

**New York State Department of Agriculture & Markets
New York State Fair**

Quote Fact Sheet

Title of quote request: Parking Management Services
Dates of service for this quote: 7/16/12 – 10/1/12
Due Date: 7/6/12

Submit To: Carrie Lindemann, Contracts & Purchasing
NYS Dept. of Agriculture and Markets
10B Airline Drive
Albany, NY 12235
Phone: (518) 485-8740
Fax: (518) 485-7750
Email: carrie.lindemann@agriculture.ny.gov

Description

The Department of Agriculture and Markets is seeking quotes for parking management services for the 2012 New York State Fair. This entails work that has to be completed pre-Fair and during Fair prepping and staffing the lots, placing signage, overseeing the sale of camping reservations and working with the State Police and DOT to ensure that vehicles are able to park efficiently. The New York State Fair is an annual 12-day event ending on Labor Day each year. It annually draws between 900,000 – 1,000,000 people with the daily attendance fluctuating between approximately 60,000 and 120,000 people.

The facility is a 375 acre site that includes 10 parking lots (see **Attachment #1 - NYS Fairgrounds Parking Map**) that serve the Fairgrounds with the ability to park approximately 25,000 vehicles at any given time. This includes paid, non-paid and combination parking lots. The parking facilities have multiple entrances and exits that are in close proximity (within a quarter of a mile) to major interstates.

The parking rate for vehicles is \$5/day and the parking rate for motorcycles is \$3.00/day. There were approximately 161,000 paid parking tickets issued for vehicles and 850 paid parking tickets for motorcycles issued in 2011. Additionally, there were approximately 22,000 vehicles that entered by using the E-Z Pass System. The Fair also issues non-paid tickets to sponsors, exhibitors, etc. of which there were the equivalent of approximately 180,000 one day parking tickets that allowed a vehicle to park in a specific designated lot for any one day during the Fair.

There were approximately 340 camper spaces sold during the 2011 Fair of which approximately 150 were pre-sold. Camping prices are as follows:

- Belle Isle (includes water, electric, sewer): \$490 for all 12 days
- Infield (includes water, electric): \$450 for all 12 days
- Black Lot (includes no services): \$15 per day

Attachment #2 – Total Cars Parked During the New York State Fair shows a summary by lot of the cars both paid and non-paid for 2011 and total for the years 2001-2011.

Questions

Questions regarding this quote should be directed to Carrie Lindemann. All questions and answers, as well as a copy of this Request for Quotes, will be posted on the Department's website, www.agriculture.ny.gov in the "Funding Opportunities" section. Answers will be posted as quickly as possible, but no later than July 4, 2012.

Minimum Qualifications

The following minimum qualifications must be met in order for the Department to be able to consider your proposal:

1. The provision of parking management services must be the primary focus of your business operation.
2. You must have a minimum of five (5) consecutive years of documentable and verifiable experience in providing parking management services which demonstrate that you have:
 - a. Planned, set up, managed and operated at least two events per year that included directly providing parking services at special events (i.e. concerts, athletic events, fairs, festivals, etc.) involving at least 4,500 vehicles parked per day in multiple lots owned, operated, leased or used by the selected proposer.
 - b. Worked with the appropriate police agencies and departments of transportation in the planning and executing of these parking services.
3. You must provide references from a minimum of 3 entities that are currently utilizing your parking services and which include at least two special events as described above.

These references will be contacted by a Department staff member for verification.

Proposer Provider Services

The selected contractor will be required to begin providing management services July 16, 2012 on a part-time basis. Subcontracting of these services will not be allowed. Full time services will be required to begin on August 1, 2012 and will conclude on September 10, 2012.

Specific services, equipment, and supplies to be provided by the selected contractor are outlined below:

- Pre-Fair services to begin July 16, 2012
 - Interview and recommend for hire a sufficient number of employees to perform the specified activities including ensuring that all employees be processed by the Department's Human Resource Department. Those hired will be employees of and paid by the Department. An adequate number of employees to begin the pre-Fair work outlined below will have to be recommended for hire no later than July 22, 2012.
 - Coordinate, supervise, and track time worked by employees using the Department's Time Swipe Payroll System.

