

Department of Airports

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To: Prospective Proposers

From: Elizabeth Campopiano
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Subject: Addendum # 1 – Centralized Receiving and Distribution Center Logistics Management Services Request for Proposals - Sacramento International Airport

Addendum #1 to the Centralized Receiving and Distribution Center (CRDC) Logistics Management Services Request for Proposals (RFP) at Sacramento International Airport (Airport) includes: 1) a revised timeline; and 2) questions and answers for all questions received by the December 11, 2019 deadline, including those from the Mandatory Pre-Proposal Conference held on December 5, 2019.

Revised Timeline

| | |
|--|-----------------------------------|
| Proposals Due: | January 22, 2020 by 2:00 p.m. PST |
| Panel Evaluation of Proposals: | Week of January 31, 2020 |
| Interviews of Finalists (if necessary): | Week of February 14, 2020 |
| Board of Supervisors Reviews Recommendation: | Estimated April 2020 |
| Effective Date of Agreement: | Estimated May 15, 2020 |

Questions and Answers

The following questions were asked, and the answers are provided below:

1. Can the Airport provide utility costs for the total Central Warehouse?

Answer: The utility costs for the Central Warehouse for the last three fiscal years, ending each June 30th, are shown below:

- Fiscal Year 2018/19 - \$232,896 for Electric + \$4,645 for gas
- Fiscal Year 2017/18 - \$228,924 for Electric + \$3,741 for gas
- Fiscal Year 2016/17 - \$219,239 for Electric + \$3,687 for gas

Please note, electricity for the building is currently on the same meter that powers a number of different parts of the Airport. Sub-metering of all the CRDC space would not be feasible. The Department would require that, where feasible, the tenant improvements include a dedicated circuit

and sub-meter for power going to large draw CRDC equipment including, but not limited to, electric forklifts, pallet jacks, refrigeration and freezer units.

2. Can the Airport provide storage location and square footage for all concessionaires?

Answer: The current storage spaces used by the concessionaires are as follows:

| TERMINAL A | SQ. FT. | TERMINAL B | SQ. FT. |
|-------------------------------------|----------------|-------------------------------------|----------------|
| Terminal Building, 1st Floor | | Terminal Building, 1st Floor | |
| HMS Host | 52 | - | - |
| Concourse, 1st Floor | | Concourse, 1st Floor | |
| InMotion | 161 | Erwin Pearl | 50 |
| MAG US | 162 | Marshall Retail Group | 1,576 |
| HMS Host | 1,126 | Paradies | 2,286 |
| SSP America | 3,740 | MAG US | 234 |
| Taste, Inc. | 782 | Famiglia-Debartolo | 500 |
| | | HMS Host | 747 |
| | | HMS Host | 198 |
| | | HMS Host | 400 |
| | | SSP America | 1,284 |
| | | SSP America | 265 |
| | | Taste, Inc. | 184 |

3. If sales tax is applicable, how should it be handled with respect to the all-inclusive proposed Management Services Fees?

Answer: The CRDC will not collect any sales tax. This will be the responsibility of the concessionaires that purchase and sell the goods. Any sales tax expense for items purchased by contractor to complete the scope of work would be borne by contractor and would be recouped through the management services fees as the contractor sees fit.

4. Is there only one height restriction on the path of travel between Terminal A and B?

Answer: No. We have identified three areas of height restriction, as shown below and as toured during the Mandatory Pre-Proposal Conference:

- There is a limit of 9 feet for the airfield road on the south side of Concourse B that goes under the Automated People Mover before continuing to Terminal A.
- There is a limit of 8 feet for the breezeway under the Concourse B.
- There is a limit of 10 feet for the breezeway between Terminal A landside and airside.

There are no height restrictions for the road that travels the perimeter of Concourse B in a clockwise pattern to approach the Terminal A airside loading dock from the northeast direction.

5. Can the concession gross sales be broken down into food and beverage versus retail?

Answer: Proposers will find the requested breakdown in the “Concession Sales” data provided in sub-section B of Section 7 to the RFP, *Concessions and Sales Information*.

