



City of San Antonio

ADDENDUM II

SUBJECT: Request for Proposals, Food, Beverage, and Retail Prime Concessionaire for San Antonio International Airport, (**RFP 18-014**), Scheduled to Open: June 6, 2018. Date of Issue: January 18, 2018.

FROM: Denise D. Gallegos, C.P.M., CPPB
Procurement Administrator

DATE: February 28, 2018

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. II TO THE ABOVE REFERENCED
REQUEST FOR PROPOSALS**

THE ABOVE MENTIONED REQUEST FOR PROPOSALS IS HEREBY AMENDED AS FOLLOWS:

1. **Delete:** RFP Section 003-Background, Labor Peace Agreement Requirement is deleted in its entirety:

“Labor Peace Agreement

Under this RFP, Respondents must submit two proposals: 1) in compliance with following Labor Peace Agreement requirement and 2) assuming that Labor Peace Agreement requirements will not be applicable.

Under a Labor Peace Agreement requirement, all solicitation documents and contracts for terminal concessions at SAT must include a requirement to implement a labor peace agreement between the concessionaire, its affiliates and its subtenants, if any, and any requesting labor organizations which represent or reasonably might represent employees working as part of the prime concession agreement, which shall include terms allowed by law and Federal Aviation Administration requirements, in harmony with SAT operational standards, including, at minimum, a binding and enforceable provision which prohibit work stoppages, boycotts, and other service disruptions by such labor organization, its members, and agents at any SAT properties.

Any Respondent not conforming with the dual submittal requirement will be considered non-responsive and disqualified from award consideration.”

2. **Delete:** The following section is deleted from RFP Section 008-Proposal Requirements:

“Respondents must submit two complete proposals as follows:

- One proposal which complies with the Labor Peace Agreement requirement – AND –
- One proposal which assumes Labor Peace Agreement requirements will not be applicable.

*Any Respondent not conforming with the dual submittal requirements will be considered non-responsive and disqualified from award consideration.

For each proposal, submit the following:

1. One COMPLETE original hard copy of the proposal, signed in ink
2. Seven hard copies **WITH ONLY TABS 1-4** and the associated documents for:
 - a. Executive Summary
 - b. General Information Form
 - c. Experience, Background, and Qualifications
 - d. Proposed Plan
3. One compact disk or USB flash drive containing the following:
 - a. One COMPLETE proposal as a single Adobe PDF
 - b. Separate, labeled, Adobe PDFs of the Table of Contents and each “Tab” listed below
 - c. One Excel workbook RFP Attachments A-1 through A-13”

3. **Change:** RFP Section 10-Submission of Proposal, first paragraph is revised to read as follows:

“Respondent shall submit one **COMPLETE** original signed in ink, **7** hard copies **WITH ONLY TABS and documents for Executive Summary; General Information Form; Experience, Background and Qualifications; Proposed Plan, etc. (NO ACDBE AND/OR COMPENSATION TO BE INCLUDED)** and one copy of the proposal on compact disk (CD) containing an Adobe PDF version of the entire proposal in a sealed package clearly marked with the project name, “**Food, Beverage, and Retail Prime Concessionaire**” on the front of the package. The name and address of Respondent, the due date for submission of proposals, RFP number and title of the solicitation shall be marked on the outside of the envelope(s). All times stated herein are Central Time. Any proposal or modification received after the time and date stated on the Cover Page shall be rejected.”

4. **Change:** RFP Section 10-Submission of Proposal, Proposal Format, first paragraph is revised to read as follows:

“Proposal Format. Each proposal shall be typewritten, single spaced and submitted on 8 ½” x 11” white paper. Place proposal inside a three ring binder.”

5. **Change:** RFP Attachment A, Part Two, Experience, Background, Qualifications, first sentence is revised to read as follows:

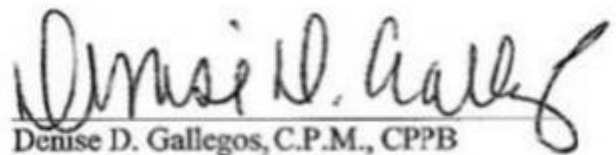
“Prepare and submit narrative responses to address the following items.”

