



CITY OF HOUSTON

Sylvester Turner

Mayor



HOUSTON AIRPORT SYSTEM

George Bush Intercontinental ~ William P. Hobby ~ Ellington Airport

Mario C. Diaz
Director of Aviation

June 11, 2020

SUBJECT: Letter of Clarification No. 4

REFERENCE: Request for Proposal for Consolidated Receiving and Distribution Centers;
Solicitation No. S19-T29294

To: All Prospective Respondents

This Letter of Clarification is being issued for the following reasons:

- I. **EXTEND** the proposal due date from June 18, 2020, 10:00 A.M., **to June 25, 2020, 10:00 A.M., CST.**
- II. **Delete Item No. 15 in its entirety** - Part IV – Submission Proposal, Section B – Submission Requirements, page 22 of 55.
- III. **Respond to Questions**
 - 1. **Question:** Can the City provide more details in regard to the manufacturers for the electronic safety and security needed?
Response: The City is unable to provide specifications or details as to electronic safety and security requirements. The electronic safety and security requirements will be determined by the selected proposer.
 - 2. **Question:** Can the City explain why the CRDC services for IAH and HOU will be located off-airport? Our company were hoping to discuss the possibility of building this CRDC to suit on-airport, which we understand is much more functional from a user's perspective.
Response: An on-airport site(s) has not been designated. In addition, off-airport site(s) place the proposal on a same competitive level basis of proposal and evaluation.
 - 3. **Question:** What are the security protocols for the CRDC's at IAH and HOU? What level of products screening will be mandated, and is six-sided inspection and/or x-ray screening of goods required?

Response: To be determined. At a minimum, all Airport Security Operating Instructions including those established by Customs and TSA must be followed.

4. **Question:** Are CRDC services for all tenants or only those delivery types listed in Part II, Section 9.5?

Response: No. Section 9.5.5 allows for service expansion.

5. **Question:** Regarding Part II, Section 2.2.1.1, this section references removal of trash as part of the goal. What is the RFP's definition of trash? The removal of trash is not mentioned anywhere else in the RFP, only the handling of recyclable materials.

Response: At present, general trash removal is not in the scope. This RFP solicits only recycling and grease & cooking oil removal on an optional basis.

6. **Question:** Regarding Part III, Section 3.1.1, the sales history provided for HOU is only for food and beverages stores, please provide sales information for retail stores at HOU as well?

Response: Please refer to the chart below.

	IAH		HOU	
	<i>F&B/Coffee</i>	<i>Retail/Duty</i>	<i>F&B</i>	<i>Retail/Duty</i>
FY17	48,641,671	31,034,343	47,423,850	21,983,801
FY18	47,751,737	31,916,191	50,154,286	23,866,555
FY19	52,433,600	32,900,120	56,488,249	25,288,460
FY20*	38,562,318 **	23,315,426**	41,614,234**	17,166,293 **

*sales from July 2019 through April 2020 (unaudited/subject to change)

** reflects COVID-19 impact

Note: These totals do not include sales by United's concessions developer, OTG which occupies Terminals B-South, C, and E.

7. **Question:** Regarding Part II, Section 9.5, are parcel (Fedex, UPS) deliveries intended to be one of the delivery types?

Response: No.

8. **Question:** Regarding Part II, Section 9.5.2, please provide more clarification on the "HAS Supplies" delivery type? Does this include HAS Administrative Office and Maintenance Warehouse?

Response: Yes, subject to HAS sole discretion and convenience.

9. **Question:** Regarding Part VIII, Section D, the Ani-Collusion Statement form is not included in this part.

Response: Refer to the attached Exhibit IV – Anti-Collusion Statement

10. **Question:** Regarding Part X for pricing, is the cost for new building(s) and lease(s) as references in Exhibit E to be added to pricing as referenced in Part X?

Response: Yes.

11. **Question:** Above the HAS Grand Total line in Part X (Pricing), what cost is the interface to CRDC Process Total for?

Response: Refer to the attached revised Price Sheet, page 27 of 55.

12. **Question:** Would it be possible to send forms that need to be submitted with the proposal in Word format to them easier to complete?

Response: The Ownership of Information Form, Conflict of Interest Questionnaire, and References Form can be downloaded at <https://purchasing.houstontx.gov/forms.html>.

13. **Question:** Is there a minimum size the warehouse needs to be for each location?

Response: No.

