

**ST. LOUIS LAMBERT INTERNATIONAL AIRPORT ®**  
**REQUEST FOR PROPOSALS WITH QUALIFICATIONS**  
**AUTOMATED RETAIL CONCESSION**

**RFP INFORMATION**

Solicitation:                      **Automated Retail Concession**  
The Airport is requesting proposals from qualified proposers to finance, develop, market, and operate a **non-exclusive** state of the art Automated Retail Concession.

The following dates are designated for Concession Agreements set to begin June 1, 2026:

Pre Proposal Meeting:      Optional  
February 6, 2026 12:00 pm CST  
RSVP to Robert Salarano,  
rcsalarano@flystl.com

Questions Due:                      February 20, 2026 4:00 pm CST

Proposal Due Date:                      March 13, 2026 4:00 pm CST

Initial Agreement  
Commencement Date:      June 1, 2026

After June 1, 2026, the City will accept additional proposals on an ongoing basis until further notice.

STL Contact:                      Robert C. Salarano  
Airport Properties Division Manager  
rcsalarano@flystl.com

January 13, 2026

Prospective Proposers:

Attached is the Request For Proposals with Qualifications (RFP) to install, manage, and operate an Automated Retail Concession at St. Louis Lambert International Airport.

A full and complete **proposal must be submitted by 4:00 p.m. local time, March 13, 2026**, at St. Louis Lambert International Airport, Airport Properties Division, 10701 Lambert International Drive, MTN 2501, St. Louis, Missouri 63145.

To ensure an innovative program and encourage creative options for the traveling public, the Airport intends that future proposals from interested parties may be submitted after June 1, 2026 on an ongoing basis.

Proposals, which may be submitted via electronic email or regular mail service, should be submitted in strict accordance with instruction given in Section 13 of the RFP. If the proposals are mailed via regular mail, three (3) copies (one original and 2 copies) of each proposal must be submitted in a sealed envelope addressed to Robert C. Salarano, Airport Properties at the address provided above, with the words “**RFP FOR AIRPORT AUTOMATED RETAIL CONCESSION**” clearly written across the left hand face of the envelope OR on the subject line of an email to accompany an electronic submission.

An OPTIONAL initial Pre-Proposal Meeting will be conducted on **Friday February 6, 2026 at 12:00 p.m. local time**. Interested proposers are invited to participate on that day at that time by using the information detailed in Section 12 of the RFP.

The City of St. Louis Airport Authority (“**Authority**”) reserves the right to take one, all, or any combination of the following actions: reject any and all proposals, advertise for new proposals, cancel this RFP, or proceed to award a Concession opportunity to any or all proposers otherwise. The submission of a proposal by a Proposer will not in any way commit the City of St. Louis or the Authority to enter into an Agreement with that Proposer or any other Proposer.

All inquiries regarding this RFP are to be made in writing to Robert Salarano at [rcsalarano@flystl.com](mailto:rcsalarano@flystl.com) on or before **February 20, 2026**.

One or more addenda responding to inquiries will be published periodically. Potential proposers are encouraged to consult any and all published addenda to determine if their questions have been previously addressed.

Addenda will be published to the Airport's website:

[www.flystl.com](http://www.flystl.com)

“Doing Business”

“Contract Opportunities”

For those individuals needing accommodations or alternative formats as required under the Americans with Disabilities Act. Please call (314) 426-8094 with questions regarding these matters. To request language assistance please call (314) 426-8094. Please contact STL three business days in advance to process your request.

Sincerely,

*Robert C. Salarano*

Robert C. Salarano, CM  
Airport Properties Division Manager

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AUTHORIZED SUBMISSION FORM

ATTACHMENT 2.....1 page  
LIVING WAGE BULLETIN

ATTACHMENT 3.....1 page  
LIVING WAGE ACKNOWLEDGEMENT AND ACCEPTANCE DECLARATION

## **EXHIBITS**

EXHIBIT A.....2 pages  
PREMISES / ASSIGNED LOCATIONS

**THE CITY OF ST. LOUIS AIRPORT AUTHORITY**  
**REQUEST FOR PROPOSALS WITH QUALIFICATIONS FOR**  
**AUTOMATED RETAIL CONCESSION**  
**AT ST. LOUIS LAMBERT INTERNATIONAL AIRPORT**

**1.0 INTRODUCTION**

The City of St. Louis, Missouri (“City”) owns St. Louis Lambert International Airport (“Airport”). The Airport Authority of The City of St. Louis (“Authority”), a department of the City, operates the Airport for the City. The Authority, on behalf of the City, is seeking proposals from qualified firms to install, manage, and operate an **Automated Retail Concession** at the Airport. This Request For Proposals with Qualifications (“RFP”) is expected to result in the selection of one or more responsive, qualified Proposers to finance, develop, market, and operate a **non-exclusive** state of the art Automated Retail Concession that meets the needs of the City.

After award of an initial Concession Agreement, the City intends, but is not obligated, to accept subsequent proposals from other interested parties to provide additional automated retail opportunities to the traveling public and other users of the airport.

**2.0 DEFINITIONS**

<b>“Agreement”</b>	This means any contract awarded under this RFP for an <b>Automated Retail Concession</b> between the City and a Proposer selected for a contract.
<b>“Airport”</b>	This means St. Louis Lambert International Airport, together with any additions, improvements, or enlargements made from time to time, which is owned by the City and is operated for the City by the Airport Authority of the City of St. Louis, a department of the City.
<b>“Airport Properties Division”</b>	This means the division of the Authority responsible for administering all tenant, permittee, agent, concessionaire, and other space at the Airport that shall be the Concessionaire’s point of contact with the Airport on all issues related to this RFP or the contract resulting thereof.

