

December 24, 2020

CLARIFICATIONS NO. 1

Re: Solicitation No. 8005397 – Pricing Evaluation Services

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

Q1. For Airport Brands price comparison, will the auditor be given contact information to verify price over the phone?

A1. Yes.

Q2. How many comp locations are allowed for the following: Airport Brands, Franchise or Corporate Owned Brands, Unique Brands, Local Brands, Other Brands?

A2. Three for each.

Q3. What is the maximum number of comp locations allowed for each airport location?

A3. Three.

Q4. Under contractor responsibilities 4.3, it states that the contractor must be able to perform price comparisons for companies that have not submitted their pricing comparisons as per the concessionaire's agreement with the Board. Can you please explain the process?

A4. Concessionaires are required to submit an annual price comparison in April. If they do not complete this process, Contractor will perform the comparison. The Contractor will work with Board staff to determine comparable locations.

Q5. What is the maximum number of items to be compared per audit?

A5. Approximately 20-25.

Q6. What is the minimum number of items to be compared per audit?

A6. Approximately 3.

Q7. Who chooses the street comp locations?

A7. The concessionaire as part of their annual submission or as part of their initial lease.

Q8. What is the maximum mile radius from the airport auditors will be expected to drive in order to obtain street pricing (please provide miles and not counties that are considered DFW metroplex)?

A8. 25 miles, online pricing is acceptable.

Q9. Are tourist attractions, theme parks, museums, etc., (any location that charges an admission fee) considered an acceptable street comp location?

A9. No.

Q10. If the answer is yes to question 9, will the Board reimburse contractor for admission fees paid to gain access to the comp location to obtain pricing?

A10. Not applicable.

Q11. If the answer to question 10 is no, can you provide the list of locations that will charge an admission fee to obtain pricing?

A11. Not applicable.

Q12. If a street comp location will not allow an auditor to obtain pricing or refuses to verbally give pricing (if an item price is not clearly marked), and the auditor has to purchase the items in order to obtain the price, will the Board reimburse contractor for those purchases?

A12. No.

Q13. If the answer to question 12 is no, please provide the item descriptions including size and brand, that frequently must be purchased from a comp location.

A13. The Board was not provided any documentation by previous Contractor that this was a necessary step.

Q14. If items must be purchased in order to obtain pricing, will Board require the auditor to bring purchases to the airport and submit to the Board?

A14. No.

Q15. How long does the contractor have to verify pricing submitted by concessionaire?

A15. This is done in Q2 as part of the evaluation process, Contractor will have all of Q2 to verify pricing submissions.

Q16. What is the frequency for volume? (Quarterly, monthly, etc.)

A16. Under our current program evaluations are conducted quarterly: Q1 12-15 locations; Q2 ALL Locations are evaluated based on their submission; Q3 12-15 locations; Q4 12-15 locations.

Q17. While there is a 0% requirement for M/W/DBE participation on this bid, will there be any preference for bids, including M/W/BE participating firms?

A17. No.

Q18. If there is any preference for M/WBE participating firms, do they need to have a place of business in the airport market area in order to be recognized?

A18. There is no preference.

Q19. If a bidder does not have audited financial statements, can this requirement be waived, and will unaudited financial statements be accepted by the Board? Additionally, can the Affirmative Statement of Financial Capability be waived? If so, could the Board provide necessary steps for

bidders to remain compliant in their submittals if choosing to be excepted from audited financial statements and Affirmative Statement of Financial Capability?

A19. Responses may include whatever a vendor is able to provide. Proposals will be scored according to how well the information provided meets the requirements.

Q20. Will a list of all attendees of the pre-proposal conference be posted?

A20. Yes.

Q21. Will a pending M/W/DBE certification be accepted towards M/WBE percentage goals, or must certifications be active at time of bid?

A21. In order to credit the participation of an M/WBE firm, the firm must be certified at the time of bid/proposal submission in addition to having a physical place of business in the Airport's relevant market area.

Q22. Endorsing the Proposal: Can you provide exact direction as to how an authorized officer of the Proposing Firm must sign the proposal to be compliant?

A22. Bid Response Form 10- Proposal Endorsement Form must be completed and signed to endorse the proposal response.

Q23. Are you able to provide access to the Airport's Business Diversity Programs and Policy Books?

A23. <https://www.dfairport.com/bdd/index.php>

Q24. Is it possible to submit required paperwork in advance of the bid due date to ensure it has been completed correctly?

A24. Submissions are not opened and reviewed until after the due date.

Q25. In filling out required paperwork, if our firm is WBE certified by the NCTRCA but does not have a place of business in the Airport market area, should we still fill out paperwork to indicate our certification (and note our percentage participants as such), or is our certification considered not applicable, and forms should be completed as though we do not carry the certification?

A25. Forms should be completed based on whether or not you meet the 'for credit' requirements.

Q26. Regarding required forms to be included in Envelope 2, our firm has not been able to locate the following forms. Can the Board verify whether the following forms should not be included in submittals (Envelope 2), or provide instructions as to how bidders can obtain the forms? Contracting Prohibitions Verification, Bond Forms, Workers Compensation Hold Harmless and Indemnification Agreement, Certificate of Anti-Corruption Compliance, Foreign Corrupt Practices Act (FCPA) Disclosure Statement.

A26. All required forms are included in the solicitation documents. These forms are not required.

Q27. The Organizational Summary Form includes the following question: Does the state in which the principal place of business or home office is located have local supplier or manufacturer preference laws? Is the question referring to percentage contracting goals for M/W/DBE firms? If this is not what the question is referring to, could you clarify what the question is seeking in terms of local supplier or manufacturer preference laws?

A27. This question does not relate to MWBE or diversity and inclusion. Some states and/or local governments have local procurement preference laws by which if a state or local government has a solicitation issued, and if a business that submits a bid resides in the state or locality issuing the solicitation, and its bid is a percentage higher than the low bidder that is outside the state or locality, the state or locality has the right to award to the higher bidder if it resides within the state or local government area and the higher bid is within the percentage margin applied by law or ordinance.

For example, if a state or local government has a 5% preference, and the lowest bidder from outside the state or locality bids \$1,000,000 but the second low bidder bids \$1,040,000, and has its business within the state or locality, the state or local government may award to the second low bidder because its bid is 4% higher (within the 5% local preference range).

The bidder has to research if their state or locality has a preference.

Q28. Tab 7 – Reference List / Experience – This section states there is a one-page limit per reference; however, in addition to each of the 5 required references, bidders must respond to sections 7.2.4.11.2 – 7.2.4.11.5. Could you please provide the page limit for the full section including the 5 pages (1 page per reference – section 7.2.4.11.1)?

A28. The number of pages for these sections is the Proposer's discretion.

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

Company Name

Signed

Date

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

Sincerely,



Christian Brewer, Senior Contract Administrator
Procurement and Materials Management Department