



VIRGIN ISLANDS PORT AUTHORITY

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ADDENDUM NO. 1 REQUEST FOR PROPOSAL For FOOD KIOSK AT CYRIL E. KING AIRPORT

This Addendum modifies or interprets the Request for Proposal (“RFP”) documents by additions, deletions, clarifications, corrections or other type of modification. Addendum # 1 shall become a part of the Documents and shall be acknowledged upon submission of responses.

Questions and Answers

Question 1:

What is the size of the kiosk?

Response: The kiosk will be either a 12 x 12 or 15 x 9.

Question 2:

Can we access wifi to run our business operations? Is it a secured access point. For example our point of sale is Clover Silver and is a cloud based system. Do we run our Wifi within the Airports Wifi or do we bring in our own service.

Response: The successful proponent will be required to secure their own wifi service.

Question 3:

Can we have a pump drainage system that runs piping through ceiling to the closet drainage pipe of the airport or is a portable drainage our only option?

Gateways to the USVI's Economy

Response: The portable drainage is the only option.

Question 4

We can sell beer, wine as long as its in aluminum cans and the small plastic wine bottles?

Response: Yes.

Question 5

We can sell some of our branded retail items at our kiosks, Other than food and beverage?

Response: Yes.

Question 6

Are there CAM charges? And what does the CAM fee include?

Response: No.

Question 7

Can you provide an average percentage of sales that is VIPA's intent to charge on food, beverage and retail sold? Is this a constant number? And is it an Airport Fee? Can we list it as such on the receipt?

Response: No, this information will be negotiated with the successful Proponent.

Question 8

In the event that the Power goes out at the airport, will a back-up generator come on that supports the food kiosks, freezer/refrigeration and heating elements?

Response: Yes.

Question 9

A liability insurance binder should have VI Port Authority as additionally insured or Cyril King Airport?

Response: The liability insurance binder should state VI Port Authority as the additional insured.

Question 10

Are we allowed to deliver to the Kiosks 2-3 times a day? Is there a limit of times to enter the Pre-Clearance area during a 24 hour time frame?

Response: No. The delivery times must be coordinated with the Transportation Service Administration (TSA).

Question 11

The Health Department requires, monthly water testing and extermination services reports for Food industry services health permit inspections, Is that something the airport already has done monthly? VIPA can provide or will communicate to the Environmental Health Department? Or we still have the responsibility for extermination services of kiosk and water testing on our own accord?

Response: The Proponents are responsible for conducting their health inspection.

Question 12

The VIPA will provide both Hot and Cold water utility and can provide electricity that is 110, 220 and 3 phase 420 if needed?

Response: Yes, the Authority will provide both hot and cold water.

Question 13

Is there security in the Preclearance area of the airport 24/7?

Response: Yes.

Question 14

Can we bring our design/contractor to the preclearance area so that he can check out the build site, to give our best proposal it would be helpful to have him walk the site. Do we organize a visitor pass with you Ms. Davis?

Response: We are scheduling another walk-through on Tuesday, January 19, 2020, only for those Proponents that were unable to make the first walk-through. Proponents must RSVP by Friday, January 15, 2020.

Question 15

Is there a specific decor / color schematic you require for the kiosk? For example the renovated baggage claim area has a certain color scheme.

Response: No, but the Authority has the final approval.

Question 16

Do you require certain building materials? no wood framing? aluminum only etc.

Response: No, but the Authority has the final approval prior to the Construction.

Question 17

Are we allowed to have controlled spacing outside the kiosk footprint so that we can control flow of the kiosk patrons, for example order line pick up line, and a boundary seating area for patrons that want to sit and eat.

Response: No.

Question 18

Can we provide entertainment via, television or music?

Response: No.

Question 19

May we have live plants as a part of our decor or create the boundary lines.

Response: No.

Question 20

The receiving area that will accept deliveries to the kiosk, what is the height , width dimensions of the door access? I guess are all of them double doors , or are we limited to single door access for deliveries. Is there a size limitation of delivery van, truck for easy access to a receiving area?

Response: This information will be provided to the successful proponent.

Question 21

I will be applying under one company, Petrus Eatery. However, I am proposing two product offerings: (1) Subway and (2) Sbarro, under the operation of Petrus Eatery. Is this construct acceptable?

Response: Yes, this is acceptable.

Question 22

Would utilities be a separate line item? In other words, would the Port Authority bill separately for utilities, or would utilities be included in the rent price structure?

Response: No, this information will be included in your lease agreement.

Question 23

Is the 15' x 30' kiosk space be inclusive of seating and customer queuing, or is that the footprint for the kiosk only?

Response: The kiosk spacing will either be 12 x 12 or 15 x 9. This involves the footprint for the kiosk only. No customer seating or queuing will be allowed.