For information purposes only, the number of employees hired by the Department, their titles, their pay rates and the total number of hours worked in 2011 is listed below.

Position Title	Total # of Employees	Hourly Rate	Total # of Hours per Title
Parking Attendant	185	\$8.25	15,037
Cashier	30	\$9.11	1,665.25
Line Cashier	9	\$12.00	777.50
RV Night Cashier	3	\$ 9.81	454.25
Head Cashier	8	\$13.50	1,120
Assistant Supervisor	5	\$14.00	875.25
Supervisor	5	\$15.00	1,733.50

- Assign staff to positions including parking lot supervisors, head cashiers, cashiers and parking attendants (see **Attachment #3 -Parking Job Descriptions**).
 - Schedule employees to ensure adequate staffing of all parking lots. A final work schedule must be submitted for approval to the Fair by August 1, 2012
 - Train employees prior to the first day of the Fair with particular emphasis on ensuring the accountability of tickets and money. In addition, this training should include, but not be limited to, the following aspects: customer service, safety (i.e. traffic safety and health such as avoiding sunburn and heat exhaustion), the prohibition of using drugs and alcohol, ethics (i.e. cannot accept gifts or trade parking passes for food or other services) and the criminality of stealing or attempting to steal parking or admission tickets or revenue as well as duty specific training and audit control procedures for all employees handling tickets and money. The Fair will provide the selected contractor with its policies regarding the above referenced items so that they can be included in the selected contractor's employee training manuals. A copy of the training manual must be submitted to the Fair by August 1 for approval. Hold an informational meeting with employees that encompasses, among other things, an overview of the locations of the parking lots and what credentials are accepted in those parking lots.
 - Meet with State Fair personnel, the State Police and the Department of Transportation to plan for the coordination of parking and traffic issues.
 - Work with State Fair personnel and the State Police to complete a sign inventory and make a list of additional signage that is needed.
- Pre-Fair services to begin on August 1, 2012(in addition to any other pre-Fair services already noted)
 - Prepare the parking lots to include the placement of parking barriers and barrels, demarcation lines in the parking lots, the roping off of lots and the installation of signage in and around the parking lots. Working with the State Police, coordinate and place signs along Interstates 690 and 695 as well as ancillary roadways. This will be done by the selected contractor in coordination with the State Police and the NYS Department of Transportation.
 - Sell and process camping reservations at the parking office. The office must be open Monday through Friday, four hours per day between 10:00 AM and 6:00 PM.
- Pre-Fair services to begin the August 19, 2012
 - Supervise the Black, Gray, Disabled and Green lots during the vendor set up period leading up to the first day of the Fair. During this time no parking fees are collected for the use of these lots. The hours for staffing these lots are from 7:00 am – 9:00 pm.
 - Schedule employees at Gates 7 and 10. The staffing must be 24 hours a day.
 - In conjunction with Fair staff, provide for the supervision of the Temporary RV Parking Lot to include the processing, assigning and placement of spaces paid for at the Gate and for pre-sold, pre-assigned RV spaces. In 2011, there were a total of approximately 340 twelve day Temporary RV Parking spaces sold. There were also 1,050 one day, temporary RV spaces with no services sold throughout the Fair. This includes spaces for campers who purchase spaces for several days.
- Fair services to begin on the first day of the Fair (August 23, 2012)
 - Supervise of all parking lots, both paid and credentialed on the Fairgrounds and adjacent to the grounds. This includes 10 separate lots that encompass the Purple, Blue, Red, Yellow, Green, Orange, Brown, Pink, Gray/Black and Special Needs Lots and an Impound Lot (see attached NYS Fairgrounds Parking Map).
 - Attend daily staff meetings set up by the Director of the Fair.
 - Sell parking tickets at the Orange, Brown and Pink lots as well as at Gates 6 and 7 which are the entrances to the Green, Gray/Black and Special Needs lots.
 - Sell gate admission tickets at vehicle gates 10, 11 and 12.

