



Office of the Mayor-President

Purchasing Division

City of Baton Rouge

Parish of East Baton Rouge

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Paul Narcisse

Director of Purchasing

ADDENDUM NO. 4

March 4, 2024

Your reference is directed to: **File Number: 24-97514**

Solicitation Number: **A24-97514 OPERATION OF AUTOMOBILE RENTAL CONCESSIONS
AT THE GREATER BATON ROUGE AIRPORT DISTRICT**

scheduled to open: **March 21, 2024**

The questions and answers below will be made part of the above referenced solicitation.

This addendum is hereby officially made a part of the referenced solicitation and should be attached to the bidder's proposal or otherwise acknowledged therein.

If you have already submitted your proposal and this addendum causes you to revise your original bid, please indicate changes herein and return to Purchasing prior to bid opening in an envelope marked with the file number, bid opening date, and time. If this addendum does not cause you to revise your bid, please acknowledge receipt of the addendum by signing your name and company below and returning it in accordance with the provisions above.

cc: Bid File 24-97514

dsstewart@brla.gov

225-389-3259 x 3264

Signature

Date

Company

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Q1. Please grandfather the service facilities to avoid potential inheritance of someone else's environmental issues?

A1. No

Q2.If the service facilities are subject to moves, then please confirm that strict inspections will be conducted, maintenance issues identified and addressed, and fuel system records released (including any spills and remediation activities).

A2. Any occupant of a service facility shall comply with the terms and conditions of the Lease and Concession Agreement regarding maintenance and upkeep of the service facility, including but not limited to any and all obligations and performance required for the return of the facilities at the termination of the current agreement.

Q3.Please confirm that pages 58-72 of the ITB are informational only, and no action is required on the part of bidders. (i.e.- Contractor and Sub Contractor Insurance, Bidder's Organization, Corporate Resolution, Standard Federal Award Contractor Terms and Conditions, Fair Chance Ordinance).

A3. From these pages, the Contractor and Subcontractor Insurance will be required of the awarded vendor; it does not need to be submitted with the bid but will be required for award. The Bidder's Information page (Page 59) should be completed and submitted with the bid to identify whether the bidder is an Individual, Partnership, LLC, or Corporation. If the bidder is a corporation, the corporate resolution should be submitted with the bid. The bidder should either submit a completed Page 60 or a Corporate Resolution of their own. The bidder should also provide a signature on Page 67 verifying the bidder understands and agrees to the above provisions of the Standard Federal Award Contractor Terms and Conditions. Section 6 of the Fair Chance Ordinance indicates the Metro Airport is exempt; thus this form is not required to be submitted.

Draft Concession Agreement:

Q4. Article VI.A.2.: Please add notice and cure period to ensure awareness and opportunity to address any issues.

A4. The Airport will include language similar to the following:

“COMPANY shall be in default hereunder if COMPANY does any of the above actions/inactions and does not discontinue, cure, or correct same within thirty (30) days of written notice from AIRPORT.”

Q5. Please grandfather the rental counters, service facilities and floors in the garage if the bidder is a currently operating concessionaire at the airport. If we have to relocate counters/ floors and service facilities—please allow at LEAST 6-9 months for this as we may need to order new signs, pull permits, create plans/ drawing, etc.

A5. No. The Airport will work with any concessionaires for the purpose to coordinate and facilitate an efficient and expeditious relocation if necessary.

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Q6. Please clarify exactly how the RR spaces will be allocated.

A6. Please refer to page 23 of the Bid document, Section 5-part C- READY CAR LOT. Spaces in the Ready Car Garage will be allocated in descending order based on MAG bids received. In that order, each successful bidder will work with the Airport Property Division to identify their preferred floor and number of spaces needed. Allocation will be based on Levels 1-4 in the Ready Car Garage. In the event there are 6 successful bidders, level 5 will be included in the allocation. Successful bidders will be capped at the number of spaces equivalent to their fair market share value based on all MAG bids received from successful bidders.

