

April 23, 2021

CLARIFICATIONS NO. 1

Re: Solicitation No. 7007063, Luggage Cart Services

Please be advised of the following clarifications to the above referenced Solicitation.

Q1. Are there response format guidelines such that respondents can provide details on the vending units, experience, or luggage cart capabilities? In the current format respondents are asked to complete forms but there is no specific location or format for a narrative on any of the performance expectations as noted during the pre-bid.

A1. See Addendum No. 3.

Q2. Section 2 – Schedule of events – it is noted that the Notice to Proceed (NTP) for this is expected on or about June 2021. Later in the document there is the provision that the contractor must provide and install the equipment within 30 days of receipt of the NTP. The bidder requests that requirement for 30-day install be adjusted to 150 days. This number is more realistic. The lead time for a cart/CMU order of this size is at least 5 months and that can only be met if international shipping operations are normalized.

A2. See Addendum No. 3.

Q3. Section 4.2.5 – Scope of Work – Are respondents expected to provide the service with the labor schedule as noted in section 1.4 or are we expected to propose staff coverage as is indicated in this section?

A3. The bidder should provide a proposal to align service with the schedule in Section 1.4; however, they also can include an additional staff proposal in their bid.

Q4. Section 12 – Scope of Work – Please provide an explanation of the costs to be included in the “startup” costs.

A4. “Startup” costs include labor and overtime for ramp up, installation, additional human resources costs for recruiting, etc. These should be detailed and not to be absorbed as part of any ongoing costs.

Q5. Section 13.1.1 – Scope of Work – Please provide greater detail regarding the “Equipment Deficiency Status”. What is expected to be on the list and the definition of “powered floor equipment”. It is unclear why we would provide reporting on equipment that is being removed during a transition.

A5. The Board must track the equipment being removed during and at the end of the contract term for appropriate transparency of assets.

Q6. Section 14.4 – Scope of Work – Cart maintenance tracking is done through an internal Radio Frequency Identification Device (RFID) tag on each cart. Is this section requiring that the provider revert to a bar code or some other type of non-RFID asset tag?

A6. The section does not require that the provider revert to a barcode or other type of non-RFID asset tag. Please note the tracking technology can be bid as optional.

Q7. Section 27 – General Terms and Conditions – In this section the language creates a 30-day or month to month tenancy for this agreement. The bidder requests that at the very least language be added to this section that provides payment for any unamortized capital costs related to the service provision. A contractor will spend \$1.5 million to install equipment and could be required to remove that equipment 30 days into the contract with no recourse. In addition, the bidder requests that the contractor be provided with the same 30 termination clause rights as the Board. dd next clarification here.

A7. Consistent with the existing agreement with the contractor, the Board will not allow for mutual termination for convenience and the Board will not pay for unamortized capital costs.

Q8. Item 4 – M/WBE goal of 15% - M/WBE performance is normally measured as the M/WBE spend divided by concession revenue or contract value. In this unique situation, what is the denominator in this in this equation? If the answer is gross revenue, please provide the expected definition of gross revenue.

A8. The 15% M/WBE goal is a percentage of the total contract value not concession/gross revenues. In other words, a percentage of the total dollar amount you bid to DFW Airport.

NOTE: A copy of this questions and clarifications shall be acknowledged by appropriate signature and attached to the submitted proposal.

Company Name

Signed

Date

If you have any questions regarding this matter, contact during normal working hours (8:00 AM to 4:30 PM, Monday through Friday) at email address of pwatkins@dfwairport.com.

Sincerely,

Peggy J. Watkins

Peggy J. Watkins, C.P.M.
Contract Administrator
Procurement and Materials Management Department