

ADDENDUM No. 1

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Date: January 23, 2020

RFP: Pullman-Moscow Regional Airport
2020 Rental Car Bid

Revised Bid Opening: March 4, 2020 at 10:00 A.M.

This addendum is hereby made a part of the contract documents identified as Request for Proposals for Non-Exclusive Car Rental Concessionaire at the Pullman-Moscow Regional Airport, Pullman, Washington, to the same extent as though it were originally included therein. It is essential that prospective bidders note the contents of this addendum and that the Pullman-Moscow Regional Airport be made aware that the addendum has been received. Therefore, acknowledge receipt by inserting the number of this addendum in the space provided on the Contract Proposal.

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GENERAL

Bid Opening Postponed:

Bid opening has been postponed to March 4, 2020 at 10:00 A.M.

BIDDER QUESTIONS

1. **Question:** Can you please provide a) total car rental revenue (gross revenue) at the Airport for the past 5 years and b) the market share of revenue as between Hertz and Avis/Budget? It is standard in Airport car rental RFPs to provide this information. As a potential new entrant we are otherwise at a competitive disadvantage in the bidding process not knowing the size of the market.
Answer: We do not have records for gross revenue as the rental car agencies have been on a month to month lease by rental car days for many years. At the time of the leases, reporting rental revenue was not a requirement. The market share numbers are: Total Rental Car Days 24,866 with Avis 12.558%, Budget 23.65%, Hertz 52.10%, off site agencies 11.70%. The total rental car days: Avis 3,124, Budget 5,886, Hertz 12,965, offsite agencies 2,911.
2. **Question:** The RFP schedule is very tight. We may not receive the final addendum until 1/31 allowing us then virtually no time to complete and deliver our proposal. Are you able to extend the close date at least a week and perhaps allow email submissions to save additional time?
Answer: We are able to extend the submission date to 10:00 AM Local Time, March 4, 2020. Email submissions are acceptable as long as they are complete and followed by a hard copy.
3. **Question:** Please clarify the hours of operation – are we able to effectively staff to scheduled flights as opposed to staffing continuously from 8am to 8pm regardless of whether there is any business activity? While we would of course staff for flights it is inefficient to staff at non-active times.

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Answer: Meet all scheduled flights during the hours of 8 a.m. - 8 p.m. and scheduled evening inbound flights as needed to meet customer demand. ie; if customer demand is down between scheduled flight, agencies can choose to have a gap in staffing.

4. **Question:** The RFP suggests the Term of the agreement is from March 15, 2020 through December 31, 2022 (see RFP Sec E - Term). Yet elsewhere it suggests a fixed two year Term (see Operating Agreement, Sec 3 Term). Can you clarify the Term of the agreement? Please also clarify the start / effective date of the new agreements.

Answer: Given the submission date extension to Marth 4th, the effective date of the agreement should be May 1, 2020. Service to begin date 5/15/2020, the fixed two year agreement will end on April 30, 2022. Agreements may be extended month to month after this date pending new terminal construction.

5. **Question:** It does not appear as though there is any RFP meeting planned prior to submission to review the RFP and ask questions. Is this correct?

Answer: It is recommended that all interested rental car agencies attend an Information Meeting, February 11, 2020 at 11:30 a.m. In addition to Q&A we will do a walkthrough of the facilities.

6. **Question:** Please advise when the current Hertz and Avis/Budget concession agreements expire?

Answer: All onsite rental car agencies have been on a month to month lease for several years.

7. **Question:** Can you provide drawings of the counters, parking and wash facility?

Answer: We can provide primitive drawings of the counters and parking. And provide photos with measurements for the wash bay area.

8. **Question:** We presume that aside from the two concessions to be awarded under this RFP you will continue to allow other companies to service the Airport as off-site operators?

Answer: Yes, rental car agencies will be allowed to provide service as off-site operators under separate agreement/conditions. Off site operators are separate from this RFP.

Date Changes:

Questions for this RFP shall be submitted by February 21, 2020

No amendments for this RFP will be processed after February 28, 2020

Submission date 10:00 A.M. Local Time, March 4, 2020

Term Agreement begins May 1, 2020

Term Agreement ends April 30, 2022

Service to begin May 15, 2020

END OF ADDENDUM