<b>“Assigned Locations”</b>	<p>Collectively means all areas approved by the Airport for the Proposer’s use under this RFP and found in <b>Exhibit A</b> attached to this RFP.</p> <p>The Airport reserves the right to award alternative and additional Assigned Locations under future agreements negotiated and executed pursuant to this RFP.</p>
<b>“Authority”</b>	<p>This means the Airport Authority of The City of St. Louis, the City department responsible for managing and operating the Airport.</p>
<b>“Automated Retail Concession”</b>	<p>This means a business that provides a variety of snack, beverage, prepared food, and merchandise vending to the traveling public, Airport employees, and other Airport users on a <b>non-exclusive</b> basis on the Airport.</p>
<b>“City”</b>	<p>This means The City of St. Louis, Missouri, owner and operator of St. Louis Lambert International Airport.</p>
<b>“Commencement Date”</b>	<p>This means the date the term of the Agreement begins which is June 1, 2026.</p> <p>The Airport reserves the right to award separate agreements with future Commencement Dates pursuant to this RFP.</p>
<b>“Concessionaire”</b>	<p>This means any successful Proposer under this RFP.</p>
<b>“Contract Year”</b>	<p>This means a consecutive twelve (12) calendar month period beginning on the Commencement Date and each twelve (12) consecutive calendar month period thereafter during the term of the Agreement.</p>
<b>“Day(s)” or “day(s)”</b>	<p>This means consecutive calendar days unless otherwise expressly stated.</p>
<b>“Director”</b>	<p>This means the Director of Airports of the City or the person performing the functions of that office, as authorized by the City’s Mayor, or that person authorized by the Director of Airports to act for or on behalf of the Director of Airports with respect to any particular matter under this RFP, or the potential contract(s) resulting thereof.</p>

**“Equipment”** This means automated retail devices installed, maintained and operated by Concessionaire within the premises.

**“Expiration Date”** This means last day of the Term of an Agreement awarded pursuant to this RFP.

**“Gross Receipts”** This means the total revenues from all sources and all types at this Airport under the Agreement performed by Concessionaire, its subcontractors, sublessees, subsidiaries, associated companies or otherwise, regardless of the point of origin or delivery of the order; except that only the following may be excluded or deducted from Gross Receipts:

1. federal, state, county and municipal sales taxes or other sales taxes separately stated and collected from customers;
2. cash or credit refunds given to customers for returned products or unperformed services purchased at the Airport;
3. receipts in the form of refunds from or the value of merchandise, supplies or equipment returned to shippers, suppliers or manufacturers;
4. sale or trade-in value of any equipment or fixtures that were sold or transferred from the Premises provided the sale or transfer was approved for removal by the Director and the equipment or fixture was owned by Concessionaire;
5. revenues derived from payments received by Concessionaire for loans made to sublessees, fees charged for services provided sublessees, or other fees assessed by the Concessionaire for the use of Airport facilities for which Concessionaire has a direct lease, so long as the charge is assessed in accordance with this Agreement.

**“Manager”** This means One (1) or more qualified, competent and experienced manager(s) employed by the Concessionaire who will manage and supervise the operations and the facilities and fully represent and act on behalf of the Concessionaire in all matters pertaining to its business operation.

**“MAG”** This means the minimum annual amount due and payable to the City, if any. See Section 6.0 of this RFP entitled “Concession Fee Structure.”



<b>“OBO Office”</b>	This means the Office of Business Opportunity of the Authority that is responsible for the administration of the City’s ACDBE programs, and City Living Wage Ordinance programs.
<b>“Percentage Fee”</b>	The various designated percentage of gross receipts in various Retail Categories as enumerated in the agreement negotiated by the City and Concessionaire. See Section 6.0 of this RFP entitled “Concession Fee Structure.”
<b>“Proposal”</b>	This means a response with qualifications to this RFP by a Proposer.
<b>“Proposer”</b>	This means a firm or company responding to this RFP.
<b>“Provisions”</b>	This means all terms, covenants, warranties, specifications, conditions, and provisions of the Agreement.
<b>“Retail Categories”</b>	This means merchandise types offered by Concessionaire and includes but is not limited to snack and soda; specialty retail such as ice cream or fresh brewed coffee; charging devices; or any other product category as agreed by City and Concessionaire.
<b>“Request For Proposals With Qualifications” or “RFP”</b>	This means this document as defined in Section 1 set out above.
<b>“Term”</b>	This means the entire term of an Agreement

### 3.0 SCOPE OF SERVICES

The goal of the Airport is to secure several Concessionaires that will provide a varied automated food and retail vending program attractive to the passengers, employees, and other users of the airport. It is anticipated that a varied program will include standard and typical snack and beverage vending machines mixed in with state of the art and upscale retail machines with various merchandise and food options.

The Concessionaire will be expected to provide the following services:

1. Develop an Automated Retail Program that meets the objectives set forth in Section 4, below (the “**Automated Retail Program**”).
2. Upgrade and maintain the Assigned Locations by the addition and installation of state

of the art automated retail machines;

3. Ensure that all machines are compliant at all times with the Americans with Disabilities Act (**ADA**) as it may be amended from time to time.

In providing the services described herein, Concessionaire shall at all times be responsive to the applicable Federal Aviation Administration (“**FAA**”), Transportation Security Administration (“**TSA**”) and Airport regulations as well as City ordinances.

#### **4.0 PROGRAM OBJECTIVES**

The Airport is seeking one or more Concessionaire(s) to develop and operate an Automated Retail Program that meet the following objectives:

1. Provide a first-class Automated Retail Program that adds value to other Airport and airline services;
2. Improve Airport customer satisfaction and passenger experience by creating unique experiences that make a positive and lasting impression on the visitors to the Airport;
3. Enhance Airport revenue;
4. Provide pricing attractive to Airport passengers and competitive with prices found in comparable local locations;
5. Implement new and developing trends in automated food and retail to keep the Automated Retail Program at the forefront of the industry;
6. Present a unified design theme that compliments and harmonizes with the Airport;
7. Provide excellent customer service to passengers and Airport staff;
8. Include local participation in the solicitation for and provision of the Automated Retail Program; and
9. Provide ADA compliant Equipment.