6. Can the Department provide a breakdown of food products into fresh and frozen?

Answer: The current concessionaires who offer food products have provided the below percentage breakdown of products delivered to the Airport.

| CATEGORY OF PRODUCTS | PERCENTAGE BREAKDOWN | | | | | | |
|---------------------------------------|----------------------|----------|-------------------------------|------|------|------|-----------|
| | RETAIL CONCESSIONS | | FOOD AND BEVERAGE CONCESSIONS | | | | |
| Type | Marshall | Paradies | Famiglia | Host | MAG | SSP | Vino Volo |
| Non-Food Items | 40% | 50% | 35% | 20% | 30% | 10% | 5% |
| Non-Perishable Food Items | 30% | 30% | 30% | 20% | 30% | 30% | 20% |
| Perishable Food Items (See Below) | 30% | 20% | 35% | 60% | 40% | 60% | 75% |
| Total = 100 | 100% | 100% | 100% | 100% | 100% | 100% | 100% |
| Perishables - Fresh (Refrigerate) | 50% | 70% | 45% | 80% | 30% | 40% | 60% |
| Perishables - Fresh (Non-Refrigerate) | 50% | 30% | 5% | 10% | 30% | 30% | 20% |
| Perishables - Frozen | 0% | N/A | 50% | 10% | 40% | 30% | 20% |
| Total = 100 | 100% | 100% | 100% | 100% | 100% | 100% | 100% |

7. Can a truck with a height of 12'4" be accommodated on a path of travel between the Central Warehouse and the two terminals?

Answer: Yes, it can be accommodated on the route that travels the perimeter of Concourse B to approach the Terminal A loading dock from the northeast direction, as mentioned in the answer to question 4 above.

8. Are proposals due electronically, through an online portal?

Answer: No. The Department does not utilize electronic portals for proposal submission. Please refer to the Proposal Format requirements set forth in Section 5 of the RFP, *Proposal Response*.

9. How do concessionaires get their goods under the current system?

Answer: Concessionaires currently arrange for purchase and delivery of all goods to the Airport. Concession staff meet the vendors at airfield gates and provide airfield escort to the terminals. Paradies Lagardere also has an off-site location from which it brings all non-food items to the Airport.

10. Can highly scheduled dock times be accommodated at the Central Warehouse?

Answer: Yes. Coordination and planning will take place between Central Warehouse staff and the CRDC operator to ensure that the delivery needs of all concerned will be addressed appropriately, including accommodating scheduled deliveries. The draft agreement, included in the RFP, requires a report of scheduled CRDC deliveries be submitted to the Department one week in advance to further these efforts and coordination.

11. Is Disadvantaged Business Enterprise (DBE) participation required?

Answer: There is no requirement for DBE participation, but there is a goal of 3% DBE participation for the CRDC agreement.

12. Do all concessionaires have storage?

Answer: Yes. All concessionaires shown in Section 7 of the RFP currently lease storage space from the Department. Please refer to the answer to question 2, above.

13. Is storage permitted in the Terminal B loading dock area, as was observed during the tour?

Answer: No. Storage is not permitted in any loading dock area, only the interim placement of goods pending transport to storage and operations areas.

14. Where would CRDC delivery trucks be stored when not in use?

Answer: Trucks would be stored airside in the area behind the Central Warehouse to be paved as part of the tenant improvements required of the CRDC contractor.

15. What is currently stored in the Central Warehouse?

Answer: Items stored in the Central Warehouse include County/Department supplies, parts, equipment, and fixtures.

16. What refrigerators are there at the Central Warehouse?

Answer: There are no refrigerators for CRDC use at the Central Warehouse except shared employee breakroom refrigerators.

17. Where in the Central Warehouse will the CRDC be located?

Answer: The location of the CRDC will depend upon the proposed space needs and layout included in the selected proposal, in conjunction with the Department's needs. The general layout of the Central Warehouse and current Department storage was reviewed during the tour.

18. Does the airside door in the Central Warehouse have a dock?

Answer: No.

19. Is there only one airside roll-up door in the Central Warehouse?

Answer: Yes.

20. Is the unpaved area by the airside door at grade?

Answer: Yes. The ground on the north side of the Central warehouse, where the paving will be required, is at grade level.

21. Where is the best location in the Central Warehouse to install the refrigerator(s) and freezer(s)?

Answer: This will be determined by each proposer based on its proposed layout and space needs. Proposers had the opportunity to see the interior of the Central Warehouse during the tour to assist in making such determinations. The as-built drawings in Attachment 1 may provide relevant details.

