 8.2.5 Evidence of any wage theft judgments as described in the Certification Form 1.

9. **AIRPORT-SPECIFIC PROCUREMENT PROVISIONS:**

9.1 **Airport Concession Disadvantaged Business Enterprise Program (ACDBE)**

- 9.1.1 **General:** The Airport is committed to a Program for the participation of ACDBE's in airport concession-related contracting opportunities in accordance with U.S. Department of Transportation, 49 Code of Federal Regulations Part 23. A copy of the Airport's FAA-approved **Federal Fiscal Year 2024-2026** Program and ACDBE goal methodology is available at: <https://www.flysanjose.com/standards-and-guidelines/acdbe>
- 9.1.2 **Program Goal:** Under the ACDBE program, the City has established an overall ACDBE participation goal of 7.7% (non-car rental) for the Airport for **Federal Fiscal Years 2024-2026**. The City is committed to meeting its overall ACDBE participation goal from **100%** race-neutral participation and **0%** through race-conscious measures (contract goals). No contract goal has been established for this procurement and no demonstration of good faith efforts is required.
- 9.1.3 **City Expectations:** It is the policy of the City to ensure non-discrimination on the basis of race, color, sex, or national origin in the award and administration of its concession-related contracts. It is the intention of the City to create a level playing field on which ACDBEs can compete fairly for contracting opportunities related to the City's concession activities.
- 9.1.4 **Become A Certified ACDBE:** The City also encourages minority and women-owned firms that may qualify a ACDBEs to become certified. Firms interested in applying for ACDBE certification can learn about certification requirements and apply at:
 - <https://dot.ca.gov/programs/civil-rights/dbe-certification-information>
 - <https://www.transportation.gov/civil-rights/disadvantaged->

[business- enterprise](#)

Please note that ACDBE firms must be certified as such before execution of a contract.

- 9.2 Title VI Solicitation Notice (A6.3.1; Mandatory Language May 2023)**
The City, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all Proposers that it will affirmatively ensure that for any agreement entered into pursuant to this advertisement, disadvantaged business enterprises (or airport concession disadvantaged business enterprises, as applicable) will be afforded full and fair opportunity to submit Proposals in response to this invitation and no businesses will be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in consideration for an award.

- 9.3 Disadvantaged Business Enterprise (A12.3.3)**
This provision applies to this Agreement.

The requirements of 49 CFR part 26 apply to this contract. It is the policy of the City to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. The City encourages participation by all firms qualifying under this solicitation, regardless of business size or ownership

- 9.4 Labor Peace Assurances**

As further discussed in the Exemplar, the successful Proposer's work performed pursuant to the Agreement is subject to San José Municipal Code Chapter 25.11, "Labor Peace Assurances". The awarded Proposer shall require each of its subconcessionaire(s) to provide it with assurances as to how the subconcessionaire(s) will prevent service disruptions at the Airport due to labor disputes.

- 9.5 Airport Living Wage Ordinance**
As further discussed in the Exemplar, the successful Proposer's work performed pursuant to the Agreement is subject to all applicable provisions of those wage requirements as listed in the "Airport Living Wage Regulations" and the "Airport Living Wage Determination 07- 01- 25 thru 06-30-26, both as available at: <https://www.flysanjose.com/standards-and-guidelines/living-wage>.

- 9.6 Airport Security Identification Badges**
Transportation Security Administration (TSA) regulations require all employees to wear an Airport Security Identification Badge. The successful Proposer is responsible for sponsoring employees and subcontractors, and all costs associated with the security badge process.

9.7 Federal Fair Labor Standards Act (A17.3; May 2023)

All agreements and sub-agreements that result from this procurement will incorporate by reference the provisions of 29 CFR part 201, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part-time workers.

The successful Proposer will have full responsibility to monitor compliance with the referenced statute or regulation. The successful Proposer will have to address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division.

10. MISCELLANEOUS PROVISIONS

10.1 City’s Right to Terminate Process

The City reserves the right to terminate this RFP at any time.

10.2 Costs of Preparing Submittal

Proposer bears all costs associated with its efforts in responding to this RFP.

