



DIVISION OF FINANCIAL ADMINISTRATION

ADDENDUM No. 3

Request for Information (RFI)

No. 1739

Date: February 23, 2012

Subject: Questions and Answers relative to RFI #1739 including a report of the current reimbursed cost for services provided by OGS.

Title: RFI #1739 – Food Service Opportunities at the Empire State Plaza, Albany, NY

Address Bid Inquiries to: Beth Maus
NYS Office of General Services
40th Floor, Corning Tower
Empire State Plaza
Albany, New York 12242
Phone: 518/474-5981
Email: beth.maus@ogs.ny.gov

To Prospective Bidders: The NYS Office of General Services has issued this addendum in response to all questions submitted by potential RFI responders. Also included in this addendum is a report of the current reimbursed cost for services provided by OGS.

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Empire State Plaza Request for Information **Questions & Answers**

1. RFI SITE VISIT AND INFORMATIONAL TOUR

1. Would OGS entertain one contractor for the two Kiosks separate from all other facilities?

Yes, the RFI is meant to allow responders to share any and all new ideas and recommendations.

2. Can individual ideas be considered for specific locations?

Yes, responders can focus on as many locations as they want and may combine locations or focus on a particular location that fits their individual business plan.

3. When will the food service facilities be available for new operators?

Beginning on or after September 1, 2012.

4. Can the OGS website be available to list food service menus and advertise specials?

Yes, these services can be found on our website at
<http://www.ogs.ny.gov/BU/BA/FS/Albany.asp>

5. Can a potential operator obtain an electronic mailing list to alert state employees about daily specials and promotions?

Electronic postings such as daily specials, promotions and menus are currently available on the OGS website listed above. We anticipate continuing to support the food service vendors with the posting of menus as well as distributing electronic information bulletins to the tenants of the ESP.

2. REQUEST FOR INFORMATION/PROPOSAL

6. How will smaller businesses have a chance to compete with larger companies to secure the opportunity to operate a food service location at the ESP?

In all procurement opportunities, evaluations are conducted that keep various solicitations open, transparent and fair to all proposers.

7. Can the length of a lease arrangement, should one be recommended, be adjusted based upon the size of the food service location?

Lease agreements would be representative of the terms negotiated including space.

8. Would someone have to assume operation of both of the Plaza Level Restaurant/Small Banquet Facility kitchens in responding to the RFI?

Not necessarily. Responders should keep in mind that the RFI is meant to gather information on what a responder feels will work here at the ESP. OGS has made no set

determinations on what locations must be combined or continued in the next phase of this process.

9. Can the current signature concepts in the Main Concourse Cafeteria be changed?

Yes, responders are encouraged to offer their ideas and recommendations for how this location and others can be redesigned and redeveloped to provide new concepts and choices in the foods and beverages that will be offered in the future.

10. Will all or most suggestions submitted in the RFI be included in an eventual RFP?

It is anticipated that most suggestions will be considered as part of any future arrangements.

11. Why is OGS taking an RFI “method” approach?

OGS has issued RFI #1739 in accordance with the New York State Procurement Guidelines which state: A *Request for Information* (RFI) is a research and information gathering document used when an agency seeks to learn about the options available for addressing a particular need or wants to obtain information to help create viable requirements for a potential solicitation. No award is made from an RFI. Issuing an RFI to potential bidders would elicit responses that would enable the agency to write specifications to provide the agency with the best solution.

3. CURRENT FOOD SERVICE CONTRACT

12. Can the current Sodexo contract be posted on the OGS website?

No, this document would be subject to the Freedom Of Information Law (FOIL) process.

13. Does OGS expect to meet the current timeline for the expiration of the current single vendor contract?

Yes.

14. Who provides the coffee currently sold at the food service locations including the kiosks?

All operations provide coffee and other beverages through a supplier of their choice. Current coffee companies include Starbucks and Green Mountain brands.

15. How is the common area in the Main Concourse Cafeteria maintained between Sodexo and their subcontractor, McDonald’s?

Trash, restrooms and table cleaning are shared between the two operators throughout the day. Sodexo maintains the cleaning contract for floors, walls and fixtures after hours.

16. Why is OGS ending the current single vendor contract?

The current contract expires on August 31, 2012. No renewal option is available.

- 17. Can a list of expenses paid to OGS be provided for utilities and any other services provided by OGS under the current contractor such as exhaust cleaning, pest control and any other obligations not covered by the state?**

Please see attachment entitled [Current Reimbursed Cost for Services Provided by OGS](#).

4. FOOD SERVICE FACILITIES

- 18. Can the current names of the food service facilities be changed?**

Yes.

- 19. Will the current vending machines in the back of the State Capitol Building Cafeteria need to be kept in that location?**

OGS is currently exploring the vending machine policy and requirements going forward.

- 20. Who frequents the current Albany Room (North End Concourse Cafeteria)?**

This location is in the closest proximity to the State Capitol, the Justice Building and the Legislative Office Building as well as Agency Buildings 3 & 4. This location is popular with the Executive staff, members of the Judiciary, the Legislators and their staffs as well as lobbyists, guests and visitors to the ESP.

- 21. Are loading docks available for the delivery of goods and various wholesale products to most of the food service locations at the ESP?**

Yes, all of the ESP food service locations can be accessed through the various loading docks located on the P-1 level of the Platform Building.

- 22. How would one logistically move food to and from the Swan Street Building Cafeteria other than through the Concourse level?**

The OGS Bureau of Food Services is available to work with an operator to address the needs of access one would request to transport food and beverages throughout the ESP. One can use levels below the concourse level to get from one location to another.

- 23. In order to break up the Swan Street Building Cafeteria into three separate food service operations, how would the kitchen be shared for three separate options?**

This is part of the goals of the RFI process. Please provide suggestions and recommendations on sharing kitchen and storage facilities or outfitting the facility with more than one kitchen. OGS is looking for recommendations and suggestions on how best to utilize the ESP facilities and what the industry standards and needs are regarding food service operations at the ESP.

- 24. What is the number of tables and chairs available for the patio sections of the Plaza Level Restaurant/Small Banquet Facility?**

Total potential seating capacity for the east side patio is 120 people.

- 25. What are the measurements for the gas line in the Plaza Level Restaurant/Small Banquet Facility kitchen area?**

The gas line comes into the meter at 12 inches and runs approximately 75 feet where it then reduces to 2 inches for approximately 450 feet to just below the Plaza Level Restaurant/Small Banquet Facility kitchen. The pipe then reduces to 1 ½ inches and feeds up to the upper level kitchen with an approximate 125 foot run.

26. Can a future operator install their own security cameras in the various food service locations?

Yes, such costs would be at the expense of the operator.

27. Can The Pavilion be leased only for summer season food service operations?

A potential operator should expand upon this request when responding to the current RFI. OGS is open to exploring and considering this option.

28. Is The Pavilion “grandfathered in” with regard to not having the bathrooms on premises handicapped accessible?

As a point of clarification, please be aware that The Pavilion’s bathrooms are not for public access, but are rather for employee use. Public bathrooms are located on the Concourse level. Future compliance would depend upon the planned use and any possible capital improvements the operator may wish to undertake.

5. EQUIPMENT

29. Under the current contract, who is responsible for maintaining the equipment?

The current operator is responsible. OGS owns most of the equipment including the small wares. The equipment currently on the premises will remain at the facilities after August 31st when the current contract expires, and it will be available to the new operators.

6. CATERING

30. Can the OGS website be available to enhance catering opportunities?

OGS would like to hear from responders about new methods to increase catering services to the tenants, guests and visitors at the ESP. OGS plans to support each of the vendors providing food service and catering to the tenants, guests and visitors at the ESP by utilizing our website to post promotions and menus as well as distributing electronic bulletins to the tenants of the ESP.

31. Can delivery people or “runners” be employed to deliver food into the various buildings at the Empire State Plaza?

Yes.

32. Is the Legislative Office Building (LOB) available for catering opportunities?

Yes, this location is not exclusively serviced by the current single vendor contractor for the ESP.

7. CURRENT REIMBURSED COST FOR SERVICES PROVIDED BY OGS

**Current reimbursed cost for services provided by
OGS**

<u>Facility</u>	<u>Kitchen Exhaust</u>		<u>Loading Dock Phone</u>
	<u>Pest Control Costs</u>	<u>Cleaning costs</u>	<u>Usage</u>
South West Concourse Cafeteria	\$ 525.00	\$ 1,001.00	N/A
29th Floor Corning Tower Satellite Cafeteria	\$ 525.00	N/A	N/A
North End Concourse Cafeteria	\$ 525.00	\$ 1,400.00	N/A
Swan Street Building Cafeteria	\$ 525.00	\$ 950.00	N/A
State Capitol Building Cafeteria	\$ 630.00	N/A	N/A
Main Concourse Cafeteria	\$ 525.00	\$ 1,400.00	\$ 252.00
Main Concourse Bakery	Included in Main Concourse Cafeteria	N/A	N/A
Main Concourse Restaurant	Included in Main Concourse Cafeteria	\$ 1,500.00	N/A
Catering	NA		N/A
The Pavilion (seasonal operation)	\$ 525.00	\$ 290.00	N/A
North Kiosk	NA	N/A	N/A
South Kiosk	NA	N/A	N/A
Museum Cafeteria	\$ 525.00	N/A	N/A
Plaza Level Restaurant/Small Banquet Facility	\$ 525.00	\$ 1,940.00	\$ 252.00
The current contractor is directly responsible for all other costs associated with the operation of these venues.			



DIVISION OF FINANCIAL ADMINISTRATION

ADDENDUM No. 2

Request for Information (RFI)

No. 1739

Date: February 10, 2012

Subject: Questions and Answers relative to RFI #1739 including food service sales/revenue, maximum room/facility capacities, and facility/venue diagrams.

