

New York State Office Of General Services  
Procurement Services Group  
Corning Tower Building  
Empire State Plaza  
Albany, New York 12242  
<http://www.ogs.ny.gov>

## PURCHASING MEMORANDUM

### BID SOLICITATION UPDATE

**RFP NUMBER:** 22620

**DATE:** February 5, 2013

**GROUP:** 80101 – CATERER FOR A VENUE THAT OFFERS  
YEAR-ROUND OPPORTUNITIES AT STATE  
FAIR EMPIRE ROOM & SOMERSET ROOM

**PLEASE ADDRESS INQUIRIES TO  
DESIGNATED CONTACTS:**

Lori L. Bahan  
Purchasing Officer I  
(518) 486-7313  
[PS\\_AA\\_STATEFAIR@ogs.ny.gov](mailto:PS_AA_STATEFAIR@ogs.ny.gov)

**BID OPENING:** February 14, 2013

Joseph Hodder  
Team Leader  
(518) 474-3668  
[PS\\_AA\\_STATEFAIR@ogs.ny.gov](mailto:PS_AA_STATEFAIR@ogs.ny.gov)

**SUBJECT:** POSTPONEMENT OF BID OPENING DATE

**TO PROSPECTIVE BIDDERS:**

The bid opening date for the above referenced RFP has been postponed. The new bid opening date is February 14, 2013 at 11:00 AM.

Due to the postponement of the bid opening date, proposals that have already been received will be held and opened on February 14, 2013. No resubmission is necessary.

The amended RFP can be found at the following link:  
<http://www.ogs.ny.gov/Purchase/BidCalendarLV.asp>.

This information will also be made available on the Department of Agriculture and Markets web site,  
<http://www.agriculture.ny.gov/RFPS.html>.

LEGAL BUSINESS NAME OF COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_

PRINTED COPY OF SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

New York State Office Of General Services  
Procurement Services Group  
Corning Tower Building  
Empire State Plaza  
Albany, New York 12242  
<http://www.ogs.ny.gov>

## PURCHASING MEMORANDUM

### BID SOLICITATION UPDATE

**RFP NUMBER:** 22620

**DATE:** January 30, 2013

**GROUP:** 80101 – CATERER FOR A VENUE THAT OFFERS  
YEAR-ROUND OPPORTUNITIES AT STATE  
FAIR EMPIRE ROOM & SOMERSET ROOM

**PLEASE ADDRESS INQUIRIES TO  
DESIGNATED CONTACTS:**

Lori L. Bahan  
Purchasing Officer I  
(518) 486-7313  
[PS\\_AA\\_STATEFAIR@ogs.ny.gov](mailto:PS_AA_STATEFAIR@ogs.ny.gov)

**BID OPENING:** February 7, 2013

Joseph Hodder  
Team Leader  
(518) 474-3668  
[PS\\_AA\\_STATEFAIR@ogs.ny.gov](mailto:PS_AA_STATEFAIR@ogs.ny.gov)

**SUBJECT:** RFP AMENDMENTS AND CLARIFICATIONS TO QUESTIONS/INQUIRIES

**TO PROSPECTIVE BIDDERS:**

The above referenced RFP has been amended to include the change outlined below. Amendments are reflected in the revised RFP dated **January 30, 2013; please use this revised document when submitting your proposal.** Additionally, the Office of General Services and the Department of Agriculture and Markets have given additional clarification to the questions/inquiries submitted prior to the January 18, 2013 deadline for inquiries.

The amended RFP and the responses to the Questions/Inquiries can be found at the following link:  
<http://www.ogs.ny.gov/Purchase/BidCalendarLV.asp>.

This information will also be made available on the Department of Agriculture and Markets web site,  
<http://www.agriculture.ny.gov/RFPS.html>.

The following summary of amendments is provided as a convenience. Bidders are required to read the following modified documents:

4.3 LICENSE FEE (40 points):

The five-part license fee (See Proposal Contents, above) is worth **8** points for each part. The proposer offering the highest license fee in each part will receive **8** points. The remaining proposers will be awarded points using the following formula:

$$8 \quad X \quad \frac{\text{License fee being evaluated}}{\text{Highest fee}}$$

The points awarded for each part of the fee will be combined, resulting in the total license fee points awarded for each proposer.

If submitting a proposal, this memorandum shall be signed, attached to, and made a part of your proposal.