10.3 Gifts Prohibited

10.3.1 Chapter 12.08 of the San José Municipal Code generally prohibits a City officer or designated employee from accepting any gift(s). The Proposer selected as a result of this procurement will be required to comply with Chapter 12.08. (See, **Attachment A** – Small Concession Agreement Exemplar.)

10.3.2 By submitting a response to this RFP, the Proposer represents that:

- It is familiar with the requirements of Chapter 12.08, and
- It has complied with, and throughout the remainder of this procurement will continue to comply with, the requirements of Chapter 12.08.

The Proposer’s failure to comply with Chapter 12.08 at any time during this procurement is a ground for disqualification.

10.4 Disqualification of Former Employees

10.4.1 Chapter 12.10 of the City’s Municipal Code generally prohibits a former City officer or “designated employee”, as defined in Chapter 12.10, from providing services to the City connected with his/her former duties or official responsibilities. The

Proposer selected as a result of this procurement will be prohibited from either directly or indirectly using any former City officer or designated employee to perform services in violation of Chapter 12.10. (See, **Attachment A** – Small Concession Agreement Exemplar.)

10.4.2 By submitting a response to this RFP, the Proposer represents that:

- It is familiar with the requirements of Chapter 12.10, and
- Its response to this RFP does not contemplate the use of any former City officer or designated employee in violation of Chapter 12.10.

The Proposer's failure to comply with Chapter 12.10 at any time during this procurement is a ground for disqualification.

10.5 Unfair Competitive Advantage

10.5.1 The City seeks to procure services through a competitive, impartial process in which all Proposers are treated fairly. A Proposer that has an actual or apparent unfair competitive advantage jeopardizes the integrity of the competitive process.

10.5.2 A number of different situations can give rise to an actual or apparent unfair competitive advantage. Most commonly, an actual or apparent unfair competitive advantage arises because the Proposer or one of its subcontractors has unequal access to nonpublic information or unique insight into the scope of work. Whether an unfair competitive advantage exists depends on the specific facts of each situation.

10.5.3 The existence of an unfair competitive advantage is a basis for the

City to disqualify a Proposer's participation in this RFP. If the City determines that a Proposer is disqualified because of the existence of an unfair competitive advantage, it will provide the Proposer with a written statement of the facts leading to its conclusion that an unfair competitive advantage exists. The Proposer may protest the determination in accordance with **Section 7** of this RFP. Notwithstanding anything to the contrary in **Section 7**, the Proposer shall submit its written protest no later than five (5) business days after the date of the City's letter of disqualification.

10.5.4 The Proposer represents that before submitting a response to the RFP it investigated and considered the issue of potential unfair competitive advantage, including considering any subcontractors it has worked with. By submitting a response to

the RFP, the Proposer further acknowledges that performing the work resulting from this RFP potentially could be the basis of creating an actual or apparent unfair competitive advantage for any future work. The City strongly advises Proposers to consult with their legal counsel regarding these issues.

10.6 Conflict of Interest

- 10.6.1** Each Proposer submitting a Proposal is responsible for determining whether or not its participation, as well as the participation of any of its subcontractors, in the contract that is the subject of this RFP constitutes a conflict of interest or a potential conflict of interest. Each Proposer must investigate and manage any potential conflict of interest as part of considering whether to submit a Proposal and when assembling its project team.

Each Proposer also is solely responsible for considering what potential conflicts of interest, if any, entering into the contract that is the subject of this RFP might have on its ability to obtain future contracts for any related, future phases of work.

The conflict of interest laws are complicated, and determining the existence of a conflict of interest involves a fact-intensive analysis of each particular situation. Proposers are strongly advised to consult with their legal counsel with regard to these conflict of interest matters.

- 10.6.2** The successful Proposer will be required to avoid all conflicts of interest or appearance of conflicts of interest in performing the services. (See, **Attachment A** - Small Concession Agreement Exemplar.) The successful Proposer will be required to:

- Acknowledge that it is familiar with the conflict of interest laws,
- Certify that it does not know of any facts that constitute a conflict of interest; and
- Agree to immediately notify the City if it becomes aware of any facts giving rise to a conflict of interest.