14. **Question:** Please report out on which master concessionaire(s) have: (1) on-airport commissaries (2) on airport storage rooms. Please advise locations in each terminal(s)

Response: Please see below.

IAH

Concessionaire	Commissary	Storage Rooms
SSP America	✓	✓
Host	✓	✓
Latrelles		✓
World Duty Free Group		✓
Paradies		✓
IShoppes		✓
OTG (United Airlines)	✓	✓

HOU

Concessionaire	Commissary	Storage Rooms
4 Families	✓	✓
World Duty Free Group		✓
Paradies		✓

15. **Question:** If parcels are one of the delivery types, are inbound and/or outbound deliveries part of the scope of work for all tenants? If parcel deliveries are part of the scope of work, are contractors delivering to all concessionaires and/or all tenants? If the pickup of outbound parcels is part of the scope of work, does the pickup have to occur throughout the airport at all offices or will there be a central pickup location in each terminal? Will there be a cut-off time?

Response: If by parcels, you are referring to UPS or FedEx or other delivery services, then parcel delivery is not included in the Scope.

16. **Question:** Is there a reason the RFP states the CRDC must be located off-airport, as opposed to on-airport?

In our experience, CRDC operations are much more efficient and reliable when located on-airport with direct airside access.

Response: Please refer response provided in item # 2.

17. **Question:** Why has HAS chosen to locate these activities off-airport (1) eliminating the centralization of deliveries at the airports, which results in significant truck traffic around the airports (2) reducing the efficiency gains and time savings of having the CRDC located with airside access, (3) potentially breaking the chain of custody as trucks travel on non-airside roads after processing goods and materials for delivery to the terminal and (4) introducing uncertainty around the availability of long-term facilities and their location by not providing a site located on the airport under a long-term ground lease?

Response: Please refer response provided in item # 2.

18. **Question:** Why has HAS chosen to locate these activities off-airport (1) eliminating the centralization of deliveries at the airports, which results in significant truck traffic around the airports (2) reducing the efficiency gains and time savings of having the CRDC located with airside access, (3) potentially breaking the chain of custody as trucks travel on non-airside roads after processing goods and materials for delivery to the terminal and (4) introducing uncertainty around the availability of long-term facilities and their location by not providing a site located on the airport under a long-term ground lease?

Response: Please refer response provided in item # 2.

IV. Add attached Exhibit IV – Anti -Collusion Statement to the RFP.

When issued, Letter(s) of Clarification (LOC) shall automatically become part of the solicitation documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. LOC(s) will be incorporated into the Agreement as applicable. It is the responsibility of the respondent(s) to ensure that it has obtained all such letters. By submitting a statement of qualification on this solicitation, respondent(s) shall be deemed to have received all LOC(s) and to have incorporated them into their submittal.

If further clarification is needed regarding this solicitation, please contact Al Oracion, Sr. Procurement Specialist, via email at Alfredo.Oracion@houstontx.gov.

DS
DocuSigned by:

Cathy Vander Plaats
Procurement Officer
Houston Airport System

Attachment: Attachment to Clarification No. 4

cc: file; RFQ Solicitation No. S19-T29294

YEAR FIVE RATES – PRICE TOTAL SUMMARY	
5b. Total Basic Services	
YEAR SIX RATES – PRICE TOTAL SUMMARY	
6b. Total Basic Services	
YEAR SEVEN RATES – PRICE TOTAL SUMMARY	
7b. Total Basic Services	
YEAR EIGHT RATES – PRICE TOTAL SUMMARY	
8b. Total Basic Services	
YEAR NINE RATES – PRICE TOTAL SUMMARY	
9b. Total Basic Services	
YEAR TEN RATES – PRICE TOTAL SUMMARY	
10b. Total Basic Services	
HOU TEN-YEAR TOTAL	
HAS GRAND TOTAL	

Note: Basic services may be recap as the following: 1) Construction/redevelopment recap; 2) Profit marge overhead; 3) Management fee. Contractor shall provide all cost itemizes that correlate with the basic services.

EXHIBIT IV: ANTI-COLLUSION STATEMENT
SOLICITATION NO.: S19-T29294

Anti-Collusion Statement

The undersigned, as Proposer, certifies that the only person or parties interested in this Proposal as principals are those named herein; that the Proposer has not, either directly or indirectly entered into any Agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the award of this Contract.

Date

Proposer Signature