

# ADDENDUM #1

## TRI CITIES AIRPORT AUTHORITY REQUEST FOR PROPOSALS FOOD/BEVERAGE AND GIFT SHOP CONCESSION OPERATOR

### RESPONSES TO POTENTIAL RESPONDENT QUESTIONS

This Addendum #1 to the Tri-Cities Airport Authority's (TCAA) RFP for Food/Beveridge and Gift Shop concessions provides a summary of questions received by the deadline of May 17, 2019 and responses thereto. Note that any changes to the documents as a result of the question/response process have been made in the respective documents.

1) **QUESTION:** Are as-built drawings available for the exhibit A spaces?

**RESPONSE:** No; however, the Floor Plans per Exhibit A (A1-01 and A1-02) are drawn to scale and are proportional with a legend printed on the face of the respective exhibits. To facilitate potential respondent's analysis of the designated spaces for the concession TCAA has added full page copies of the pre and post security partial floor plans to the RFP document.

2) **QUESTION:** Can you provide sales breakdown for restaurant/bar pre-security, Restaurant / bar post-security and gift shop post-security?

**RESPONSE:** At present, TCAA does not have a pre-security / post-security breakdown of sales data. On a percentage basis, for all of FY 2019 and nine months of FY 2020, the following data represents the average percentage of sales by category for both pre-security and post-security spaces:

Food / Beverage	67.0%
Bar	18.1%
Clothing and Gifts	13.5%
Periodicals / Books	1.4%
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	100.0%

3) **QUESTION:** Can you provide info on existing vending (how many and where) including revenue numbers?

**RESPONSE:** At present, TCAA does not have breakout data with regard to vending machine revenue. Two vending machines are available to the public, one snack machine (temporarily removed for repair) and one beverage machine (bottled soda), are located in the baggage claim area of the terminal building and stocked and operated by the Food/Beverage and Gift Shop concessionaire.

4) **QUESTION:** Do you have any future airport terminal renovations that would impact f/b & gift shop concessions?

4) **RESPONSE:** No future renovations that would impact the Food / Beverage and Gift Shop concessions are planned at this time. Other factors which might influence the concession operation include the opening of a U.S. Customs Global Entry office at TCAA on May 22, 2019. This office is located on the left hand side of the TCAA Information desk in the Terminal Main lobby. Additionally, American Airlines has announced new direct flights to Dallas/Fort Worth (DFW) on a twice daily basis beginning in September 2019.

5) **QUESTION:** Does the RFP require just one completed proposal to be submitted on the due date?

**RESPONSE:** One copy of the proposal is sufficient.

**OTHER CHANGES:**

TCAA has made corrections to the RFP document as follows:

Page 7 –The Omissions section is corrected by insertion of date and contact for questions as discussed at the Mandatory Pre-Proposal Meeting on May 8, 2019.

Page 8 – The Disadvantaged Business Enterprise (DBE) Participation section, second paragraph, is corrected by changing the FY 2019 DBE concessions goal to 1.25% from 1.0%. in the original document.

Exhibit “A” – Leasehold Area(s) has been enhanced with full page versions of the documents A1-01 and A1-02.

Exhibit “G” – Draft Concession Agreement has been enhanced with a copy of the Food, Beverage and Gift Shop Concession and Lease Agreement as provided at the Mandatory Pre-Proposal Meeting on May 8, 2019.

Pre-Proposal Meeting Agenda - Agenda for the May 8, 2019 meeting has been added to the RFP document as page number 59.

Addendum #1 – This addendum #1 is added to the document as the final two pages, Page numbers 60 and 61.