

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

## PURCHASING MEMORANDUM

### BID SOLICITATION UPDATE

**IFB NUMBER:** 22697

**DATE:** June 7, 2013

**GROUP:** 80101 – GRANDSTAND AND CHEVY COURT  
CONCESSION SERVICES FOR THE  
NYS FAIR (GRICULTURE & Markets)

**PLEASE ADDRESS INQUIRIES TO  
DESIGNATED CONTACTS:**

Lori L. Bahan  
Contract Management Specialist  
[PS\\_AA\\_statefair@ogs.ny.gov](mailto:PS_AA_statefair@ogs.ny.gov)

**BID OPENING:** JUNE 12, 2013

Joseph Hodder  
Team Leader  
[PS\\_AA\\_statefair@ogs.ny.gov](mailto:PS_AA_statefair@ogs.ny.gov)

**SUBJECT:** RESPONSES TO QUESTIONS/INQUIRIES

**TO PROSPECTIVE BIDDERS:**

The Office of General Services and the Department of Agriculture and Markets have given careful consideration to the questions/inquiries submitted prior to the June 4 2013 deadline for inquiries

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>.

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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Albany, New York 12242  
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## PURCHASING MEMORANDUM

### BID SOLICITATION UPDATE

**IFB NUMBER:** 22697

**DATE:** May 28, 2013

**GROUP:** 80101 – GRANDSTAND AND CHEVY COURT  
CONCESSION SERVICES FOR THE  
NYS FAIR (Agriculture & Markets)

**PLEASE ADDRESS INQUIRIES TO  
DESIGNATED CONTACTS:**

Lori L. Bahan  
Contract Management Specialist  
[PS\\_AA\\_statefair@ogs.ny.gov](mailto:PS_AA_statefair@ogs.ny.gov)

**BID OPENING:** JUNE 12, 2013

Joseph Hodder  
Team Leader  
[PS\\_AA\\_statefair@ogs.ny.gov](mailto:PS_AA_statefair@ogs.ny.gov)

**SUBJECT:** UPDATED INFORMATION

**TO PROSPECTIVE BIDDERS:**

Please be advised the following clauses have been updated:

Appendix A- Please print and attach for your records Appendix A dated December 2012.

**APPENDIX A:**

Appendix A, Standard Clauses For New York State Contracts, dated December 2012, attached hereto, is hereby expressly made a part of this Bid Document as fully as if set forth at length herein. Please retain this document for future reference and do not return to OGS as part of the Bid submission.

**APPENDIX B:**

Appendix B, Office of General Services General Specifications, dated July 2006, attached hereto, is hereby expressly made a part of this Bid Document as fully as if set forth at length herein and shall govern any situations not covered by this Bid Document or Appendix A. Please retain this document for future reference and do not return to OGS as part of the Bid submission.

The below referenced clauses for Appendix B are not applicable to this License:

No. 5, Definitions  
Authorized Users  
Documentation  
Enterprise  
Enterprise License  
Licensed Software  
License  
License Effective Date  
Licensor  
Mini-Bid Project Definition

APPENDIX B : (Cont'd)

- New Product Releases
- Purchase Order
- Request for Quotation (RFQ)
- Single Source
- Site
- Sole Source
- Source Code
- Terms of License

No. 21, Product References

No. 23, Products Manufactured in Public Institutions

No. 39, Participation in Centralized Contracts

No. 42, Estimated/Specific Quantity Contracts

No. 44, Purchase Orders

No. 45, Product Delivery

No. 46, Weekend and Holiday Deliveries

No. 47, Shipping/Receipt of Product

No. 49, Re-weighing Product

No. 50, Product Substitution

No. 51, Rejected Product

No. 52, Installation

No. 53, Repaired or Replaced Parts/Components

No. 54, On-Site Storage

No. 62, Contract Billings

No. 63, Default- Authorized User

No. 72, Additional Warranties

No.78, Software License Grant

No. 79, Product Acceptance

No. 80, Audit of Licensed Product Usage

No. 81, Ownership/Title to Project Deliverables

No. 82, Proof of License

No. 83, Product Version

No. 84, Changes to Product or Service Offering

APPENDIX B : (Cont'd)  
No. 85, No Hardstop/Passive License Monitoring

No. 86, Source Code Escrow for Licensed Product  
DISPUTE RESOLUTION POLICY

It is the policy of the OGS NYSPRO to provide vendors with an opportunity to administratively resolve disputes, complaints or inquiries related to NYSPRO bid solicitations, contract awards and contract administration. NYSPRO encourages vendors to seek resolution of disputes through consultation with NYSPRO staff. All such matters will be accorded impartial and timely consideration. Interested parties may also file formal written disputes. A copy of NYSPRO's Dispute Resolution Procedures for Vendors may be obtained through the OGS website (<http://www.ogs.ny.gov/BU/PC/BizInfo.asp>).

Please note the CHANGE to the clause below:

**2.4 MINIMUM QUALIFICATIONS**

During the last seven (7) years, Licensee must have five (5) years of demonstrable and verifiable experience providing concession food services at a grandstand-type or special events facility which holds at least 5,000 people. Licensee must list the facility or facilities where Licensee currently provides concession food services. For each facility, include location, building owner or manager contact information and facility attendance capacity.

Licensee must be capable of accepting payment for the sale of food and beverage by credit and debit card.

Licensee must demonstrate that it is in good standing with the State Liquor Authority, by providing one of the following: (1) a current copy of your license or permit; (2) a copy of a license or permit which **was** issued to the proposer within the past eighteen (18) months **and was voluntarily surrendered to the SLA by the bidder**; or (3) a copy of the application for a license or permit submitted to the State Liquor Authority to sell alcoholic beverages; beer and wine only.

Licensee must provide three (3) verifiable references from persons who or entities which have utilized its event concession services during the past twelve (12) months, together with the name, address and telephone number of a contact person at each reference and written authorization allowing the references to provide information to OGS and/or AGR. Please include for each reference the size of event, the location and facility where the event was held and the number of attendees at the event.

Licensee must provide a written description of the business'/company's/corporation's:

- i. history, background, and structure;
- ii. ownership and management experience in providing event concession services;
- iii. ability and capacity to service a wide range of events;

Licensee must provide a written description of the management and operating personnel's:

- i. background, experience and qualifications in providing event concession services; and
- ii. include copies of resumes for the management staff and operating personnel.

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

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

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

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

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

\* \* \* \* \*