

THE PORT AUTHORITY OF NY & NJ

**PROCUREMENT DEPARTMENT
4 WORLD TRADE CENTER
150 GREENWICH STREET, 21ST FL.
NEW YORK, NY 10007**

7/11/2019

ADDENDUM # 3

To prospective Proposer(s) on RFP # 57557 for Management of Retail Concessions & Loading Dock Operations at Newark Liberty International Airport, Due back on 8/1/2019, no later than 02:00PM.

I. CHANGES/MODIFICATIONS

The following changes/modifications are hereby made to the solicitation documents:

- A. All questions related to this RFP should be submitted in writing to the Strategic Procurement Advisor by no later than 4:00 pm on July 18th.
- B. Responses to RFIs have been posted as an attachment entitled “RFP 57557_ RFI 1.”

II. BIDDER'S QUESTIONS AND ANSWERS

The following information is available in response to questions submitted by prospective Bidders. The responses should not be deemed to answer all questions which have been submitted by Bidders to the Port Authority. It addresses only those questions which the Port Authority has deemed to require additional information and/or clarification. The fact that information has not been supplied with respect to particular questions asked by Bidders does not mean or imply, nor should it be deemed to mean or imply, any meaning, construction, or implication with respect to the terms.

The Port Authority makes no representations, warranties or guarantees that the information contained herein is accurate, complete or timely or that such information accurately represents the conditions that would be encountered during the performance of the Contract. The furnishing of such information by the Port Authority shall not create or be deemed to create any obligation or liability upon it for any reason whatsoever and each Bidder, by submitting its Bid, expressly agrees that it has not relied upon the foregoing information, and that it shall not hold the Port Authority liable or responsible therefor in any manner whatsoever. Accordingly, nothing contained herein and no representation, statement or promise, of the Port Authority, its Commissioners, officers, agents, representatives, or employees, whether made orally or in writing, shall impair or limit the effect of the warranties of the Bidder required by this Bid or Contract and the Bidder agrees that it shall not hold the Port Authority liable or responsible therefor in any manner whatsoever.

The Questions and Answers numbering sequence will be continued sequentially in any forthcoming Addenda that may be issued.

Question #1	Please provide the enplanement projections for Terminal B.
Answer #1	Forecast has been uploaded to the SharePoint Site
Question #2	Is the PA providing capital funding for common area food courts?
Answer #2	No.
Question #3	Will there be an allowance for capital reserves to use for improvements
Answer #3	No.
Question #4	What is the scope of work?
Answer #4	Please refer Attachment H of the RFP for the Summary Scope of Work.
Question #5	Is the FIS 24-hours?
Answer #5	Yes
Question #6	Is there a cleaning component to the scope of work?
Answer #6	Yes, to ensure that the loading docks are cleaned and maintained as well as ensuring concession tenants are responsible for cleaning their areas.
Question #7	Is there a current employee training program in place?
Answer #7	Yes. The PA has a training program, additionally the Manager will have its own.
Question #8	Is ERW still slot controlled?
Answer #8	EWR is a level 2 airport facilitator.
Question #9	Are the lounges part of the Concessions Program?
Answer #9	No.
Question #10	Where is the management office for the Concessions Manager and the Operators?
Answer #10	The office is at Building 74, which is located between Terminals B and C.
Question #11	If employees are pre-security, do they require badging?
Answer #11	Not at this time.
Question #12	Are there any plans for upgrades or changes to level 2?
Answer #12	Not at this time.
Question #13	Are Vending Machines or Automated Retail allowed in the Concessions Space
Answer #13	Vending Machines are an exclusive Port Authority use and only allowed in employee breakrooms. However, Automated Retail is allowed.
Question #14	What is the selection process for the Operators?
Answer #14	Manager will issue a PA approved RFP for concession selection.
Question #15	What is the new contract date?
Answer #15	February 1, 2020