#### **5.0 PREMISES**

The Premises (or “Assigned Locations”) will be delivered to the Concessionaire “**AS IS**” on the Commencement Date of the Agreement for immediate operation or installation and operation of Concessionaire’s Equipment. Concessionaire, at its own cost and expense, will be responsible for any and all required modification(s) including installation of utilities as needed to the Assigned Locations (“Premises”) and the installation of Equipment. The Premises, a list of which is attached hereto as Exhibit A, currently consists of:

Various locations throughout the Airport designated for installation and operation of vending and automated retail equipment. Additional premises may be made available to a Concessionaire subject to space availability.

Please note that any office or support space required by Concessionaire will incur a separate charge by the Airport at levels consistent with the annual budgeted rates and charges or pro-rata calculations, which adjusts July 1 of each year. Concessionaire shall be solely responsible for any utilities necessary in such space.

It is anticipated that this RFP will result in the award of multiple concession agreements to a variety of concession operators; the Airport will work cooperatively with current concessionaires and prospective proposers to identify additional premises for the placement and operation of additional automated retail units under this and separate subsequent concession agreements.

## **6.0 CONCESSION FEE STRUCTURE**

Prospective Proposers are expected to clearly state in their proposal to the City their proposed financial model for revenue sharing with the City.

Proposers must clearly indicate any offered Minimum Annual Guarantee (MAG) and/or Percentage Fee revenue structure.

The proposed Concession Fee structure is subject to negotiation between the City and successful proposer(s).

## **7.0 SERVICE REQUIREMENTS**

Concessionaire shall:

1. Respond to all Airport inquiries in a timely and professional manner;
2. Provide sufficient staff to maintain a first-class Automated Retail Program, with well stocked and dependable Equipment;
3. Provide a support team that can produce current financial information and customized data to the Airport in a timely manner;
4. Designate a Manager(s) who will be responsible for the overall management of the Airport Automated Retail Program.
5. Ensure all Equipment is operated in a safe and high quality condition, is in good working order, and creates no hazards such as exposed conduits, wiring, or other conditions that could damage the Airport, its staff and vendors, or the traveling public.
6. Respond to service repair issues and return the asset to good working order as quickly as possible.
7. Ensure that all assets consist of new equipment and fixtures, which are commercial grade, technologically advanced, and ADA compliant. New installations must consist of equipment and fixtures that are new, commercial grade, and technologically advanced.

## **8.0 CURRENT AIRPORT CONDITIONS**

St. Louis Lambert International Airport is the major commercial airport for the St. Louis metropolitan area and surrounding communities in Missouri and Illinois. Owned and operated by the City of St. Louis, the Airport is located approximately ten (10) miles northwest of downtown St. Louis and is ranked the 38<sup>th</sup> busiest airport in the U.S. by

Airport Council International-North America (passenger traffic). Serving nearly 16 million passengers in 2024, the Airport supports ten (10) scheduled passenger airlines, averaging approximately 200 daily departures, with service to both domestic and international markets. The Airport’s passenger market is comprised of mostly origin and destination (“O&D”) travelers; a small percentage of travelers connect through the Airport to their destination. The Airport is financially self-sufficient and is wholly supported by airport user charges; no general fund revenues are used for the operation, administration, promotion or maintenance of airport facilities. For more information, visit [www.flystl.com](http://www.flystl.com)

## EXISTING AIRLINE INFORMATION

### Terminal 1

#### A Concourse

<b>Airline</b>	<b>Gate</b>
Air Canada	Gate A17
Delta Airlines	Gates A2, A3, A4, A6, A8, A10
United Airlines	Gates A14, A16, A18, A19, A21

#### C Concourse

<b>Airline</b>	<b>Gate</b>
American Airlines	Gates C6, C8, C10, C12, C16, C18, & C24
Frontier Airlines	Gates C19 & C23
Alaska Airlines	Gate C15
Southern Air Express	Gates C1

### Terminal 2

The following is a brief description of the existing airlines in Terminal 2.

#### Terminal 2

<b>Airline</b>	<b>Gate</b>
Southwest Airlines	Gates E4, E6, E8, E10, E12, E14, E16, E18, E20, E22, E24, E31, E33, E34, E36, E38, E40
British Airways (commences April 2026)	Gate E29
Lufthansa Airlines (3x weekly)	Gate E29
International Arrivals (City Gate)	Gate E29

## PASSENGER ENPLANEMENT INFORMATION

The following table of enplaned Airport passengers by Terminal is offered for Proposer's use.

**Enplaned Passengers by Terminal**

<b>Year</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
<b>Terminal 1 Total</b>	2,678,191	2,778,983	2,849,304
<b>Terminal 2 Total</b>	4,151,260	4,656,716	5,111,704
<b>Grand Total</b>	<b>6,829,451</b>	<b>7,435,699</b>	<b>7,961,008</b>

**Note:** The Airport does not have passenger traffic projections for future years.

**Note:** The Airport does not have information on passenger demographics.

## AIRPORT BUSINESS ENVIRONMENT

Prospective Proposers should note the airport environment presents concession operators with unique opportunities and challenges; listed below are some key factors:

1. Airport customers have a limited amount of time to park and proceed to the terminal. Generally, a passenger's first consideration is to clear security and locate their departure gate.
2. Facilities must be available on an as needed basis to support passenger activity at the Airport.
3. Training in customer service and airport familiarization is essential. All airport employees, whether they work for the City, concessionaires, tenants, or vendors, are ambassadors for the Airport, the City of St. Louis, and the region as a whole. The Concessionaire is expected to participate in the Airport's customer service program and provide a superior passenger experience.
4. The Airport is a non-smoking/smoke-free facility.

