



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

August 24, 2016

Dear Proponents:

Re: FC-9038: Shoe Shine Services (Package #2) at Hartsfield-Jackson Atlanta International Airport

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

For additional information, please contact Mr. Joseph Lockett, Contracting Officer at (404) 330-6698, or via e-mail at JLockett@atlantaga.gov.

Sincerely,

Adam L. Smith (ACG)

Adam L. Smith

ALS:jdl



Addendum No. 1

Re: FC-9038, Shoe Shine Services (Package #2) at Hartsfield-Jackson Atlanta International Airport

August 24, 2016

Page 2

This Addendum forms a part of the Request for Proposal and modifies the original solicitation package and any prior addenda as noted below.

- Bid proposal due date will be extended to September 28th, 2016 at 2:00 PM EST.
- Replace “BID LETTER” with attached letter with updated Package #2 indication.
- Replace “Form 5: Acknowledgement of Insurance and Bonding Requirements” with attached form with updated Package #2 indication.
- Replace “Form 7: Acknowledgement of Addenda” with attached form with updated Package #2 indication.
- Replace “Exhibit A: Scope of Services” with attached form with updated Package #2 indication.

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Proposals are due **Wednesday, September 28th, 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 ****



Addendum No. 1

Re: FC-9038, Shoe Shine Services (Package #2) at Hartsfield-Jackson Atlanta International Airport

August 24, 2016

Page 3

Acknowledgment of Addendum No. 1

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. 1 for **FC-9038, Shoe Shine Services (Package #2) at Hartsfield-Jackson Atlanta International Airport** on this the _____ day of _____, 2015.

Legal Company Name of Proponent

Signature of Authorized Representative

Printed Name

Title

Date



**PROJECT NUMBER FC-9038, SHOE SHINE SERVICES (PACKAGE #2), AT HARTSFIELD-JACKSON ATLANTA INTERNATIONAL AIRPORT
ADDENDUM #1**

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

DOA:

1. Question: Can the RFP “Due Date” be extended by thirty (30) days?

Response: Yes, the new due date is September 28th, 2016.

2. Question: Are there any revenue reports available from the current shoeshine operator for the past several years?

Response: No.

3. Question: Is there an existing contract/lease agreement with the current Shoeshine operator?

Response: The current shoeshine provider operates pursuant to a month to month agreement.

4. Question: Will power and data be provided to all shoeshine locations by the airport?

Response: Power will be provided to the locations and data can be requested.

5. Question: What are the current mandated operating days/hours for current shoeshine concessionaire?

Response: The shoeshine locations are required to be open 365 days a year. Please see Section 3.5, Hours of Operation of the Concessions Lease Agreement for additional requirements.

6. Question: Will the airport be open minded to operating hours that are outside of the “normal standard operating hours for other concessionaires?” As based upon our many years of experience in like airport facilities, customers do not request shoeshine services during specific hours. Operating during “lull” time periods, is financially not conducive, and does not result in profitability for the airport or the shoeshine concessionaire. Flexibility in this regard is vital to the overall success of this very important service that the traveling public has come to expect.

Response: See section 3.5, Hours of Operation of the Concessions Lease Agreement.

7. Question: Is there any union involvement mandated of any kind, (other than construction, if any), for the shoeshine concessionaire?

Response: No.

8. Question: Will the airport take responsibility for any removal and/or demolition of any old equipment, fixtures/furniture that may currently exist?

Response: No.

PROCUREMENT:

9. Question: Please explain the six (6) month process that will take place after the receipt of the proposal?

Response: If the City decides to exercise its option to conduct in-person interviews, interviewees will be adequately notified.

-A recommendation for award will have to be presented to the Atlanta City Council for approval (dates to be determined.)

-The announcement date of "award of contract" to the successful bidders is to be determined.

-The commencement date of the contract to the successful bidders is to be determined also.