(2) Although there are a number of conflict-of-interest laws and regulations with which Proposers must be familiar, the following are the two (2) primary ones. The following descriptions of these two conflict of interest laws are very general and are intended to serve only as a starting point in each Proposer's consideration of the issue.

- **Political Reform Act (Government Code Sections 83111 – 83116):** In general, the Act prohibits “public

officials” from making, participating in making, or using their official position to influence a “governmental decision” in which they have a “financial interest.” Under the Act, an *individual* providing services to the City is deemed to be a “public official” if the individual either (A) makes certain specified types of governmental decisions, or (B) serves in a staff capacity and in that capacity either (1) participates in making a governmental decision, or (2) performs the same or substantially all the same duties for the City as a City employee who is required to complete a disclosure form under the Act. For more information on this topic, see the California Fair Political Practices Commission’s website at <http://www.fppc.ca.gov/>.

If an individual providing services to the City or an individual employee of the selected Proposer is deemed to be a “public official,” then the *individual* must fill out and submit to the City a Statement of Economic Interests disclosure form, commonly known as a Form 700. (See, **Attachment A** - Small Concession Agreement Exemplar.) The scope of the required disclosure is tailored to the nature of the work that the individual will be performing.

- **Government Code Section 1090:** Section 1090 reflects the common law prohibition against self-dealing. Unlike the Political Reform Act, which applies to all government decisions, Section 1090 applies to contracts. In general, it prohibits a government official or employee from entering into a contract that he/she was involved in making. Section 1090 is concerned with financial interests other than those that are remote or minimal.

It is generally accepted that Section 1090 applies to Proposers who carry out duties commensurate with those of government employees. Moreover, the “making” of a contract is defined broadly under Section 1090 and would include a Proposer’s participation in preliminary discussions, negotiations, compromises, reasoning, planning, and drawing of plans and specifications, and solicitations for bids.

Violating Section 1090 can result in the Agreement being void, the Proposer having to disgorge public funds, and the public entity not having to restore the benefits it received. It can also lead to criminal charges.

10.6.3 Given the complexity in determining the existence of a conflict

of interest, it is hard to generalize about what facts might, or might not, result in a conflict of interest. Accordingly, the following are intended to be no more than some general guidelines that Proposers should treat solely as a starting point in its analysis.

Generally speaking, there is a greater risk for conflicts of interest when a Proposer seeks progressive participation in various phases of a project. This risk is fairly limited when a Proposer seeks a contract related to a project for which the Proposer prepared only general, planning-type of documents, such as needs assessment reports, environmental review documents, geotechnical reports, site surveys, and site condition assessments. The following situations would tend to pose a higher risk of a conflict of interest and would merit a closer analysis of the issue by a Proposer:

- The Proposer is seeking a contract in which it participated in the development of the RFI, RFQ, RFP or bid documents.
- The Proposer is seeking a contract that would involve it reviewing any of its own work performed under another contract.
- The Proposer is seeking a contract for a project that is part of a program for which the Proposer provides general program management services. The concern would be that, as a general program manager, the Proposer probably would be involved in defining the program, the projects within the program and, therefore, necessarily the resulting contracts.
- The Proposer is seeking a contract for a project in which it prepared the conceptual report. The concern would be that the conceptual report would generally define the project and contract scope.

The Proposer is seeking a contract for a project in which it prepared an alternative analysis report. The concern would be that such a report proposes to decision-makers the various alternatives in project scope, cost, schedule, and environmental impact. Determining a conflict of interest would require an analysis of the extent of the Proposer's participation in the decision-making process of selecting a preferred alternative.

- 10.6.4** The existence of a conflict of interest is a basis for the City to disqualify a Proposer's participation in this RFP. If the City determines that a Proposer is disqualified because of the existence of a conflict of interest, it will provide the Proposer with a written statement of the facts leading to that conclusion.

The Proposer may protest the determination in accordance with **Section 7** of this RFP. Notwithstanding anything to the contrary in **Section 7**, the Proposer shall submit its written protest no later than 5 business days after the date of the City's letter of disqualification.

