

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

RFP NUMBER: 22703

DATE: June 3, 2013

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

**PLEASE ADDRESS INQUIRIES TO
DESIGNATED CONTACTS:**
Lori L. Bahan
Contract Management Specialist
PS_AA_StateFair@ogs.ny.gov

BID OPENING: June 6, 2013

Joseph Hodder
Team Leader
PS_AA_StateFair@ogs.ny.gov

SUBJECT: CLARIFICATION TO QUESTIONS & INQUIRIES

TO PROSPECTIVE BIDDERS:

Please see the clarification to the original question below:

May a new entity be formed or does the applicant presently have to have a New York State liquor license?

Original Response:

Please refer to 3.2 MINIMUM QUALIFICATIONS:

A. Documentation that you have one (1) year experience in providing catering and event-related food service of the type, size and frequency customarily provided at the Empire Room and Somerset Room

B. Documentation demonstrating that you have a current liquor license and are in good standing with the State Liquor Authority. Failure to obtain the liquor license for the Empire Room shall be grounds for termination of the License.

More information on the requirements of the New York State Liquor Authority can be found at
<http://www.sla.ny.gov/frequently-asked-questions#licensing>

Clarification:

In order to meet the minimum qualifications, an entity must be able to document one year prior experience as required under section 3.2.A, must have a current liquor license as required under section 3.2.B and must meet the vendor responsibility requirements as required under section 6.7. As a result, an existing license holder that is considering formation of a new entity to operate the Fair facility would be unable to meet these requirements.

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: 22703

DATE: May 30, 2013

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

**PLEASE ADDRESS INQUIRIES TO
DESIGNATED CONTACTS:**

Lori L. Bahan
Contract Management Specialist
PS_AA_StateFair@ogs.ny.gov

BID OPENING: June 6, 2013

Joseph Hodder
Team Leader
PS_AA_StateFair@ogs.ny.gov

SUBJECT: RFP REVISIONS

TO PROSPECTIVE BIDDERS:

The above referenced RFP has been revised to include the changes listed below:

3.1 PROPOSAL CONTENTS:

Submit your six (6) original proposals in separate envelopes or packages, marked with your name and the words “Art and Home Center, Empire and Somerset Rooms Event Booking, Catering and Food Service Original 1 thru Original 6” Inside, place your proposal, bidders are asked submit in four (4) separate parts Minimum Qualifications, Technical, License Fee and Administrative). The license fee must be identified in a separate envelope.

4.3 LICENSE FEE (45 points):

The three-part license fee (See *Proposal Contents*, above) is worth 45 points. There are 20 points available for part one, 20 points available for part two, and 5 points available for part three. The proposer offering the **highest** fee in each part will receive the maximum points available for that part. The remaining proposers will be awarded points using the following formula:

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

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

Please note the revised language for the Cover Letter on pages 25 & 26:

7 License Fee As a condition of receiving this contract for the provision of catering services at the Empire Room, and to protect the New York State Department of Agriculture and Markets’ financial interest in revenue generated by the State Fair, the selected proposer, agrees to enter into a Labor Peace Agreement with a bona fide labor organization which represents a substantial number of hotel or convention center employees in the State, and is actively representing or seeking to represent the Empire Room employees, and shall require any subcontractor, lessor or sublessor that operates the Empire Room catering facility at the New York State Fair to enter into such agreement by incorporating a term requiring such agreement in its contracts with such entities. "Labor Peace Agreement" means an agreement enforceable under federal law with a labor organization that includes a promise by the labor organization on behalf of itself and its members not to engage in any strikes, boycotts, work stoppages, corporate campaigns, picketing or other economic action against the Empire Room or any part of the New York State Fair. The Labor Peace Agreement shall not include any provision requiring any employee to become a member of a labor organization, or apply to any

employee that does not work at the Empire Room. The Labor Peace Agreement shall provide for termination in the event the labor organization signing the agreement is found by an arbitrator or court of competent jurisdiction to have violated its terms. The Labor Peace Agreement shall be in effect for the Term of this Agreement.

The RFP and any updates 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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<http://www.ogs.ny.gov>

PURCHASING MEMORANDUM

BID SOLICITATION UPDATE

RFP NUMBER: 22703

DATE: May 16, 2013

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

**PLEASE ADDRESS INQUIRIES TO
DESIGNATED CONTACTS:**
Lori L. Bahan
Contract Management Specialist
PS_AA_StateFair@ogs.ny.gov

BID OPENING: June 6, 2013

Joseph Hodder
Team Leader
PS_AA_StateFair@ogs.ny.gov

SUBJECT: RFP REVISIONS

TO PROSPECTIVE BIDDERS:

The above referenced RFP has been revised to include the changes listed below:

Appendix C has been removed from this procurement

The following clauses have been revised:

3.5 - Labor Peace Agreement

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

6.10 - M/WBE Participation and Goals

The revised 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>.

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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