

**REQUEST FOR PROPOSALS
FOR PASSENGER SERVICE ASSISTANCE (PSA)**

Addendum #2

This Addendum forms a part of the Contract Documents and modifies the original Bidding Documents dated June 9, 2019 as noted below. This Addendum shall become a part of the Contract Documents to the same extent as though it had been written into the body thereof and bound therein. This Addendum is applicable to the items affected and all bidders are held responsible for the contents herein. Please acknowledge receipt of this Addendum in the space provided on the PROPOSAL INFORMATION FORM; failure to do so may subject the Bidder to disqualification.

This Addendum consists of the following.

- A. *Mandatory Pre-Proposal Meeting – Sign-in Sheet:*
 - i. *Attached (Pg. 2)*

- B. *Questions and Answers from the Mandatory Pre-Proposal Meeting*
 - i. *Q&A (pg. 3)*
 - ii. *Updated Attachment B – Total Cost Proposal (pg. 4)*

Sealed proposals will be accepted until 10:00 AM PDT, Friday, July 19, 2019, by the Spokane Airport Board, 9000 W. Airport Drive, Suite 204, Spokane, Washington 99224

A. Mandatory Pre-Proposal Meeting – Sign-in Sheet:



Mandatory Pre-Proposal Meeting

Passenger Service Assistance

ATTENDANCE ROSTER

Name	Representing	Phone	Email	Signature
Andrew Barrington	SIA	509.455.6431	abarrington@spokaneairports.net	<i>[Signature]</i>
Chance Abbey	SIA	509-455-6445	cabbey@spokaneairports.net	<i>[Signature]</i>
Richard McCallum	Metro P.S.	509-368-1515	rmc@callumemetroprotective.us	<i>[Signature]</i>
Kevin Keller	Kodiak Security	244-3929	keller@kodiaksecurity.com	<i>[Signature]</i>
Art Petersen	Kodiak Security	244-3529	apetersen@kodiaksecurity.com	<i>[Signature]</i>
Mike Hammer	UNISERVE	509 991 5773	mhammer@uniserve.com	<i>[Signature]</i>
Dave Armstrong	SIA	509-455-6448	darmstrong@spokaneairport.com	<i>[Signature]</i>
Tyler Turnberg	Kodiak	244 3929	turnberg@kodiaksecurity.com	<i>[Signature]</i>

B. Questions and Answers from the Mandatory Pre-Proposal Meeting

1). Is there office space available for breaks, lunches, etc.

Answer: The Airport has office space is available in the terminal, applicable rates and changes would apply.

2). Is two-way communication with the Airport required for the Security Screening Queue Line Assistants and Passenger Wheelchair Agents?

Answer: No. The existing Curbside Taxi/Ground Transportation Management Booth has two-way communication with Airport (via a landline phone).

3). What is the badging requirement?

Answer: Only Passenger Wheelchair Agents will be required to be SIDA badged. Badging Curbside Taxi/Ground Transportation Management and Security Screening Queue Line Assistants will be up to the proposer.

4). The hourly rate is currently \$12.00/Hr.; it will go to \$13.50/Hr. in 2020. How does impact the RFP?

Answer: The term of this Contract shall be three (3) year(s) commencing October 1, 2019 and expiring on September 30, 2022. The Airport shall have the option to renew this Contract for two (2) additional one (1) year term(s). Therefore, the proposer will need to forecast and plan for the hourly rate increase.

5). The Passenger Wheelchair Agents must remain working 30 minutes beyond the last air carrier flight arrival seven (7) days per week. There will likely be overtime, is this reimbursable?

Answer: The proposer shall include any potential overtime, and/or cost in their Total Cost Proposal.

6). 2020 is a Leap Year, was this considered in Attachment B “Total Cost Proposal”?

Answer: No. The total annual hours on Attachment B are operational estimates, and subject to change. To ensure uniformity, an updated “Attachment B – Total Cost Proposal” has been included to this Addenda (pg. 4). **Please include the updated Attachment B in your proposal.**

ATTACHMENT B

Spokane International Airport

Request for Proposals for

Passenger Service Assistance (PSA)

Total Cost Proposal

Name: _____ Date: _____

Address: _____

The Proposer hereby offers to enter into a contract with the Airport to provide **Passenger Service Assistance (PSA)** as specified at Spokane International Airport, under the terms and conditions set forth in the Request for Proposals (RFP). The Airport reserves the right to award a contract to provide all or a portion of the following PSA services, in its sole discretion.

Proposer is bound by this offer for a period of Ninety (90) days following the date of proposal submission. It is understood by the Proposer that the Airport reserves the right to reject any and all proposals.

All qualified interested proposers are required to provide the Airport with the following:

Curbside Taxi/Ground Transportation Management:

Hourly Rate \$ _____ Estimated Total Annual Hours 23,424 Total Annual Cost \$ _____

Security Screening Quene Line Assistants:

Hourly Rate \$ _____ Estimated Total Annual Hours 16,104 Total Annual Cost \$ _____

Passenger Wheelchair Agents:

Hourly Rate \$ _____ Estimated Total Annual Hours 38,430 Total Annual Cost \$ _____

Passenger Service Assistant Supervisor:

Hourly Rate \$ _____ Estimated Total Annual Hours 7,320 Total Annual Cost \$ _____