



# CITY OF SAN ANTONIO

P.O. Box 839966  
San Antonio, Texas 78283-3966

## ADDENDUM I

**SUBJECT:** Request for Proposals, **Lease & Operate Airport Shoe Shine Concession in Terminals A & B, (RFP-13-031)**, dated January 6, 2013, due January 18, 2013.

**FROM:** Denise D. Gallegos, C.P.M., CPPB  
Procurement Administrator

**DATE:** January 14, 2013

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. I – TO THE ABOVE REFERENCED REQUEST FOR PROPOSALS**

**A. THE ABOVE MENTIONED REQUEST FOR PROPOSALS IS HEREBY AMENDED AS FOLLOWS:**

1. In RFP Section I, Background, Paragraph 2, Sentence 1, is amended to read:

“The Selected Respondent will provide a shoe shine concession to include installation, routine maintenance, and daily management offering shoe shine services, shoe care services, and the retail sale of shoe care products in Terminals A and B for passengers and visitors at the Airport.”

2. In RFP Section V, Proposal Requirements, Tab 3 and Tab 4, are amended to read:

“TAB 3 – EXPERIENCE, BACKGROUND, & QUALIFICATIONS: Use the form found in this RFP as Attachment A, Part Two. (The submittal in response to this requirement is limited to 10 pages.)”

“TAB 4 – PROPOSED CONCESSION PLAN: Use the form found in this RFP as Attachment A, Part Three. (The submittal in response to this requirement is limited to 20 pages.)”

**B. QUESTIONS RECEIVED IN ACCORDANCE WITH RFP SECTION IV, PRE-SUBMITTAL CONFERENCE:**

On Wednesday, January 9, 2013, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the Shoe Shine Concession Request for Proposals. Below is a list of

questions that were asked prior to and at the pre-submittal conference. The City's official response to questions asked is as follows:

**Question 1:** Will the City of San Antonio accept letter of guarantee from a bank in lieu of an Irrevocable Standby Letter of Credit?

Response: No. The City will only accept an Irrevocable Standby Letter of Credit or a Proposal Bond.

**Question 2:** Does the form in Attachment A, Part One count towards the 30 page limit for the RFP?

Response: See Item A-1 above. Attachment A, Part One does not count towards the 30 page limit.

**Question 3:** What is the anticipated City Council date for this contract?

Response: The anticipated City Council date is February 21, 2013

**Question 4:** How long after City Council award does the current concessionaire have to vacate the San Antonio International Airport?

Response: Current contract, which covers locations in both terminals, is month-to-month.

**Question 5:** Are the 9 month sales results stated in RFP Section I, Background based on \$6 per shoe shine?

Response: Yes.

**Question 6:** Can weekend hours be proposed?

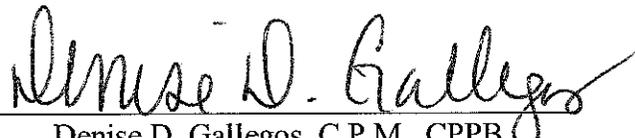
Response: Yes.

**Question 7:** Is shoe repair a requirement?

Response: No, shoe repair is not a requirement but may be proposed.

**Question 8:** Can a Respondent propose to offer a discount to Military personnel?

Response: Yes.



Denise D. Gallegos, C.P.M., CPPB  
Procurement Administrator  
Finance Department – Purchasing Division

Date \_\_\_\_\_  
Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip Code \_\_\_\_\_

Signature