## 9.0 GENERAL TERMS ATTENDANT TO THE OPPORTUNITY

### 1. Non-Exclusivity.

The City **will not enter** into an exclusive agreement with any Concessionaire.

**At any time during the term of the Agreement, the City may, at its own discretion, enter into other agreements for services similar to those in operation at the Airport including those of the Concessionaire.**

2. The City proposes an initial Agreement Term of Three (3) Contract Years. Commencement Date: June 1, 2026 Expiration Date: May 30, 2029
3. It is anticipated that this RFP will result in additional agreements with Commencement and Expiration Dates later than those noted above. Later agreements pursuant to this RFP may be for a shorter Term.

The City will not consider Terms over three (3) Contract Years.

**4. Parking.**

The Airport will provide the Concessionaire, at no cost or expense, **one (1) Terminal 1 Short Term Parking Garage** parking pass. Additional parking passes will be at **the sole cost and expense** of the Concessionaire.

**5. Manager.**

The Concessionaire shall select and appoint a full-time, experienced manager fully authorized to represent and act on behalf of the Concessionaire in all matters pertaining to its business operation.

**6. Pricing.**

St Louis Lambert International Airport has established a “street pricing” policy for all concessions at the Airport. Concessionaire must charge fair, reasonable and nondiscriminatory prices that are attractive to the public and **no more than ten percent (10%) over** prices charged at comparable non-Airport locations (“street locations”) within the St. Louis Metropolitan Area (which is defined as St. Louis City, St. Louis County, and St. Charles County) excluding resort destinations, attractions, hotels, theaters, sports and entertainment venues. Concessionaire is encouraged, but not required, to offer the same prices as street locations.

A. For purposes of this Agreement, Concessionaire shall establish a pricing structure for its products or services as follows:

1. If an entity of the same business, franchise or trade name as Concessionaire operates in a non-Airport location within the St. Louis Metropolitan Area, the price charged for a product or service shall be no more than ten percent (10%) over the average price of the same product or service at three (3) separate non-Airport locations of the same business, franchise or trade name as Concessionaire, as designated by Concessionaire and approved by the Director.
2. If an entity of the same business, franchise or trade name as Concessionaire does not operate within the St. Louis Metropolitan Area, the price charged for a product or service shall be no more than ten percent (10%) over the average price of a similar product or service at

three (3) different businesses within the St. Louis Metropolitan Area of comparable nature, ambiance, and product and service lines as that of Concessionaire, as designated by Concessionaire and approved by the Director.

3. If Concessionaire is a franchisee or retail outlet of an entity with a national pricing structure identical for all franchisees or outlets, the street price for a product shall be determined in accordance with such pricing structure.
  4. Should the City and Concessionaire dispute the nature of a comparable location for price comparison, the decision of the Director shall be final.
  5. Products containing selling prices printed by the manufacturer are excluded and shall not be sold for more than published prices.
  6. Where an identical product is not available at an agreed comparable location, any difference in size or quality shall constitute a price differential.
- B. During the Term of this Agreement, Concessionaire shall at least annually conduct price comparisons, and provide the Airport with a report documenting the price comparison of all current items available within the Premises. The report shall compare the price of all current items available at the Airport with the price of those items at non-Airport comparable locations. This price comparison shall be submitted to the Airport Properties Division within thirty days following each Contract Year anniversary date. In the event of non-compliance with the street pricing requirements herein, Concessionaire shall bring all products into compliance with the pricing requirements within seven (7) days after such non-compliance is identified.
- C. The Director reserves the right to independently compare Concessionaire's prices to the agreed upon comparable non-Airport location prices and if prices are determined to be more than ten percent (10%) above street, require Concessionaire to reduce prices based upon its documented comparison.
- D. Concessionaire shall not increase any prices without prior written approval of the Director.
- E. All new items are subject to the pricing requirements of this and may be proposed at any time.
- F. In the event of non-compliance with the street pricing requirements herein, Concessionaire shall bring all products into compliance with the pricing requirements within seven (7) days after such non-compliance is identified and notice is provided to Concessionaire.
- G. Concessionaire is permitted, but not required, to offer discounted prices to employees of the City and other Airport employees. Before implementing a discount policy Concessionaire shall first provide thirty (30) days advance written notice to the Director. The notice must provide the details surrounding the discount policy (e.g., who it covers, how much is the discount, etc.). The Director will not unreasonably withhold approval to implement the policy. In addition, discounts may be changed, modified or discontinued with thirty (30) days prior written notice to the Director.

## **7. Insurance.**

Concessionaire shall procure and maintain the following policies of insurance Commercial General Liability Insurance, Automobile Insurance, and other insurance policies that may be required by state and local law.

## **10.0 MINIMUM REQUIREMENTS**

For a Proposer to be considered qualified, the Proposer must meet all of the following criteria:

### **A. Experience**

Proposer has successfully owned, managed and operated a profitable vending or automated retail program within an airport, transportation center, or similar large facility, or a collection of facilities, for a minimum of two (2) years during the last five (5) calendar years, and currently owns, manages, and operates a profitable vending or automated retail program.

**The airport will consider waiver of Experience requirements on a case by case basis for proposals received subsequent to June 1, 2026.**

### **B. Financial Stability**

Proposer has had previous financial responsibility and success in managing and operating a vending or automated retail program. within an airport, transportation center, or similar large facility for a minimum of two (2) years during the last five (5) calendar years, currently owns, manages and operates a profitable vending or automated retail program and can demonstrate that Proposer can raise the capital to install and operate the necessary equipment, infrastructure, staff, and stock to operate the Concession.