Question 24

For the successful bidder, you're requiring a Proposal Bond of \$10,000 plus a Surety/Performance Bond. For the Surety/Performance Bond, what limits are you looking for, and would this be a one time requirement?

Response: The Proponent has the option of submitting a proposal bond from the Proponent's Surety or a certified check in the amount of \$10,000.00. If a certified check is submitted it must be received by the deadline. Failure to submit either the bond from the Surety or a certified check will result in rejection. A Performance Bond is not required. A copy of the Bond form is attached hereto as Attachment A.

Question 25

Tab H on page 17 says the respondent must "include the original Proposal Bond in Section 13.2 below. Failure to furnish a Proposal Bond with a valid Power of Attorney...will result in rejection." Please note, my package does not have Section 13.2; it stops at 13.1 and then goes to the template lease agreement. Reference to the Proposal Bond that speaks to \$10,000 is in section 7.3 (page 10).

Response: Section 13.2 is attached hereto as Attachment A.

Question 26

Please clarify, should I submit the Proposal Bond amount of \$10,000 with the proposal? And even though I am the owner representing the company, do I need a Power of Attorney?

Response: See response to Question 24.

Question 27

Can we get a pax count pre and post Covid please?

Response: A copy of the passenger count for March 2020 and November 2020 is attached as Attachment B.

Question 28

Is there a page limit for submitted response?

Response: No.

Question 29

Can we get a passenger count by week, month or year for current and last 2 years?

Response: Please see response to Question 27.

Question 30

Getting a business license from DLCA is requiring a lease for the space, so what kind of license is expected if we don't have a lease yet?

Response: The kiosk spacing is for business that have already been established.

Question 31

Form 13.2 was not provided in the original RFP. Can the Authority please provide.

Response: Please see Attachment A to Addendum I.

Question 32

What is the Power of Attorney required and who will it be for?

Response: The Power of Attorney refers to the information to be submitted with the Bid Bond Form.

Question 33

This is new business venture with no operating history. Can other personal financial information be provided in its place, if so, what type of personal information is needed, beyond IRS tax returns?

Response: The kiosk spacing is for business that have already been established.

Question 34

Can social security numbers and other sensitive information be redacted in the proposal?

Response: Yes.

**Please Note: All Other Terms and Conditions Remain Unchanged
Bidders Must Acknowledge Receipt of this Addendum with their Bid Proposal**



13.2

BID BOND

KNOW ALL MEN BY THESE PRESENCE, that we, the undersigned _____

_____, as Principal, and _____, as Surety, are hereby held and firmly bound unto the Virgin Islands Port Authority, as an Owner, in the sum of **TEN THOUSAND DOLLARS AND NO CENTS (\$10,000.00)** lawful money of the United States of America, for the payment of which sum will and truly be made, we bind ourselves, our heirs, executors administrators and successors, jointly and severally, firmly by these presents.

WHEAREAS, the "Principal" contemplates submitting or has submitted a proposal to the Virgin Islands Port Authority, for furnishing and paying for all necessary labor, materials, equipment, machinery, tools, apparatus, services, all workmen's compensation and unemployment taxes incurred in the performance of the Contract.

WHEREAS, it was a condition precedent to the submission of the proposal that a certified check of bid bond in the amount of Ten Thousand Dollars and Zero Cents (\$10,000.00) be submitted with the bid as a guarantee that the proposal would, if given a letter of Intent to Award the Contract, enter into a written contract with the Virgin Islands Port Authority.

NOW, THEREFORE, THE CONDITIONS OF THIS OBLIGATION ARE SUCH, that if the bid of the "Principal" herein be accepted and said "Principal" herein be accepted and said "Principal", enter into a written contract with the Virgin Islands Port Authority, and delivers the required bonds and insurance certificates, then this obligation shall be void, otherwise the sum herein stated upon demand of said "Owner", shall be paid to the Owner in good and lawful money of the United States of America, as liquidated damages, and not a penalty, for failure of said "Principal."

IN WITNESS WHEREOF, the Principal and the Surety have here unto set their hands and seals and such of them as are corporations have caused their corporate seal to be hereto affixed and these presents to be signed by their proper officers, the day and year set forth above.

