

# **PARKING MANAGEMENT SERVICES NEW YORK STATE FAIR**

IFB #0159

## **Addendum 1 Issued December 1, 2017 Questions and Answers**

*\*Please note that the questions that follow are taken directly from the emails received by the Department.*

1. How will the total number of managers needed to be hired and paid for by the selected contractor be determined:
  - a. The total number of timesheets submitted to the AGM Human Resource department that worked for the parking department that will receive a paycheck no matter the number of days or # of hours worked OR
  - b. The full time equivalent (13 days) number of staff, hired full time, working 8 hours per day, by AGM and reported to work. OR
  - c. Some other determining criteria

**As per Item 1 in Section 3.5 of the IFB, “The Vendor will only be paid for the actual number of managers needed based upon the actual number of employees hired by AGM each year and the 1:15 Manager to Employee ratio referenced above.” The number of employees hired and processed by AGM pursuant to the approved staffing plan as outlined in section 2.2.1 A of the IFB will be the number used to determine the number of managers needed.**

2. Will the shirts and hats provided to the entire parking staff by the selected contractor replace the reflective vests so as to not cover up the identifying logos on each AGM parking staffs shirt?

**No, per Section 2.2.2 A of the IFB, the selected contractor shall provide uniforms for all employees that should include t-shirts and hats that are identifiable with the logo of the NYS Fair and the selected vendor in addition to any safety related equipment that the employee should be wearing including reflective vests.**

3. What is the first day applications can be reviewed and interviews occur by the selected contractor?

**The NYS Fair will accept receipt of applications beginning on or about April 1 of each year. Per Section 2.2.1 A of the IFB, “the selected contractor shall interview and recommend for hiring a sufficient number of employees to perform the specified activities under the contract. The interview and recommendation process shall be completed no later than forty-five (45) days prior to the first day of the Fair each year during the term of the Agreement.” The selected vendor may review applications as they are received and schedule interviews accordingly.**

4. When will the on-line portal for potential AGM staff to apply go live, so as to be able to hire and process sufficient staff in order to provide the list of AGM staff 45 days before the first day of the fair as stated in 2.2.1.(A) on page 6 and 2.2.2(B) on page 10?

**On or about April 1 each year.**

5. Under Fair services it states that the selected contractor will supervise any ancillary lots that the fair may use in addition to the ones in Exhibit 1.  
a. Will the selected contractor be able to hire additional AGM staff and contractor’s managers if these services are needed or increased?

**Yes. Per section 2.2.1 B of the IFB, the selected contractor shall “ensure adequate staffing for all parking lots including supervisors, assistant supervisors, head cashiers, cashiers and parking attendants. See Exhibit 5 for estimated staffing for the 2018 – 2022 Fairs. Vendors have the freedom to staff each lot as deemed necessary but must provide a 1 to 15 Manager to AGM staff ratio. The Vendor may split Manager responsibilities in whole or in part between lots where deemed necessary. This should provide the Vendor with the necessary latitude to respond to changing daily needs.” This includes any ancillary lots if they are added.**

6. Pre-fair/Post-fair services (estimated 1780 hours including on-site and off-site). Are the numerous non-management staff members needed for pre-fair and post-fair duties on the AGM payroll or are they being paid by the selected contractor under item 2 in the Attachment 1- Bid Form.

**Non-management staff that are needed for Pre-Fair and Post Fair duties will be employed by AGM and will be on AGM payroll. The non-management staff needed for these duties shall be included in the staffing plan as outlined in section 2.2.1 A of the IFB.**

Who is responsible for paying the staff needed to setup/breaking down the parking lots of signs, barricades, barrels, rope, etc.

**Non-management staff that are needed for Pre-Fair and Post Fair duties will be employed and paid by AGM and recommended for hire by the selected contractor. The positions needed for these duties shall be included in the staffing plan as outlined in section 2.2.1 A of the IFB. Please see Addendum 2 attached revising section 2.2.1 A (2) of the IFB and amending Exhibit 6, “Job Descriptions – Parking” staff employed by AGM. The selected contractor will only be responsible for managing the preparation of the parking lots to include 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.**

b. Who is responsible for paying the staff needed to review applications, interview, hire, and schedule as well as reviewing the AGM staff’s daily timecards for accuracy and submission to AGM at the conclusion of the fair?

