



**Request for Bids  
Airport Car Rental Concessions  
Proposal No. P16-005**

**Purchasing Department  
73 Harlow Street  
Bangor, Maine 04401  
207-992-4282**

**Issue Date: July 24, 2015**

**Addendum No. 1**

The following questions were submitted by prospective Respondents for the City's RFP: Airport Car Rental Concessions. The City's responses to the questions follow in *Italics*.

1. I request that we have a pre bid meeting with the airport and purchasing dept to discuss the entire bid submission—as it is VERY VERY comprehensive. I believe this will save ALL parties a lot of unnecessary work—we could have this meeting the week of august 10<sup>th</sup>

*The City of Bangor appreciates the suggestion of having a pre-bid meeting, but we believe this is not necessary. Of the airports responding to a recent survey, more than a third did not require a pre-bid meeting. The City of Bangor will continue to proceed with the schedule as defined in the RFP.*

2. No forms attached—are we to supply our own?

*The City of Bangor will allow companies to provide their own forms.*

3. Section VIII- proposal content--- last bid you waived almost all of this for current on airport brands—please waive again. If not waived--- a) History of company—we have been in business for over 50 years—the information you are requesting here is voluminous—kindly waive, clarify/ pare back greatly. B) Financial reporting—last 3 years complete financials—kindly waive as we have operated at BGR for years c) Other locations—please waive for current on airport brands—or limit—gross revenue, rents and fees—you are requesting a lot of unnecessary information. d) Management and staffing—please waive for current on airport brands. e) Services—please waive for current on airport brands or limit/clarify your request.

*1. Section VIII – Proposal Content: The intent of this section is to offer all Bidders the opportunity to provide background information and experience levels to the City of Bangor to help in our evaluation process. The City of Bangor will accept general information from each Car Rental Agency.*

- a. *Company History – Please provide general information that describes when the company was established, a list of locations currently served by your company, overall company sales, and any additional information you wish include related to the history of your company.*
- b. *Financial Reports – Please provide a complete set of financial documents as requested. Companies may provide electronic links to this information if this information can be found on company websites or other electronic mediums. Requesting financial information is commonplace throughout the industry.*
- c. *Other Locations – Please provide the information requested for three (3) locations, rather than the five (5) locations requested. We suggest that these three locations, if possible, be similar in size and operation to BGR.*
- d. *Management & Staffing – We request the following information: Staffing levels, hours of operation, organizational chart illustrating key local and regional management personnel, and a brief description of the revenue control system which will be utilized.*
- e. *Services – Please provide a list of the variety of types of vehicles offered and any additional information you wish to include.*

4. ACDBE Participation/Certifications—can this be provided AFTER the bid? Or must be included with the bid?

*ACDBE Participation – Please provide a letter which confirms that your company has read and understands BGR’s ACDBE Plan. Also include in this letter that your company will comply with the following:*

- 1. *Put forth a good faith effort to meet the current established goal.*
- 2. *Submit reporting annually.*
- 3. *Submit documentation of good faith efforts to meet the goal if the goal is not attained.*
- 4. *Participation shall be counted, per 49 CFR Part 23, and reporting is to be in accordance with 49 CFR Part 23 and submitted on the proper forms.*

5. Selection Criteria—Experience and Past performance--- a) “most recent industry customer report survey”—what is that? Did BGR do one? If so may we have a copy? If not please remove from bid b)—Proposed general policy and affirmative action program---please remove for current on airport brands. The bid does not require a copy of our affirmative action plan/goals--- but you are going to evaluate our bid on that—how will that work?

*Selection Criteria –*

- a. *Under the section of experience and past performance, the City is providing each Bidder with the opportunity to provide information or documentation to support your bid on how each company has*

*demonstrated ability and experience in operating at airports. As an example, a company may provide documentation that it has successfully operated at a specific airport for over 10 years. You may include BGR in this information. The City also will allow each Bidder to supply copies of any company surveys which support their customer service. This is not required, however.*

*b. Under the section of affirmative action, the City will accept a letter which confirms that each Bidder will fully comply with all applicable affirmative action goals and requirements.*

*c. ACDBE Participation – Please see #4, section (a) above.*

All other terms, conditions and specifications of this request remain the same.

Please acknowledge this addendum by signing the acknowledgement below and returning this form with your bid.

If you have already submitted a bid and would like to make a change reflecting this addendum, you may request in writing your bid be returned to you.

The following Addendum(s) is/are hereby acknowledged:

**Addendum No. 1 – Issued July 24, 2015**

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Name (print or type)