



ADDENDUM III

SUBJECT: Food Service and Retail Concessions for San Antonio International Airport, (RFP 26-073, 6100019609), Scheduled to Close: September 23, 2026; Date of Issue: July 10, 2026

FROM: Charisma Esparza
Procurement Administrator

DATE: August 19, 2026

THIS NOTICE SHALL SERVE AS ADDENDUM NO. III - TO THE ABOVE REFERENCED REQUEST FOR PROPOSALS

Respondents shall be responsible for reading the entire addendum. All addenda issued for this solicitation shall be attached to and become part of the solicitation and resulting contract documents for this project. By submitting a response to a City solicitation, respondent is acknowledging the receipt of this addendum.

By virtue of this addendum, the specifications, requirements and amendments stated below become a permanent addition to the solicitation referenced above and any other supporting solicitation documents and postings.

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

1. **MODIFY:** RFP Section 004 - SCOPE OF SERVICE, 4.2 Concept and Package Descriptions, Package 1 Retail Concession Opportunities, *"First Contract Year Minimum Annual Guarantee (MAG): \$3,150,000"* is revised to read as follows: *"Second Contract Year Minimum Annual Guarantee (MAG): \$2,750,000; Third Contract Year Minimum Annual Guarantee (MAG): \$3,150,000."*
2. **MODIFY:** RFP Section 004 - SCOPE OF SERVICE, 4.2 Concept and Package Descriptions, Package 2 Food Service Concession Opportunities, *"First Contract Year Minimum Annual Guarantee (MAG): \$2,600,000"* is revised to read as follows: *"Second Contract Year Minimum Annual Guarantee (MAG): \$2,500,000; Third Contract Year Minimum Annual Guarantee (MAG): \$2,600,000."*
3. **MODIFY:** RFP Section 004 - SCOPE OF SERVICE, 4.2 Concept and Package Descriptions, Package 3 Food Service Concession Opportunities, *"First Contract Year Minimum Annual Guarantee (MAG): \$1,200,000"* is revised to read as follows: *"Second Contract Year Minimum Annual Guarantee (MAG): \$1,000,000; Third Contract Year Minimum Annual Guarantee (MAG): \$1,200,000."*

4. **MODIFY:** RFP Section 004 - SCOPE OF SERVICE, 4.2 Concept and Package Descriptions, Package 4 Duty Free Retail Concession Opportunities, “First Contract Year Minimum Annual Guarantee (MAG): \$380,000” is revised to read as follows: “Second Contract Year Minimum Annual Guarantee (MAG): \$300,000; Third Contract Year Minimum Annual Guarantee (MAG): \$380,000.”
5. **MODIFY:** RFP Section 004 - SCOPE OF SERVICE, 4.2 Concept and Package Descriptions, Package 1 Retail Concession Opportunities, Unit Numbers C2525, C2531, and C 2537 are modified as follows:

Unit No.	Approximate Sq. Ft.	Desired Concept and Menu	Target Occupancy Date
C2525	79	RMUs. Retail Merchandising Units (RMUs) should be merchandised with local specialty retail products, which could include jewelry, accessories, home goods, stationery, packaged specialty foods, personal care products, or other local specialty products.	January 14, 2028
C2531	113		
C2537	79		

RMUs must be in service and open for business by the end of Contract Year 2. The length of the subleases or licenses for the RMUs is at the Selected Respondent’s discretion.

RMUs should operate during regular concession operating hours (however, Respondent may propose shorter operating hours for the RMUs). Transitions between RMU operators may last up to one week.

