



CITY OF ATLANTA

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Mayor

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DEPARTMENT OF PROCUREMENT
Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP
Chief Procurement Officer
asmith@atlantaga.gov

February 6, 2014

INTERESTED PROPONENT:

Re: Request for Proposals for Contract No. FC-6362 - Coffee & Bakery Concession in the Rental Car Center at Hartsfield-Jackson Atlanta International Airport

Attached is one (1) copy of **Addendum No. 3**, which is hereby made a part of the Request for Proposals for the above-referenced project.

For additional information, please contact Kiondria Walker, Contracting Officer, by telephone at (404) 330-6654 or via email at kmwalker@atlantaga.gov.

Sincerely,

Handwritten signature of Adam L. Smith in cursive script.
Adam L. Smith

ALS:kmw

Addendum No. 3

**Re: FC-6362, Coffee & Bakery Concession in the Rental Car Center at
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This Addendum forms a part of the Request for Proposal and modifies the original solicitation package as noted below:

- **Responds to written questions that the City's Department of Procurement received on or before the due date referenced in Addendum No 1.**
 - **Extends the time period in which Proponents may submit additional questions.**
 - **Extends Proposal due date.**
 - **Modifies Parts 2 and 5 of the RFP.**
-

Proposals are now due **Wednesday, February 26, 2014**, and should be time stamped no later than 2:00 p.m. EST on this day, and delivered to the address below:

Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP
Chief Procurement Officer
Department of Procurement
55 Trinity Avenue, S.W.
City Hall South, Suite 1900
Atlanta, Georgia 30303

.....
*****All other information in the Request for Proposal remains unchanged*****
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Acknowledgement of Addendum No. 3

Proponents must sign below and return this form with its proposal to the Department of Procurement, 55 Trinity Avenue, Suite 1900, Atlanta, Georgia 30303 as acknowledgement of receipt of this addendum on this _____ day of _____, 2014.

Legal Company Name of Respondent

Signature of Authorized Representative

Title

Date

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This Addendum No. 3 forms a part of the Request for Proposals for Project Number **FC-6362, Coffee & Bakery Concession in the Rental Car Center** of Hartsfield-Jackson Atlanta International Airport (“**RFP**”) and modifies the original solicitation package as noted in Part 1 below. Part 2 of this Addendum No. 3 responds to questions that the City of Atlanta’s (“**City**”) Department of Procurement received on or before the due date referenced in the RFP.

Part 1 - Modifications to the RFP

The following modifications and amendments are incorporated in the RFP by this reference:

1. The Proposal due date set forth in Addendum No 2 is hereby changed to **Wednesday, February 26, 2014**. Proposals should be time stamped no later than 2:00 PM EST on this day, and delivered to the address set forth in the RFP.
2. The date for the submission of questions related to this RFP has been extended. Any questions regarding this RFP should be submitted in writing no later than 5:00 PM EST on or before **Friday, February 14, 2014**. Questions should be submitted to the City’s contact person and in the manner set forth in the RFP.
3. **Delete Section 2.1.3(b) of Part 2** of the RFP and replace the same with the following in lieu thereof:
 - (b) **Desired Menu/Concept Requirements:** Menu should include branded coffee and espresso drinks, tea, and limited menu of baked goods (suitable for breakfast, such as muffins and bagels) and other takeaway snack items (such as prepared sandwiches, salads, and desserts). Food should be available in convenient “to go” packaging. Restaurant should also offer juices and water in a cup only (i.e., no bottled water or juices). Menu offerings shall be of high quality and offer good value to the customers. There must be portion-appropriate menu items for children. A newspaper selection consisting of at least two (2) local, six (6) national/out of town, and four (4) international/foreign newspaper titles of general circulation must be carried at all times.

Cosmetics, hosiery, and variety of health & beauty aid products in travel sizes. Disposable cameras, film, photographic accessories, and batteries. Travel-sized non-prescription medication and pain relievers. High quality regional gifts, souvenirs, and travel-related products. Business traveler supplies such as paper, pens, stationery, postage stamps sold at face value, and planners/calendars.

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- 4. Delete “Desired Menu/Concept Requirements” from Section 2.1.3(b) of Part 2** of the RFP and replace with the following in lieu thereof:

Desired Menu/Concept Requirements: Menu should include branded coffee and espresso drinks, tea, and limited menu of baked goods (suitable for breakfast, such as muffins and bagels) and other takeaway snack items (such as prepared sandwiches, salads, and desserts). Food should be available in convenient “to go” packaging. Restaurant should also offer juices and water in a cup only (i.e., no bottled water or juices). Menu offerings shall be of high quality and offer good value to the customers. There must be portion-appropriate menu items for children. A newspaper selection consisting of at least two (2) local, six (6) national/out of town, and four (4) international/foreign newspaper titles of general circulation must be carried at all times.