Title: RFI #1739 – Food Service Opportunities at the Empire State Plaza, Albany, NY

Address Bid Inquiries to: Beth Maus
NYS Office of General Services
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Phone: 518/474-5981
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To Prospective Bidders: The NYS Office of General Services has issued this addendum in response to all questions submitted by potential RFI responders. Also included in this addendum are food service sales/revenue, maximum room/facility capacities, and facility/venue diagrams.

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Empire State Plaza Request for Information Questions & Answers

1. RFI SITE VISIT AND INFORMATIONAL TOUR

1. **Are we understanding the site visit schedule by thinking there will be a total of 4 chances to visit the facilities with the first two being on January 31st and the next two on February 1st? Will OGS extend the deadline for submission of the ESP RFI #1739 beyond the current February 15th date?**

Additional site visits can be scheduled by contacting Madeline Rizzo either by email at Madeline.rizzo@ogs.ny.gov or by phone at 518 474-1606. An additional site visit has now been scheduled for February 15th at 9am in Meeting Room 5 of the ESP. The deadline for submission of the RFI has been **extended until February 29, 2012 at 2pm.**

2. **Do we have to register those representatives from our firm that will be attending?**

Yes. All attendees must be registered and have proper ID for access to secured locations that are part of the site visit and informational tour.

3. **Is it possible to revisit the ESP food service venues anytime during the day up to the deadline for submission of the RFI?**

Yes, you can visit the dining areas of the facilities that are open to the public during the hours of operation. To visit the 29th Floor Corning Tower Satellite Cafeteria and any of the facility's kitchen areas, you must make an appointment with a representative from the Bureau of Food Services by contacting Madeline Rizzo @ (518) 474-1606 or via email at Madeline.rizzo@ogs.ny.gov

2. REQUEST FOR INFORMATION/PROPOSAL

4. **What is the difference between a Request for Information (RFI) and a Request for Proposals (RFP)?**

According to the New York State Procurement Guidelines: A ***Request for Information*** (RFI) is a research and information gathering document used when an agency seeks to learn about the options available for addressing a particular need or wants to obtain information to help create viable requirements for a potential solicitation. **No award is made from an RFI.** Issuing an RFI to potential bidders would elicit responses that would enable the agency to write specifications to provide the agency with the best solution. A ***Request for Proposals*** (RFP) is generally used for the procurement of services or technology in situations where price is not the sole determining factor and the award will be based on a combination of cost and technical factors (Best Value).

5. Is it possible to combine facilities in an eventual RFP?

OGS anticipates that combinations of facilities will be allowed under the new RFP. Responses to the RFI will help determine the appropriate arrangement of facilities.

6. When is the new RFP anticipated to be released?

Late spring or early summer 2012.

7. Is there a standard method under which potential vendors can be notified of its release?

Yes, through the OGS Vendor Registration for Bidder Notification which can be found on our website at <http://www.ogs.ny.gov/ovr/VendorRegistration.asp>

8. If you do not receive bids on a particular smaller venue, will OGS then go to a lease agreement to contract for that space?

OGS is currently exploring this option.

9. Is preference given to New York based small, minority enterprises?

There is no statutory preference given to New York based small, minority or women owned business enterprises. Such enterprises are encouraged to participate in any future procurement.

3. CURRENT FOOD SERVICE CONTRACT

10. By locations, who is the current contractor and does one contractor have all 12 locations/opportunities?

Currently, there are two operators under contract for food services at the Empire State Plaza. Ten of the locations are currently under contract with Sodexo, and the Museum Café is under contract with My Favorite Caterer. The Plaza Restaurant is currently not under contract.

11. What is the percentage of sales paid by Sodexo to the NYS Office of General Services?

1% of gross sales with escalation starting with cafeteria sales above \$3.6 million with maximum percentage of 5% at sales over \$4.6 million and a 2% incentive on all catering once sales reach above \$1 million.

12. Can you provide the annual sales/revenues by location for the past year? Can you provide the annual sales/revenues by location for an additional period of time for comparison?

Yes, please see attachment entitled "[Food Service Sales/Revenue](#)".

13. Is it possible to get some sales figures for food service venues that were closed during the September 2010 through August 2011 time period?

Yes, please see attachment entitled "[Food Service Sales/Revenue](#)".

14. Are all of the vending machine operations exclusive to the Commission for the Blind and Visually Handicapped (CBVH)?

Yes, with the current exception of the 29th Floor Corning Tower Satellite Cafeteria and the State Capitol Building Cafeteria.

15. Who is responsible for cleaning and maintaining the tables and chairs in each food service facility?

The food service operators are responsible for cleaning and maintaining the tables and chairs in each food service location.

16. Who is responsible for the Integrated Pest Management costs?

The food service operator is required to reimburse OGS for the cost of this service.

17. What is the arrangement with Subway, McDonald's and The Lunch Box?

Both Subway and McDonald's are subcontractors of Sodexo. The Lunchbox has a temporary permit with the Office of General Services until August 31, 2012.

4. FOOD SERVICE FACILITIES

18. Can general layouts of the current food service physical infrastructure be shared?

Yes, please see attachment entitled "[Facility/Venue Diagrams](#)".

19. Are the current menus for the cafeterias as well as the current catering costs listed on-line?

Yes, and can be found on our website at <http://www.ogs.ny.gov/BU/BA/FS/Albany.asp>

20. Why were the "walk in" coolers at the Main Concourse Cafeteria still running? Are they used by Sodexo or other vendors?

They are used periodically throughout the year when one of our food service operators needs to store food during large events and no other storage is available such as during the Equinox Thanksgiving Meal preparation in November of each year.

5. EQUIPMENT

21. Who currently owns the equipment at the ESP food service venues including the small wares?

OGS owns most of the equipment including the small wares.

22. Under the current contract, who is responsible for maintaining the equipment including the small wares at the ESP food service venues?

The current contractor.

23. Will the equipment currently on the premises remain at the facilities after August 31st when the current contract expires?

Most of it will.

24. Can an operator bring in their own equipment to supplement what is there?

Yes. Some restrictions apply based upon electrical needs and the use of certain types of cooking equipment.

25. What types of utilities does the current equipment run on?

All the equipment within the facilities operates on three phase electricity with the exception of the Plaza Level Restaurant's upstairs kitchen which operates on natural gas.

26. Are the food service locations sub-metered for electricity?

Not at this time.

27. Can propane gas be used in some facilities?

No, propane gas can only be used outside on the Plaza level.

6. CATERING

28. Is there seating capacity numbers available for catering?

Yes, please see attachment entitled "[Maximum Room/Facility Capacities](#)".

29. Do you know the number of private catered events broken down by individual meeting rooms?

No, this information is not available.

30. Is the Plaza Restaurant formerly known as "Sign of the Tree" allowed to be serviced by outside catering companies?

Yes, it is currently on an event by event basis through contract.

31. Can you explain the current situation with the beer and wine contract?

Currently, the primary food Service contractor is granted a permit for the co-exclusive right (along with the operator of the restaurant at the ESP commonly referred to as the Sign of the Tree) to provide beer, wine, soft drinks and ancillary food concession services at the ESP during designated "At the Plaza" events and other OGS Convention and Cultural Events' sponsored programs. Since the Sign of the Tree Restaurant does not currently have an operator, at this time the primary food service contractor enjoys a de facto exclusive right. Provided, however, that additional outside beer and wine vendors are allowed to participate in very limited events, such as the annual Food Festival.

32. Are alcoholic beverages other than beer and wine permitted upon premises?

Currently, alcoholic beverages may be sold or offered in the North Concourse Dining Facility, the Plaza Level Restaurant/Small Banquet Facility and for applicable catering operations.

33. What is the cost associated with renting the Terrace Level of the Cultural Education Center (CEC) which houses the New York State Museum?

The Terrace and the use of CEC furniture is \$2,500 plus security of \$50 per hour from 5pm until premises vacated. Average rental is usually about \$3,000; non-profit average rental is about \$1,700 to \$2,000.

34. How do vendors contract with the CEC?

Vendors should contact Albert Gnidica, Communications Assistant/Special Events, New York State Museum, 3025 Cultural Education Center, Albany, NY 12230, 518 474-0068 agnidica@mail.nysed.gov or www.nysm.nysed.gov

35. How does one contract with the Convention Center to rent the Convention Hall?

Potential renters can contact the OGS Convention & Cultural Affairs Office through the website (www.empirestateplaza.org) or by calling (518) 474-0549.

36. What is the seating capacity for the Convention Hall?

Please see attachment entitled "[Maximum Room/Facility Capacities](#)" for additional information.

37. Can anyone cater in that location?

Currently, the Convention Center is catered exclusively by Sodexo as the in-house caterer.

7. SUMMER VENDING

38. Are summer vendors allowed to operate on the Plaza Level?

Yes. Currently, through the OGS Convention & Cultural Events' Office for one day special events, and through the current food service operator for longer term during the summer.

8. STATE EMPLOYEE WORKFORCE

39. Does OGS require background checks of potential food service employees and who pays for the background checks?

OGS has not historically required background checks for contract food service employees.

40. Are unionized employees required under the current contract?

The State does not require nor prohibit the employment of unionized contract employees.

41. Are employees in all of the current food services' venues unionized employees?

Most of the employees are unionized.

42. Is it possible to receive a copy of the union agreement?

OGS does not contract with employees of the food service operator. Any agreements such as union agreements are between the operator and the employee. OGS does not have access to employee-operator agreements.

43. Can we get a demographics breakdown of the workforce in the Empire State Plaza?

No, OGS does not have that information.

9. EMPIRE STATE PLAZA

44. Can a breakdown of employees be provided for the individual state office buildings at the ESP?

The current estimate of tenants as of November 2011 is: State Capitol – 1,120; Corning Tower – 2,691; Legislative Office Building – 1,054; Justice Building – 449; Agency Building 1 – 266; Agency Building 2 – 333; Agency Building 3 – 375; Agency Building 4 – 454; Health Labs – 630; Swan Street Building – 1,451; Cultural Education Center – 400; Alfred E. Smith State Office Building – 648; and, Main Platform Building – 524. These figures do not include the estimated 3,000 employees that will be reassigned to the ESP by 2013 or the number of visitors doing business, attending conferences and touring the facilities throughout the year.