6. **REPLACE:** RFP ATTACHMENT B, PART ONE, FINANCIAL OFFER FORM, has been replaced with the new form in ATTACHMENT B, PART ONE, FINANCIAL OFFER FORM (revised 8.15.26). The new form includes the updates to the rent requirements listed in EXHIBIT 11 - DRAFT Concessionaire Agreement, Article 3 revision (see #7) and reduces the rent premium for alcoholic beverages to two percent (2.0%).
7. **MODIFY:** EXHIBIT 11 - DRAFT Concessionaire Agreement, Article III, Section 3.01 RENTAL PAYMENTS, Paragraphs (a) through (i), are revised to read as written in EXHIBIT 11 - DRAFT Concessionaire Agreement, Article 3 revision, this document will be posted as a separate file.
8. **MODIFY:** RFP Section 004 - SCOPE OF SERVICE, 4.2 Concept and Package Descriptions, Package 2 Retail Concession Opportunities, Unit Number C2529 is modified as follows:

Unit No.	Approximate Sq. Ft.	Desired Concept and Menu	Target Occupancy Date
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National Brand Coffee. National brand coffee concept offering freshly brewed hot and cold coffee and tea drinks and cold bottled beverages. A selection of pre-packaged snacks, branded yogurts, fruit, and baked goods (including gluten free and vegan options) should be available for carry-out in convenient packaging. Breakfast options, such as hot breakfast sandwiches, oatmeal, fruit, branded yogurt, and baked goods should be provided throughout the morning.
Non-Permitted Items: alcoholic beverages; merchandise not associated with the brand; vending machines

9. **MODIFY:** Response to Addendum II, question 8 is changed to “*The City currently anticipates that the logistics costs associated with the CRDC will be in the following ranges, as a percent of Gross Receipts:*
Retail: 0.75% to 1.25% of Gross Receipts
Food Service: 1.25% to 2.0% of Gross Receipts
Once the CRDC costs are established, the City will negotiate final cost terms with the Successful Respondents based on gross receipts, weight, and/or volume.”
10. **MODIFY:** Response to Addendum II, question 37 is changed to “*Modifications to the MAGs will be addressed in Addendum III.*”
11. **MODIFY:** Response to Addendum II, question 39 is changed to “*Please refer to response to Addendum II, Question 8.*”
12. **MODIFY:** Response to Addendum II, question 52 is changed to “*Modifications to the MAGs will be addressed in Addendum III.*”
13. **MODIFY:** Deadline to submit questions regarding this RFP as stated in Section 11 – Restrictions on Communication, and Section 14 – Schedule of Events is extended to August 21, 2026, 4:00 p.m. CST.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 011, RESTRICTIONS OF COMMUNICATION:

Question 1: Response:	In the past Attachment A has been provided as an Excel form. However, it seems that excel sheet for Attachment A was not released with the RFP. Will this be released? The only Excel spreadsheet response for Attachment A will pertain to Part 8 – Pro forma; no other spreadsheets will be provided for this RFP.
Question 2:	For a Joint Venture in which no single JV participant holds a majority or controlling interest, may the JV members collectively demonstrate compliance with the Minimum