Principal

(SEAL)

By: _____

Title: _____

Surety

(SEAL)

By: _____

Title: _____

Note: The person executing this bond on behalf of the Surety must attach power of attorney or other appropriate proof of authority to do so

ATTACHMENT B

STT Passenger Daily Stats Information Per Airline Carrier

Date Submitted: November 01, 2020

Submitted By: VIPA Airport Manager

Date	American Airlines		Cape Air		Delta		Silver Airlines		JetBlue		Spirit		United Airlines		DAILY PAX TOTAL	
	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out
11/1/2020	300	336	70	49	383	318	27	19	38	32	239	227			1057	981
11/2/2020	279	265	78	105	200	233	37	29	0	0	146	106			740	738
11/3/2020	230	132	84	80	188	115	44	27	0	0	0	0			546	354
11/4/2020	392	210	92	77	211	138	52	22	0	0	0	0			747	447
11/5/2020	452	180	62	85	317	107	33	21	53	23	269	179			1186	595
11/6/2020	447	274	111	106	256	194	36	50	0	0	0	0			850	624
11/7/2020	756	539			363	380	20	28	210	119	117	132			1466	1198
11/8/2020	356	495	71	53	317	360			45	30	223	237			1012	1175
11/9/2020	247	357			212	299			0	0	137	153			596	809
11/10/2020	238	266			164	214			0	0	0	0			402	480
11/11/2020	371	294			255	180			0	0	0	0			626	474
11/12/2020	448	239			272	169			31	37	257	202			1008	647
11/13/2020	360	328			297	198			0	0	0	0			657	526
11/14/2020	684	803			405	439			136	151	136	96			1361	1489
11/15/2020	309	559			257	343			23	18	231	248			820	1168
11/16/2020	258	402			165	336			0	0	94	115			517	853
11/17/2020	185	313			164	211			0	0	0	0			349	524
11/18/2020	367	262			252	296			0	0	115	136			734	694
11/19/2020	567	301			229	137			35	20	279	271			1110	729
11/20/2020	793	445			325	171			0	0	152	123			1270	739
11/21/2020	981	691			468	351			212	109	141	128			1802	1279
11/22/2020	746	502			451	330			45	18	298	293			1540	1143
11/23/2020	377	403			258	232			0	0	163	137			798	772
11/24/2020	431	435			292	234			0	0	302	295			1025	964
11/25/2020	705	459			393	208			0	0	146	143			1244	810
11/26/2020	244	161			277	148			0	0	239	228			760	537
11/27/2020	338	570			310	408			0	0	102	18			750	996
11/28/2020	597	999			334	469			158	152	123	170			1212	1790
11/29/2020	508	996			308	470			40	62	337	332			1193	1860
11/30/2020	496	839			267	398			0	0	142	160			905	1397
															0	0
Total Pax Monthly:	13462	13055	568	555	8590	8086	249	196	828	557	4388	4129	0	0	28085	26578
															Monthly Total:	54663

Note: Numbers reflect the days that have been submitted.

Note: Counts collected are for informational purposes only.

Updated: November , 2020

ATTACHMENT B

Passenger Daily Stats Information Per Airline Carrier

Submitted To: Department of Tourism, Director

Date Submitted: March 19, 2020
Submitted By: VIPA Airport Manager

Date	American Airlines		Cape Air		Delta		JetBlue		Spirit		United Airlines	
	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out
3/1/2020	602	780	58	78	507	592	289	280	567	0	258	294
3/2/2020	412	690	108	103	368	559	271	253	267	0	217	265
3/3/2020	573	673	95	94	168	189	256	235	529	0	232	302
3/4/2020	717	630	118	107	361	371	271	275	278	0	269	248
3/5/2020	723	551	147	132	554	432	234	278	442	0	248	211
3/6/2020	714	657	121	137	550	522	261	331	276	0	272	248
3/7/2020	1127	1097	61	70	519	540	456	385	280	0	568	459
3/8/2020	629	648	89	78	540	567	261	232	552	0	273	290
3/9/2020	581	619	93	85	426	544	311	228	290	0	206	263
3/10/2020	582	705	79	76	180	185	256	228	506	0	258	245
3/11/2020	650	656	94	81	343	383	243	234	286	0	217	170
3/12/2020	758	700	103	106	0	0	222	258	266	255	241	266
3/13/2020	699	764	74	147	475	506	211	365	125	134	235	248
3/14/2020	1183	1270	62	68	445	460	221	335	129	134	399	529
3/15/2020	502	692	53	33	374	519	254	213	244	234	205	251
3/16/2020	318	630	90	49	292	507	190	193	111	128	113	224
3/17/2020	276	626	46	49	208	462	130	244	188	257	105	255
3/18/2020	203	580	24	43	178	507	119	220	108	126	56	174
3/19/2020	134	603	34	66	107	400	59	184	199	224	38	193
3/20/2020	63	688	30	77	54	478	45	188	90	133	27	230
3/21/2020	108	1014	22	53	99	481	39	206	57	112	83	422
3/22/2020	49	413	26	26	41	375	20	114	116	235	19	169
3/23/2020	38	289	21	10	17	181	40	94	57	124	12	106
Total Pax:	11641	15975	1648	1768	6806	9760	4659	5573	5963	2096	4551	6062

Note: Numbers reflect the days that have been submitted.

Updated: March 24, 2020