- Assume responsibility for all funds collected until such funds are deposited with the State Fair Cashier.
- Ensure adequate staffing for all parking lots including supervisors, head cashiers, cashiers and parking attendants.
- Ensure optimal use of available parking spaces to handle the flow of incoming vehicles from both east and west bound traffic. Barriers will have to be moved as lots become full and employees will have to be moved among locations as needed.
- Staff all parking lots from 6:00 am to 10:00 pm with the exception of the Impound Lot which must be staffed from 7:00 am to midnight. Also, Gates 7 and 10 must be staffed 24 hours a day beginning on July 19, 2012 and ending on the last day of the Fair at 10:00 pm.
- Provide patrolling of the lots to ensure that vehicles have proper credentials and coordinate the towing of those vehicles which are unauthorized or do not have the proper credentials. The towing of these vehicles to the Impound Lot is a coordinated effort between the selected contractor, State Police and Fair staff. The selected contractor must staff the Impound Lot and will be responsible for the collection of towing fees before releasing impounded vehicles.
- In coordination with the State Police, assist with the exiting of vehicles from the Fair's Parking Lots.
- Assist the Fair's Camping Superintendent with the coordination and placement of RV's upon arrival. This includes processing all additional camping forms and payments as well as maintaining reservation sheets on all camping reservations. RV's begin arriving on the Sunday before the first day of the Fair.
- Resolve any parking issues or concerns in coordination with the Fair's parking manager.
- Adhere to all Department issued Revenue Procedures. The Department's Finance Office has developed written revenue procedures that must be followed. A copy of these procedures will be provided to the selected contractor after the award.

The Department Will Provide

- Office trailer with two offices (Approximately 50'x10'). The trailer will have a security and camera system and a safe.
- Four gators for access to the various parking lots.
- Two pickup type vehicles for use in the pre-Fair setting up parking and during Fair. Any additional vehicles will be the responsibility of the selected contractor.
- Approximately 25 radios for communication with staff and the State Fair with a base station as well as the ability to communicate with State Fair staff.
- Admission and parking credentials for staff.
- Port a johns.
- Telephones for the office trailer with two dedicated phone extensions.
- Two computers and a printer for the office trailer for processing all payroll, camping and reporting requirements.
- A fax/copy machine.
- Cash counting machines and coin/cash wrappers.
- Signage equipment including:
 - Line striping gun, white rope, green stakes, white plastic chain, cable ties, duct tape, nails, bailing wire, paint brushes, cones/barrels, spray paint, solid metal posts, field marking paint, staple guns & staples, wire cutters, hammers, re-rod, bike racks sand bags and snap ties.
- Signage for the parking lots, roadways and entrances/exits.
- Safety equipment including:
 - Safety vests, flashlights, batteries.
- For staffing:
 - Pocket cashiers aprons, hats, water jugs, cups.
- For processing parking sales:

- Tickets, report forms, receipt books.
- For camping sales
 - Receipts, camping reservation forms and maps for all campers located on Fairgrounds.

Quotes

Your response must include:

- A fully completed quote sheet listing the flat fee to be charged for the parking management services.
- Documentation showing at least five (5) years experience in the planning, setting up, management and operation of large parking operations. This experience should include at least two events per year that included directly providing parking services at special events (i.e. concerts, athletic events, fairs, festivals, etc.) involving at least 4,500 vehicles parked per day in multiple lots owned, operated, leased or used by the responder. A list of the special events for which parking services were provided and an estimate of the number of cars parked must be provided.
- An outline of what the management team will consist of in terms of positions and duties and the individuals who will be part of that management team including their resumes. It must include a proposed organization chart that takes into account the following duties of the management team: administrative (i.e. hiring and scheduling, keeping accurate time cards and coordinating the payroll) and dispatching; On Grounds Parking (i.e. management of the multiple lots contiguous to the Fairgrounds and coordination with the State Police for the towing of vehicles); Off Grounds Parking (i.e. management of the multiple lots not contiguous to the Fairgrounds and coordination with the State Police for the towing of vehicles) and Revenue Processing (i.e. collection and reconciling of parking revenue).
- References from a minimum of three (3) entities that are currently utilizing your parking services and which include at least special events.
- A written description of how you propose providing the services outlined in "Proposer Provided Services" for the Fair that is specific to the parking lots on the Fairgrounds. Attachment #2 is a breakdown of the number of cars parked in each of the paid parking lots and a breakdown of credentials provided per non-paid parking lot for 2011.