Response:	Qualifications, or must each JV member independently satisfy the Minimum Qualification requirements? Per RFP Attachment A, Part 2 – Experience, Background, and Qualifications, “If no single entity holds a controlling interest, then each entity in a group of entities comprising a controlling interest must meet all of the Minimum Qualifications for the joint venture, partnership, or LLC to be considered for award of the Agreement.”
Question 3: Response:	How will the City evaluate financial capacity for a Joint Venture proposal based on the combined financial resources of all Joint Venture members, or based solely on the controlling member and/or contracting entity? Per RFP Section 008 – Proposal Requirements, Financial Information, “If Respondent is a joint venture, partnership or LLC, then the following information shall be submitted for each separate entity in the joint venture, partnership or LLC.” Combined resources will be considered for evaluation.
Question 4: Response:	For a Joint Venture or Co-Respondent proposal, does the requirement for three reference letters apply to the Joint Venture team collectively, or must each Joint Venture member separately provide three reference letters? Each Joint Venture member or Co-Respondent should complete RFP Attachment A, Part One, General Information Form, which should include three (3) reference letters for each Joint Venture member or Co-Respondent.
Question 5: Response:	For a Joint Venture proposal, does the City require the Proposal Bond and Performance Bond to be issued solely in the name of the Joint Venture entity, or must all Joint Venture partners be named on the bond? A single Proposal Bond and Performance Bond are required from the Joint Venture entity.
Question 6: Response:	For a Joint Venture submission, is Attachment C (Contracts Disclosure Form) required to be completed and submitted by each JV member, or only by the Joint Venture entity/lead Respondent? RFP Attachment C, Contracts Disclosure Form, should be completed by each Joint Venture member or Co-Respondent.
Question 7: Response:	For a Joint Venture Respondent, should Form 1295 be completed by each JV member, or only by the contracting Joint Venture entity that will enter into the agreement with the City? RFP Attachment H, Certificate of Interested Parties (Form 1295), should be completed and submitted by the Joint Venture entity.
Question 8: Response:	For a Joint Venture submission, must evidence of insurance compliance (Certificates of Insurance and proof of ability to obtain the required coverage) be provided by each JV member, or only by the contracting Joint Venture entity and/or lead venturer? Proof of ability to obtain the required insurance coverage shall be provided for the Joint Venture entity. Current Certificate of Insurance shall be provided by each Joint Venture member or Co-Respondent.
Question 9: Response:	When does the City anticipate issuing the Draft Concession Agreement referenced in Exhibit 11, and will proposers have an opportunity to submit questions regarding the agreement following its release? Exhibit 11 - Draft Concessionaire Agreement was released with Addendum II of this RFP. Questions will be extended to August 21, 2026, 4:00 p.m. CST.

Question 10:	For a Joint Venture or Co-Respondent submission, does the City require a specific format or minimum content for the Co-Respondent letter submitted through SAePS? If so, will the City provide a template or identify the required representations that must be included?
Response:	The City does not require a specific format for a Joint Venture or Co-Respondent letter. If a Respondent is submitting as a Joint Venture, ensure that Attachment E-3, JV Ownership Operating Structure Schedule, is completed and submitted, and the following documents are submitted for each participating firm within the Joint Venture: • Attachment A, Part One, General Information section, • Attachment A, Part Two, Experience, Background, and Qualifications, • Attachment C, Contracts Disclosure Form, • Attachment D, Litigation Disclosure Form • Attachment I, Signature Page • Financial Information
Question 11:	Given that operations are expected to begin mid-year (June 30, 2028), should the finance forms (Attachment A, Part 8 - Proforma Packages) be completed treating the first and last years as partials years, or should each year be treated as a full year of operations? For example, mid-2028 (reflect half a year's sales) to mid-2040 (reflect half a year's sales). If not, can you please provide clarity around the expectation for these forms.
Response:	Please assume six (6) months of operations in 2028 when completing Attachment A, Part 8 – Pro Formas.
Question 12:	Are the MAG dollar amounts switched between the two F&B packages, or are they correct?
Response:	The MAG amounts were not switched. Please refer to the updated package minimum annual guarantees listed in Items 1-4 above.
Question 13:	There are four spaces identified in the map, but not part of the RFP. What is the plan for those spaces, and is there a minimum amount of enplanements required in Terminal C before they get developed?
Response:	As stated in Addendum II, Question 13, additional concession spaces will be leased in Terminal C to meet the needs of future passenger demand. As passenger counts grow, the concession program will grow.
Question 14:	The submittal instructions state submitting one complete electronic submission, but also states each section should be attached as a separate file/uploaded as a separate attachment. When submitting the proposal in the portal, should Respondents upload 24 separate files, per Section 008 of the RFP?
Response:	Each of the required items should be uploaded as individual files, along with a single combined file containing all the documents. For detailed guidance on the necessary documents, please refer to RFP Attachment 8, the Proposal Checklist.
Question 15:	There are four spaces listed on the maps in the design criteria manual, that do not appear in the RFP – C2502, C2505, C2405 and C2404. What is the status of these spaces?
Response:	Please refer to the response to Question No. 13.
Question 16:	On page 82 of the RFP, the MAG for Package 3 is spelled out as “Two Million, Four Hundred Thousand Dollars”, but shown as a number as \$1,200,000. Please clarify what the correct MAG amount is.
Response:	Please refer to the updated package minimum annual guarantees listed in Amendments 1-4 above.
Question 17:	Being a new terminal and not having any historical data, would the authority consider waving the MAG in year one, and establishing a base number after we determine baseline sales/percentage rent?
Response:	