## **11.0 PROPOSAL CONTENTS**

In order for a Proposal to be considered responsive, the Proposer must provide all of the required submittals listed in this section. It is requested that the required submittals or information be submitted in the format and order provided in this section. If forms have been provided, please utilize them to provide the requested information. All Proposers shall submit the following evidence that they are fully competent to perform the services contemplated under this RFP and that they currently possess the necessary facilities, experience, licenses, organization, and financial capabilities to fulfill or satisfy the conditions and obligations of the Agreement resulting from this RFP. Each Proposer must include a narrative or complete appropriate forms addressing the following:

### **A. Executive Summary of Proposal (2 page maximum)**

### **B. Automated Retail Program Plan**



Proposer shall submit a plan describing the Automated Retail Program it will implement if it is a successful Proposer. The Plan should include, but not be limited to descriptions and depictions of the proposed units, sample brands and types of retail equipment to be installed at St. Louis Lambert International Airport and the proposed locations (using the current Assigned Locations);

C. Financial Plan

1. Concession Fee Structure; Proposers shall submit a proposed concession fee structure with their Proposal, outlining its proposed model of revenue sharing with the City. While the City is open to alternative, creative and new ideas for revenue sharing, Proposers should clearly state the any alternative format for revenue sharing and the proposed Percentage Fees in its Proposal:

a. Minimum Annual Guarantee (MAG). Proposed minimum Annual Guarantee (MAG) offered to the Airport, if any, which shall be subject to negotiation. The MAG shall be payable throughout the entire term of the Agreement on a monthly basis with 1/12 of the MAG due each month; and

b. Percentage Fees. The designated percentage of the Concessionaire's Gross Receipts payable to the City related to sales of Retail Categories and items to be included in each proposal that may include, by way of example:

1. Snack and Soda
2. Specialty Retail
3. Charging Devices
4. Cosmetics
5. Other

2. Projected Sales: Proposer shall submit Pro Forma projected Gross Sales for Contract Year One of the contract term.

D. Transition Plan

A transition plan to assume management of and responsibility for the efficient transition of service from any previous concessionaire (if applicable).

E. Operations and Maintenance Plan

1. The location of the principal office where the work will be managed.

2. An operations and maintenance plan for the concession, including but not limited to:
  - a. Inspection and cleaning of equipment installations;
  - b. Process and timing for deliveries and stocking of equipment.

F. Financial Statements

Proposer shall furnish the past two (2) fiscal or calendar year-ended (twelve (12) consecutive months) completed Balance Sheet.

More information may be required at the request of the selection committee.

G. Representative Equipment

Depictions and descriptions of Equipment / retail units proposed for installation within the premises.

H. References

Proposer shall submit references from a minimum of two (2) locations where the Proposer currently operates a vending and/or an automated retail concession.

Proposer shall also note any contract with an airport wherein the Proposer's contract was terminated within the past three years, and the circumstances of that termination.

I. Authorized Submission Form (Attachment 1).

J. Living Wage Acknowledgement & Acceptance Declaration (See Section 21.0 & Attachment 3).

**The Authority, as a department of the City, is subject to Missouri's Sunshine Law. As a result, the proposal and other documents associated with this procurement may become public records subject to disclosure under Chapter 610 of the Revised Statutes of Missouri upon submission to the Authority. Each Proposer shall be responsible for identifying any information in its Proposal that it believes is subject to an exception from disclosure under state law.**

## **12.0 PRE-PROPOSAL MEETING AND TOUR**

An initial Pre-Proposal Meeting will be held in person in the Airport Properties Conference Room, Terminal 1, St. Louis Lambert International Airport at:

**February 6, 2026 at 12:00PM CST**

**Participation in the Pre-Proposal Meeting is voluntary.**

Immediately following the Pre-Proposal Meeting an OPTIONAL Tour of the premises will be conducted. Tour participants must bring state issued picture identity proof.

Prospective Proposers MUST RSVP to the meeting via email to [rcsalarano@flystl.com](mailto:rcsalarano@flystl.com) by February 5, 2026, indicating the full names and applicable titles of those who intend to participate in the Pre-Proposal Meeting in the body of the email. In the same email, please indicate which names will be joining the optional tour of the premises.

Additional tours of the premises may be arranged at the request of prospective proposers.

### **13.0 DUE DATE OF PROPOSAL**

Initial written or electronic Proposals will be received up until the hour of **4:00 P.M. Central Standard Time, Friday March 13, 2026. Proposers wishing to be considered for a Concession Agreement to begin on or about June 1, 2026 must submit a Proposal by this date and time.**

Subsequent proposals for an Automated Retail Program Concession Agreement may be submitted at any time after June 1, 2026, until further notice.

All Proposals may be submitted in one of the following ways:

A. Written proposals must be addressed and delivered to:

**Robert C. Salarano  
St. Louis Lambert International Airport  
Airport Properties Division  
10701 Lambert International Boulevard, MTN 2501J  
St. Louis, Missouri 63145**

Three (3) copies of the Proposal must be submitted. Proposals received after the due date and time, or not delivered to the designated point, will not be considered. The Proposal must be presented in a sealed envelope addressed to Mr. Salarano at the address provided above, with the words “**RFP FOR AUTOMATED RETAIL PROGRAM CONCESSION**” plainly written across the left end face of the envelope. The name and address of the Proposer must also appear on the face of the envelope; OR

B. Electronic Proposals may be addressed and sent via email to:

**Robert Salarano**      [rcsalarano@flystl.com](mailto:rcsalarano@flystl.com)

**PROPOSER MUST SUBMIT PROPOSALS PRIOR TO THE DEADLINE NOTED ABOVE AND SHOULD REQUEST AN EMAILED CONFIRMATION OF RECEIPT FROM MR. SALARANO.**

Proposals submitted electronically must be submitted in one PDF document, titled **“RFP FOR AUTOMATED RETAIL CONCESSION PROGRAM,”** followed by the name of the Proposer. This information must also appear in the subject line of the email. Please allow ample time for the email to be transmitted. **The submittal time of record will be the time the email reaches Mr. Salarano. Also note, the size limit for emails is 10 megabytes, and it is recommended that any document over 10 megabytes be compressed before sending to avoid possible delays in transmitting.**

**Note: Please send the document in the PDF format requested. Do not provide a link to the documents.**

**14.0 QUESTIONS**

- A. If the Proposer finds a discrepancy in, or omission from this document or any of its attachments, has any doubts as to their true meaning, or requires any additional information to prepare the Proposal, the Proposer must notify Mr. Salarano, rcsalarano@flystl.com **in writing** (the words “Automated Retail Concession Questions” should be in the email subject line).