Question #16	Will the PA shortlist responses to the RFP?
Answer #16	The Selected Proposer will be identified as described in Section 5 of the RFP.
Question #17	Which airline will occupy the vacant check in counters on Level 2 at Door 1?
Answer #17	Air Canada
Question #18	Please provide current enplanements and projections by airline.
Answer #18	Group forecast has been uploaded to the SharePoint Site. We do not have projections by airline.
Question #19	How many entrances are there to the loading dock area for Terminal B?
Answer #19	One for truck access and two service elevators.
Question #20	The Loading Dock needs significant capital investments. Will the PA provide the funding?
Answer #20	No.
Question #21	Who currently manages the Duty-Free Program? Is the lease month to month?
Answer #21	Westfield. Yes.
Question #22	What is the process for transporting deliveries to the terminal from the loading dock?
Answer #22	Product is delivered through the guard post to storage or to concessions. If storage is post security, it must go through the TSA passenger checkpoints.
Question #23	How many shifts are available for the Loading Dock? How many employees per shift?
Answer #23	The Proposers are responsible to provide this information in their proposals.
Question #24	Does the Loading Dock receive deliveries for both the airlines and concessionaires?
Answer #24	Yes.
Question #25	Who is responsible for the maintenance of the storage cages?
Answer #25	The Concessions Manager.
Question #26	Are there any plans for expanding the storage area?
Answer #26	No. But the PA is open to suggestions from Proposers.
Question #27	How is storage space assigned? What are the tenant fees associated with the storage areas?
Answer #27	The Concessions Manager assigns based on concession needs.
Question #28	What is the process for requesting/providing additional storage space to tenants?
Answer #28	A joint effort involving the PA Manager, Terminal B staff (maintenance and security) and Properties will work to identify additional space.
Question #29	Will the Concessions Manager be allowed to time slot deliveries?

Answer #29	The Concessions Manager is encouraged to work with TSA, PA facility staff, Maintenance, and Properties to coordinate deliveries.
Question #30	Is there a staging area for Trucks?
Answer #30	No.
Question #31	Will the PA assist in overcoming any of the challenges related to the Loading Dock area?
Answer #31	Recommendations will be considered.
Question #32	Will both sets of the moving walkways entering the Terminal be removed?
Answer #32	No. One walkway in B1 satellite is being removed. The other is being repaired and should be operational shortly.
Question #33	In the concourses, are there any plans for the center areas other than seating? Can the current seating be removed and replaced with a restaurant?
Answer #33	No.
Question #34	Is there a required number of seating in each of the concourses? If so, what is the requirement?
Answer #34	No. None.
Question #35	Can the PA provide the construction phase for the concessions program?
Answer #35	Current constructions upgrades is scheduled to be completed by year-end 2019.
Question #36	Can the PA provide a list of the current concessions and the operators?
Answer #36	Yes. The list has been uploaded to the SharePoint Site.

This communication should be initialed by you and annexed to your Bid upon submission.

In case any Bidder fails to conform to these instructions, its Bid will nevertheless be construed as though this communication had been so physically annexed and initialed.

THE PORT AUTHORITY OF NY & NJ

BIDDER'S FIRM NAME: _____

INITIALED: _____

DATE: _____

QUESTIONS CONCERNING THIS ADDENDUM MAY BE ADDRESSED TO JASMAINE GREEN AT jrgreen@panynj.gov OR (212) 435-4654.



RFP 57557– Management of Retail Concessions and Loading Dock Operations Request for Information

Date: 7/11/19

A "Category A" RFI indicates a major issue of significant concern that may preclude the Proposer from submitting a Proposal. A "Category B" RFI indicates a risk-sharing issue that affects value for money; and a "Category C" RFI indicates a minor or drafting issue

#	<u>RFP Document</u>	<u>Section Reference</u>	<u>Category (A, B or C)</u>	<u>Question/Request for Clarification</u>	<u>Response</u>
1	RFP No. 57557	Section 5, D	B	Please provide the current and future lease plans	There are no future lease plans other than what has been uploaded.
2	RFP No. 57557	Attachment H3/ Page 54	B	Please provide a list of all the new openings (new leases) from July 2019 to July 2026 and provide a copy of the sales assumptions for those units	All executed leases have been uploaded the SharePoint Site.
3	RFP No. 57557	Attachment H3 / Page 54	B	Please provide a copy of all leases	All executed leases have been uploaded to the SharePoint Site
4	RFP No. 57557	Attachment H2 / Page 53	B	Please confirm the sales figures provided for currency exchange in 2016 & 2017	Amend currency exchange amount for 2016 to reflect \$13,868,628. Amount for 2017 is \$17,245,074
5	RFP No. 57557		B	Will the successful bidder receive adequate office space for its operations? If so, please define the rent structure, if any	Contractor will receive approx. 1,000 square feet of office space in Building 74 for no rent.
6	RFP No. 57557	Attachment H1 / Page 45	B	What are the current CAM costs? Please provide a copy of the current cleaning (CAM) contract.	Concession tenants in the food court currently pay \$25K per year. There is no cleaning contract associated with this contract.
7	RFP No. 57557	Attachment H1 / Page 49	B	Please provide the current Loading Dock costs and staffing?	Loading dock contract directly with Westfield.
8	RFP No. 57557		B	Please confirm that the Loading Dock Operations costs are considered a pass through	Correct.
9	RFP No. 57557		B	When do you anticipate decommissioning the current Terminal B?	There are no current plans for decommissioning Terminal B.