	Please refer to items 1-4 and Items 6-7 above as well as EXHIBIT 11 - DRAFT Concessionaire Agreement, Article 3 revision and Attachment B, Part 1 - Financial Offer (rev 8.15.26), of this Addendum III for revisions to the MAGs and rent structure.
Question 18:	What are the projected enplanements for the first year of operations? The proforma states 5.5 million, but we are assuming that is for the entire airport and not what Terminal C will be exposed to.
Response:	Please refer to the answers provided in Addendum II, to questions 20 and 36 regarding enplanements and airline gate assignments as well as the airline market share information in the RFP.
Question 19:	Are there minimum percentage rent levels?
Response:	No, there are no minimum percentage rent levels.
Question 20:	It is our understanding, that the total international operation to manage enplaned passengers, is currently being handle in Terminal A. Will the entire enplaned international operation move to terminal C? or it will be handled in both terminals; "A" and "C".
Response:	This is a very important topic for our internal evaluation, to project our gross revenue accordingly to the corresponding international traffic in terminal "C". All international departures are currently planned to occur in Terminal C.
Question 21:	Is the expectation that each RMU have renderings completed as well? Or can those be described through product offerings alone?
Response:	RMUs can be described using product offerings, brands, and other descriptive elements. Renderings may also be provided, but they are not mandatory. Photographs from other locations may be provided as examples.
Question 22:	In speaking with several local small businesses about the RMU opportunities, many have expressed strong interest in participating but significant concern about committing to a 12 year term. For most, the financial risk associated with a long term lease is simply too great. Given this feedback, would the City/Airport consider either: (A) removing the RMUs from the concession program and allowing the Prime to feature local products within the Travel Essentials and Specialty spaces, or (B) administering the RMU program directly through flexible, shorter term licenses that provide local small businesses with a more realistic and manageable path to participation? Either approach would meaningfully expand access for local entrepreneurs while maintaining the Airport's goals for local representation and sense of place.
Response:	Please refer to item 5 in this Addendum (III).
Question 23:	Space C2529, allocated for National Gourmet Coffee, is not large enough to support the sales volume potential for this concept. Has there been any consideration to expanding or moving to a larger space? Either combining the space with the inactivated "retail" space, directly adjacent...OR reassigning the National Coffee concept to one of the two inactivated F&B spaces that are adjacent to the patio. The proper square footage could result in 50%+ in additional revenue.
Response:	The Selected Respondent will be allowed to occupy up to approximately 360 square feet of the leasable footprint for this unit as shown below.

