

## INVITATION FOR BIDS

New York State Department of Agriculture and Markets

#SF00281: Automatic Teller Machine (ATM) Provision, Operation and Service at the New York State Fairgrounds

### IFB Questions and Answers

**Question #1:** What is happening with the Midway? Is the Midway vendor going to be allowed to bring in their own machines? If so can you define the Midway machine locations and how much will they be charging for each transaction?

**Answer #1:** The new Midway operator will be responsible for providing and servicing ATMs located on the Midway. The exact machine locations and fee structure have not been determined. Potential bidders should be aware that they will not have the right or obligation to provide ATMs in the area of the State Fair designated as the Midway. A map attached to this Question and Answer document shows the area of the Fairgrounds designated as the Midway.

**Question #2:** Will we need to provide the phone lines or only pay for them?

**Answer #2:** The selected contractor will be responsible for providing and paying for phone lines for the ATMs, if they wish to use phone lines. Alternatively, the selected contractor can use wireless machines or network communication systems.

**Question #3:** Do we need to create a new Vendor Responsibility Questionnaire, if nothing has changed from the last submission?

**Answer #3:** Yes.

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**Question #4:** If we are using a subcontractor, should they list our Vendor ID on the Vendor Responsibility questionnaire that they complete or do they need their own Vendor ID?

**Answer #4:** The subcontractor will have to do their own Vendor Responsibility questionnaire and obtain their own NYS Vendor ID.

**Question #5:** Will there be any notice on the web site that there have been revisions to this IFB or will I need to keep reviewing the whole proposal each day?

**Answer #5:** Yes, any revisions or amendments to the IFB will be posted as separate documents on the website.

**Question #6:** Not having the official award of the contract until July 13th, makes it almost impossible to fulfill the contract requirements, i.e.: ordering the ATMs and arranging for telecommunication lines. Can the Ag & Market group move the contract award date up to 6/30/14?

**Answer #6:** The Department intends to make a contract award by June 30, 2014. However, the contract will need to be approved by the Office of the State Comptroller before it becomes effective.

**Question #7:** Can the contract expiration date be changed to a calendar year end or something like January 31st? This would be a more practical time frame, as the Fair starts three weeks after the contract award date.

**Answer #7:** Following selection of a winning bidder, the Department is willing to negotiate an alternative contract end date, such as January 31<sup>st</sup>, 2017.

# The New York State Fair



- |                             |                      |
|-----------------------------|----------------------|
| 1 - Center of Progress      | 16 - Youth Building  |
| 2 - Art and Home Center     | 17 - Pink Lot        |
| 3 - Horticulture Building   | 18 - 4-H Show Rings  |
| 4 - International Building  | 19 - 4-H Youth Arena |
| 5 - Chevy Court             | 20 - Barn 58         |
| 6 - Exhibit Center          | 21 - Barn 59         |
| 7 - Toyota Coliseum         | 22 - Barn 60         |
| 8 - Infield                 | 23 - Barn 61         |
| 9 - Grandstand              |                      |
| 10 - Race Stable Arena      |                      |
| 11 - Belle Isle Parking Lot |                      |
| 12 - Beef Barn              |                      |
| 13 - Midway                 |                      |
| 14 - Main Horse Barn        |                      |
| 15 - DVM Barn               |                      |

