

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

## Addendum #2

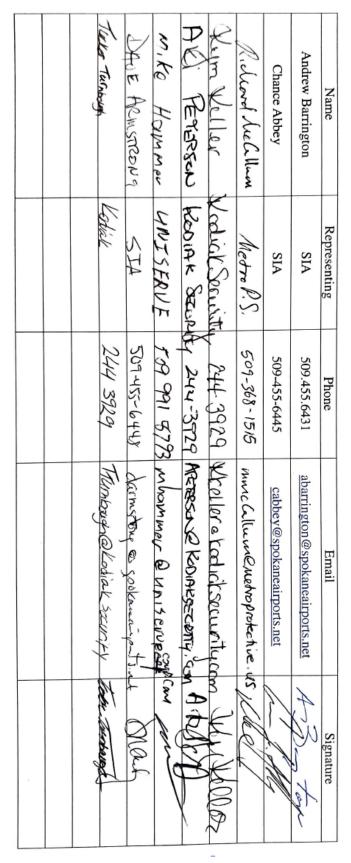
This Addendum forms a part of the Contract Documents and modifies the original Bidding Documents dated June 9, 2019 as noted below. This Addendum shall become a part of the Contract Documents to the same extent as though it had been written into the body thereof and bound therein. This Addendum is applicable 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

- 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:		
as specified at Spokane Inter-	national Airport, under the terms and	t to provide <u>Passenger Service Assistance (PSA)</u> conditions set forth in the Request for Proposals de all or a portion of the following PSA services,
•	fer for a period of Ninety (90) days nat the Airport reserves the right to re	following the date of proposal submission. It is ject any and all proposals.
All qualified inter	rested proposers are required to pr	ovide the Airport with the following:
Curbside Taxi/Ground Trans	portation Management:	
Hourly Rate \$	Estimated Total Annual Hours 23,424	Total Annual Cost \$
Security Screening Quene Lin	e 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 S	upervisor:	
Hourly Rate \$	Estimated Total Annual Hours 7,320	Total Annual Cost \$