Question 24:	For space C2529, is it acceptable to build out on the entire leasehold space, and having queuing outside the leasehold? While still falling short of full sales potential, it would allow for more equipment to help support the volume. Starbucks specifically has stated that they cannot fit their operation into the orange "build out space" shown in the LOD.
Response:	Please refer to the response to Question 23 (above) as well as the response to Question 48 in Addendum II.
Question 25:	In package 2 Unit 2529 SAT requires a Nation Brand, we have very few national brands that adhere to your description of national can there be flexibility. Also Starbucks and Dunkin are national but they are clearly Not Gourmet Coffee by definition and SAT is asking for Gourmet Quality. Can there be flexibility of how we arrive at a successful coffee program?
Response:	Please refer to the revised concept description included in Item 8 in this Addendum (III) above.
Question 26:	Location F&B C2604 is not included in any of the packages. F & B is universal for Food and Beverage so wanted to understand what the intended use of that space so we can anticipate its purpose.
	Figure 13: Concession Plans - Level 2 - Area B SAT Tenant Design Guideline Issued xx/xx/2026
Response:	Please refer to the response to Question No. 13. Future concepts will be finalized based on the outcome of this RFP. Unit C2604 is currently programmed for a Fast Casual concept with a bar.
Question 27:	I am requesting to extend the due date 3 to 4 weeks. Lots of real challenges in the local Food & Beverage industry that are causing pause and hesitation to participate in this bid. In order to create a strong local platform, we would appreciate careful consideration of this request.
Response:	The RFP submittal deadline will remain as September 23, 2026, 11:00 a.m. CST.
Question 28:	Please confirm that we are allowed to combine units C2523 and C2524 as a combined multi-unit store that is inclusive of men's and women's apparel and accessories.
Response:	Yes - As stated in the concept description for Units C2523 and C2524, these units may be proposed as one, combined multi-brand store that should include a variety of product types from several different local, regional, and/or national brands. Products could include, but not be limited to, men's and women's apparel, accessories, local products, personal care and cosmetic items, and specialty local food items.

Question 29:	Please confirm whether we are to follow the RFP Sequence or the Proposal Checklist Sequence. <table border="1"> <thead> <tr> <th>RFP Sequence (starting page 28)</th><th>Proposal Checklist</th></tr> </thead> <tbody> <tr> <td>Veteran-Owned...</td><td>Veteran-Owned...</td></tr> <tr> <td>Proposal Bond</td><td>Proof of Insurability</td></tr> <tr> <td>Proof of Insurability</td><td>Financial Information</td></tr> <tr> <td>Financial Information</td><td>Proposal Bond</td></tr> <tr> <td>Cert of Interested Parties</td><td>Cert of Interested Parties</td></tr> <tr> <td>Signature Page</td><td>Signature Page</td></tr> <tr> <td>Addenda</td><td>Proposal Checklist</td></tr> <tr> <td>Proposal Checklist</td><td>Addenda</td></tr> </tbody> </table>	RFP Sequence (starting page 28)	Proposal Checklist	Veteran-Owned...	Veteran-Owned...	Proposal Bond	Proof of Insurability	Proof of Insurability	Financial Information	Financial Information	Proposal Bond	Cert of Interested Parties	Cert of Interested Parties	Signature Page	Signature Page	Addenda	Proposal Checklist	Proposal Checklist	Addenda
RFP Sequence (starting page 28)	Proposal Checklist																		
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Financial Information	Proposal Bond																		
Cert of Interested Parties	Cert of Interested Parties																		
Signature Page	Signature Page																		
Addenda	Proposal Checklist																		
Proposal Checklist	Addenda																		
Response:	Please submit your documents in the sequence outlined in the RFP Attachment I, Proposal Checklist.																		
Question 30:	Please confirm whether the support space allocated is inclusive of office space and will a buildout be required?																		
Response:	With the exception of Unit C1845 assigned to Package 2 and Unit C2342 assigned to Package 4, the support space allocated will be fenced storage “cages” in a shared space. Please also refer to the response to Question 40 in Addendum II of this RFP.																		
Question 31:	Do they have a CRDC operator yet?																		
Response:	- What are the Fees %? - Considering that we have the capability to self-certify, please confirm we would be exempt from any fees. Please refer to the response to Question 8 in Addendum II of this RFP. Please also refer to Section 3.02(b) of Exhibit 11 - DRAFT Concessionaire Agreement, Article 3 revision.																		
Question 32:	What are the operator rates?																		
Response:	If this question is about CRDC rates, please refer item 9 of this Addendum (III) above.																		
Question 33:	When do you expect to have a CRDC operator in place?																		
Response:	The CRDC is anticipated to be in operation January 2028.																		
Question 34:	CRDC structure – are we required to be in the same facility if we need more storage or go offsite?																		
Response:	Please refer to the response to Question No. 50 in Addendum II to this RFP regarding the potential availability of additional storage.																		
Question 35:	Schedule – will CRDC operator operate evenings and weekends?																		
Response:	The CRDC operating schedule has not yet been determined, but it will be coordinated with all Concessions operators to ensure excellent service levels.																		
Question 36:	What Service Level Agreements (SLA) will the CRDC operator be held accountable for?																		
Response:	The specific services to be provided by the CRDC operator have not been finalized. They will be negotiated to ensure an excellent service level.																		
Question 37:	The RFP requests that we address procedures for handling customer complaints twice in RFP Attachment A Part 5. Please confirm that we can refer back to previously addressed responses in an effort to save space and pages.																		
Response:	Yes, respondents may refer to their previous responses to address any duplicate questions.																		
Question 38:	The Tenant Guidelines repeatedly outline a desire to keep the storefronts open and transparent, going as far as stating that “Opaque walls facing primary circulation shall not be permitted without approval” (pg. 103, section 5.1.2). In the Approved Security Options section, Sliding Security Doors are outlined as a permitted method of closure provided that “Concealed storage is integrated into the storefront design during business hours” (pg 109). Is it the airport’s desire to locate the gate storage within the openings provided between the base-building provided glazing, thus building out small opaque walls facing the concourse?																		
Response:																			