Please note the additional clarification for the questions below:

3	Can you provide a detail of monthly sales reports for both rooms and any other revenue reported for the last 12 months?	See attachment 1-Revenues and Empire Room Events.pdf of the RFP that provides the net amount the Fair received from the previous operators of the Empire Room. Also, included in that attachment is a listing of the events. Listed below are the applicable percentages that the Fair received from the operators that can be used to determine the gross sales figures. 4/08-6/09 – 13%, 7/09-11/11 – 14%, 12/11-5/12 - 20% food, 28% alcohol, 6/12 – 10/12 – 20%, 6/12 – 10/12 – 20% <b>Aug. 2008 –June 2009: 13%</b> <b>July 2009 – November 2011: 14%</b> <b>December 2011 – May 2012: 20% food, 28% alcohol</b> <b>June 2012 – Oct. 2012: 20% (food and alcohol).</b>
14	Do the round banquet tables and chairs, podiums, risers belong to the state or the current vendor?	The round tables and chairs, podium and risers are not available to the successful proposer. <b>Please refer to 2.1 in the RFP that states “The Licensee shall be responsible for providing all food storage, preparation and serving equipment, utensils, tables, chairs, flatware, and decorating necessary to operate the license”.</b>
55	Section 6.7 discusses the NYS Standard Vendor Responsibility Questionnaire (Appendix 1). My question is under the table of contents it shows an appendix 1 but in the actual rfp there is no appendix 1 for me to print out, am I missing something or was this an oversight?	The language in the RFP has been update to: 6.7 NEW YORK STATE VENDOR RESPONSIBILITY QUESTIONNAIRE FOR-PROFIT BUSINESS ENTITY (hereinafter the “Questionnaire”) OGS conducts a review of Bidders to provide reasonable assurances that the Bidder is responsive and responsible. A New York State Vendor Responsibility Questionnaire For-Profit Business Entity (hereinafter the “Questionnaire”) is used for non-construction Contracts and is designed to provide information to assess a Bidder’s responsibility to conduct business in New York based upon financial and organizational capacity, legal authority, business integrity and past performance history. By submitting a bid, the Bidder agrees to fully and accurately complete the Questionnaire. The Bidder acknowledges that the State’s execution of the Contract will be contingent upon the State’s determination that the Bidder is responsible, and that the State will be relying upon the Bidder’s responses to the Questionnaire when making its responsibility determination.  <b>OGS recommends each Bidder file the required Questionnaire online via the New York State VendRep System. To enroll in and use the VendRep System, please refer to the VendRep System Instructions and User Support for Vendors available at OSC’s website, <a href="http://www.osc.state.ny.us/vendrep/vendor_index.htm">http://www.osc.state.ny.us/vendrep/vendor_index.htm</a> or to enroll, go directly to the VendRep System online at <a href="https://portal.osc.state.ny.us">https://portal.osc.state.ny.us</a>. Also, Please see the Bid Solicitation Update dated January 28, 2013.</b>  <b>***Please note a NYS Vendor ID is a separate requirement.</b>

LEGAL BUSINESS NAME OF COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_

PRINTED COPY OF SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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<http://www.ogs.ny.gov>

## PURCHASING MEMORANDUM

### BID SOLICITATION UPDATE

**RFP NUMBER:** 22620

**DATE:** January 28, 2013

**GROUP:** 80101 – CATERER FOR A VENUE THAT OFFERS  
YEAR-ROUND OPPORTUNITIES AT STATE  
FAIR EMPIRE ROOM & SOMERSET ROOM

**PLEASE ADDRESS INQUIRIES TO  
DESIGNATED CONTACTS:**

Lori L. Bahan  
Purchasing Officer I  
(518) 486-7313  
[PS\\_AA\\_STATEFAIR@ogs.ny.gov](mailto:PS_AA_STATEFAIR@ogs.ny.gov)

**BID OPENING:** February 7, 2013

Joseph Hodder  
Team Leader  
(518) 474-3668  
[PS\\_AA\\_STATEFAIR@ogs.ny.gov](mailto:PS_AA_STATEFAIR@ogs.ny.gov)

**SUBJECT:** RFP AMENDMENTS AND RESPONSES TO QUESTIONS/INQUIRIES

**TO PROSPECTIVE BIDDERS:**

The above referenced RFP has been amended to include the changes outlined below. Amendments are reflected in the main RFP document. Additionally, the Office of General Services and the Department of Agriculture and Markets have given careful consideration to the questions/inquiries submitted prior to the January 18, 2013 deadline for inquiries.

The amended RFP and the responses to the Questions/Inquiries can be found at the following link:  
<http://www.ogs.ny.gov/Purchase/BidCalendarLV.asp>.

This information will also be made available on the Department of Agriculture and Markets web site,  
<http://www.agriculture.ny.gov/RFPS.html>.

The following summary of amendments is provided as a convenience. Bidders are required to read the following modified documents:

**2.10 UTILITIES:**

For the Empire Room, the Licensee shall be solely responsible for the cost of all gas, water and electricity delivery, usage and service charges. The Department of Agriculture and Markets will be responsible for the installation of a separate water meter.

