

# **INVITATION FOR BIDS**

**for**

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

**IFB #0159**

IFB Issued: November 7, 2017  
Proposals Due: December 12, 2017

By:

State of New York  
New York State Department of Agriculture and Markets  
Division of New York State Fair  
10B Airline Drive  
Albany, NY 12235

DEPARTMENT OF AGRICULTURE AND MARKETS  
IFB #0159: PARKING MANAGEMENT SERVICES NEW YORK STATE FAIR

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EXHIBIT 6 – PARKING EMPLOYEE TITLE JOB DESCRIPTIONS

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**1. INTRODUCTION**

**1.1 OVERVIEW**

This Invitation for Bids (IFB) is issued by the New York State Department of Agriculture and Markets (“AGM” or “the Department”) to invite qualified bidders to submit proposals to provide parking management services for the Great New York State Fair.

The Fairgrounds are located at 581 State Fair Boulevard, Syracuse (Town of Geddes, Onondaga County) New York. The property is a 375-acre site owned and operated by AGM which is home to the Great New York State Fair (Fair), an annual multi-day event ending on Labor Day each year. The site includes several parking lots (see Exhibit 1 - NYS Fairgrounds Parking Map) that serve the Fairgrounds with the ability to park approximately 20,000 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. Two of the largest lots are not contiguous to the Fairgrounds. Exhibit 2 provides pictures of the lots and Exhibit 3 provides information on the number of vehicles parked for the 2015 - 2017 Fairs as well as the number of non-paid parking credentials for each lot for the 2015 and 2016 State Fairs.

The Fairgrounds are undergoing a major renovation and upgrade of their facilities. This includes paving of the Orange Lot, the largest lot the Fair owns which is used in conjunction with shows at the Lakeview Amphitheater, and the installation of automated electronic toll (AET) collection systems at entrances 6 and 7 of the Orange Lot and at the eastern entrance of the Brown Lot. It is anticipated that the upgrades to the Orange Lot will be complete prior to the 2018 Fair, and upgrades to the Brown Lot will be complete prior to the 2020 Fair. Renderings of the planned renovations to the Orange Lot are attached as Exhibit 4. The installation of AET collection systems will decrease the number of cashiers and attendants in these lots. Exhibit 5 is a summary of the number of parking staff employed by AGM for the 2015 - 2017 Fairs, their titles, and the number of hours worked as well as the estimated number of parking staff to be employed by AGM for the 2018 – 2022 Fairs. The Orange Lot, when completed, will include new entrances and exits as well as striped parking for approximately 7,500 vehicles. Additionally, AGM has been moving toward use of scannable admission and parking credentials for pre-paid parking and it is anticipated it will begin taking effect in the Red, Blue, Purple and Gray lots in 2018.

The current parking rate for vehicles is \$5.00 per day and the parking rate for motorcycles is \$3.00 per day.

The facility also includes three temporary RV parking areas (see Exhibit 1 - NYS Fairgrounds Parking Map). There were approximately 459 RV parking spaces with services sold during the 2016 Fair of which all were pre-sold. There were also 75 one day, temporary RV parking spaces with no services sold throughout the Fair. Beginning with the 2017 Fair, one day, temporary RV camping was offered for pre-sale, online. It is anticipated that approximately 50% of the available spaces will be sold prior to the Fair with the remaining being sold on-site. The goal is to increase the pre-sale of one day, temporary RV camping to 90%.

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**1.2 IFB GOAL**

The objective of this IFB is to retain one contractor to provide parking management services for the 2018, 2019, 2020, 2021 and 2022 State Fairs as further described below.

**1.3 TERM**

The contract resulting from this IFB will be for a five (5) year term. The contract will begin on January 1, 2018 and end on December 31, 2022.

