

**SANFORD AIRPORT AUTHORITY
NOTICE TO BIDDERS
AIRPORT TERMINAL ADVERTISING CONCESSION
#2024-003-RFP**

The Sanford Airport Authority, hereinafter called "Authority", hereby requests sealed Request for Proposal (RFP) for **"Airport Terminal Advertising Concession"**.

The project can be generally described as:

The Authority is seeking qualified airport advertising concession firms through the Request for Proposal (RFP) process to submit proposals for the comprehensive management, marketing, operation, and maintenance of the terminal advertising program, which includes digital displays, marketing software, and ongoing business plan development.

The Sanford Airport Authority is only accepting electronic sealed response submissions. Respondents shall create a FREE account with OpenGov by signing up at <https://flysfb.com/procurement/solicitations/>. Once you have completed account registration, browse back to the Project page, click on "Submit Response", and follow the instructions to submit the electronic response. Responses will be accepted up to June 18, 2024 @ 2:00 p.m., at which time all responses received will be publicly opened, the contents noted and read aloud. The opening will take place at the Sanford Airport Authority, 2nd Floor Boardroom, 1200 Red Cleveland Blvd., Sanford, FL 32773.

On and after May 14, 2024, Solicitation Documents will be available electronically and may be obtained on the Sanford Airport Authority's webpage: <https://flysfb.com/procurement/solicitations/> or by contacting Roberta Stanton, Director of Procurement, Phone: 407-585-4013; Email: procurement@osaa.net (hard copies are not available). Respondents must be registered through OpenGov Procurement on the Sanford Airport Authority's online procurement webpage @ <https://www.flysfb.com/procurement> **to be eligible to submit a response for the project**. A complete examination and understanding of the specifications contained in the solicitation documents is necessary in order for the Respondent to properly submit a response. All RFP submittals shall be prepared in accordance with the solicitation documents. The failure to comply with any requirement contained in the solicitation documents may result in the rejection of the response as non-responsive or a finding that the Respondent is not qualified for this Project.

A MANDATORY Pre-Solicitation Conference and Non-Mandatory Site Visit will be conducted at the Orlando Sanford International Airport, Sanford Airport Authority Board Room, 1200 Red Cleveland Boulevard, Sanford, Florida 32773 on May 20, 2024, at 10:00a.m., local time. The Pre-Solicitation Conference is the primary opportunity that Respondents will have to address with the Authority questions about the solicitation.

The Sanford Airport Authority in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all Respondents that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, disadvantaged business enterprises and airport concession disadvantaged business enterprises will be afforded full and fair opportunity to submit responses to this request and will not be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age of disability in consideration for an award.

Nicole Martz

Nicole Martz, Esq., AICP, President and CEO
Sanford Airport Authority