

# AUTHORIZED AND APPROVED

## MEMORANDUM



OCAT Agenda  
Item No. IV. R  
5/23/2024

TO: Trustees, Oklahoma City Airport Trust

FROM: Jeff Mulder, Director of Airports

Request for Proposals to be advertised for the solicitation of a Concession Services Agreement for the Operation and Maintenance of Automated Teller Machines, RFP-OCAT-2404.

**Location:**

Will Rogers World Airport

**Background:**

The Trust is soliciting requests for proposals for a single Proposer/Contractor to enter into a Concession Services Agreement to provide the operation and maintenance of automated teller machines at Will Rogers World Airport.

It is anticipated the contract will be for a 5-year term, consisting of a three (3) year Primary Period from the effective date, and two (2) one-year Option Periods, at the end of the Primary Period, where the Concessionaire may continue to lease the Premises at mutually agreeable terms and conditions.

**Proposals Received:**

June 26, 2024, 4:00:00 p.m., CDT

**Recommendation:** Request for Proposals be approved, and the Secretary be authorized to advertise for bids.