



CITY OF ATLANTA

Kasim Reed
Mayor

SUITE 1900
55 TRINITY AVENUE, SW
ATLANTA, GA 30303
(404) 330-6204 Fax: (404) 658-7705
Internet Home Page: www.atlantaga.gov

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

January 19, 2016

Dear Proponents:

**Re: FC-8167 Luggage Wrapping Services at Hartsfield-Jackson
Atlanta International Airport**

Attached is one (1) copy of **Addendum No. 2**, which is hereby, made a part of the above-referenced project.

For additional information, please contact Mr. Philippe Jefferson, Contracting Officer, at (404) 865-8565, or via e-mail at pejefferson@atlantaga.gov.

Sincerely,

Adam L. Smith

ALS:pej



Addendum No. 2

**Re: FC-8167, Luggage Wrapping Services at Hartsfield-Jackson
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This Addendum forms a part of the Request for Proposal and modifies the original solicitation package and any prior addenda as noted below.

- **Responses to questions received from interested proponents.**

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Proposals are due **Thursday, February 4, 2016**, must be time stamped in no later than 2:00 p.m., and must be delivered to the address below:

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

**** All other information remains unchanged ****



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Acknowledgment of Addendum No. 2

Proponents must sign below and return this form with Proposals to the Department of Procurement, 55 Trinity Avenue, City Hall South, Suite 1900, Atlanta, Georgia 30303 as acknowledgment of receipt of this Addendum.

This is to acknowledge receipt of Addendum No. 2 for **FC-8167 Luggage Wrapping Services at Hartsfield-Jackson Atlanta International Airport** on this the _____ day of _____, 2016.

Legal Company Name of Proponent

Signature of Authorized Representative

Printed Name

Title

Date



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The following questions and/or clarifications were requested by various Contractors:

1.	Question	<p>Can you confirm the number of wrapping machines (selling and re-wrap), and their locations that you anticipate being operating at Atlanta International Airport? In particular, can you confirm the following messages we understood during the last Pre-Proposal Conference on Dec 8, 2015?</p> <ul style="list-style-type: none">• Successful proponent will be allowed to install and operate selling wrapping machines only at the Maynard Jackson International Terminal (Concourse F), and therefore maximum 4 machines (according to the number of available locations in Exhibit A.4).• Successful proponent will not be allowed to install and operate selling wrapping machines at the Domestic Terminal, unless it offers Optional Services leasing the 1,279 s.f. space available in the atrium of the Domestic Terminal. In this latter case, the proponent can install and operate 1 additional selling wrapping machine.• In addition, the successful proponent is expected to install and operate 2 additional re-wrap machines. <p>This information is key for preparing the Business Plan</p>
	Response	<p>Please propose the minimum and maximum number of machines needed to successfully operate the Luggage Wrapping Service at the Airport. You may include locations in the Maynard H. Jackson International Terminal, the Domestic Terminal and the Rental Car Center. The City of Atlanta will make a final decision on the number of machines and locations at the Notice to Proceed meeting after the contract is fully executed.</p> <p>The MAG requirements stated in the RFP shall remain the same.</p>
2.	Question	<p>Can you send detailed maps of location and layout of the 1,279 s.f. available space for Optional Services?</p>
	Response	<p>Please see attachment. Due to the Terminal Modernization Project, the size of the space for the Optional Services has decreased to 610 square feet. Please see attached drawing.</p>
3.	Question	<p>Can you confirm the deadline to submit the offers? In the RFP documents, two different dates are indicated, January 13 and January 14.</p>
	Response	<p>See Addendum #1. Proposals are due <u>Thursday, February 4, 2016.</u></p>