Reservation

The Department reserves the right to:

- reject any or all responses with respect to this request for quotes;
- decline to award from this request for quotes;
- require clarification from any Responder to assure a full understanding of the responsiveness to the requirements for this request for quotes;
- waive or modify minor irregularities in quotes received;
- request from Responder additional information deemed necessary to more fully evaluate its quote. Responders will have (3) business days to respond to the request or may be disqualified;
- amend this request for quotes after its release, with appropriate notice;
- negotiate with any or all Responder within the request for quote requirements, in the best interests of New York State.

The Department reserves the right to inspect at any time during the period of the contract.

Insurance

Contractor shall, prior to execution of the contract, obtain insurance coverage, from a company licensed to do business in New York State, of at least ONE MILLION DOLLARS (\$1,000,000) per occurrence combine single limit

bodily injury and property damage. Contractor shall furnish a certificate of insurance naming the New York State Department of Agriculture & Markets as additional insured.

The contractor shall also provide a certificate of workers' compensation and disability insurance as required.

Summary of Department's Policy Regarding State Finance Law Sections 139-J & 139-K

Pursuant to State Finance Law Sections 139-j and 139-k, this solicitation includes and imposes certain restrictions on communications between the Department of Agriculture and Markets and an offeror/bidder during the procurement process. An offeror/bidder is restricted from making contacts from the earliest notice of intent to solicit bids/proposals through final award and approval of the Procurement Contract by the Department, and, if applicable, Office of the State Comptroller ("restricted period") to other than designated staff unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law Section 139-j(3)(a). Designated staffs, as of the date hereof, are identified in this solicitation. Department employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the offeror/bidder pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for contract award and in the event of two findings within a four year period, the offeror/bidder is debarred from obtaining governmental Procurement Contracts. Further information about these requirements can be found in the Department's Guidelines and on the Office of General Services Website at <http://www.ogs.state.ny.us/aboutOgs/regulations/defaultAdvisoryCouncil.html>

The Department has designated the following staff members to receive contacts pertaining to this quote:

Carrie Lindemann, Contracts & Purchasing
NYS Dept. of Agriculture & Markets
10B Airline Drive
Albany, NY 12235
Phone: (518) 485-8740
Fax: (518) 485-7750
Email: carrie.lindemann@agriculture.ny.gov

Barbara Godfrey, Division of State Fair
NYS Dept. of Agriculture & Markets
581 State Fair Blvd.
Syracuse, NY 13209
Phone: (315) 487-7711x1366
Fax: (315) 487-9260
Email: barbara.godfrey@agriculture.ny.gov

Payments

Vendor shall provide complete and accurate billing invoices to the NYS Department of Agriculture & Markets, a division of the New York State Fair, in order to receive payments. Billing invoices submitted must contain all information and supporting documentation. Payments for invoices submitted by the Contractor shall only be rendered electronically unless payment by paper check is expressly authorized by the Commissioner, in the Commissioner's sole discretion, due to extenuating circumstances. Such electronic payment shall be made in accordance with ordinary State procedures and practices. The Contractor shall comply with the State Comptroller's procedures to authorize electronic payments. Authorization forms are available at the State Comptroller's website at www.osc.state.ny.us/epay/index.htm, by email at epunit@osc.state.ny.us, or by telephone at 518-474-4032. Contractor acknowledges that it will not receive payment on any invoices submitted under this Contract if it does not comply with the State Comptroller's electronic payment procedures, except where the Commissioner has expressly authorized payment by paper check as set forth above.