45. What access does public transportation have to the ESP?

The Capital District Transportation Authority provides public transportation directly to the North and South ends of the Empire State Plaza and to the immediate surrounding area with bus stops on Madison and Washington Avenues and Swan Street.

10. HANDICAPPED ACCESSIBILITY

46. Is the Empire State Plaza handicapped accessible?

The following entry locations provide access to persons with disabilities:

- **Madison Avenue:** Elevator entrance located at street level provides facility access daily from 6:00 am to 11:00 pm.
- **State Street:** Entrance located at street level at the northeast corner of the Abrams Building, which leads to the Concourse. Facility access is available daily from 6:00 am to 11:00 pm.
- **Swan Street:** Access for the disabled is available by entering the Swan Street Core 4 Building and taking the Lobby elevator to 3B. Facility access is available daily from 7:00 am to 6:00 pm.
- **Plaza Level*:** The Performing Arts Center (Egg): Entrance located at the northeast end provides facility access Monday – Friday, excluding holidays, from 7:00 am to 5:00 pm and during events at the Egg or Convention Center.
- **Plaza Level*:** Agency Building One: Entrance located at the southwest end provides facility access Monday - Friday, excluding holidays, from 7:00 am – 6:00 pm.

***Note:** The Plaza Level is closed during the winter and access is not available.

47. Does the Pavilion Restaurant have handicapped accessible bathrooms?

No.

11. PLAZA LEVEL DAY CARE CENTER

48. Is the daycare facility on the Plaza still open?

Yes.

49. Do they contract with Sodexo for food?

No. The non-profit Center currently has its own kitchen and a full time cook.

50. Would that be an option for catering?

Yes.

12. FOOD SERVICE SALES/REVENUE

Food Services Sales for QA

<u>Facility</u>	<u>Current Vendor</u>	<u>Monthly Pest Control Costs</u>	<u>Sales Reported Sept 2010 - August 2011</u>	<u>Vendor during Sept 2009 - August 2010</u>	<u>Sales Reported Sept 2009 - August 2010</u>
South West Concourse Cafeteria	Sodexo	\$ 525.00	\$ 538,884.68	Sodexo	\$ 633,577.73
29th Floor Corning Tower Satellite Cafeteria	Sodexo	\$ 525.00	\$ 439,218.51	Sodexo	\$ 484,275.24
North End Concourse Cafeteria	Sodexo	\$ 525.00	\$ 674,800.00	Sodexo	\$ 695,376.00
Swan Street Building Cafeteria	Subway - subcontract of Sodexo July 2011 - August 2011	\$ 525.00	\$ 125,510.00	Sodexo	\$ 165,743.52
State Capitol Building Cafeteria	Sodexo	\$ 630.00	\$ 413,443.23	Sodexo	\$ 451,672.67
Main Concourse Cafeteria	Sodexo	\$ 525.00	\$ 877,126.77	Sodexo	\$ 790,974.65
Main Concourse Bakery	Sodexo	Included in Main Concourse Cafeteria	\$ 327,035.24	Sodexo	\$ 375,242.20
Main Concourse Restaurant	McDonald's - subcontract of Sodexo Jan 2011 - Nov 2011	Included in Main Concourse Cafeteria	\$ 1,031,479.00	McDonald's - subcontract of Sodexo Jan 2009 - Dec 2009	\$ 1,227,740.93
Catering	Sodexo	NA	\$ 971,877.82	Sodexo	\$ 905,475.26
The Pavillion (seasonal operation)	Sodexo	\$ 525.00	\$ 6,921.00	Sodexo	\$ 17,726.00
North Kiosk	Pretzel Factory - subcontract of Sodexo	NA	No sales reported	Sodexo	\$ 37,028.16
South Kiosk	Sodexo	NA	\$ 156,723.95	Sodexo	\$ 179,804.00
Museum Cafeteria	My Favorite Caterer	\$ 525.00	Facility closed during this period	Subway - Subcontract of Sodexo's was located on 4th Floor Terrace during this time	\$ 459,086.00
Plaza Level Restaurant/Small Banquet Facility	No current vendor	\$ 525.00	Facility closed during this period	No Vendor	Facility Closed during this period
All sales figures are based upon information supplied by the State's contractors, and as such, the State makes no representation as to their accuracy.					

13. MAXIMUM ROOM/FACILITY CAPACITIES

**Empire State Plaza Convention Center
Maximum Room Capacities**

Convention Center	Square Footage	Theater Seating	Classroom Seating	Banquet Seating	Reception Capacity	Exhibit Booths
Convention Hall	26,000	2,400	952	1,750 (Recs) 1,110 (Rounds)	1,500	135
Meeting Rooms 1-5	1,600 ea	150 ea	90 ea	80 ea	150 ea	10 ea
Meeting Room 6	4,750	400	250	250 (w/meal) 260 (w/o meal)	450	30
Meeting Room 7	1,500	120	75	70 (w/meal) 80 (w/o meal)	125	9
Base of Egg	13,000				1,000+	40
Observation Deck	4,737			100	200	
Concourse/Galleries	54,000					123+

Notes:

- Classroom seating requires the use 18" tables – 3 chairs per table.
- Banquet seating capacities for Meeting Rooms 1-7 are based on using round tables – 10 chairs per table.
- Meeting Rooms 2, 3 & 4 can be combined to form one room.

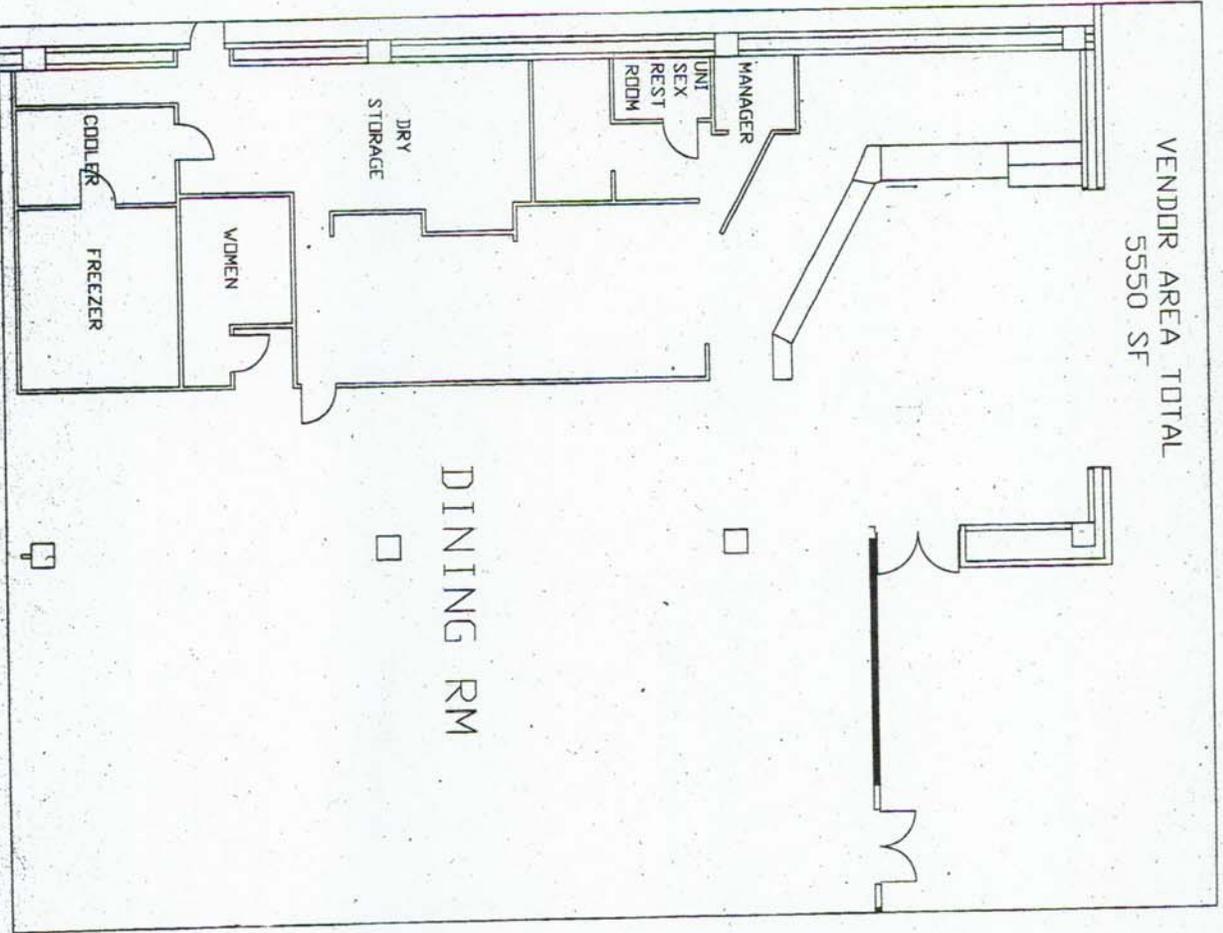
Registration Tables:

- The use of 6' registration tables in the Meeting Rooms 1-5 corridor is not allowed for safety purposes.
- Registration tables are to be set up within the confines of the Meeting Rooms.
- If the room setup cannot accommodate this, a classroom table (18") may be used in the corridor during the registration period only.

