



**Office of the Mayor-President**  
Purchasing Division  
City of Baton Rouge  
Parish of East Baton Rouge  
222 St. Louis St. 8<sup>th</sup> Floor Room 826

**Paul Narcisse**  
Director of Purchasing

**ADDENDUM NO. 3**  
**February 24, 2024**

Your reference is directed to: **File Number: 24-97514**

Solicitation Number: **A24-97514 OPERATION OF AUTOMOBILE RENTAL  
CONCESSIONS AT THE GREATER BATON ROUGE  
METRO AIRPORT DISTRICT**

scheduled to open: **March 7, 2024**

The following changes are to be made to the referenced solicitation:

The bid opening has been moved from **11:00 a.m. (CST) on March 7, 2024**  
to  
**11:00 a.m. (CST) on March 21, 2024**

The questions and answers below will be made part of the above referenced solicitation.

This addendum is hereby officially made a part of the referenced solicitation and should be attached to the bidder's proposal or otherwise acknowledged therein.

If you have already submitted your proposal and this addendum causes you to revise your original bid, please indicate changes herein and return to Purchasing prior to bid opening in an envelope marked with the file number, bid opening date, and time. If this addendum does not cause you to revise your bid, please acknowledge receipt of the addendum by signing your name and company below and returning it in accordance with the provisions above.

cc: Bid File 24-97514  
dsstewart@brla.gov  
225-389-3259 x 3264

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Signature

Date

Company

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Any questions submitted that are not addressed in this Addendum #3 will be included in an upcoming Addendum.

**GENERAL QUESTIONS:**

Q1: Please provide conference call information to enable remote participation for the pre-bid meeting.

A1: See Page 11 of the Invitation to Bid

Q2: Please provide MAG results for the prior Bid Process.

A2: Please see attachment.

Q3: Since the answers might be delayed until after the pre-bid meeting, we request an extension to the deadline. We need 3 weeks following the last addendum to finalize our bid, secure all internal approvals, and ship the package to Baton Rouge.

A3: The Airport acknowledges this request and will extend the bid submittal date to be March 21, 2024 at 11:00 a.m.

Q4: Please confirm that the final addendum be issued at least 3 weeks prior to the bid deadline.

A4: Bid submittal date has been extended.

Q5: Apparently, there is a well-known issue with the garage elevator. Can the airport please advise when this key vertical transportation component will be repaired so that it is reliable to alleviate customer service issues.

A5: The Elevator in question was repaired during the week of February 11, 2024. The Airport will continue to monitor and work to correct any operational issues with the elevator/vertical circulation equipment in the Rental Car Garage. The Airport will follow-up with the local rental car representatives on the progress of this item outside of this Bid process.

Q6: Similarly, the stairs are in poor condition and it appears that routine cleaning isn't being done. Can the airport confirm that improvements will be made to address this concern?

A6: The Airport will look into and work to correct any issues with the stairs/vertical circulation in the Rental Car Garage. The Airport will follow-up with the local rental car representatives on the progress of this item outside of this Bid process.

Q7: The garage is dimly lit and the lighting needs to be upgraded. Can the airport confirm if an upgrade project is being considered?

A7: The Airport began a project to address and replace non-operational bulbs in the Rental Car Garage. As of this date 90% of the previously out lighting has been repaired. An upgrade to the lighting fixtures to newer models is being discussed and analyzed.

Q8: Do only 3 of the service center sites have fuel systems?

A8: Correct, only three areas have fueling systems.

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- Q9: Can the airport confirm that the fuel tanks are all ABOVE GROUND systems instead of underground tanks? Can the airport provide pictures the fueling system to identify which portions, if any are underground?
- A9: Two sites have above ground tanks (Current Hertz and Enterprise/National) and the current Avis lot has an underground tank that is 5-6 months old.
- Q10: What is the Shared Ride situation at BTR? Is a fee charged for these transactions?
- A10: Currently two rideshare companies have contracts to operate at BTR: Uber & Lyft. The airport receives a fee for every pickup on Airport property.
- Q11: Please consider email or electronic submission of the Bid.
- A11: The bid cannot be accepted through email or Fax submission. A sealed bid envelope (all completed documents included in a sealed package) can be submitted; this is usually utilizing FEDEX, UPS or mail courier. The bid can also be submitted online through Central Bidding; this will require the bidder to establish an account with Central Bidding.
- Q12: Please confirm we are required to fill out and submit the "Invitation to Bid- Annual Contract" cover page.
- A12: This page must be completed and signed in the designated space and by person authorized to sign for bidder.
- Q13: Please clarify what the Bidder Information Form ("Competitive Proposal Request") is and provide a copy.
- A13: This is the same as the **BIDDER'S ORGANIZATION** (Page 59)
- Q14: The bid package is missing DBE/ACBDE Goal Form- Form 4. Please provide.
- A14: This form is provided in Addendum #2
- Q15: Will there be a public bid opening? If so, please provide details.
- A15: See Page 11 of Invitation to Bid
- Q16: Article III: Please modify so that all payments are due on or before the twentieth (20<sup>th</sup>) of each month.
- A16: The Airport is amenable and will agree to modify this language so that statements/reports are due on or before the fifteenth (15<sup>th</sup>) of each month and the corresponding payments are due on or before the twentieth (20<sup>th</sup>) of each month. Electronic payment is preferred.

