



REQUEST FOR PROPOSALS  
FOR  
AUTOMATED TELLER MACHINE (ATM) SERVICES

The Pease Development Authority (“PDA” or “Owner”) will receive sealed proposals at the Pease Development Authority, Corporate Office, located at 55 International Drive, Portsmouth, New Hampshire 03801 until 12:00 p.m. local time, on July 23, 2021 for the purpose of automated teller machine services terms and conditions set forth in the proposal specifications available from PDA.

Five (5) hard copies of your proposal must be submitted in a sealed package clearly marked “Proposal Documents Submitted by (*insert firm’s name*) for ATM Concession: Attention Finance Department” with the name and address of the proposer on the outside of the packages. Proposals delivered after 12:00 p.m. local time on July 23, 2021 will be returned unopened.

Questions regarding this request shall be directed to Melanie Walsh, Airport Operations Administrative Assistant, 55 International Drive, Portsmouth, NH 03801. Questions should be made in writing, and may be made via email to [m.walsh@peasedev.org](mailto:m.walsh@peasedev.org). No questions will be accepted after 3:00 p.m. local time on July 15, 2021.

The purpose of this Request for Proposal (“RFP”) is to provide prospective vendors with our requirements and to establish a consistent evaluation process for all responding vendors.

The Pease Development Authority is an Affirmative Action Employer. Disadvantaged Business Enterprise (DBE) participation is encouraged.

For information please contact Melanie Walsh, Airport Operations Administrative Assistant at (603) 433-6536. Copies of the RFP can be obtained at [www.peasedev.org](http://www.peasedev.org).

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