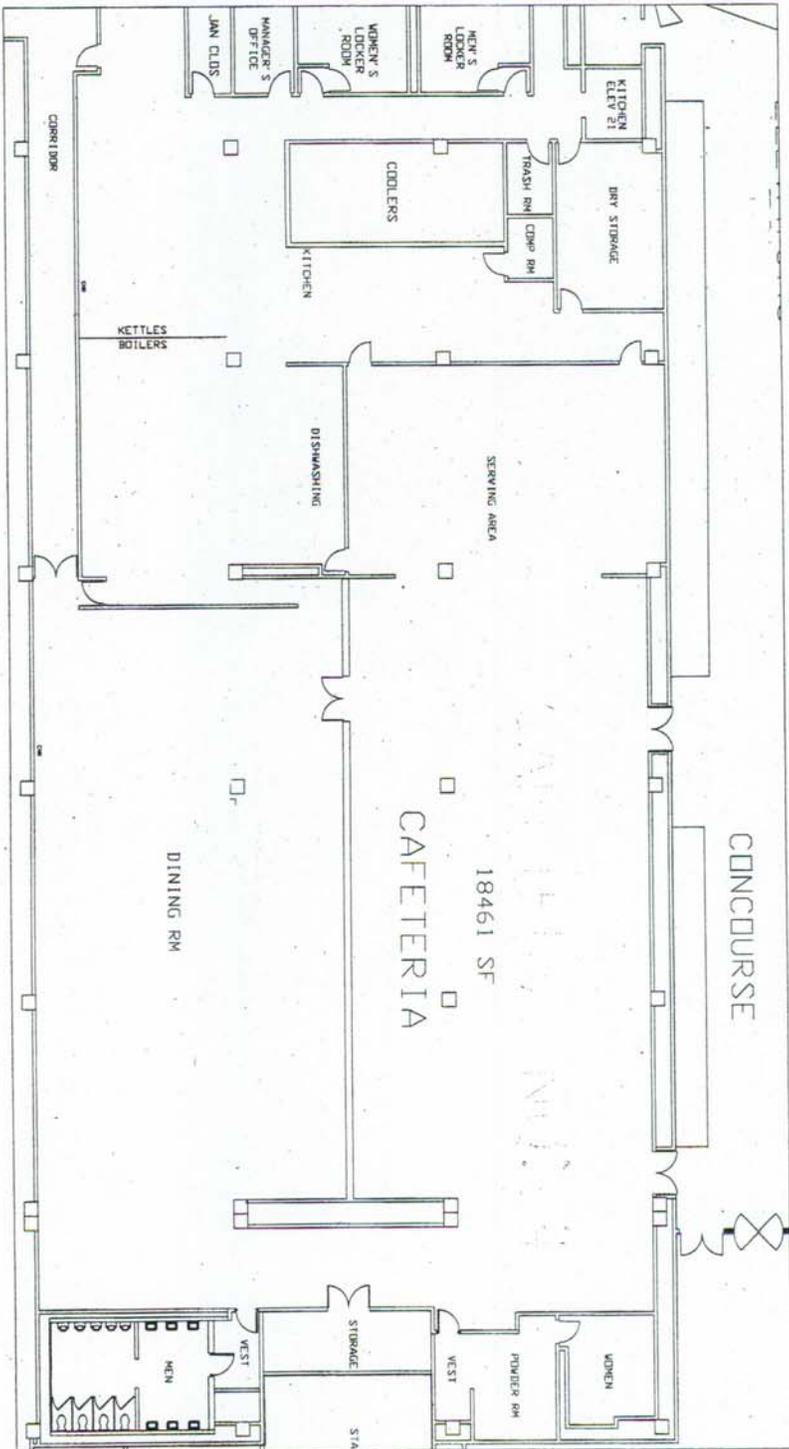
14. FACILITY/VENUE DIAGRAMS

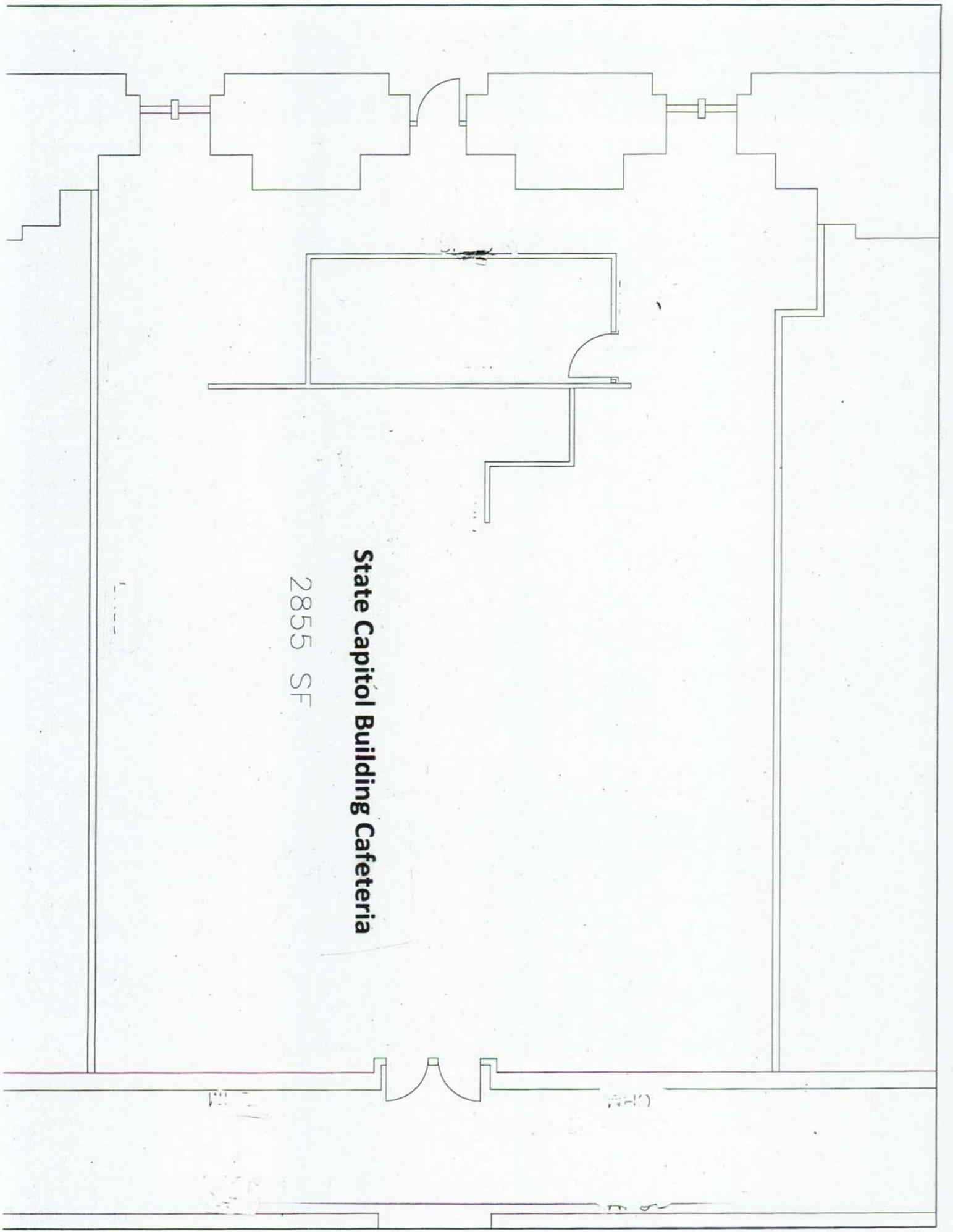
Main Concourse Restaurant

VENDOR AREA TOTAL
5550 SF



North End Concourse Cafeteria





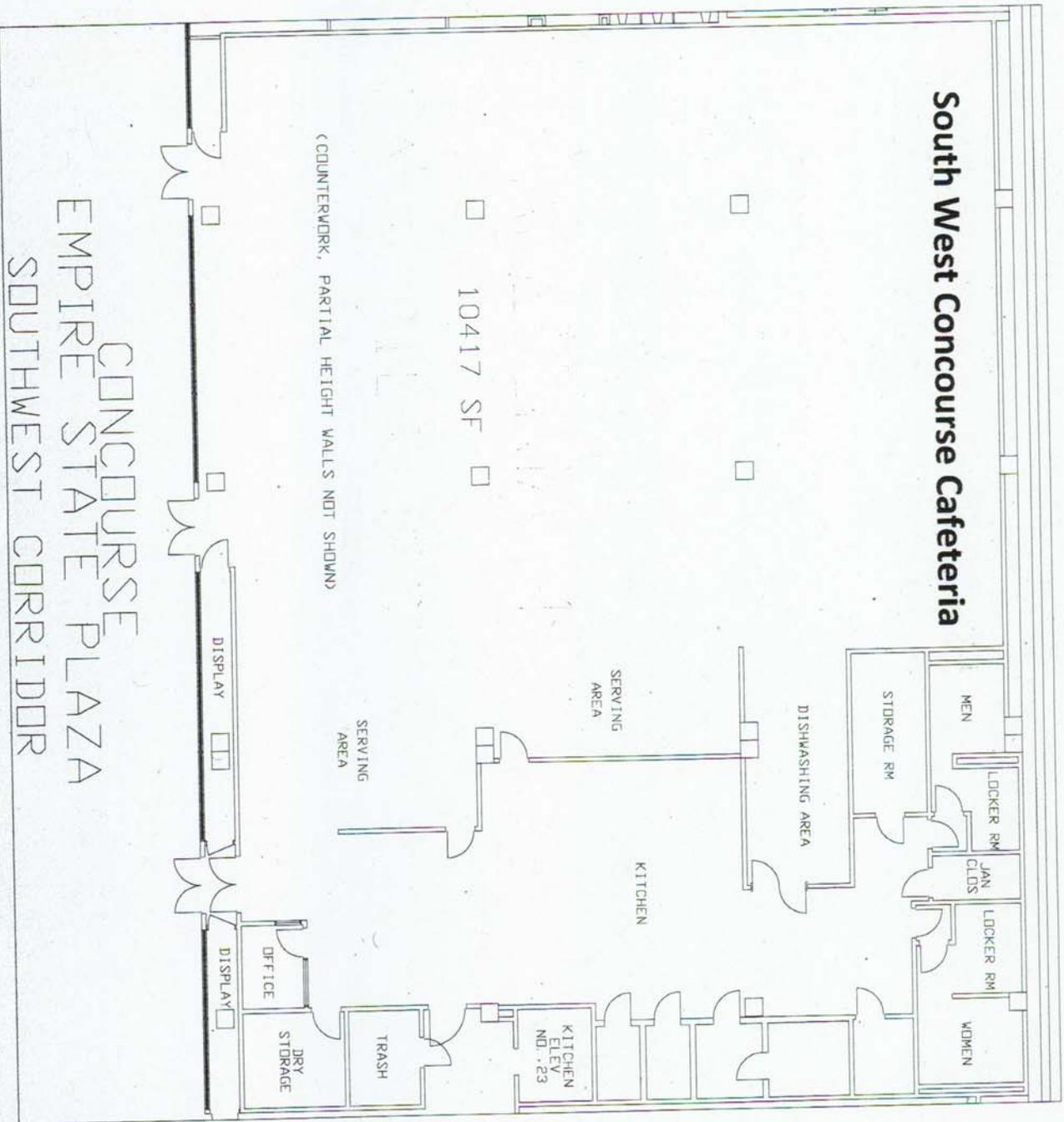
