

**CITY OF SUISUN CITY
NOTICE OF REQUEST FOR APPLICATIONS
STOREFRONT RETAILER/DISPENSARY**

Date: July 15, 2020

As of the date of this Notice, the City of Suisun City (“City”) has released a Request for Applications (“RFA”) pursuant to Suisun City Code (“SCC”) Section 18.49.160(B). The purpose of the RFA is to solicit applications from interested parties seeking to open and operate a cannabis storefront retailer/dispensary (“Storefront Retailer”) in the City. Under SCC Section 18.49.160(A)(1), no more than one (1) Storefront Retailer may be permitted to operate within the City at any given time. Responses meeting the requirements of the RFA shall be considered applications for a Commercial Cannabis Business Permit (“CCBP”) to operate a Storefront Retailer in the City.

BEFORE YOU APPLY:

- Review Chapter 18.49 (Cannabis Regulatory Program) of the Suisun City Code, available at: www.suisun.com/cannabis, with particular attention to Sections 18.49.080, 18.49.090, 18.49.150 and 18.49.160.
- Review the other RFA materials available on the City webpage: www.suisun.com/cannabis, which includes the following information, in addition to this Notice:
 - RFA Guidelines and Procedures;
 - Supplemental Security Requirements – Storefront Retailers;
 - Resolution No. 19-119, Approving the RFA Guidelines and Procedures, Supplemental Security Requirements, and Notice of RFA;
 - Resolution No. 19-120, Adopting Fees Applicable to the RFA Process; and Notice of Public Hearing Regarding Adoption of Fees;
 - Background Live Scan form and appointment scheduling link;
 - Frequently Asked Questions, as available.
- Review your application in its entirety to ensure it is complete and accurate.

RFA PROCESS

The RFA process is set forth in detail in the RFA Guidelines and Procedures, and is governed by SCC Chapter 18.49. The process consists of the following three phases:

1. Notice and Initiation of RFA Process

With the release of this Notice, the City has initiated the RFA process. This Notice has been posted to the City website and provided to all parties that have requested it from the City.

2. Application Period

Applications submitted in response to the RFA will be accepted from **8:00 a.m. on July 15, 2020 through 5:00 p.m. on September 1, 2020**. Applications must be delivered to City Hall no later than **5:00 p.m. September 1, 2020** in the manner set forth in the RFA Guidelines and Procedures, and must be accompanied by payment of an initial deposit in the amount of \$4,800

toward the CCBP Application Review Fee, as established by the City Council's adoption of the RFA Fee Resolution referenced above.

Late proposals WILL BE REJECTED. Furthermore, a proposal MAY BE REJECTED, in the City's sole discretion, if the application (including any attachments) submitted is deemed incomplete, untimely, or unresponsive to the requirements of the RFA Guidelines and Procedures or SCC Chapter 18.49.

3. Application Review

Upon expiration of the application period, City staff will open and evaluate all applications received pursuant to the RFA. The criteria for evaluation are provided in the RFA Guidelines and Procedures.

City staff will prepare a report summarizing its evaluation of the top five ranked applicants and identifying its recommended applicant, which shall be set for the consideration of the full City Council. The City Council will consider the applications, staff's evaluation, and interviews conducted, and the information presented at the hearing. Using the criteria listed the City's RFA Guidelines and Procedures, the City Council will determine whether to tentatively approve one of the applicants as the "recommended operator" for issuance of a CCBP pursuant to SCC Section 18.49.160(B)(4).

If the City Council tentatively approves a recommended operator, City staff will work directly with that applicant (commencing upon payment by the applicant of the required deposit toward the CCBP Application Fee, as established by the City Council's adoption of the RFA Fee Resolution referenced above) to complete the City's review of, and preparation of documentation concerning, all aspects of the proposed use, including but not limited to confirmation of compliance with Supplemental Security Requirements for Storefront Retailers/Dispensaries and other RFA materials, confirmation of compliance and compatibility with applicable City laws, regulations, and zoning standards, development of proposed conditions of approval, and CEQA review of the proposed use. City staff will then present the documents to the City Council for consideration of final approval of the applicant for issuance of a CCBP.

Prior to issuance of a CCBP and commencement of operations, the selected applicant/permittee must make payment of all required fees and comply with all applicable City laws, regulations, standards, and conditions as referenced above.

WITHDRAWAL OF APPLICATIONS

An applicant may withdraw his/her application at any time by submitting a written request for withdrawal to:

Greg Folsom
City Manager
City of Suisun City
701 Civic Center Boulevard
Suisun City, CA 94585

In accordance with the RFA Guidelines and Procedures, deposited funds remaining unspent at the time of submission of a written request for withdrawal will be refunded. However, deposited funds which have been applied by the City prior to submission of such a request will not be refunded.

THE CITY'S RESERVATION OF RIGHTS

The City's establishment and initiation of the RFA process does not commit it to pay any costs related to any application, including but not limited to costs incurred in the preparation or review of

an application. Notwithstanding initiation of the RFA process, the City is not obligated at any time to approve any application for issuance of a CCBP for a Storefront Retailer. The City may, at any time and in its sole discretion, modify, postpone, or cancel the RFA process and reject all applications without liability, obligation or commitment to any person or entity, and the City is not required to thereafter issue/re-issue any new or subsequent RFA. The City reserves the right to require additional information from any applicant as it deems necessary to complete application review, and reserves the right to waive any irregularities in any application.

CONTACT

If you have any questions please refer to our website at <http://www.suisun.com/cannabis> or e-mail developmentsservices@suisun.com.