**The selected contractor is responsible for paying the staff needed to review applications, interview, hire, and schedule as well as reviewing the AGM staff’s daily timecards for accuracy and submission to AGM at the conclusion of the Fair. These services are outlined in Sections 2.2.1 A and 2.2.1 C of the IFB.**

**Per section 2.2.1 A of the IFB, the selected contractor is responsible to “interview and recommend for hiring a sufficient number of employees to perform the specified activities under the contract,” “coordinate, supervise, and track time worked by employees as they are brought onto AGM payroll” and “schedule and assign employees to ensure adequate staffing of all parking lots to perform the scope of work under this contract.”**

**Per section 2.2.1 C of the IFB, the selected contractor is responsible to “provide necessary information and paperwork to process the payroll of the parking staff in a format prescribed by AGM within seven (7) days after the last day of the Fair. This includes signed time cards with the correct hours for all employees. Time cards must be signed by the employee and supervisor.” This includes ensuring the accuracy of the timecards submitted.**

**Per Section 3.5 Item 2 of the IFB, the bidder shall provide “the total fixed flat Management Fee for providing Pre-Fair and Post-Fair Services each year during the Term of the Agreement as set forth in Sections 2.2 A and 2.2 C of the IFB (*Estimated Pre-Fair Hours – 1580; Estimated Post Fair Hours – 200*).**

**Please see Addendum 2 attached amending Exhibit 6, “Job Descriptions – Parking” staff employed by AGM.**

7. If AGM is processing and paying employees, who is responsible for Workers Compensation, FUTA, SUTA, NYSDBL?

**AGM will be responsible for any employee costs including wages and fringe only for those employees who are processed and employed by AGM. The selected contractor shall be responsible for any employee costs including wages and fringe for the selected contractor's employees.**

8. What is the scannable parking admission product that will be used?

**AGM contracts with a ticketing company to provide a scannable barcode that can either be printed or displayed on a mobile device for entry into a parking lot. The scanners will be provided by AGM's ticketing company contractor.**

9. Are the maintenance employees required part of the 1 to 15 ratio? There is reference to maintenance employees needed before and after the fair (set-up and clean-up).

**There is no reference to maintenance employees in the IFB. To clarify, the 1 to 15 Manager to employee ratio is only required during Fair as defined in Section 2.2.1 B of the IFB.**

**Pre-Fair and Post Fair services are defined in sections 2.2.1 A and C of the IFB. Non-management staff that are needed for Pre-Fair and Post Fair duties will be employed and paid by AGM and recommended for hire by the selected contractor. The positions needed for these duties shall be included in the staffing plan as outlined in section 2.2.1 A of the IFB.**

10. What company currently provides the towing? Is this a state contract?

**There is no current contract for towing services at the Fair. AGM procures this service separately on an annual basis.**

11. Does AGM provide cash on hand for the cashier's banks?

**Yes.**

12. MWBE is a good faith effort of 30%. Is this 30% of the management fee, expenses, etc.?

**Per Section 5.2 of the IFB, "the selected contractor agrees not to subcontract any of its management services. The only items that may be subcontracted for purposes of this solicitation are supplies and equipment referenced in Section 2.2.2 of this IFB."**

13. Who provides the trunking service for the radios used by the employees in various lots?

**Per section 2.2.2 A of the IFB, the selected vendor must provide "an adequate number of radios for communication with parking staff and State Fair staff" including any service or equipment that is needed for those radios to work properly.**

14. Will we have access to the drone used for traffic monitoring?

**The operation of the drone is handled by qualified personnel employed by the State of New York. The monitoring of the drone is done by the State Police and the NYS Department of Transportation (NYSDOT). The selected vendor will have access to the live images from the drone in the NYSDOT transportation center on the Fairgrounds.**

15. Are the radios that are required to be supplied by the vendor UHF or 7/800? Will the State Troopers require the vendor to place an encryption on those radios?

**Per section 2.2.2 A of the IFB, the selected vendor is required to provide "an adequate number of radios for communication with parking staff and State Fair staff." These radios can be VHF or similar in nature and are mainly for communication between the selected vendor and parking staff. The radios are not required to be encrypted. The selected vendor will also be provided a radio from AGM, the State Police and NYSDOT.**

16. What fees were paid for parking management services at the Fair for the period 2013 – 2017?

- 2013 - \$83,000
- 2014 - \$83,000
- 2015 - \$84,000
- 2016 - \$85,000
- 2017 - \$85,000