State Capitol Building Cafeteria

2855 SF

101

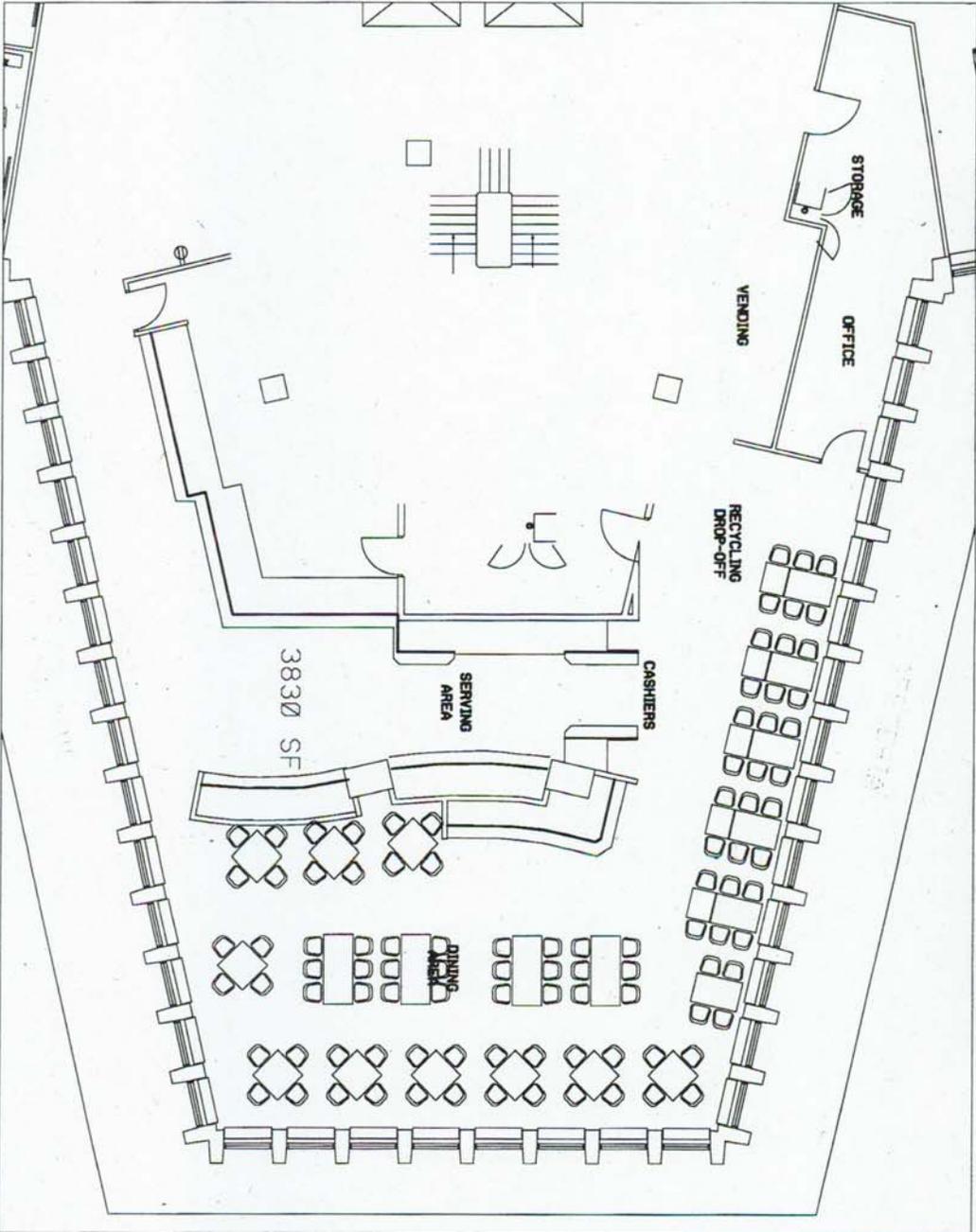
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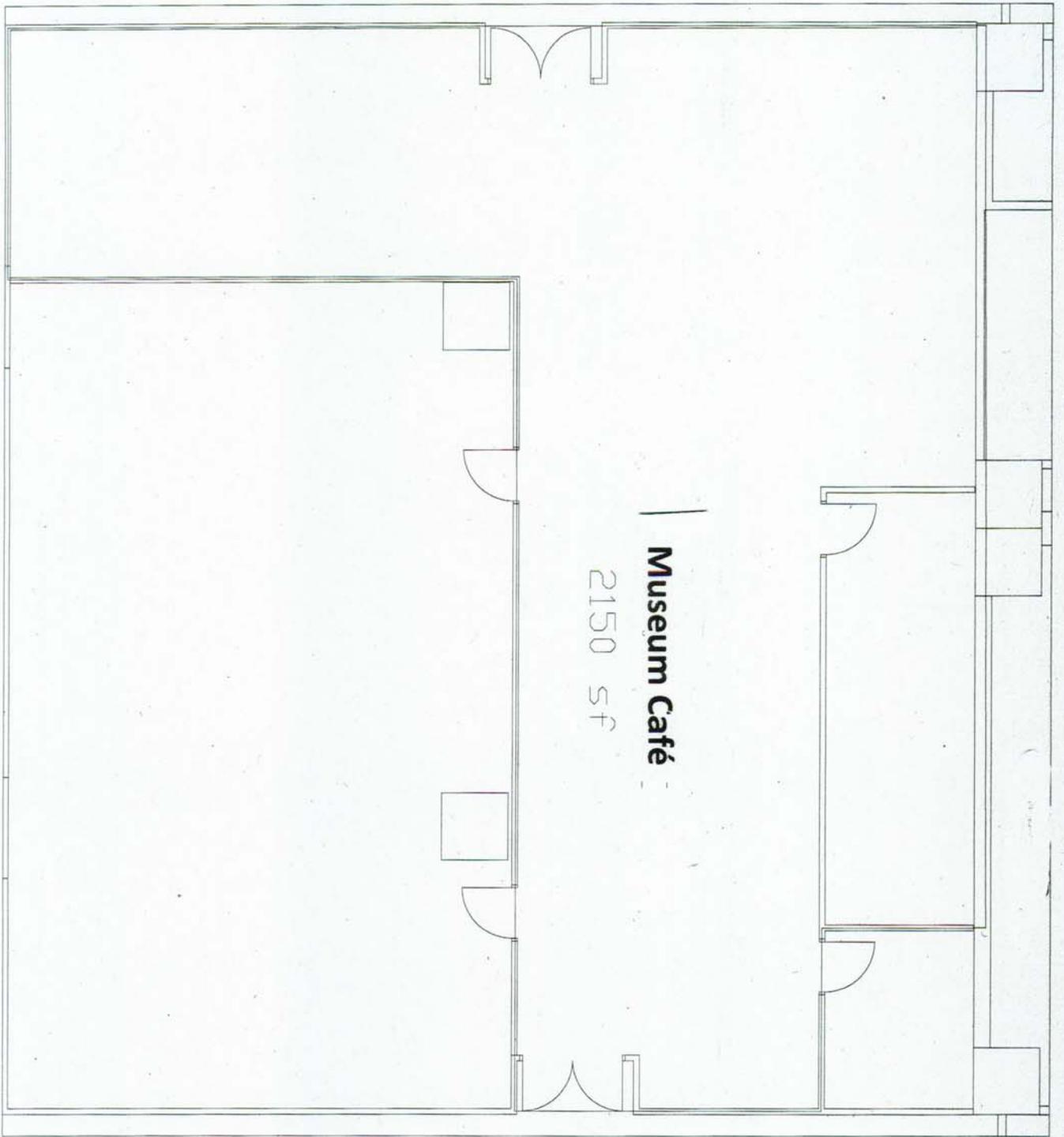
South West Concourse Cafeteria