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CIPC, CISCC, CIGPM, CPPC
Chief Procurement Officer
asmith@atlantaga.gov

July 20th, 2016

ATTENTION INTERESTED PROPONENT:

Your firm is hereby invited to submit to the City of Atlanta (the "City"), Department of Procurement (the "DOP"), a Proposal for **Project Number: FC-9038: Shoe Shine Services Package #2**. Proponents shall submit a proposal to operate, maintain, and manage a shoe shine services concession at the following locations:

Package 2:

- ATR-S12: Atrium South;
- B-S6: Gate B17;
- D-S6: Gate D spine; and
- E-S11: Gate E spine.

The total approximate space square footage is 656 square feet.

A **Pre-Proposal Conference** will be held on **Thursday, August 4th, 2016, at 10:00 A.M., at the Airport's Technical Support Campus, 1255 South Loop Rd; College Park, GA**. The purpose of the Pre-Proposal Conference is to provide Proponents with detailed information regarding the Procurement process and to address questions and concerns. There will be representatives from the Department of Aviation, Risk Management and the Office of Contract Compliance available at the conference to discuss this project and to answer any questions. Attendance to the Pre-Proposal Conference is strongly encouraged. An optional site tour will immediately follow the conference. Prospective Proponents attending the Site Tour for this solicitation must submit their full name, date of birth, company name and phone number to the DOP via e-mail no later than **Monday, August 1st, 2016, at 5:00 p.m. EST**. Please send your information to **Joseph Lockett, Contracting Officer**, via e-mail at JLockett@atlantaga.gov. Valid picture identification for each site tour attendee will be required on the day in order to participate on the site tour.

The last date to submit questions will be **Thursday, August 11th, 2016, no later than 5:00 P.M., EST** Questions may be sent to **Joseph Lockett, Contracting Officer**, via email at JLockett@atlantaga.gov. Questions will be responded to in the form of an addendum.

Follow us on Twitter @ATLProcurement and Facebook @ City of Atlanta Department of Procurement



Request for Proposal

Project Number: FC-9038: Shoe Shine Services Package #2

July 20th, 2016

Page 2

Your response to this Request for Proposal ("**Proposal**") must be received by designated staff of the Department of Procurement at 55 Trinity Avenue, S.W., City Hall, Suite 1900, Atlanta, GA 30303, **no later than 2:00 P.M., on Wednesday, August 31st, 2016**. Any Proposal received after this time will not be considered and will be rejected and returned.

All Proposals name will be publicly read at 2:01 P.M. on the respective due date in Suite 1900, 1st Floor, 55 Trinity Avenue, S.W., City Hall, Atlanta, GA 30303.

If you have any questions regarding this project, please contact **Joseph Lockett, Contracting Officer**, at 404-330-6698, or by email at JLockett@atlantaga.gov. Any questions regarding the procedures for purchasing a copy of the document or obtaining a copy of the plan holder's list should be directed to Deondra S. Clausell, Administrative Assistance Senior, at 404-865-8708, or by e-mail at dsclausell@atlantaga.gov.

The City reserves the right to cancel any and all solicitations and to accept or reject, in whole or in part, any and all Proposals when it is for good cause and in the best interest of the City.

Thank you for your interest in doing business with the City.

Sincerely,

Adam L. Smith

ALS:jdI

FORM 5

Acknowledgment of Insurance and Bonding Requirements

I, _____, on behalf of _____, Proponent, acknowledge that if selected as the successful Proponent for **FC-9038: Shoe Shine Services - Package 2**. Proponent shall comply completely and promptly with all insurance requirements contained in the Agreement attached to this Solicitation and appendices thereto, pertaining to insurance.

Proponent understands that it is expected to share these requirements with potential sureties and insurance brokers, agents, underwriters, etc. prior to any award of an Agreement and to take all necessary steps to ensure compliance with the applicable requirements without delay. Proponent understands, acknowledges and agrees that any failure to fully comply with these requirements within ten (10) days of the date Proponent receives a final Agreement document from the City may result in the forfeiture of the Proposal guarantee submitted with this Proposal and/or the disqualification of Proponent from further consideration for the Agreement.

By executing this Acknowledgement of Insurance Requirements, I represent that the Proponent understands and agrees to comply unconditionally with all requirements related to insurance contained in the Agreement attached to this Solicitation. Further, by signing below, I represent that I am authorized to make the representations contained herein on behalf of Proponent.