For the Somerset Room, the Licensee shall, on the 5th of every month, pay to AGR a monthly fee of \$150 to cover the cost of electricity, gas and water service.

Additionally, for both the Empire Room and Somerset Room, the Licensee shall, on the 5th of every month, pay to AGR a monthly fee of \$250 to cover the cost of trash removal and sewer services.

4.3 LICENSE FEE (40 points):

The five-part license fee (See Proposal Contents, above) is worth 10 points for each part. The proposer offering the highest license fee in each part will receive 8 points. The remaining proposers will be awarded points using the following formula:

$$8 \times \frac{\text{License fee being evaluated}}{\text{Highest fee}}$$

The points awarded for each part of the fee will be combined, resulting in the total license fee points awarded for each proposer.

6.7 NEW YORK STATE VENDOR RESPONSIBILITY QUESTIONNAIRE FOR-PROFIT BUSINESS ENTITY (hereinafter the "Questionnaire")

OGS conducts a review of Bidders to provide reasonable assurances that the Bidder is responsive and responsible. A New York State Vendor Responsibility Questionnaire For-Profit Business Entity (hereinafter the "Questionnaire") is used for non-construction Contracts and is designed to provide information to assess a Bidder's responsibility to conduct business in New York based upon financial and organizational capacity, legal authority, business integrity and past performance history. By submitting a bid, the Bidder agrees to fully and accurately complete the Questionnaire. The Bidder acknowledges that the State's execution of the Contract will be contingent upon the State's determination that the Bidder is responsible, and that the State will be relying upon the Bidder's responses to the Questionnaire when making its responsibility determination.

OGS recommends each Bidder file the required Questionnaire online via the New York State VendRep System. To enroll in and use the VendRep System, please refer to the VendRep System Instructions and User Support for Vendors available at OSC's website, [http://www.osc.state.ny.us/vendrep/vendor\\_index.htm](http://www.osc.state.ny.us/vendrep/vendor_index.htm) or to enroll, go directly to the VendRep System online at <https://portal.osc.state.ny.us>.

Page 29 LICENSE FEE:

Please note the revised License Fee page on page 29.

If submitting a proposal, this letter shall be signed, attached to, and made a part of your proposal.

BID OF (COMPANY): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_

PRINTED COPY OF SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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## PURCHASING MEMORANDUM

### BID SOLICITATION UPDATE

**RFP NUMBER:** 22620

**DATE:** January 15, 2013

**GROUP:** 80101 – CATERER FOR A VENUE THAT OFFERS  
YEAR-ROUND OPPORTUNITIES AT STATE  
FAIR EMPIRE ROOM & SOMERSET ROOM

**PLEASE ADDRESS INQUIRIES TO  
DESIGNATED CONTACTS:**

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[PS\\_AA\\_STATEFAIR@ogs.ny.gov](mailto:PS_AA_STATEFAIR@ogs.ny.gov)

**BID OPENING:** February 7, 2013

Joseph Hodder  
Team Leader  
(518) 474-3668  
[PS\\_AA\\_STATEFAIR@ogs.ny.gov](mailto:PS_AA_STATEFAIR@ogs.ny.gov)

**SUBJECT:** ATTENDEES AT MANDATORY TOURS

**TO PROSPECTIVE BIDDERS:**

The following companies were in attendance at the January 4, 2013 Mandatory Tour at the Empire and Somerset Rooms:

- Charlie's at the Fair
- Paninis
- Gance's Catering

The following companies were in attendance at the January 10, 2013 Mandatory Tour at the Empire and Somerset Rooms:

- Charlie's at the Fair
- Paradise Companies
- Tiffany's Catering

Please note that attendance was required at only **one** of the Tours.

The link to the video of both tours is below:

[http://www.vtcspecialties.com/VideoServices/NYS\\_Fair/](http://www.vtcspecialties.com/VideoServices/NYS_Fair/)

OGS reserves the right to change any of the scheduled event dates. Changes to the RFP, if necessary, will be addressed in a separate notification and posted on the OGS web site at <http://www.ogs.ny.gov/Purchase/BidCalendarLV.asp>. Notice will be sent to those registered on the OGS On-line Vendor Registration/Bidder Notification Service (OVR/BNS).

This information will also be made available on the Agriculture and Market web site at <http://www.agriculture.ny.gov/RFPS.html>.

Proposers are responsible for keeping informed of any changes in the schedule.