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4.	Question:	<p>Can you provide us with the number of passengers <u>checking in</u> from the Maynard Jackson International Terminal (Concourse F), <u>broken down by final destination</u>, for the last 5 years, as well as projections in the next 5-7 years?</p> <p>Please note that the key information is of passengers checking in the International Terminal, and not those departing from that Terminal, but checking in in the Domestic Terminal. Target passengers need to actually check in their bags at the International Terminal.</p> <p>If additional machines will be installed in the Domestic Terminal, can you provide us with the same information for the Domestic Terminal?</p> <p>This information is key for preparing the Business Plan</p>
	Response:	<p>Please click on the link. This is the only information available.</p> <p>http://www.atlanta-airport.com/Airport/ATL/operation_statistics.aspx</p>
5.	Question:	<p>Can you detail what additional products and services are allowed for sale at the wrapping stations? In particular, please specify if the following products and services are allowed for sale</p> <ul style="list-style-type: none">- Premium wrapping services, including wrapping, tracking service and refund guarantee- Special packaging services (duffle bag + wrapping service)- International calling cards- GPS tracking devices- Other bag related items (eg. locks, straps,...), if not currently sold at the Concourse <p>This information is key for preparing the Business Plan</p>
	Response:	<p>As stated in the RFP, proponent may offer baggage storage services and merchandise related to luggage wrapping, accessories, radio-frequency identification tags, luggage equipment or luggage itself.</p> <ul style="list-style-type: none">• Premium wrapping services are approved.• Special packaging services are approved.• International calling cards are not approved.• GPS tracking devices are approved.• Other bag related items if not currently sold post security are approved. <p>Within the proposal, please provide an operational and</p>



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		security plan for baggage storage services.
6.	Question:	Can you allow proponent to install Sales Kiosks, with product displays, beyond the size limits set in the RFP, in some of the proposed locations?
	Response:	No.
7.	Question:	What are the specific operational requirements and/procedures to operate a baggage storage service? For example, do we need to pre-screen the bags before deposit? Do we need to install and operate x-ray machines at the premises? Do our operators have to take special classes?
	Response:	Proponent's baggage storage services and operations, if proposed, must be conducted in a safe and secure manner and at no time may such services or operations pose a threat to the safety and security of the Airport. Within the proposal, please provide an operational and security plan for baggage storage services.
8.	Question:	Are sales taxes due for wrapping services in Atlanta?
	Response:	Georgia does have a state sales tax and many local governments in Georgia have additional sales taxes imposed on the sale of goods and services. Proponents are encouraged to seek out their own independent legal counsel regarding the impact of such taxes on the particular services proposed.
9.	Question:	Can you confirm that Appendix B and Appendix C will not be available to proponents during the RFP process?
	Response:	Both Appendix B & C are reserved and will be completed after the contractor has been selected and the contract finalized to be routed for execution by the Parties; however, Proponents are still required to submit a fully-executed Contractor's Affidavit with their proposal as required in the RFP.
10.	Question:	In case the proponent is a Joint Venture, what specific documents do you need to certify it? For example, do you need a JV contract, a letter of intent, or a simple declaration signed by both parties?



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	Response:	Joint Venture is not a requirement of this Project. Therefore, no specific documents regarding joint venture need to be certified by the City.
11.	Question:	Page 12 Art 2.4.3. Letters of Reference Can we provide reference contact information in a sheet separate from the Reference Letter?
	Response:	Letters of reference should be on Company letterhead about the Proponent and may be attached to the corresponding reference contact information.
12.	Question:	Page 21-24. Form 1 Can you confirm that we do not have to fill in the Subcontractor Affidavit during this phase?
	Response:	Confirmed. It is not necessary to include an executed Subcontractor Affidavit with the proposal.
13.	Question:	Page 35-37 – Form 4 Can you provide examples of proof of ability to obtain Performance Bond and proof of financial capacity?
	Response:	The Performance bond and proof of financial capacity should come from the company providing the Bond.
14.	Question:	Page 41 – Form 9 If Proponent is a newly formed company, is it ok if we provide references of the Parent company? Can we add references from sister companies as well?
	Response:	Yes, Proponent must clearly show a relationship between Parent Company and/or Sister Company.
15.	Question:	Page 90 – Exhibit A.1 What does “Percentage of Gross Receipts” mean? Is it “Percentage of Gross Revenues”? What should we write in the section “Projected Annual Revenue”?
	Response:	Please see section 5.1.2 for a definition of Gross Receipts. The terms “Gross Receipts” and “Gross Revenues” may be used interchangeably.