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- Q17: Article III: Please consider specifically excluding from Gross Revenue fees such as speeding tickets, tolls, and other governmental finds, as well as the associated administrative fee
- A17: The Airport is amenable to this request and will agree to exclude fees such as speeding tickets, tolls, and other governmental fines, as well as the associated administrative fee to the definition
- Q18: Article III: Please consider specifically excluding from Gross Revenue fees such as speeding tickets, tolls, and other governmental finds, as well as the associated administrative fee of Gross receipts.
- A18: The Airport is amenable to this request and will agree to exclude fees such as speeding tickets, tolls, and other governmental fines, as well as the associated administrative fee to the definition of Gross receipts.
- Q19: Article IV: Please consider a 2-hour grace period associated with the CFC for better customer service and to match the company's ability to charge smaller rental fee amounts for the extra 2 hours. The Transaction Day would then be defined as 26-hour period.
- A19: No
- Q20: Article IV: Please consider payment due on or before the twentieth (20<sup>th</sup>) of the month.
- A20: Please see response to Question #16 above.
- Q21: Please confirm that Avis rent a car and Budget rent a car are currently in good standing and will be permitted to bid.
- A21: Avis and Budget are both considered to be in good standing as of the release of this Addendum.
- Q22: Please waive the bid guarantee for bidders currently operating at the airport.
- A22: No
- Q23: Please extend the bid due date until 3 weeks after the last addendum is issued.
- A23: Please see response to question #3 above.
- Q24: Please verify that if we have to change floors in the garage that the airport will be responsible modifying for the wayfaring signage (at the airports expense) that current exists in the garage. How long will that process take?
- A24: The Airport will update wayfinding signage in the garage and elevators as necessary. Timeline to do so to be determined.
- Q25: Please allow payments to BTR to be made on the 20<sup>th</sup> of the month
- A25: Please see response to question #16 above.

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**NOTE 1:** Updated land rental rate for service centers will be as follows:

<i>Land</i>	<i>Size</i>	<i>Rent</i>
Area "A"	2.0 acres	\$16,552.80/yr.
Area "B"	1.50 acres	\$12,414.60/yr.
Area "C"	0.74 acres	\$6,157.64/yr.
Area "D"	0.75 acres	\$6,207.30/yr.
Area "E"	1.28 acres	\$10,593.79/yr.
Area "F" <small>(vacant land only; contingent on successful bid)</small>	0.60 acres	\$4,965.00/yr.

**NOTE 2:** Please utilize the link below to access the list of Certified ACBDE's as discussed in Pre-Bid Meeting:

[https://flybtrcom-my.sharepoint.com/:x:/g/personal/elmilano\\_flybtr\\_com/EQAbMzSUUkFKnAWF2R3cVvwB540Ww2BVaSehEtjnnbrJzA?rtime=7OxqXsE03Eg](https://flybtrcom-my.sharepoint.com/:x:/g/personal/elmilano_flybtr_com/EQAbMzSUUkFKnAWF2R3cVvwB540Ww2BVaSehEtjnnbrJzA?rtime=7OxqXsE03Eg)

Form 4

**DBE/ACDBE GOAL FORM**

There is a 2.42% DBE Goal for this solicitation, respondents are challenged to present a creative and responsive plan that provides for ACDBE participation that is commercially meaningful and useful including the following arrangements to ensure quality participation: (1) Participation as a prime consultant, (2) Joint Venture, (3) Partnership, and (4) Sub-consultant, (5) Vendor.

**Disadvantage Business Enterprise Commitment:**

I/We respectfully propose a \_\_\_\_\_% goal as the Disadvantage Business Enterprise/Airport Concession Disadvantage Business Enterprise participation and commitment for each year of the Lease Agreement. I/We hereby attached our DBE plan for the term of this agreement. This proposed goal shall be incorporated into the Lease and Concession Agreement.

BIDDER: \_\_\_\_\_  
(Company)  
Brand: \_\_\_\_\_

BY: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

**NOTE: This document shall be submitted with the Bid**