CONCOURSE PLAZA
EMPIRE STATE
SOUTHWEST CORRIDOR

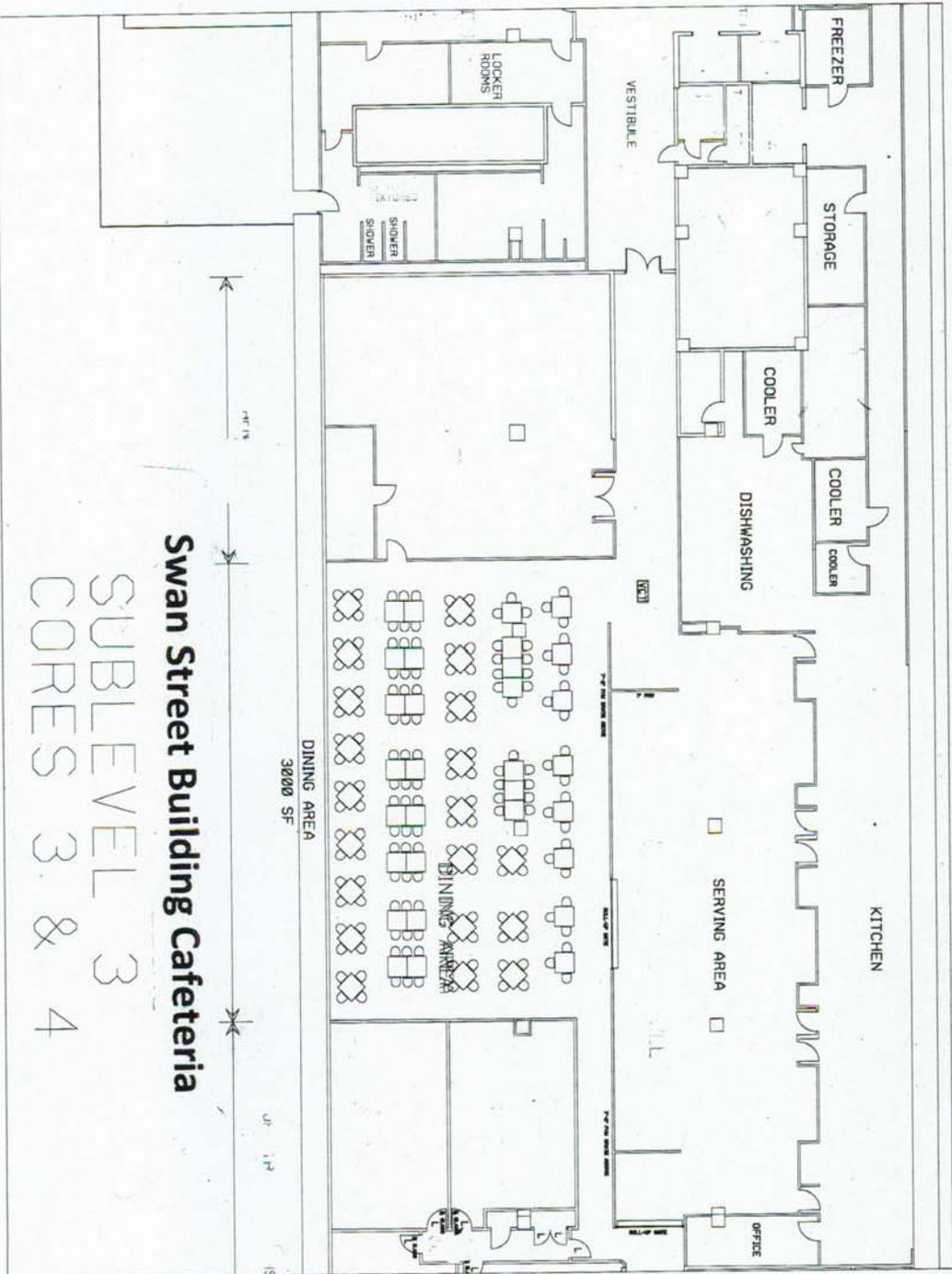
29th Floor Corning Tower Satellite Cafeteria