**1.4 IFB TIMELINE**

Publication in Contract Reporter	November 7, 2017
Non-Mandatory Site Visit(s)	November 20, 2017 at 1 p.m. November 21, 2017 at 1 p.m.
Deadline for Submission of Written Questions	November 29, 2017 by 3:00 p.m. (local time)
Last update of answers or issuance of IFB Addendum	December 4, 2017
Submission Deadline	December 12, 2017 by 3:00 p.m. (local time)
Bid Opening (tentative)	December 14, 2017

The Department intends to make an award within thirty (30) days of the Bid Response due date. The contract will require approval from the Office of the Attorney General of the State of New York (AG) and the Office of the State Comptroller of the State of New York (OSC) before it becomes effective.

**1.5 TOUR OF THE PARKING LOTS**

A non-mandatory tour of the Parking Lots and associated areas will be made available to prospective bidders on November 20<sup>th</sup> and November 21<sup>st</sup>, 2017 at 1:00 pm. To schedule a tour, please email Carly Hewitt at [carly.hewitt@agriculture.ny.gov](mailto:carly.hewitt@agriculture.ny.gov) no later than 5:00 pm on November 17, 2017. No substantive questions may be asked during the tour. All questions must be submitted in writing as set forth in Section 3.1 of this IFB.

**2. DESCRIPTION OF WORK TO BE PERFORMED**

**2.1 PREMISES**

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The New York State Fairgrounds is a 375 acre site that is home to the New York State Fair. The main mission and function of the Fair is to hold an exposition (currently 13 days) ending on Labor Day each year, identifying, promoting and showcasing the agricultural practices, history and traditions of the State. In addition to agricultural competitions, the Fair also hosts a 15-acre Midway and a free music venue that hosts two national touring acts a day and can hold over 30,000 people. There are approximately 600 vendors including 175 food vendors. The entrance to the Fair is currently available through eight (8) gates. Paid public parking is also available in six (6) lots for approximately 20,000 vehicles as well as parking for approximately 1,000 overnight camping vehicles. The Fair attracted over 1.1 million people in 2017.

## 2.2 SCOPE OF WORK

### 2.2.1 Services Required:

During the term of the contract, the selected contractor will be required to begin providing services approximately twelve (12) weeks prior to the first day of the Fair on a part-time basis. Services will conclude one week after the last day of the Fair. Specific services, equipment, and supplies to be provided by the selected contractor are outlined below. For all of the services listed below, the selected contractor must comply with all applicable federal and state laws and regulations.

#### A. Pre-Fair Services

(1) To begin approximately twelve (12) weeks prior to the first day of the Fair the selected contractor shall (*estimated 1500 hours including on-site and off-site services*):

- Provide AGM a staffing and scheduling plan outlining the proposed number of employees per title, the lots they will be assigned to, the shift hours and recommended rates of pay for each title. AGM shall have three (3) weeks to approve or make changes to the proposed staffing and scheduling plan, in coordination with the selected vendor. Exhibit 5 is a summary of the number of parking staff employed by AGM for the 2015 - 2017 Fairs, their titles, assignment by parking lot, and the number of hours worked for each title, as well as the *estimated* number of parking staff to be employed by AGM for the 2018 – 2022 Fairs assigned to each lot. **(NOTE: The 2015 and 2016 Fairs were 12 days. The 2017 Fair was 13 days. It is anticipated that the 2018 Fair will be 13 days).** Exhibit 6 provides job descriptions for each parking employee title.
- 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. State Fair applications for parking employee positions are available via an online portal. The selected contractor will be given access to the applications to review, print and select applicants to interview. Interviews should be conducted on-site during normal business hours and on weekends and evenings to accommodate applicants' schedules. All prospective employees must complete an application in order to be considered for employment, including former State Fair employees. The list of prospective employees to be hired and accompanying applications shall be submitted to the Department's Human Resources Office (HR) for processing. No applicant shall be considered approved for work until approved by HR. The selected contractor must be available via email and telephone to address any questions from HR

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regarding the selected contractor's recommended list of employees to be hired. Once all parking staff is approved by HR, the selected contractor must assist HR with employee processing on-site at dates and times designated by HR. The selected contractor shall maintain contact with HR to ensure all hired staff completes employee processing requirements prior to starting work.

