

COP RFP Mandatory Meeting
Center of Progress Building Restaurant, NYS Fairgrounds, Syracuse, NY
Questions & Answers:

1.
Q. Will the location be available for viewing again?
A. Only if all interested parties were notified of the same opportunity. If the interest exists, contact Emma Graham to have a date arranged.

2.
Q. How are the utilities set up?
A. The gas is the responsibility of the vendor. The vendor would need to contact Niagara Mohawk and have the gas turned on in their name. The electricity is in the name of the NYS Fair with an internal meter that will be used to bill the vendor. The NYS Fair has its electric power with Solvay Electric.

3.
Q. Can the location be used for cooking/catering for other events not being held in the COP?
A. No .

4.
Q. Would the awarded vendor have the opportunity to book an event in the restaurant itself?
A. The vendor may, with prior approval from the NYS Fair, hold a catering event in the COP Restaurant.

5.
Q. What percentage would be paid on catering?
A. The same food and beverage percentage that is quoted as part of the RFP.

6.
Q. Does a better diagram of the restaurant exist other than what was sent in the RFP?
A. Attached.

7.
Q. The RFP mentions under Scope of License, "at other times from a temporary location in or adjacent to Chevy Court", has this location been determined or are any other details available?
A. Since the location may vary from event to event, no exact location will be determined.

8.
Q. How is the RFP being reviewed when it comes to the proposal for renovation and the percentage to be paid? For example, if someone provides a higher percentage but offers to make minimal changes, how will that be compared against someone who is willing to make substantive changes but provides a lower percentage?
A. According to the RFP, "Selection Process":

Selection Process

The successful proposer will be selected based upon an evaluation of each proposer's proposed theme and technical proposal by a selection committee composed of Department officers and employees and the evaluation of each proposer's license fee by

the Department's Division of Fiscal Management. The points awarded in the proposed theme, technical evaluation and license fee evaluation will be combined to determine the ranking of proposals. Proposals will be rated as follows:

Technical Proposal

Your proposed theme will be evaluated based upon its attractiveness and appeal (10 points), its quality and substance (10 points), and its rationale and business plan (20 points) for a total of forty (40) points.

Your company history, background, structure, ownership and management, your principal owners/managers background, qualification and experience, your company policies addressing personnel, customer relations and customers with special needs, your prior experience in operations similar to that which you propose, and your references will also be evaluated. Each of these five (5) components is worth eight (8) points for a total of forty (40) points.

License Fee

You must use the attached "License Fee" form. Do not make any changes to it.

The two-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 10 points. The remaining proposers will be awarded points as follows: fee being evaluated/highest fee = % x 10 points = points awarded.

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

9.

Q. Are the porch and awnings outside the building part of the layout?

A. No.

10.

Q. What details on signage need to be provided? The RFP states that you must receive approval but how do you know what the Fair is looking for, size, etc.

A. All signage should be provided as part of the proposal.

11.

Q. The RFP states the term is 5 years, is there any renewal option?

A. No.

12.

Q. Is there any office space available?

A. No.

13.

Q. Have the location(s) for the mobile food and beverage stations been determined inside the Center of Progress?

A. No. The location(s) may vary due to the event. A mutually agreed upon space will be determined.

14.

Q. The RFP states that all plans must be approved by an architect licensed by the State of New York, will this also include having plans to be approved by an architect with the State Fair.

A. All plans will also have to be approved by the NYS Fair or a representative of the NYS Fair (i.e. Office of General Services).

15.

Q. What is defined as structural alternation?

A. A structural alteration is one which would change the configuration of the current building or restaurant, or any system, i.e. electrical, mechanical, heating.

16.

Q. Will a performance bond be required?

A. A performance bond is not required; completion deadlines will be included in the contract and failure to meet those deadlines will result in termination of the contract at no cost to the Department and the State of New York.

17.

Q. Under "Term" there is noted a term of 5 years. With this kind of investment to redevelop and re-theme the restaurant operation, will there be, at any point in the life of the agreement, an option for renewal to the original agreement?

A. No.

18.

Q. Please list all attendees at the required proposal meeting.

A. Stan Kolonko, M. Drew Saviho, Brendan Grillo – S&B Catering
Michael Chemotti – MSK Corp. & B'ville Diner
Tom Centore – Charlie's Restaurant
Troy Waffner – NYS Fair Assistant Director
Geneanne Keegan-Smith – NYS Fair Concessions & Exhibits Manager
Barbara Godfrey – NYS Fair staff

19.

Q. Was the former licensee at the bid proposal meeting?

A. Yes.

20.

Q. Is there an option to purchase contents, seating, equipment, from the prior licensee?

A. The former licensee would have to be contacted by the successful proposer.

21.

Q. As mentioned in the proposal meeting, the utilities have already been separately metered. Please provide usage for the last few months to provide some type of guideline in determining estimated monthly utility costs, and how that may impact ones offering for rent structure.

A. As the meter was only recently separated, we do not have any current readings.

22.

Q. Under the Scope of the License paragraph, please provide detail "...within the sole discretion of the Department, during the annual New York State Fair and at other times

from a temporary location in or adjacent to Chevy Court." Will this be for all non-fair events that take place in Chevy Court?

A. No, it will be "...within the sole discretion of the Department".

23.

Q. Who has the responsibility to pay for upgrade, and maintain the current HVAC systems in the restaurant being considered in this RFP?

A. The Department is responsible for the current HVAC systems.

24.

Q. Can the successful licensee use their own contractor to do the build out of their proposed renovation?

A. Yes, provided that all plans and specifications have the prior approval of the Department and, if structural, prior approval by an architect licensed by the State of New York.

25.

Q. Is the successful proposer required to use union skilled tradesman for their renovation? i.e. Plumbers, Electricians, Carpenters?

A. Since the renovations are to a public building, the prevailing wage rates established by the Labor Law apply.

26.

Q. Are there blueprints or locator prints available for the existing electrical and plumbing runs in the existing restaurant?

A. Yes. The blueprints have been attached.

27.

Q. What are the percentages of gross paid to the Department under the contract for the prior years referenced in the RFP?

A. These can be calculated using the attachments in the RFP that provide the percentages for each year for food & beverages and alcohol.