Dated this _____ day of _____, 201____.

<p>Corporate Proponent: [Insert Corporate Name]</p> <p>_____</p> <p>By: _____</p> <p>Print Name: _____</p> <p>Title: _____</p> <p>_____</p> <p>Corporate Secretary/Assistant Secretary (Seal)</p>	<p>Non-Corporate Proponent: [Insert Proponent Name]</p> <p>_____</p> <p>By: _____</p> <p>Print Name: _____</p> <p>Title: _____</p> <p>_____</p> <p>Notary Public (Seal) My Commission Expires: _____</p>
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FORM 7

FORM 7

Acknowledgment of Addenda

Each Respondent must complete and submit and acknowledgement with its solicitation that it has received all Addenda issued for this solicitation. This form has been included and may be used to satisfy this requirement.

This is to acknowledge receipt of the following **Addenda** for **FC-9038: Shoe Shine Services - Package 2:**

None (Check if None)

1. _____;
2. _____;
3. _____; and
4. _____.

Dated the _____ day of _____, 201__.

Corporate Proponent:
[Insert Corporate Name]

By: _____

Name: _____

Title: _____

**Corporate Secretary/Assistant
Secretary (Seal)**

Non-Corporate Proponent:
[Insert Proponent Name]

By: _____

Name: _____

Title: _____

**Notary Public (Seal)
My Commission Expires:**

EXHIBIT A: SCOPE OF SERVICES

EXHIBIT A

SCOPE OF SERVICES

Package #2

Scope:

Concessionaire shall operate four (4) Concessions locations offering Shoe Shine Services totaling approximately 565 square feet at the Hartsfield-Jackson Atlanta International Airport.

Location:

Concessionaire shall design, finish, furnish, maintain and operate four (4) Concessions locations collectively referred to as the "Premises" offering Shoe Shine Services on a non-exclusive basis. The locations are ATR-S12, B-S6, D-S6, and E-S11 at the Hartsfield Jackson Atlanta International Airport totaling 656 square feet.

Space No.	Location	Approximate Size
ATR-S12	Atrium North	191 s.f.
B-S6	Gate B17	265 s.f.
D-S6	Gate D spine	100 s.f.
E-S11	Gate E spine	100 s.f.

Permitted Uses Generally:

Concessionaire will provide a clean environment accommodating all customer shoe shine and shoe repair needs. Retail products will incorporate men's and women's grooming needs, small gift sets, travel kits, and shoe shine kits, shoe laces and polish. The locations may contain TV and music entertainment that is approved in advance by the Aviation General Manager (AGM) and maintained at a volume to be heard by shoe shine patrons only.

Each shoe shine location should provide storage spaces that hide shoe shine products and tools in such a manner that it allows personnel access to them while conducting business. All locations will have a cash register in place for sales and audit purposes. Please note that power will not always be available at each shoe shine location, therefore cash registers and point of sales devices should be battery operated. Receipts are to be provided to each customer with each transaction.

Other shoe-related services such as repairs, dyeing, resoling, etc. may be performed off Airport at the proponent's discretion and approved by the AGM.

Concessionaire shall be required to operate and manage the shoe shine services concession at each location. The Concessionaire may provide retail merchandise or products on a non-exclusive basis. All items sold must meet Transportation Security Administration (TSA) security regulations. Other than the items listed, no other product, merchandise or service shall be sold or offered by successful Proponent without the written consent of the AGM. In the event any question or dispute arises as to the sale of any specific item or category of items on the premises, the successful Proponent may submit a request in writing to the AGM asking that the matter be reviewed. The AGM shall give a decision in writing and such determination will be the final authority in the matter. The Concessionaire shall abide by and conform to the decision of the AGM.

Concessionaire and its subconcessionaire(s) will also be responsible for cleaning and maintaining the "Premises" so as to provide an environment that is "opening day fresh" in appearance at all times.