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16.	Question:	Page 107 – Exhibit D.1 How should we calculate the 1-year value of the contract? Is it the MAG offered or the estimated royalty calculated from the first year business plan?
	Response:	The first year value of the contract will equal the minimum annual guarantee (“MAG”) offered by the selected proponent.
17.	Question:	ACDBE <ul style="list-style-type: none"> • Can you confirm that only Federal Certified ACDBE registered in State of Georgia can contribute to get to the 41% goal? • Can you provide us with the directory of the Certified ACDBE?
	Response:	Yes, the ACDBE must be certified by the UCP Certification Agency for the State of Georgia. See all the Response to question no. 37 below. The Directory of Certified ACDBEs can be found at the website: http://www.dot.ga.gov/PS/Business/DBE
18.	Question:	ACDBE - Page 139 <ul style="list-style-type: none"> • In the section “Dollar Value of Work and Scope of Work” and “Percentage of Total Bid Amount” should we refer to our first year business plan, or to the average over the 5/7 years? • Can you provide the list of the NIAC Codes that are accepted to reach the 41% goal? • What should we write in the FC#?
	Response:	<ul style="list-style-type: none"> • A proponent’s participation plan must reflect the “Dollar Value of Work and Scope of Work” and “Percentage of Total Bid Amount” for the life of the base term of the contract. • The Codes should be NAICS Codes instead of NIAC Codes. The Code are: <ul style="list-style-type: none"> 453998 - All Other Miscellaneous Store Retailers (except Tobacco Stores) 488119 - Other Airport Operations 488190 - Other Support Activities for Air Transportation 721199 - All Other Traveler Accommodation • The FC# is the Project Number which is FC# 8167.



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19.	Question:	ACDBE - Page 140 <ul style="list-style-type: none"> • Can you confirm that in the section "Quantity" we can write N/A? • What should we write under the ACDBE Contract Amount? The expected amount for the first year of the contract, the average across the contract period? Other?
	Response:	Yes, in the section "Quantity," N/A is acceptable if, in fact, quantity is not applicable.
20.	Question:	ACDBE - Page 141-146 <ul style="list-style-type: none"> • Please confirm that the requirements in these pages are not applicable for this project
	Response:	<ul style="list-style-type: none"> • Pages 141-143 refer to the First Source Jobs program and are not mandatory for the referenced project • The Pages 144-146 refer to the establishment of Joint Ventures and the usage of Mentor Protégé program. These are not mandatory for the above reference project, however, if the information remains for guidance should a team voluntarily elect to pursue these arrangements.
21.	Question:	It's a non-exclusive tender; do you plan to open a tender again for competition?
	Response:	No, not at this time; however the City of Atlanta reserves the right at any time to solicit for any services deemed necessary.
22.	Question:	After commencement date 121 days to start operation. Then Full concessions to be paid?
	Response:	As stated in Section 3.9.4., rental obligations will begin the earliest of one hundred and twenty-one (121) days from the Commencement Date of this Agreement or on the date the operations begin.
23.	Question:	Please provide originating enplanement statistics for the international terminal only. Preferably by month and by airline. We want to know how many passengers have physically checked in at the international terminal. For Delta please provide the statistics for only the international terminal originating check in passengers.
	Response:	Please click on the link. This is the only information available. http://www.atlanta-airport.com/Airport/ATL/operation_statistics.aspx