Q7. Article II, Section C: Please modify so that respondents have involvement or an opportunity to negotiate the physical layout of the ready car garage. Bidders need an idea of what they are bidding on.

A7. Please see response to question #6 above.

Q8. Please allow dual branding, which is a standard practice where a parent company may operate up to 2 owned brands from a single counter, parking stall, and service center area.

A8. No

Q9. Please confirm that the ACDBE goal is 2.42% of total spend on goods and services.

A9. Correct, the ACDBE goal is 2.42% of total spend on goods and services.

Q10. Please send the name and contact information for the airport's DBE coordinator.

**A10. Kenyatta Sparks
SJB Group
DBE Program Manager
225.706.5756
Kenyatta.Sparks@SJBGroup.com**

Q11. Please confirm that discussions with the DBE coordinator are acceptable during the bid process and that discussions about DBE vendors will not result in a disqualification.

A11. Discussions with DBE coordinator are considered acceptable and are not a violation of the cone of silence.

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Q12. Please publish the pre-bid meeting attendees, along with the names and companies represented.

A12. In Person:

| | |
|-------------------------|---------------------------------------|
| Kenyatta Sparks | SJB Group |
| Matt Brady | Enterprise |
| Wendy Rayner | Enterprise |
| Dolca Martinez | Enterprise |
| Dexter Stewart | City of Baton Rouge Purchasing |
| Kim Nolan | Baton Rouge Metro Airport |
| Louis Hubbard | Baton Rouge Metro Airport |
| Nick Vidrine | Batrou Rouge Metro Airport |
| Sherilyn Hayward | Leroy's LipSmack'n Lemonade |
| Cliff Gaines | Leroy's LipSmack'n Lemonade |

Virtual Attendees:

| | |
|--------------------------|---|
| David Stark | Avis Budget Group |
| Tamikka Shorter | Integrity Service Management Group |
| Chuck Thomas | American Rent-A-Car |
| Jackie Agan | Hertz |
| Rachel Smith | |
| Stacey Joseph | |
| Josalyn Wilson | |
| Brittany McConney | |
| Courtney Tobias | |

Q13. Please confirm that all submitted questions will be answered.

A13. The Airport will do it's best to answer questions received.

Q14. Will there be a small window for clarification questions following the next addendum? Since there are still many unanswered questions, we hope to receive more information sooner than later.

A14. No

Q15. Please confirm that the brands and MAGs will be read aloud during the bid opening.

A15. Each bidder's MINIMUM ANNUAL GUARANTEE from Page 27 will be read aloud during the bid opening

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Q16. As discussed during the pre-bid meeting, please confirm that all ready/return stalls will be equally situated in the 4 covered floors. It is unacceptable to send rental car customers to an uncovered floor for one or more brands.

A16. Please see response provided in Question #6 above.

Q17. Additionally, please confirm that the 5th floor, which is uncovered, will be shared by all brands as an overflow staging area – not used for customer rentals.

A17. There is no overflow in garage. Please see response provided in Question #6 above.

Q18. Please consider grandfathering all locations (counters, parking stalls, and service centers) to avoid costly moves.

A18. No, please see response provided in Question #5 above.

Q19. Question and Answer 2 of Addendum #3 states that the prior MAG bids would be a part of Addendum #3. However, I don't see where that information is included in the attachment? Can you please publish this information?

A19. See attached MAG information below

Q20. Question and Answer 10 of Addendum #3 did not include the fee structure for Uber and Lyft. Can you please confirm the fee amount? Does the airport track total collections? If so, can you please publish the number of rideshare trips and fees for each year?

A20. The Airport collects \$3 per pick-up for rideshare services. Please see historical data below.

| Year | Uber Rides | Lyft Rides | Total Rides | Total Net Revenues |
|-------------|-------------------|-------------------|--------------------|---------------------------|
| 2020 | 11,335 | 5,809 | 17,144 | \$48,860 |
| 2021 | 15,730 | 9,021 | 24,751 | \$70,540 |
| 2022 | 20,747 | 13,222 | 33,969 | \$96,812 |
| 2023 | 25,545 | 15,691 | 41,236 | \$117,523 |

Q21. Question and Answer 11 of Addendum #3. If we submit the bid online, how do we confirm that our bid is received by Purchasing or the Airport? Would we then email a confirmation and request the airport to confirm that our submittal was received?