Performance measures

Performance measures will include but not be limited to:

- Continual sales growth that meets or exceeds passenger expectations.
- Responsiveness to compliance issues as it relates to the contract and store operations.
 - Ensure shoe shine locations are without damage, clean and well-kept at all times.
- Monthly MAG payments must be made on or before the first day of the month.
- Monthly percentage of gross revenue rental payments must be made on or before the tenth day of the month.
- Maintain a highly professional environment and service to passengers and employees.
- Maintain Mystery Shop scores of 90% or better.
- Adhere to the Concessions compliance standards manual
- All employees must be aware of and participate in the Department of Aviation Customer Service standards.

Revenue Control Requirements:

All business transactions, which occur in the Premises, must be completed by an approved Point of Sale System ("POS") register transaction and a receipt must be offered to each customer. However, during the Term of the Agreement, the City reserves the right, at its expense, to purchase and/or implement a computerized ("POS") and to further modify the system from time to time. Concessionaire must cooperate fully in the development and implementation of such a system. Upon implementation, the AGM may dictate a new method of collection and payment by providing written notice to Concessionaire. Concessionaire must cooperate with the

City in implementing such modified collection procedures. If the new POS system requires replacement of existing cash registers within the Premises, the City will reimburse Concessionaire for the unamortized cost thereof (based on the then current book value, using the straight-line method of depreciation) less the salvage value of such cash registers. The City will determine the type of registers to be used in the newly implemented POS system.

In order to facilitate implementation of the point of sale system, all POS terminals used in the operation of businesses within the Premises must have, at a minimum, the features outlined below:

The input device may either be a keyboard, scanner, touch screen, other approved input technology or any combination thereof;

The patron fee display shall be of sufficient size and legibility to be readily observed by the patron during the processing of the transaction;

The POS register, terminal or POS control sever(s) shall be capable of secure, encrypted data transmission using TCP/IP or RS-232 communications protocol; and

The register or data collection device shall have a secure transaction audit tape or a detailed digital ASCII transaction journal log file stored on a USB (flash) drive or other suitable media.

Concessionaire must also comply with the most current Payment Card Industry Data Security Standard (PCI-DSS) requirements as detailed at https://www.pcisecuritystandards.org/security_standards/pci_dss.shtml

Non-Permitted Inventory/Concepts

- The sale or delivery of any duty free/in-bond merchandise
- The Proponent is prohibited from making or receiving deliveries at the Airport for duty-free bond merchandise
- Any and all sales from vending machine or other mechanical devices, including but not limited to such items as cigarettes, candy, maps, coffee, soft drinks, newspapers, stamps, insurance policies, and dispensation of cash, check orders, and checks.
- Freshly prepared popcorn or peanuts in the shell
- Food products for immediate consumption

EXHIBIT A.1

FINANCIAL OFFER FORM

FC-9038: Shoe Shine Services - Package 2

The undersigned having (a) examined carefully the accompanying Instructions to Proponents (“Instructions”), and the form of the Concessions Lease Agreement (“Agreement”) at Hartsfield-Jackson Atlanta International Airport (“Airport”), (b) visited the Airport, (c) become familiar with all terms and conditions specified in the Instructions and the Agreement and with the proposed operation of the Shoe Shine Service, hereby submits this Financial Offer Form for compensation and privilege of performing the Services required and allowed under the Agreement at the Airport to be paid to the City by the undersigned in consideration of the execution of said Agreement by the City and the performance of all terms and conditions therein agreed by the Concessionaire on its part to be kept and performed.

The rental payments shall consist of the greater the Minimum Annual Guarantee (“MAG”) or certain percentages of gross revenues. The lowest acceptable Minimum Annual Guarantee (MAG) is \$12,000 and the lowest acceptable percentage of gross revenues is ten percent (10%) for Shoe Shine Services. A proponent can submit a higher MAG and/or percentage of gross revenues. If a Proponent submits a lower First Year MAG than the First Year MAG established above, the Proponent’s proposal shall be deemed non Responsive.

The Proponent must also propose a percentage rent based on Gross Receipts, however this percentage rent will not be considered in the evaluation of the proposal. The minimum percentage rent that the city will accept is 10%.

The amount of the first year’s Minimum Annual Guarantee (MAG) is Dollars \$_____.

The Proposed Percentage Rental Fee of Gross Receipts is _____%

Please sign the appropriate place:

Signature _____

Title _____

Company _____