Museum Café

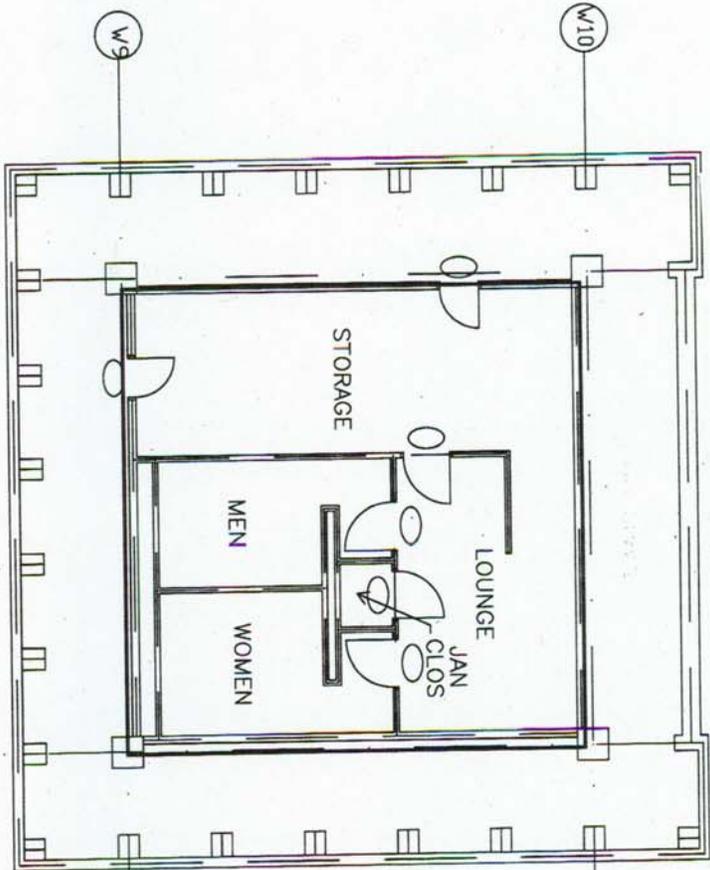
2150 sf



Swan Street Building Cafeteria

SUBLEVEL 3
CORES 3 & 4

The Pavilion



891 sf
MEZZANINE LEVEL

S13

S12

PHV 90/23334
PHV 90/23334

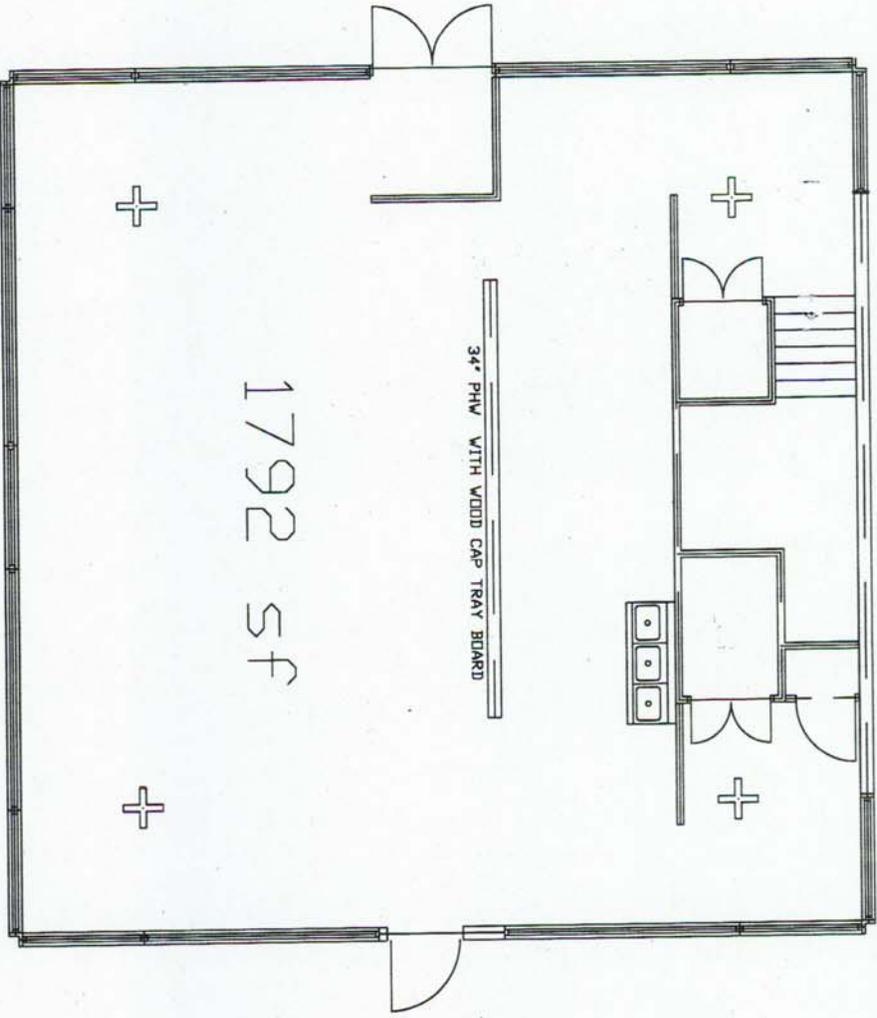
UPDATE
INITIAL UPDATE

ENARG, S.P.
ALBANY, NEW YORK
MEZZANINE
PHVARNER
3-7-91

REFRESHMENT
PAVILLION

1/4"=1'-0"
S36D/M

The Pavilion

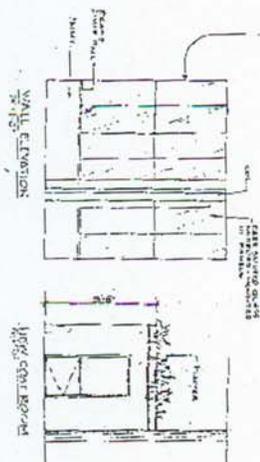
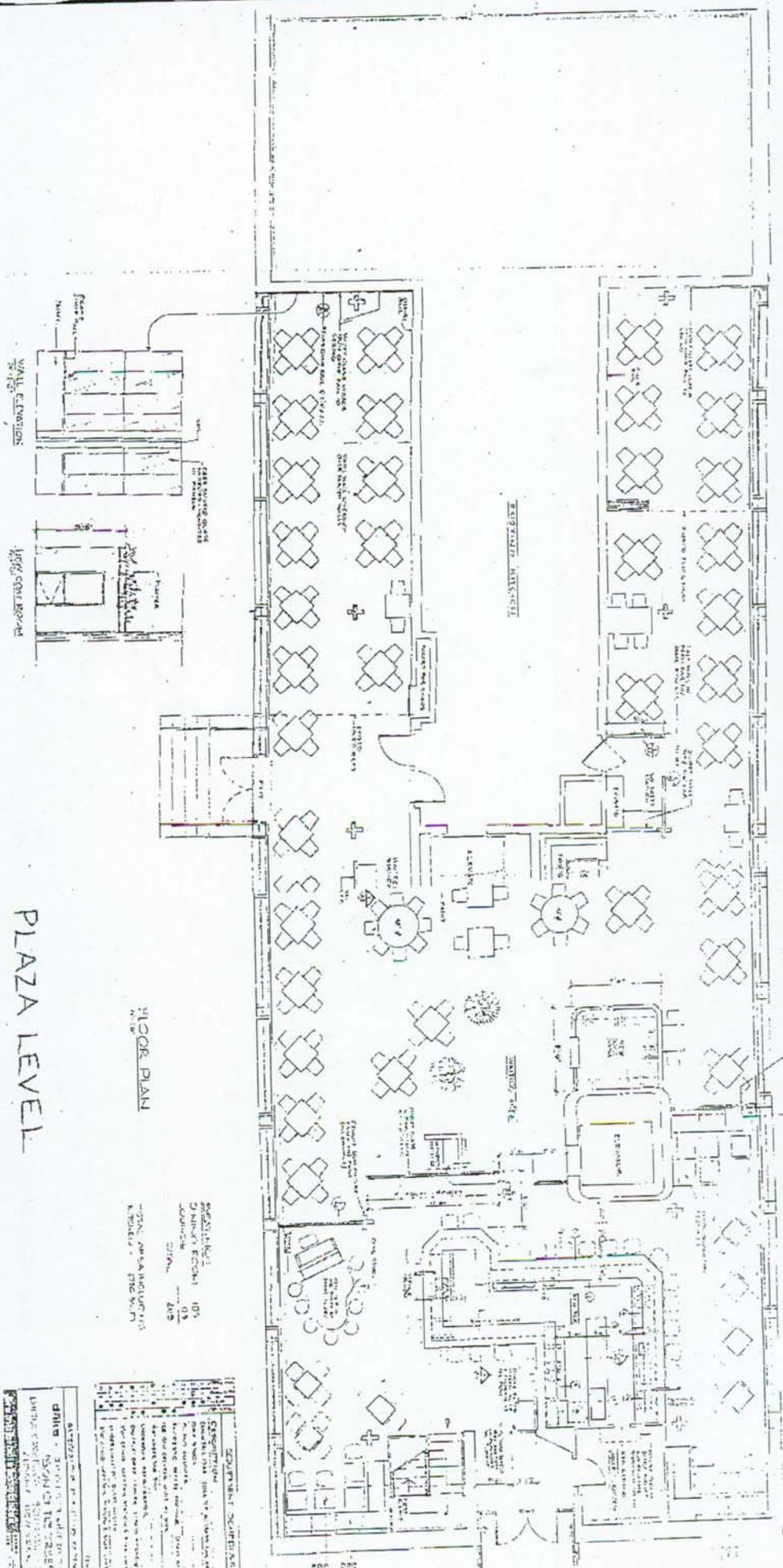


2	5-26-00	KLG	20/03/007	UPDATE PER 200014
1	4-2-91	PHV	90/23834	UPDATE
0	3-7-91	PHV	90/23834	INITIAL UPDATE

REFRESHMENT
PAVILLION

G.N.A.R.E.S.P.
ALBANY, NEW YORK
PLAZA LEVEL 1/4"=1'-0"
PH/VARNER 3-7-91
S36CPL

Plaza Level Restaurant/Small Banquet Facility



PLAZA LEVEL
FLOOR PLAN

PROJ. NO. 107
 2000
 4/05
 1/05
 1/05
 1/05

NO.	DESCRIPTION	DATE
1	REVISION	
2	REVISION	
3	REVISION	
4	REVISION	
5	REVISION	
6	REVISION	
7	REVISION	
8	REVISION	
9	REVISION	
10	REVISION	



DIVISION OF FINANCIAL ADMINISTRATION

ADDENDUM No. 1

Request for Information (RFI)

No. 1739

Date: February 3, 2012

Subject: Extension of Response Due Date and Additional Site Visit and Informational Tour

Title: RFI #1739 – Food Service Opportunities at the Empire State Plaza, Albany, NY

Address Bid Inquiries to: Beth Maus
NYS Office of General Services
40th Floor, Corning Tower
Empire State Plaza
Albany, New York 12242
Phone: 518/474-5981
Email: beth.maus@ogs.ny.gov

To Prospective Bidders: The NYS Office of General Services has issued this addendum to extend the response due date to **February 29, 2012 at 2:00pm.**

An additional site visit and informational tour will be scheduled for **9:00am – 11:30am on Wednesday, February 15, 2012.** To register for this site visit and informational meeting, contact Madeline Rizzo at 518-474-1606 or Madeline.Rizzo@ogs.ny.gov at least 24 hours in advance of the site visit. It is recommended that attendees arrive on the Concourse Level of the Empire State Plaza in Meeting Room #5 in the North West Gallery at least fifteen minutes prior to the scheduled time. Valid Photo Identification acceptable to OGS is required.

New York State Office of General Services

Request for Information #1739

Food Service Opportunities at the Empire State Plaza

January 13, 2012

1. Purpose

This Request for Information (RFI) is issued by the New York State Office of General Services (OGS) to solicit recommendations for enhanced and innovative food service concepts and themes from private sector parties and to determine the interest amongst the private sector for managing and operating food service establishments such as restaurants, cafeterias and catering at potentially twelve (12) separate facility locations at the Governor Nelson A. Rockefeller Empire State Plaza (ESP) in Albany, New York. The current single vendor contract for food service at the ESP expires on August 31st. OGS would like to provide future food service operations through one or more vendors who can provide customer driven, quality, healthy, varied food items and beverages at affordable prices to the tenants, guests and visitors of the ESP.

OGS is seeking new concepts to expand and improve the dining choices offered at the ESP with national, regional and locally branded food service concepts. Existing national, regional and locally branded concepts as well as new, creative and innovative ideas, themes, space planning and design examples are encouraged. OGS appreciates all responses to this RFI from interested and experienced private parties and encourages new concepts for the ESP such as mall-type food courts, ethnic and organic restaurants/cafeterias, New York style delicatessens, etc.

This RFI is intended to identify food service options for the ESP and the interest of the private sector and its capabilities to provide such services. This is not a Request for Proposal (RFP), but information received from this RFI may be utilized to prepare an RFP or to pursue alternative options such as negotiated leasing. Parties interested in providing food service to the tenants and visitors of the ESP are encouraged to respond to this RFI. It is anticipated that interested parties will review the venues and make appropriate recommendations for improvement of the facilities and the services to be provided. Capital improvements will be at the expense of the new food service operators and should be considered in all responders' determinations regarding this request.

2. Food Service Facilities at the Empire State Plaza

OGS oversees the food service contracts, policies, regulations and guidelines governing the provision of food service at the ESP and New York State owned facilities across the state. The ESP is a sixty-five acre government facility in the heart of New York State's capital, the City of Albany. The ESP is anchored at the north by the New York State Capitol Building and at the south by the Cultural Education Center, which houses the New York State Museum and the New York State Library. In addition to a Performing Arts Center ("the Egg") and a 40,000 square-foot Convention Center, the ESP includes four 21-story high-rise Agency Buildings, the 43-story Mayor Erastus Corning II Tower Building, the Justice Building and the Legislative Office Building.

The ESP currently houses approximately 10,500 employees who primarily are on the premises between 6:45am – 6:00pm, Monday through Friday. An increase of approximately 33% in reassigned employees to the ESP is anticipated by 2013. Additionally, the ESP draws 450,000 tourists annually and the Convention Center attracts another 178,000. The ESP is host to over 285 events annually, including trade and consumer shows, conventions, conferences, civic functions and banquets. The New York State Museum attracts an additional 750,000 visitors each year.

During the annual New York State Legislative Session which begins in January and generally concludes in late June, the influx of state legislators, legislative staff, advocacy groups and lobbyists increases the number of persons working, visiting or doing business at the ESP daily by approximately 5,000.

Listed below are brief descriptions of the twelve (12) facilities at the ESP under consideration for new and expanded food service as well as the current catering opportunities, which are described as item #13. OGS is seeking to improve and enhance the dining choices and experiences at these locations and to increase catering options at the ESP. A large number of catering opportunities are available at the ESP. Responders should keep in mind that sites may be combined, specifically full cooking facilities with non-cooking facilities. Non-cooking facilities could be serviced by a food vendor with the means to transport food into the ESP while maintaining the integrity of the food and meeting the applicable health and safety requirements.

1. Main Concourse Cafeteria

The main concourse cafeteria is located in the center of the ESP Concourse. It is a full cooking facility with a full-size kitchen currently serving lunch with grilled selections, hot entrees, soup and salad bar, sandwiches, grab and go items, a sushi bar, a Mexican food station and beverages. The full-size kitchen at this location is the primary location to cater large scale events at the Convention Center, Meeting Rooms 1 – 7, 42nd Floor Observation Deck in the Corning Tower Building and other areas of the ESP including the Capitol and Legislative and Justice Buildings. The current main concourse cafeteria vendor was issued a Beer and Wine permit for sales at ESP special events sponsored by OGS. Current hours of

operation for this facility are from 11:00am until 2:00pm which could be expanded to 7:00am until 3:00pm and serve breakfast. Square footage 26,853/Seating Capacity 650 (includes common areas for #2 and #3 below).

2. Main Concourse Restaurant

The main concourse restaurant is located in the center of the ESP Concourse adjacent to the Main Concourse Cafeteria. The facility is currently operated as a national fast food restaurant that is open from 6:00am until 6:00pm. Square footage 5,550/common dining area including in #1.