For the initial round of Proposals (due March 13, 2026), **questions must be received on or before February 20, 2026 at 4:00 PM CST**

The City will not be responsible for any oral instructions given with regard to the completion and submission of any Proposal. Any interpretation of this RFP or any of its attachments will be made only by the Airport in an addendum issued by the Airport. The City will not be responsible for any other explanations or interpretations of this RFP or any of its attachments. Questions received and responses provided will be made available to all Proposers via the addendum.

- B. The Proposer shall carefully examine the entire contents of this RFP including any attachments, addenda and the premises of the Airport, and shall judge for itself all circumstances and conditions affecting its Proposal.
- C. All information or data in the RFP and any subsequent addenda, while believed to be reliable, are to be used by the Proposer at its sole risk, and the City, its officers, employees, and agents do not accept any responsibility or liability in any fashion for its use by the Proposer in structuring a Proposal in response to this RFP.

The above deadline of questions only applies to proposers wishing to be considered for agreements with a June 1, 2026 Commencement Date.

The Authority will begin accepting question for subsequent Agreements after June 1, 2026.

**A Proposer may contact only the Airport Properties Division with any questions. If the Proposer contacts any member of the Selection Committee, such contact may render the process invalid or eliminate the Proposer from the selection process. It is anticipated that the Selection Committee's selection of the Proposer can be made within (30) thirty days after the receipt of the Proposals.**

## **15.0 SELECTION PROCESS**

The selection of the Concessionaire will be made by a five (5) member committee (the **"Selection Committee"**) comprised of two members from the Airport Staff, one member appointed by the Office of the Mayor of the City, one member from the Comptroller's Office and one member from the office of the President of the Board of Aldermen. The Selection Committee in its sole judgment and in the best interest of the City and the Airport will select one or more responsive Proposer submitting the Proposal deemed most advantageous to the Airport.

The Evaluation Criteria are as follows:

### **A. Automated Retail Program Plan**

- Program adds value to other Airport and Airline Services.
- Program includes unique elements and a unified design theme that compliments and harmonizes with the Airport.
- Program uses new and developing trends in automated retail.

### **B. Financial Plan**

- Proposed Minimum Annual Guarantee (MAG) and Percentage Fee structure and / or alternative revenue sharing plan (see Section 6.0).
- Demonstrated sales strategies and success and ability to maximize sales.
- Proposer's overall ability to enhance Airport revenue.

### **C. O&M Plan**

- Demonstrated ability to meet all operational requirements as set out in this RFP.

### **D. Experience at other locations/references**

The Selection Committee shall retain the right, at its sole discretion, to interview and request presentations from Proposers prior to making its selection.

Once a selection is made the City will then schedule a time for the Airport and successful Proposer to negotiate and finalize the terms of the Agreement, including without limitation, the Concession Fee structure. If a successful Proposer refuses or neglects to timely execute an Agreement with the City or fails to timely furnish the

required proof of insurance and endorsements, bonds, affidavits, or other required documents as requested by the City, the City may in its sole and absolute discretion, then award the Agreement to the next responsive Proposer best qualified to perform the services, as determined by the Selection Committee. If selected, the next responsive Proposer will be subject to the same procedures and timetables as provided herein. If the second best Proposer also fails or refuses to fully execute the Agreement or fails to timely furnish the requested proof of insurance and endorsements, bonds, affidavits, or other documents requested by the City, the next best Proposer, if selected, will be subject to the foregoing provisions and so on as determined by the Selection Committee.

## **16.0 AWARD OF CONCESSION AGREEMENT**

- A. The City may select any or all responsive and qualified Proposers who, in the City's sole and absolute judgment submit the highest quality Proposal that best meets the requirements specified in the RFP. Responsiveness, experience, creativity, the Concession Fee structure, and qualifications will be evaluated from the information furnished by the Proposers in the submitted Proposals, in interview sessions and Proposer presentations, if any, as well as from other sources determined by the City.
- B. The award of a Concession Agreement to any successful Proposer under this RFP as well as the Provisions and terms of the Agreement to be awarded must be approved by the City's Airport Commission and the City of St. Louis Board of Estimate and Apportionment.

## **17.0 RIGHTS**

- A. The City reserves the right to reject any or all Proposals in whole or in part with or without cause; to negotiate for the modification of any Proposal, including the Concession Fees; to advertise for new Proposals; to select one or more Proposal(s); to waive minor irregularities and formalities; to change or extend any deadlines set forth in this RFP; or to proceed to cancel the RFP in its entirety.
- B. More than one Proposal from a Proposer under the same or different names will not be considered. Proposals will be rejected if there is reason to believe collusion exists among Proposers and no participant in such collusion will be considered in future bids or proposals for providing the Automated Retail Concession. The City reserves the right in its sole and absolute discretion to reject any Proposal from any Proposer that is in arrears; or is currently in default to the City upon any debt or contract; or that is a defaulter as surety or otherwise, upon any obligations to the City within the last three (3) years; or has failed in the City's sole determination and discretion to perform properly, adequately, or faithfully any previous contract within the last three (3) years with the City. The City reserves the right in its sole and absolute discretion to

reject any Proposal from a Proposer that is currently involved in litigation with the City regarding any current or previous contract obligation.