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24.	Question:	Was the 40% percentage fee and \$200,000 MAG based on 15 luggage wrapping units? For bid submittal we were told to base all calculations on 4 sales units and 2 rewrap units (a total of 6 machines) in the international terminal only. This greatly changes the dynamics of the contract as the potential sales will be drastically decreased with the limited number of sales units and for this reason will the airport be adjusting the minimum MAG and percentage fees as described in the current RFP document?
	Response:	Please see response to question #1 above.
25.	Question:	What other concessionaire pays a 40% percentage fee or higher? (As industry experts we feel the minimum percentage set at 40% of gross receipts is not viable and will ultimately lead to a negotiation to lower the percentage fee. For a new airport the percentage fee minimum should be set at 15% to allow for the market to be educated and allow the awarded provider to sustain the operation.)
	Response:	The percentage fee will not be changed.
26.	Question:	Will a company be disqualified if we offer less than the minimum percentage (40%) fee defined?
	Response:	Yes.
27.	Question:	Can you clarify how the ACDBE goal is calculated for this contract? There were numerous examples used for construction contracts but they did not seem to apply to this RFP.
	Response:	The ACDBE goal is calculated on the projected revenue to be earned by the ACDBE divided by the total projected revenue to be earned for the base term period of the contract.
28.	Question:	Is there any minimum requirement for experience providing rewrap services in a TSA baggage screening area or CBRA room?
	Response:	The requirement for the number of years' experience is stated in the RFP.
29.	Question:	Please confirm the number of TSA baggage screening rooms (CBRA) and oversized baggage screening areas in the International Terminal.



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	Response:	There are two (2) TSA baggage screening rooms (CBRA) designated for the International Terminal and two (2) oversized baggage screening areas.
30.	Question:	Does the percentage of gross revenues offered for the location in the Atrium of the domestic terminal cover all costs associated with this location or is there an additional rent fee based on the square footage?
	Response:	The higher of the MAG or Percentage of Gross will cover the rent for the space in the Atrium designated for optional services.
31.	Question:	How many TSA baggage screening rooms (CBRA) and oversized baggage screening areas are in the domestic terminal?
	Response:	There are two (2) TSA baggage screening rooms (CBRA) designated for the Domestic Terminal and three (3) oversized baggage screening areas.
32.	Question:	Can the minimum requirement regarding gross revenues be satisfied evidencing sales from international foreign locations or only USA financials?
	Response:	Minimum requirements for gross revenues may be satisfied from international airports from other countries.
33.	Question:	Will the airport provide a separate lease agreement for office and support space or are those fees covered by the MAG and percentage fee payments?
	Response:	Office and support space, if available, will be leased via an Operating Permit that is renewed on an annual basis and subject to termination with thirty (30) days' notice.
34.	Question:	Will the airport authority consider extending the due date for proposals in lieu of the short amount of time between the addendum being released and the current due date?
	Response:	Please see Addendum #1. Proposals are due <u>Thursday, February 4, 2016.</u>
35.	Question:	If the prime contractor is an ACDBE but subcontracts another ACDBE for this project how would you calculate the overall ACDBE goal?