3. Main Concourse Bakery

The main concourse bakery is located in the center of the ESP Concourse adjacent to the Main Concourse Cafeteria. The recently renovated facility currently is operated as a fresh baked goods and gourmet coffee shop. Current hours of operation for this facility are from 7:00am until 5:00pm. Square footage 2,467/common dining area included in #1.

4. North End Concourse Cafeteria

The north end concourse cafeteria is a full cooking facility that currently serves breakfast and lunch with grilled selections, hot entrees, soup and salad bar, sub sandwiches, grab and go items, pizza and beverages. The cafeteria has a separate dining room that is currently operated as a buffet lunch restaurant which can be operated as a full-service restaurant with an expanded a la carte menu of food and beverages. Current hours of operation for the cafeteria facility are 7:00am until 3:00pm. Current hours of operation for the dining room are 11:00am until 2:00pm which could be expanded to include breakfast and/or dinner. Square footage 18,461/Total seating capacity 476 (Cafeteria 201 and Restaurant 275).

5. State Capitol Building Cafeteria

The State Capitol Building cafeteria is a non-cooking facility utilizing induction cooking which currently offers breakfast, lunch and a limited dinner menu. Selections include deli sandwiches, soup and salad bar, grab and go items, and pizza. This facility can be supported either by a full-kitchen facility at the ESP or an off-site establishment that can service the facility without compromising the quality of the food. Current hours of operation for this facility are from 7:00am until 6:00pm. To accommodate the session schedule of the New York State Legislature, flexibility of the closing hour of operation is necessary. Square footage 2,855/Seating capacity 89.

6. South West Concourse Cafeteria

The south west concourse cafeteria is a full cooking facility currently serving breakfast and lunch with deli sandwiches, grill items, hot entrees, soup and salad bar, grab and go items, pizza, Italian food selections and beverages. Current hours of operation for this facility are from 7:00am until 3:00pm. Square footage 10,417/Seating capacity 310.

7. 29th Floor Corning Tower Satellite Cafeteria

The 29th floor satellite cafeteria is a non-cooking facility currently providing a hot entrée, deli sandwiches, soup and salad bar, pizza, grab and go items, beverages as well as a vending machine area. This non-cooking facility is currently serviced by the south west concourse cafeteria and can be supported by any of the full-cooking facilities at the ESP. Current hours of operation for this facility are from 7:00am until 3:00pm. Square footage 3,830/Seating capacity 98.

8. Museum Café

The museum café is located on the Concourse Level of the Cultural Education Center (CEC). The café is a non-cooking facility serving breakfast and lunch items such as deli sandwiches, hot entrees, soups, salads and beverages. The current vendor transports food into the cafeteria and also provides catering services specifically to the CEC. Current hours of operation for this facility are from 7:00am until 3:00pm. Square footage 2,150/seating capacity 56.

9. Swan Street Building Cafeteria

The Swan Street building cafeteria is located in the Core level between Agency Buildings 3 and 4. The cafeteria is a full cooking facility currently with one-third of its space occupied by a national fast food restaurant serving both breakfast and lunch. The remaining two-thirds of counter space are currently vacant. Current hours of operation for this facility are from 7:00am until 4:00pm. Square footage 9,662/Seating capacity 200.

10. The Pavilion

The Pavilion cafeteria is located on the Plaza Level between Agency Buildings 3 and 4. The facility is a snack bar type facility that is currently not in service full-time. The facility has previously provided breakfast and lunch during the spring, summer and fall with hours of operation from 7:00am until 2:00pm. This facility recently opened to provide beverages, snacks, lunch and dinner items to skaters that visit the Plaza Ice Rink which is open daily from 11:00am until 8:00pm. OGS would like the hours of operation for this facility to be seven days a week from 11:00am until 8:00pm while the Plaza Ice Rink is open and 7:00am until 2:00pm during the spring, summer and fall. Square footage 2,653/Seating capacity 28.

11. Plaza Level Restaurant/Small Banquet Facility

The Plaza Level Restaurant/Small Banquet Facility is located between the Egg and the Corning Tower. Previously, this facility was operated as a fine dining restaurant and banquet hall serving the general public. In addition to restaurant dining, the facility hosted weddings, award banquets and other formal events. The facility also has the ability to provide catering services to the ESP. The facility is a full cooking restaurant with two kitchens, a scenic dining room and a bar/lounge area serving breakfast, lunch, cocktails and dinner. It includes restrooms and 2 patios for seasonal use (one large, one small). Previous hours of operation for this facility were from 11:00am until 9:00pm seven days a week. Square footage 14,145/Seating capacity 255.

12. Kiosk Opportunities

OGS owns two kiosks that can be operated either independently or in conjunction with any of the above described facilities. The kiosks may be operated as coffee carts or other concepts at the north end and south end of the ESP Concourse or other areas in the ESP. Currently, one kiosk is operated as a coffee and pastries cart while another is operated as a soft pretzel and snack food stand.

13. Catering Opportunities

Currently, the Main Concourse Cafeteria is the primary catering facility with the ability to cater large scale events at the Convention Center, Meeting Rooms 1–7, 42nd Floor Observation Deck in the Corning Tower Building and other areas of the ESP including the Capitol and Legislative and Justice Buildings. Similarly, the North End Concourse Cafeteria has the ability to cater events, and the South West Concourse Cafeteria can cater events for smaller venues. In addition, the Plaza Level Restaurant/Small Banquet Facility provides an opportunity to cater events at the ESP.

3. Site Visits

Interested parties intending to submit a response to this RFI are encouraged to attend one of the site visits and informational meetings in order to fully understand what is involved in these operations. The site visit will include an informational meeting, an opportunity for questions, detailed information about the facility's physical layout and a tour of all ESP food service operations. Responders are welcome to attend the site visit which is scheduled for Tuesday, January 31 or Wednesday, February 1, 2012 beginning at 9:00am and concluding by 11:30am or beginning at 12:30pm and concluding by 3:00pm. The site visit will also include a review of the equipment available at each facility.

To register for a site visit and informational meeting, interested parties should pre-register with the Bureau of Food Services. Registration can be made by calling 518-474-1606 or emailing Madeline Rizzo at Madeline.Rizzo@ogs.ny.gov at least 24 hours in advance of the site visit. If you cannot attend either of the scheduled site visits, please contact Ms. Rizzo to arrange a site visit. It is recommended that attendees arrive at the Empire State Plaza at least fifteen minutes prior to the scheduled time. All attendees will need to gather in Meeting Room #5 which is located on the Concourse Level in the North West Gallery. Valid Photo Identification acceptable to OGS is required.

General inquiries regarding this RFI may also be made to Madeline Rizzo at the above contact information.

4. Response Submissions

This is not a Request for Proposal (RFP). A response does not bind or obligate the responder to any agreement for provision or procurement of services referenced.

One original and one copy of the response to the RFI should be submitted along with a cover letter on the responder's official business letterhead. **The response is requested on or before 2:00pm on February 15, 2012 via mail delivery service or hand delivered.** Responders mailing their responses should allow sufficient mail delivery time to ensure receipt of their response by the deadline. Responses must be submitted to:

Beth Maus
Purchasing Officer
OGS Financial Administration
Corning Tower, 40th Floor, ESP
Albany, NY 12242
(518)474-5981
Beth.Maus@ogs.ny.gov

Response Content

OGS is requesting that interested parties provide information regarding potential concepts for food service venues at the ESP for one or multiple facilities, which may include all twelve locations as well as the catering opportunities. The following items should be provided in the response:

- Company Background – Provide the name of the company and corporate contact information (name of CEO and RFI contact person, business mailing address, telephone number and email address of the RFI contact person) and a description of the current business operations including a summary of specific experience and qualifications in the concepts being proposed and in food service operations similar to the ESP.
- Conceptual Design – Provide a description of the conceptual design being proposed for each facility of interest as identified in Section 2. The description should include, but is not limited to, a clear description of the concept, the general approach to the concept including an anticipated timeline, anticipated capital investments and equipment needs/requirements, staffing expectations, optimal customer service methods, and catering initiatives. Please include, but do not limit to, proposed menu options, portion sizes, food prices, hours of operation, seasonal products to enhance year round food choices, marketing promotions, along with additional suggestions and recommendations that may be most appealing to the food service choices of employees, conventioners and visitors to the ESP including catering.
- Infrastructure Needs – Capital improvements will be the responsibility of the food service operator. Contractors may have the option to utilize any existing

refrigeration, small wares, cooking and kitchen equipment along with any tables, chairs, fixtures and furnishings that may be located at the facilities. RFI responders are encouraged to offer their thoughts and comments on the use of the available equipment or whether an empty (shell) facility would be more desirable. OGS expects that food service vendors will be responsible for maintaining, repairing and replacing equipment especially that equipment which is unique and/or proprietary to a national, regional or locally branded establishment.

- Catering Services – OGS is interested in recommendations on catering options such as using one vendor with the ability to subcontract for special requests or using multiple vendors from a Preferred Caterer List that would create a competitive environment.
- Financial Arrangement – Responders are encouraged to provide financial arrangement methodologies that would support the conceptual design(s) proposed that if pursued, should be taken under consideration by OGS. Additionally, responders should include the rationale for the methodology including why the methodology would be in the best interest of OGS and examples of where such a methodology/financial arrangement(s) has been successfully implemented. The ESP food service facilities with common areas may be charged a “common area maintenance” (CAM) charge. Responders are encouraged to provide comments on a CAM charge and to provide recommendations on alternative arrangements for the expenses of common areas. Historically, certain ESP Food Service expenses such as marketing, trash removal and compaction, kitchen exhaust system cleaning and maintenance services, pest control services, and for catering purposes, podium usage and chair and table rentals were the responsibility of the food service vendors.

OGS encourages the submittal of supplemental materials that may be included as attachments which must be clearly labeled as such. These may include annual reports, marketing materials, and recommendations of non-food service venues at the ESP (pharmacy, boutiques, retail stores, dry cleaners, etc.), along with additional recommendations to augment the goals of OGS and this RFI.