## **18.0 PROPERTY OF THE CITY**

The Proposal will become the property of the City upon receipt by the City. The City has the right to use or dispose of each Proposal in any way elected by the City without payment or liability of any kind whatsoever.

## **19.0 NOT A CONTRACT**

This RFP is not to be construed or interpreted as a contract or a commitment of any kind; nor does it commit the City to pay for any costs incurred by the Proposer in the submission of a Proposal or for any costs incurred prior to the execution of a formal contract with the City. The Proposer acknowledges and agrees that the submission of a Proposal in response to this RFP does not impose any legal obligation upon the City or the Proposer submitting the Proposal, nor does it create any contract or quasi-contractual relationship between them.

## **20.0 NON-DISCRIMINATION**

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 bidders or offerors that it will affirmatively ensure that any contract entered into pursuant to this advertisement, ACDBE will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

## **21.0 LIVING WAGE**

**Note that any Concessionaire who remits to the City less than Fifty Thousand Dollars (\$50,000.00) per Contract Year is exempt from the requirements of the City Living Wage Ordinance.**

- A. Living Wage Requirements: Proposers are hereby advised that the City's Living Wage Ordinance 65597 (hereinafter in this section referred to as "**Ordinance**") and associated regulations (as used in this Section "**Regulations**") may apply to the service for which proposals are being sought herein. This Ordinance requires that, unless specific exemptions apply, all individuals who perform work pursuant to a contract executed between the successful Proposer and the City must be paid a minimum of the applicable Living Wage rates set forth in the attached Living Wage Bulletin (see Attachment 6, attached and incorporated herein), and, if the rates are adjusted during the term of the Agreement pursuant to the Ordinance, applicable rates

after such adjustment is made. Each Proposer must submit the attached “**Living Wage Acknowledgment and Acceptance Declaration**” with its Proposal which is attached hereto as Attachment 3 and incorporated herein (See Section 11, Proposal Contents, of this RFP). Failure to submit this declaration with the proposal will result in rejection of the Proposal. A successful Proposer’s failure to comply with contract Provisions related to the Living Wage Ordinance may result in termination of the contract and the imposition of additional penalties as set forth in the Ordinance and Regulations.

Copies of the Ordinance and Regulations are available upon request from the Living Wage Compliance Officer, reachable by phone at 314-426-8111, or can be accessed online at <https://www.stlouis-mo.gov/government/city-aws/ordinances/ordinance.cfm?ord=65597>

A copy of the Living Wage Bulletin issued April 1, 2025 is attached (see Attachment 2).

B. The Ordinance and Regulations require the following compliance measures, and Proposer hereby agrees to comply with these measures:

1. Minimum Compensation: Proposer hereby agrees to pay an initial hourly wage to each employee performing services related to the Agreement in an amount no less than the amount stated on the attached Living Wage Bulletin (See Attachment 5, attached and incorporated herein). The initial rate shall be adjusted each year no later than April 1, and Proposer hereby agrees to adjust the initial hourly rate to the adjusted rate specified in the Living Wage Bulletin at the time the Living Wage Bulletin is issued.
2. Notification: Proposer shall provide the Living Wage Bulletin to all employees together with a “Notice of Coverage”, in English, Spanish, and other languages spoken by a significant number of the Consultant’s employees within thirty (30) days of contract execution for existing employees and within thirty (30) days of employment for new employees.
3. Posting: Proposer shall post the Living Wage Bulletin, together with a “Notice of Coverage”, in English, Spanish, and other languages spoken by a significant number of the Proposer’s employees, in a prominent place in a communal area of each worksite covered by the Agreement.
4. Subcontractors – Proposer hereby agrees to require Subcontractors, as defined in the Regulations, to comply with the requirements of the Living Wage Regulations, and hereby agrees to be responsible for the compliance of such Subcontractors. Proposer shall include these Living Wage Compliance Provisions in any contract with such Subcontractors.
5. Term of Compliance – Proposer hereby agrees to comply with these Living



Wage Compliance Provisions and with the Regulations for as long as work related to the Agreement is being performed by Proposer's employees, and to submit the reports required by the Regulations for each calendar year or portion thereof during which such work is performed.

6. Reporting: Proposer shall provide the Annual Reports and attachments required by the Ordinance and Regulations.
7. Penalties: Proposer acknowledges and agrees that failure to comply with any provision of the Ordinance or Regulations may result in penalties specified in the Ordinance and Regulations, which penalties may include, without limitation, suspension or termination of the Agreement, forfeiture and/or repayment of City funds, disbarment, and/or the payment of liquidated damages, as provided in the Ordinance and Regulations.

## **22.0 [THIS SECTION INTENTIONALLY LEFT BLANK]**

## **23.0 AIRPORT DEVELOPMENT**

The airport is tentatively planning a new consolidated airport terminal to replace the current airport complex of separate terminals (Terminal 1 with Concourses A and C, and Terminal 2) with a single consolidated terminal.

While this plan is tentative and subject to delay, change, and cancelation, certain portions of the Premises may be deleted or substituted from the Concessionaire's Premises in the following order, beginning in approximately 2027:

Terminal 1, Concourse A	Close, April 2027
Terminal 1, Concourse C Extension	Opens, April 2027
Terminal 1, D Concourse	Opens, April 2027
Terminal 1, Concourse C Extension	Closes, April 2029
Terminal 1, D Concourse	Closes, April 2029
Terminal 1 and Terminal 2	Closes, March 31, 2031

At the time of Terminal 1 and Terminal 2 closure (anticipated in the first quarter of 2031), all Premises ("Assigned Locations") will be deleted from the Premises of any Agreement then in effect.

**ATTACHMENT 1**  
**AUTHORIZED SUBMISSION FORM**

### AUTHORIZED SUBMISSION

The undersigned, in submitting this Proposal, represents that he/she is authorized to obligate his/her firm and that the firm is not currently in arrears or default to the City upon any debt or contract and is not a defaulter as surety or otherwise, upon any obligation to the City within the last three (3) years and to the best of the undersigned's knowledge and belief, the information provided in this bid submission is true and correct.