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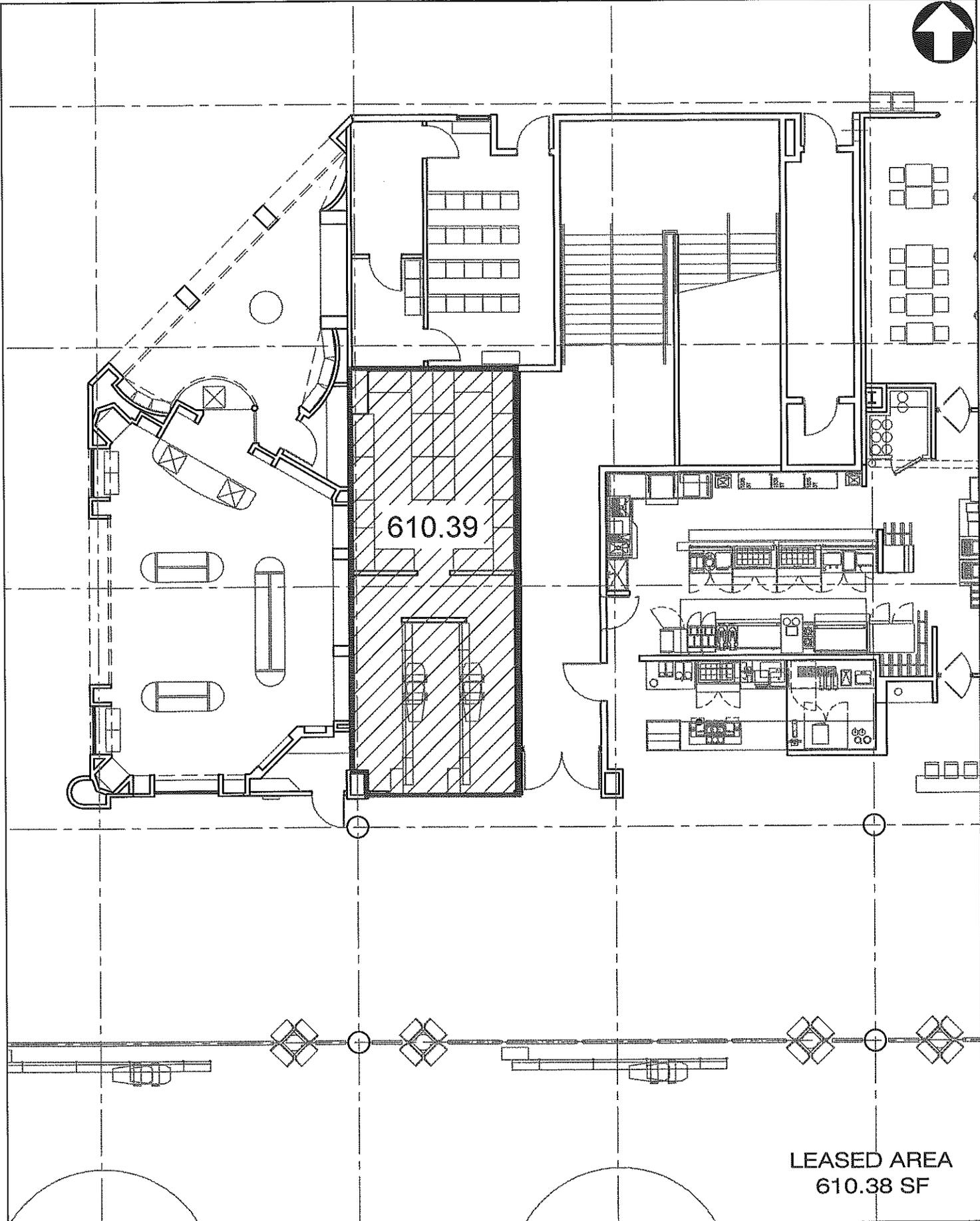
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	Response:	If both the Prime and a Subcontractor is an ACDBE for the project, the participation goal for this project would be calculated by the total revenue generated by both of the ACDBEs divided by the total revenue generated by the project.
36.	Question:	For purposes of bid submittal does a company need to have an ACDBE certification in Georgia or will home state certification suffice?
	Response:	For the purposes of the proposal submittal for the referenced project, a company does not have to be an ACDBE to propose as a Prime. However, if a company is part of the submittal and to be counted as part of the ACDBE participation, the company must be certified by the UCP in the State of Georgia. The City of Atlanta is a member of the Georgia Unified Certification Program (UCP) administered by the Georgia Department of Transportation.
37.	Question:	Will the airport consider allowing the vendor to offer other travel related products from the locations within the international terminal?
	Response:	Please see response to question #5 above.





LEASED AREA
610.38 SF