	Exhibit 10 - SAT Tenant Design Guidelines rev 3.27.26, Section 5.1.2 offers multiple design options, and the proposer should align the design option with the specific storefront conditions of the unit they are proposing. Some units have opaque walls that may incorporate sliding security doors more easily while other units will require close integration with the proposed design and merchandising plan or the selection of a different Security Option to achieve the TDG intent.
Question 39:	Section 5.1.2 mentions a Design Control Zone from 2'-0" to 4'-0" inside the lease line that must be free of merchandise, however the remainder of the document consistently references a Display Control Zone that extends to 5'-0" in depth from the lease line that permits "thoughtfully integrated and architecturally compatible" merchandising. Please confirm which is correct.
Response:	Storefront design and merchandising within the first 5'-0" of Leased Premises shall comply with the Display Control Zone requirements outlined in Exhibit 10 - SAT Tenant Design Guidelines rev 3.27.26, Section 5.1.4.
Question 40:	Please confirm whether Package 4 can be proposed and awarded contingent upon the award of Package 1.
Response:	The award of package 4 will not be contingent on the award of package 1.
Question 41:	Will the city consider an extension of two weeks from the due date of September 23, 2026?
Response:	The RFP submittal deadline will remain as September 23, 2026, 11:00 a.m. CST.
Question 42:	Please provide a draft concessions agreement.
Response:	Please refer to the response to Question 9 of this Addendum III.
Question 43:	Please confirm whether the proposed capital investment must be fully spent.
Response:	If the Selected Respondent has built out the premises in accordance with the final, approved plans and materials and complied with all terms of the Concession Agreement, the City may consider waiving any unspent, proposed capital investment at the sole discretion of the City.
Question 44:	Based on the information provided in the RFP under attachment A, Part two; Experience, Background, and Qualifications, numeral 2. Qualifications, we would like to know if the experience requirement can be met through a local operating partner with significant ownership in the Joint Venture. The local operating partner will have operational authority in the agreement.
Response:	Per RFP Attachment A, Part Two, Experience, Background, and Qualifications, Section 2. Qualifications: If Respondent is a partnership or joint venture formed for the purpose of responding to this RFP, a single partner owning at least fifty-one percent (51.0%) of the partnership or joint venture that will be responsible for the operation of the concession locations pursuant to the Concession Agreement to be awarded must meet the minimum qualifications and experience requirements in this section and present evidence of that experience in the Proposal.

Original Signature of Person Authorized to Sign Bid/Contract (Please Sign)	Procurement Administrator Finance Department, Procurement Division
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Signer's Name (Please Print)	

Vendor Name	

Vendor Address	

City	

State, Zip code	