Cosmetics, hosiery, and variety of health & beauty aid products in travel sizes. Disposable cameras, film, photographic accessories, and batteries. Travel-sized non-prescription medication and pain relievers. High quality regional gifts, souvenirs, and travel-related products. Business traveler supplies such as paper, pens, stationery, postage stamps sold at face value, and planners/calendars.

- 5. Delete “Desired Menu/Concept Requirements” from Section 3 of Exhibit A of the Concessions Lease Agreement in Part 5** of the RFP and replace with the following in lieu thereof:

Desired Menu/Concept Requirements:

- Menu should include branded coffee and espresso drinks, tea, and limited menu of baked goods (suitable for breakfast, such as muffins and bagels) and takeaway snack items for other day-parts (such as prepared sandwiches, salads, and desserts)
- Food should be available in convenient “to go” packaging
- Restaurant should also offer juices and water in a cup only (i.e., no bottled water or juices)
- Menu offerings shall be of high quality and offer good value to the customers
- There must be portion-appropriate menu items for children
- A newspaper selection consisting of at least two (2) local, six (6) national/out of town, and four (4) international/foreign newspaper titles of general circulation must be carried at all times.
- Cosmetics, hosiery, and variety of health & beauty aid products in travel sizes.

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- Disposable cameras, film, photographic accessories, and batteries.
- Tobacco products and related accessories.
- Travel-sized non-prescription medication and pain relievers.
- High quality regional gifts, souvenirs, and travel-related products.
- Business traveler supplies such as paper, pens, stationery, postage stamps sold at face value, and planners/calendars.

Non-Permitted Menu/Concepts:

- Alcoholic beverages
- Candy & Chewing Gum
- Carbonated beverages
- Bottled juices & water
- Any and all sales from vending machines or other mechanical devices, including but not limited to: cigarettes, candy, maps, coffee, juice, water, newspapers, stamps, phone cards, insurance policies, and dispensation of cash, money orders, and checks
- All tobacco products, including, without limitation, electronic cigarettes/cigars
- Any menu item or concept that has not been approved in advance by the Aviation General Manager in writing.

Part 2 – Responses to Submitted Questions

Part 2 of this **Addendum No. 3** responds to questions that the City's Department of Procurement received on or before the due date referenced in the RFP.

- 1. Question:** Are there any plans to add a second food and beverage unit in the Rental Car Center on either floor?

RESPONSE: Yes, on the second floor of the east side of the Rental Car Center. However, that space is not a part of this RFP and the timeline for the release of that space has not been determined by the Department of Aviation.

- 2. Question:** Will the Purchasing dept or DOA identify the sources of utilities and telephone/data lines during the January 15 tour?

RESPONSE: No.

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- 3. Question:** Will you make a CAD file available to bidders before the contract award is granted?

RESPONSE: Yes, CAD files will be provided to the winning Proponent after the contract is awarded and fully executed.

- 4. Question:** Are we required to have tobacco products for sale or is it a suggested category?

RESPONSE: No, the sale of tobacco products is not permitted. Please see the changes in Part 1 of this Addendum Number 3 to the RFP.

- 5. Question:** May I suggest removing tobacco products from the menu Section 2.1 all together if one cannot sell them in vending machines. Tobacco products requires a lot space otherwise and besides one cannot smoke on the premises.

RESPONSE: See the response to Question 4 above.

- 6. Question:** Section 2.1.5 (b) - This information can be provided by references listed on form nine.

RESPONSE: No. Proponents must provide both the information requested in Section 2.1.5(b) and Form 9 of the RFP even if some or all of the information provided is duplicative.

- 7. Question:** I just wanted to make an inquiry as to whether or not the City of Atlanta anticipates any postponements or addendums to FC-6362 Coffee and Bakery at RCC? Thanks!

RESPONSE: Pursuant to Addendum Number 2, Proposals are now due on or before Wednesday, February 26, 2014 at 2:00 PM. See Section 9 of Part 1 of the RFP for delivery instructions.

- 8. Question:** I noticed in Addendum #1, Division 2 - Modification to Part 5 of the RFP Part 3 is replacing the Desired Menu/Concept Requirement. However Non-Permitted items language has some conflicts. For example, "cigarettes, maps, coffee, newspapers, stamps" are listed as non-permitted, but are also still listed in "desired menu/concept requirements". We understand that essentially no vending machine items are to be sold out of this concept. With the exception of chips/health snacks, however is there going to be any clarification, as the items sold will affect the bottom line for the proposed concept?

RESPONSE: Please note RFP Modifications #1 and #2, elsewhere in this Addendum.

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- 9. Question:** On page 14 section (B) list 3 examples of correcting a problem also is ambiguous. It appears like some is applying for a job.

RESPONSE: The information requested is used by the Department of Aviation to help its evaluation of each Proponent's experience and ability to handle issues or problems.

- 10. Question: Follow-up:** Same page (vii) - (viii) (ix) (x) These are questions that I may ask a potential employee but I don't think it apply to this RFP.

RESPONSE: The questions apply to this RFP. Please note that failure to answer the questions noted above may render a Proposal non-responsive.