A21. All bids submitted online through Central Bidding will be downloaded by Purchasing from the Central Bidding site during the reading of the bids. Each bidder utilizing Central Bidding should receive confirmation from Central Bidding that their bid has been received.

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Q22. Can you please update #14 (page 19) with updated Passenger Statistics?

A22. See the following chart:

| Year | Enplanements | Deplanements | Total Passengers |
|------|--------------|--------------|------------------|
| 2018 | 401,667 | 403,898 | 805,565 |
| 2019 | 412,578 | 410,268 | 822,846 |
| 2020 | 182,795 | 181,980 | 364,775 |
| 2021 | 281,719 | 281,115 | 562,834 |
| 2022 | 335,983 | 332,193 | 668,176 |
| 2023 | 381,313 | 381,476 | 762,789 |

Q23. Section B.(ii) on page 22: it appears that 2 buildings exist on the Area F parcel? Am I looking at the wrong area? What prior purpose were these buildings used for?

A23. As it pertains to “Area F” the structures in question are as follows:

- 4000-gallon diesel fuel tank and adjacent concrete pad that is currently being used by the Airport. This fuel tank could be relocated in the event this area becomes occupied as a result of this bid.
- A 1000 sf - 1500 sf building that the Airport is currently using for storage. This structure was previously constructed and used by a rental car company for operations.

Additionally, the Airport is open to exploring other vacant land parcels in the general area to be used to construct a service center facility should a bidder not believe “Area F” to be suitable.



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Q24. Section C.(i) on page 23 indicates that the Minimum Annual Guarantee (MAG) bids will be used for selection locations. However, please also confirm that the MAG percentages will be used to ensure that parking stalls are fairly allocated.

A24. Please see response to question #6 above.

Q25. Additionally, we suggest that the airport leave the potential for reallocation based on large discrepancies between market share percentages and space share percentages during the later years of the agreement to ensure that growing brands have adequate parking space at least on the uncovered overflow staging area.

A25. No. However, the Airport will work with companies to facilitate additional parking should it be needed.

Q26. Would the airport please add a requirement to keep the shared circulation portions of the garage floors clear for vehicle traffic? It seems that there have been some instances where the access to the garage helix have been blocked by returned vehicles. This is a customer service issue and potential for accidents and vehicle damages.

A26. The Airport is agreeable with this request and will work to include in the agreements.

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Q27. In the event that a service center move is required, please add a provision to require that documentation associated with maintenance and fuel system records are provided to the new occupant. Also, please require that any environmental issues are identified (possibly through testing, records, etc.) and remediated before relocation.

A27. Please see response to question #2 above.

Q28. Additionally, please confirm that full appraisal reports will be provided for the relevant service center sites that may be involved in relocation between companies.

A28. Yes.

Q29. Please confirm that The Hertz Corporation is in good standing and will be permitted to bid.

A29. At the time of this response, Hertz Corporation is considered to be in good standing.

Q30. Please confirm that the final addendum will be released no later than 2 weeks prior to the bid deadline.

A30. Yes.

Q31. If Service Center Sites are not grandfathered to incumbent operators as we have previously requested, please kindly explain how they will be selected/awarded. Will they be selected by MAG rank order, high to low?

A31. Service Center Sites will be selected in descending order based on MAG bids received.

Q32. There is a Resolution form (p60). Is a Resolution required to be submitted with bid(s)? If so, the form on p60 does not apply to us (as an LLC). Please confirm you will accept our Resolution of the Managers of the LLC.

A33. See Answer 3, above

Q33. The Central Bidding site requires a Contractor's License Number of Certificate of Responsibility. Is this the State Charter ID, the FEIN number, or another number?

A33. You will need to confirm this with Central Bidding; Purchasing is not aware of Central Bidding's requirements