6. **Delete:** RFP Attachment A, Part Two, Experience, Background, Qualifications, Item 3i and associated asterisks are deleted:

“i.* Experience with Labor Peace Agreements”

“*Response to Question 3i. only to be included in proposal submission which includes Labor Peace Agreement requirements.”

7. **Change:** RFP Attachment A, Part Three, Proposed Concession Plan, first sentence is revised to read as follows:
“Prepare and submit responses to address the following items.”
8. **Change:** The following sentence is deleted from RFP Attachment H, Signature Page:
“If awarded a contract in response to this RFP, Respondent and any affiliate(s), joint venturer(s), and/or sub-tenant(s) will comply with the provisions set forth in RFP Section 003, Background, Labor Peace Agreement Requirement.”
9. **Change:** RFP Attachment I, Proposal Checklist is deleted and replaced with RFP Attachment I, Proposal Checklist – REVISED-2, attached to this Addendum II.



Denise D. Gallegos, C.P.M., CPPB
Procurement Administrator
Finance Department – Purchasing Division

RFP ATTACHMENT I

PROPOSAL CHECKLIST – REVISED-2

Use this checklist to ensure that all required documents have been included in the proposal and appear in the correct order.

Tab #	Document	Initial to Indicate Document is Attached to Proposal
	Table of Contents	
1	Executive Summary	
2	General Information and References (RFP Attachment A, Part One)	
3	Experience, Background & Qualifications (RFP Attachment A, Part Two) <ul style="list-style-type: none"> • Attachment A-1 (Qualifications & Experience of Respondent) • Attachment A-2 (Respondent's Experience Managing & Operating a Variety of Concepts) • Attachment A-3 (Experience of Respondent's & Respondent's Partners with Proposed Concepts) 	
4	Proposed Concession Plan (RFP Attachment A, Part Three) <ul style="list-style-type: none"> • Attachment A-4 (Concept Descriptions) • Attachment A-5 (National Brands, Local/Regional Concepts and Operators) • Attachment A-6 (Main Menu Offerings) • Attachment A-7 (Healthy Menu Offerings) • Attachment A-8 (Retail Offerings) • Attachment A-9 (Sample Menu/Retail Prices) • Design of Facilities Plan • Design and Construction Phasing Plan • Operations Plan 	
* THE FOLLOWING TABS MUST ONLY BE IN THE "ORIGINAL" PROPOSAL. DO NOT INCLUDE IN COPIES *		
5	Proposed Financial Plan (RFP Attachment A, Part Four) <ul style="list-style-type: none"> • Attachment A-10 (Projected 10-Year Gross Sales and Rent for each proposed location) • Attachment A-11 (Projected 10 Year Gross Sales, Percentage Rent, and MAG) • Attachment A-12 (ProForma for each location) • Attachment A-13 (Assumptions) • Capital Financing Plan 	
6	Compensation Schedule (RFP Attachment B)	
7	+Contracts Disclosure Form (RFP Attachment C)	
8	Litigation Disclosure Form (RFP Attachment D)	
9	+Airport Concessions Disadvantaged Business Enterprise Program (RFP Attachment E)	
10	+ Veteran-Owned Small Business Program Tracking Form (RFP Attachment F)	
11	+Certificate of Interested Parties (Form 1295) (RFP Attachment G)	
12	Proof of Insurability (See RFP Exhibit 5) Insurance Provider's Letter Copy of Current Certificate of Insurance	
13	+Proposal Bond (See RFP Exhibit 7)	
14	Financial Information	
15	+ Signature Page (RFP Attachment H)	
16	Proposal Checklist (RFP Attachment I)	
17	Franchise Agreement, if any	
18	Comments on Draft Concession Agreement	
19	+ Addendum, if any	
	One COMPLETE (1) Original, seven (7) hard copies WITH ONLY TABS and documents for Executive Summary; General Information Form; Experience, Background, and Qualifications; Proposed Plan, etc. (NO ACDBE or COMPENSATION TO BE INCLUDED in the 7 copies) and one (1) CD or USB flash drive of entire proposal in PDF format.	

+ Documents marked with a "+" on this checklist require a signature.

Be sure all forms that require a signature are done so prior to submittal of proposal.