22. Is the warehouse designed to accommodate the punch through of more loading docks?

Answer: Please refer to the as-built drawings in Attachment 1 to identify what options may exist.

23. What is the vertical and horizontal clearance of the airside door? The other roll-up doors?

Answer: Please refer to the as-built drawings on Attachment 1. For convenience purposes only, the estimated dimensions of the roll-up doors are listed below:

- The three roll-up doors of the main loading dock appear to be 8' x 10'
- The large roll-up door off the front of the building appears to be 18' x 13'
- The airside roll-up door appears to be 8' x 8'2"

24. Can the Department provide a detailed layout of the Central Warehouse?

Answer: The as-built drawings for the Central Warehouse have been included in this Addendum #1 as Attachment 1, as noted elsewhere herein.

25. What is the best route through the Central Warehouse?

Answer: Proposers were given the opportunity during the Central Warehouse tour to determine this information based on each proposer's individual needs, in conjunction with the Department's needs.

26. Will the proposed activities of the CRDC contractor involve airline clubs?

Answer: No. The Airport has no individual airline clubs but does have a concessionaire operating two common-use lounges, as listed in the Food and Beverage Concepts shown in Section 7 of the RFP.

27. How is grease recycling currently done?

Answer: Currently, the concessions collect the grease and deposit it in collection devices in: 1) the loading dock area of Terminal A; and 2) a storage room in Concourse B. The grease is removed by a 3rd party vendor.

28. Will the scope of work include all parcels for the entire Airport?

Answer: No. It will involve only parcels for the concessions.

29. Will the scope of work include outbound parcels?

Answer: No, but concessionaires have expressed a desire to be able to drop off outbound parcels for United Parcel Service (UPS) at the CRDC.

30. Will contractor be responsible for pallets?

Answer: Yes. The contractor will be responsible for ensuring the pallets are neatly stored to prevent Foreign Object Debris (FOD) or other hazards pending transport back to the CRDC, as well as the return of pallets to vendors.

31. How wide are the hallways leading from the loading docks to concession storage locations?

Answer: The relevant hallway widths are as follows:

- Terminal A, Airside 1st Floor:
 - The main hallway leading west to many of the concession storage locations from the airside Terminal A loading dock is 8' wide; however, the double door exit from the loading dock is 5'-10³/₄" wide.
- Concourse B, 1st Floor:
 - The main hallway leading from the airside Concourse B loading dock is 11'-10¹/₂" wide. The hallway, however, has three sets of double doors that are only 7'-10³/₄" wide, including at the entrance/exit to the loading dock.
 - The hallway leading to the concession storage areas is of 6'-6³/₈" wide and has a set of double doors that are 5'-10³/₄" wide.

32. Are there storage areas along hallways?

Answer: Yes.

33. What drives the May 1, 2020 estimated effective date?

Answer: The May 1st date is an estimate based on the known schedule of other events related to this RFP. The actual date will depend upon: 1) the date the Board of Supervisors authorizes the Director to finalize and execute the proposed agreement; and 2) how long it takes to execute the agreement.