Submitted by:

\_\_\_\_\_  
(Firm Name)

By:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Typed or Printed Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number:

\_\_\_\_\_

Federal ID Number:

\_\_\_\_\_

Email:

\_\_\_\_\_

**ATTACHMENT 2**  
**LIVING WAGE BULLETIN**

**LIVING WAGE ADJUSTMENT BULLETIN**  
**NOTICE OF ST. LOUIS LIVING WAGE**  
**RATES EFFECTIVE APRIL 1, 2025**

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In accordance with Ordinance No. 65597, the St. Louis Living Wage Ordinance (“Ordinance”) and the Regulations associated therewith, the City Compliance Official for the City of St. Louis has determined that the following living wage rates are now in effect for employees of covered contracts:

- 1) Where health benefits as defined in the Ordinance are provided to the employee, the living wage rate is **\$16.66** per hour (130% of the federal poverty level income guideline for a family of three); and
- 2) Where health benefits as defined in the Ordinance are **not** provided to the employee, the living wage rate is **\$22.02** per hour (130% of the federal poverty level income guideline for a family of three, plus fringe benefit rates as defined in the Ordinance).
- 3) The prevailing fringe benefits rate, as required under the Ordinance and defined by section 6.20.010 of the Revised Code of the City of St. Louis, is **\$5.36** per hour.

These rates are based upon federal poverty level income guidelines as defined in the Ordinance and these rates are effective as of **APRIL 1, 2025**. These rates will be further adjusted periodically when the federal poverty level income guideline is adjusted by the U.S. Department of Health and Human Services or pursuant to Chapter 6.20 of the Revised Code of the City of St. Louis.

The Ordinance applies to employers who are covered by the Ordinance as defined in the Ordinance, where the contract or grant is entered into or renewed after the effective date of the Ordinance, which is November 3, 2002. A copy of the Ordinance may be viewed online at [Ordinance 65597 | City of St. Louis Ordinances \(stlouis-mo.gov\)](https://www.stlouis-mo.gov/ordinances/65597) or obtained from:

City Compliance Official  
St. Louis Airport  
St. Louis, Missouri  
(314) 426-8111

**ATTACHMENT 3**

**LIVING WAGE ACKNOWLEDGEMENT  
&  
ACCEPTANCE DECLARATION**

ST. LOUIS LIVING WAGE ORDINANCE  
**LIVING WAGE ACKNOWLEDGMENT AND ACCEPTANCE  
DECLARATION**

**CONTRACTING AGENCY: AIRPORT AUTHORITY**

**BIDDER'S/PROPOSER'S NAME:** \_\_\_\_\_

**DATE PREPARED:** \_\_\_\_\_

**PREPARED BY:** \_\_\_\_\_

**PREPARER'S TELEPHONE NUMBER:** \_\_\_\_\_

**PREPARER'S ADDRESS AND ZIP CODE:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As the authorized representative of the above-referenced bidder or proponent, I hereby acknowledge that the bidder/proponent understands that the contract or agreement that will be executed with a successful bidder/proponent pursuant to this solicitation is subject to the St. Louis Living Wage Ordinance and the Regulations associated therewith. The bidder/proponent hereby agrees to comply with the Ordinance and the associated Regulations if awarded a contract pursuant to this solicitation. I am authorized to make the above representations on behalf of the bidder or proponent.

**AUTHORIZED REPRESENTATIVE  
CERTIFICATION:**

\_\_\_\_\_  
**(Signature)**

**NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## **EXHIBIT A**

### **PREMISES / ASSIGNED LOCATIONS**



## EXISTING VENDING LOCATIONS

### Terminal 1

#### Baggage Claim

<b><u>4 Machines</u></b>	<b>Nearest Carousel</b>
Soda	2
Soda	4
Soda	5
Soda	7

#### Pre-security

<b><u>4 Machines</u></b>	<b>Nearest Concession</b>
1 Snack & 3 Soda	Great American Bagel

#### Ticketing Counters

<b><u>3 Machines</u></b>	<b>Nearest Location</b>
1 Snack & 1 Soda	Delta Airlines Ticket Counter
1 Soda	Exit 4

#### A Concourse

<b><u>8 Machines</u></b>	<b>Nearest Gate</b>
1 Snack & 1 Soda & 1 Ted Drewes Ice Cream	A17
2 Soda & 1 Fuel Rod Battery Charger Machine	A10
1 Snack & 1 Soda	A3

#### C Concourse

<b><u>10 Machines</u></b>	<b>Nearest Gate</b>
1 Snack & 2 Soda	C3
2 Soda	C9
1 Ted Drewes Ice Cream	C15
1 Fuel Rod Battery Charger Machine	C18
1 Snack & 2 Soda	C24

## **Terminal 2**

### **Baggage Claim**

<b><u>6 Machines</u></b>	<b>Nearest Location</b>
1 Soda	Carousel E1
2 Soda	Carousel E2
1 Snack & 2 Soda	Exit 11

### **Ticketing Counters**

<b><u>3 Machines</u></b>	<b>Nearest Location</b>
1 Soda	Entrance 1
1 Snack	Entrance 2
1 Soda	Entrance 3

### **E Concourse**

<b><u>17 Machines</u></b>	<b>Nearest Gate</b>
1 Snack & 1 Ted Drewes Ice Cream	E8
2 Soda	E10
1 Fuel Rod Battery Charger Machine	E12
1 Snack & 2 Soda	E18
1 Ted Drewes Ice Cream	E20
1 Fuel Rod Battery Charger Machine	E22
1 Snack & 1 Soda & 1 Go Baby Machine	E29
1 Fuel Rod Battery Charger Machine	E34
1 Snack & 1 Soda	E38
1 Soda	E40