10.7 Discrimination

It is the City's policy that the selected Proposer shall not discriminate, in any way, against any person on the basis of race, sex, color, age, religion, sexual orientation, actual or perceived gender identity, disability, ethnicity, or national origin, in connection with or related to the performance of City of San José contracts.

10.8 Public Nature of Submissions

All submissions and other correspondence with the City regarding this RFP become the exclusive property of the City and become public records under the California Public Records Act (California Government Code section 6250 et seq.) All submissions and other correspondence will be subject to the following requirements:

10.8.1 The City has a substantial interest in not disclosing submissions during the evaluation process. For this reason, the City will not disclose any part of the Proposals before it issues the Final Notice of rankings. After issuance of the Final Notice of rankings, all submissions will be subject to public disclosure.

There are a limited number of exceptions to the disclosure requirements under the Public Records Act, such as for trade secret information. The City is not in a position to determine what information in a submission, if any, may be subject to one of these exceptions. Accordingly, if a Proposer believes that any specific portion of its submission is exempt from disclosure under the Public Records Act, the Proposer must mark the portion of the submission as such and state the specific provision in the Act that provides the exemption and the factual basis for claiming the exemption. For example, if a Proposer believes a submission contains trade secret information, the Proposer must plainly mark the information as "Trade Secret" and refer to the appropriate section of the Public Records Act which provides the exemption for such information and the factual basis for claiming the exemption.

10.8.2 If a request is made for information in a submission that a Proposer has properly marked as exempt from disclosure under the Public Records Act (e.g., information that the Proposer has marked as "Confidential", "Trade Secret" or "Proprietary"), the City will provide the Proposer with

reasonable notice of the request and the opportunity to seek protection from disclosure by a court of competent jurisdiction. It will be the Proposer's sole responsibility to seek such protection from a court.

- 10.8.3** Any submission that contains language attempting to make all or significant portions of the submission exempt from disclosure or that fails to provide the exemption information required above will be considered a public record in its entirety. Therefore, do not mark your entire submission as "confidential," "trade secret," or "proprietary."

10.9 City Business Tax

The successful Proposer will need to comply with the San José Municipal Code Chapter 4.76 with respect to payment of the City Business Tax before commencing any work on the project. Contact Finance/Revenue Management at (408) 535-7055 to determine the applicable tax rate(s).

10.10 Environmentally Preferable Procurement Policy

The City has adopted an "Environmentally Preferable Procurement" (EPP) Policy No. 4-6. The goal is to encourage the procurement of products and services that help to minimize the environmental impact resulting from the use and disposal of these products. These products include, but are not limited to, those that contain recycled content, conserve energy or water, minimize waste or reduce the amount of toxic material used and disposed. Computers and other electronics are a growing focus of environmentally preferable purchasing activities due to their high prominence in the waste stream, their numerous hazardous chemical constituents, and their significant energy use. Moreover, when these products are improperly disposed of, they can release hazardous substances that pollute the environment.

- 10.10.1** In support of this policy, the selected Proposer will be required to work with the City to apply this policy where it is feasible to do so. In addition, Proposers should address any environmental considerations with their Proposal response.

- 10.10.2** The entire EPP policy may be found in the City's website: <https://www.sanjoseca.gov/your-government/departments-offices/environmental-services/business-school-resources/environmentally-preferable-procurement>

11. ATTACHMENTS AND FORMS

Attachments:

- Attachment A: Small Concession Agreement Exemplar
- Attachment B: Insurance Requirements
- Attachment C: Airport Map and ATM Locations
- Attachment D: Visitor Information

Forms:

- Form 1: Certification Form
- Form 2: Minimum Qualifications
- Form 3: Airport Concession Disadvantaged Business Enterprise (ACDBE) Statement
- Form 4: Exemplar Acknowledgement
- Form 5: Insurance Acknowledgement
- Form 6: Proposer Questionnaire
- Form 7: Business References
- Form 8: Financial References
- Form 9: Proposer Entity Statements
- Form 10: Proposed Fees and Proposed Locations
- Form 11: Proposal Bond