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<http://www.ogs.ny.gov>

## PURCHASING MEMORANDUM

### BID SOLICITATION UPDATE

**RFP NUMBER:** 22620

**DATE:** January 8, 2013

**GROUP:** 80101 –CATERER FOR A VENUE THAT OFFERS  
YEAR-ROUND OPPORTUNITIES AT STATE  
FAIR EMPIRE ROOM & SOMERSET ROOM

**PLEASE ADDRESS INQUIRIES TO  
DESIGNATED CONTACTS:**

Lori L. Bahan  
Purchasing Officer I  
(518) 486-7313  
[lori.bahan@ogs.ny.gov](mailto:lori.bahan@ogs.ny.gov)

**BID OPENING:** February 7, 2013

Joseph Hodder  
Team Leader  
(518) 474-3668  
[joseph.hodder@ogs.ny.gov](mailto:joseph.hodder@ogs.ny.gov)

**SUBJECT:** UPDATED KEY EVENTS DATES INCLUDING A NEW BID OPENING DATE  
REVISED LANGUAGE IN PROPOSAL

**TO PROSPECTIVE BIDDERS:**

Please note the date changes for: response to inquiries will now be posted on January 28, 2013; and the new bid opening date is February 7, 2013 at 11:00AM

Please use the following e-mail for all correspondence involving this RFP:  
[PS\\_AA\\_STATEFAIR@ogs.ny.gov](mailto:PS_AA_STATEFAIR@ogs.ny.gov)

**NOTE UPDATED KEY EVENT DATES:**

RFP Issued – December 20, 2012  
Mandatory Tour of Facility – January 4, 2013  
Second Mandatory Tour of Facility – January 10, 2013  
Snow Date – January 11, 2013  
Last Date for Inquiries/Questions – January 18, 2013  
**Responses to Inquiries/Questions Posted – January 28, 2013**  
**Proposals Due to OGS – February 7, 2013**

**Answers to all inquiries/questions will be provided on January 28, 2013 in a summary document.**

OGS reserves the right to change any of the scheduled event dates. **Changes to the RFP, if necessary, will be addressed in a separate notification and** posted on the OGS website:  
<http://www.ogs.ny.gov/Purchase/BidCalendarLV.asp>. Notice will be sent to those registered on the OGS On-line Vendor Registration/Bidder Notification Service (OVR/BNS)

This information will also be made available of the Agriculture and Market website:  
<http://www.agriculture.ny.gov/RFPS.html>

Proposers are responsible for keeping informed of any changes in the schedule.

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Albany, New York 12242  
<http://www.ogs.ny.gov>

## PURCHASING MEMORANDUM

### BID SOLICITATION UPDATE

**RFP NUMBER:** 22620

**DATE:** January 3, 2013

**GROUP:** 80101 –CATERER FOR A VENUE THAT OFFERS  
YEAR-ROUND OPPORTUNITIES AT STATE  
FAIR EMPIRE ROOM & SOMERSET ROOM

**PLEASE ADDRESS INQUIRIES TO  
DESIGNATED CONTACTS:**

Lori L. Bahan  
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(518) 486-7313  
[lori.bahan@ogs.ny.gov](mailto:lori.bahan@ogs.ny.gov)

**BID OPENING:** January 31, 2013

Joseph Hodder  
Team Leader  
(518) 474-3668  
[joseph.hodder@ogs.ny.gov](mailto:joseph.hodder@ogs.ny.gov)

**SUBJECT:** ADDITION OF JANUARY 10, 2013 AT 11:00AM FOR MANDATORY TOUR OF FACILITY &  
UPDATE OF KEY EVENT DATES

**TO PROSPECTIVE BIDDERS:**

In addition to the January 4, 2013 mandatory meeting and tour of the Center (Empire Room and Somerset Room), an additional tour has been scheduled for Thursday January 10, 2013 at 11:00AM (snow date will be Friday January 11, 2013 at 11:00 AM). Prospective Bidders need only attend one of the two meetings. Please e-mail [lori.bahan@ogs.ny.gov](mailto:lori.bahan@ogs.ny.gov) if you plan to attend. **If you do not attend one of the mandatory meetings your proposal will not be considered.**

**NOTE UPDATED KEY EVENT DATES:**

RFP Issued – December 20, 2012  
Mandatory Tour of Facility – January 4, 2013  
**Second Mandatory Tour of Facility – January 10, 2013**  
**Snow Date – January 11, 2013**  
**Last Date for Inquiries – January 18, 2013**  
**Responses to Inquiries Posted – January 25, 2013**  
**Proposals Due to OGS – February 4, 2013**

OGS reserves the right to change any of the scheduled event dates. Changes will be posted on the OGS website:  
<http://www.ogs.ny.gov/Purchase/BidCalendarLV.asp>

This information will also be made available of the Agriculture and Market website:  
<http://www.agriculture.ny.gov/RFPS.html>

Proposers are responsible for keeping informed of any changes in the schedule.