34. Is SSP the primary food and beverage concessionaire based on market share?

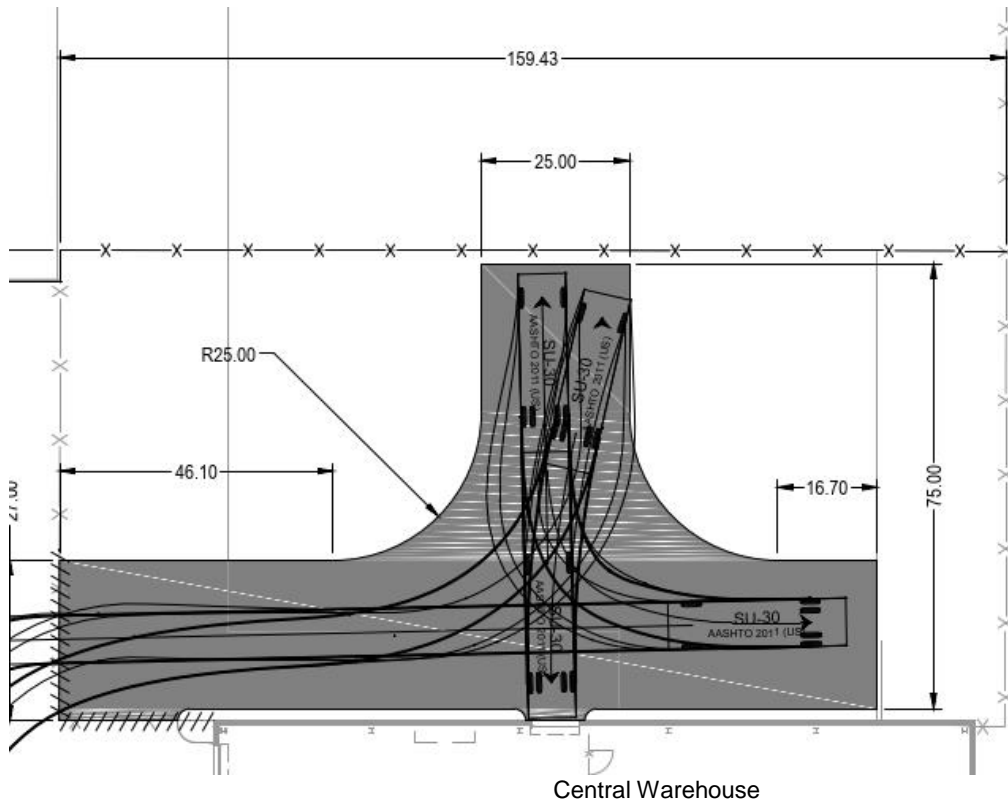
Answer: Yes. SSP America, Inc., does currently have the greatest share of the market and a majority of the food and beverage concepts. Proposers are advised, however, that most of the current food and beverage concession agreements for Terminal B expire in 2021, and the Department will be issuing an RFP in mid-2020.

35. Does the contractor need to pave the area outside the airside door at the Central Warehouse and install a dock?

Answer: Paving will be required in the area outside the airside door to be utilized for deliveries to the terminals. There is no requirement to install a dock.

36. What are the dimensions of the airside area needing to be paved?

Answer: The size of the area to be paved is based on the selected proposer's needs and Department requirements to ensure airfield safety and the minimization of FOD. The Department previously identified an area with the dimensions shown below as the proposed area to be paved; however, the drawing is being provided for informational purposes only. It will be incumbent upon each proposer to determine how much paving will be required to meet its operational needs.



37. Does everything go through one main gate at the Terminal A loading dock?

Answer: Yes.

38. Are there concession support spaces in Terminal A, like there are in Terminal B?

Answer: Yes. Most concessionaires in Terminal A have support space on the first floor within proximity to the loading dock.

39. Are there freight elevators?

Answer: Yes. There are freight elevators in both terminals that lead to the Concourse located on the second floor. All concession storage spaces in Terminal A and Concourse B are located on the first level.

40. Will the trucks heading to the Central Warehouse and CRDC be able to travel, enter, and exit the facility without going through passenger traffic?

Answer: Yes, for the most part. The travel along Lindberg Drive to the Central Warehouse is not a regular path of travel for passengers. Traffic on Lindberg is primarily for general aviation and cargo facilities. Traffic from other sources includes but is not limited to TNC vehicles.

41. Will a “living wage” be required?

Answer: No. Sacramento County has no living wage requirement.

42. Can the two smaller loading docks handle 8' pallets?

Answer: The smaller loading dock doors appear to be 8' x 10'; however, proposers should refer to the as-built drawings on Attachment 1.

43. Are x-rays required for inspection of goods?

Answer: X-rays are not currently required but are encouraged if such is necessary to ensure completion of the scope of work and thorough inspection of all goods before they enter the sterile areas of the Airport.

44. Does the contractor need to check produce boxes and other items that are not prepackaged?

Answer: Contractor will be required to complete the full scope of work and take all necessary actions to ensure thorough inspection of all items before they enter the sterile areas of the Airport.

45. What tenant improvements are required?

Answer: The required tenant improvements of which the Department is aware include: 1) installation of any necessary dedicated circuits and sub-meters as discussed in the answer to question 1, above; and 2) paving of the unimproved ground located airside adjacent to the Central Warehouse. Any additional improvements required to complete the full scope of work will vary by proposer, based upon the content of its proposal, its space layout, and its operational needs.