- Coordinate, supervise, and track time worked by employees as they are brought onto AGM payroll. The employees will be employed by AGM and managed by the selected contractor. Time tracking includes the daily monitoring of the parking staff hours via the online payroll system used by the Department. All corrections, additions and changes to staff hours must be made on a daily basis and is monitored by the Department.
  - Schedule and assign employees to ensure adequate staffing of all parking lots to perform the scope of work under this contract. A final work schedule must be submitted to the Fair at least three (3) weeks prior to the first day of the Fair each year during the term of this Agreement for approval. These employees will be managed by the selected contractor.
  - 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 as well as not using mobile devices while working), 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 selected contractor shall provide the Department with a training manual at least three (3) weeks prior to the first day of the Fair for approval.
  - Hold an informational meeting on-site with employees that encompasses, among other things, an overview of the locations of the parking lots and what credentials are accepted in each parking lot.
  - Meet with State Fair personnel, the State Police and the NYS Department of Transportation (DOT) to plan for the coordination of parking and traffic as needed.
  - Work with State Fair personnel and the State Police to complete a sign inventory and make a list of additional signage that is needed. This shall be completed no later than four weeks (4) prior to the first day of the Fair each year during the term of the Agreement.
  - Provide a list of the management team and contact numbers to the Director of the Fair no later than three (3) weeks prior to the first day of the Fair each year during the term of this Agreement.
- (2) To be completed no later than one (1) week prior to the first day of the Fair the selected contractor shall (*estimated 80 hours to be provided on-site*):
- 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 and DOT, coordinate and place signs along Interstates 690 and 695 as well as ancillary roadways.

**B. Fair Services**

- (1) To begin four (4) days prior to the first day of the Fair the selected contractor shall:

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- Provide a minimum of one (1) manager on-site for every fifteen (15) employees hired by AGM between the hours of 6:00 a.m. and 10:00 p.m., as well as 24/7 emergency on-call phone support with no more than thirty (30) minutes response time on-premise.
  - Supervise the Black, Gray, Pink 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 a.m. – 9:00 p.m.
  - Schedule AGM staff at Gates 7 and 10. The staffing must be 24 hours a day.
  - In conjunction with AGM staff, provide for the supervision of the Empire RV Park to include the processing, assigning and placement of spaces paid for at the Gate and for pre-sold, pre-assigned RV spaces. Staff should be scheduled 24 hours a day until the start of the Fair. After that, staff should be scheduled from 8:00 a.m. to 8:00 p.m. concluding on Labor Day. On the day of the RV move in, additional parking staff will be needed to sight each camper in their assigned spot.
  - Place Variable Message Signage and similar signs and programming as needed and directed by AGM.
- (2) To begin on the first day of the Fair and throughout the duration of the Fair the selected contractor shall:
- Provide a minimum of one (1) manager on-site for every fifteen (15) employees hired by AGM between the hours of 6:00 a.m. and midnight, as well as 24/7 emergency on-call phone support with no more than thirty (30) minutes response time on-premise.
  - Manage all parking lots, both paid and credentialed, on the Fairgrounds and adjacent to the grounds. This includes several separate lots that encompass the Pink, Brown, Red, Orange, Gray, Purple, Blue, Empire/Belle Isle RV, and Black Lot (see Exhibit 1 NYS Fairgrounds Parking Map).
  - Attend daily staff meetings set up by the Director of the Fair.
  - Sell parking tickets at the Orange, Brown, Pink and Gray Lots. Please see Section 1.1 of this IFB for more information regarding these lots and planned renovations to the Orange and Brown Lots.
  - Assume responsibility for all funds collected until such funds are deposited with the State Fair Cashier pursuant to the revenue procedures established by AGM. A copy of the Department's revenue procedures will be provided to the selected contractor.
  - 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.
  - 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 staff will have to be moved among locations as needed.
  - Staff all parking lots, at a minimum, from 6:00 a.m. to 10:00 p.m. Also, Gates 7 and 11 must be staffed 24 hours a day beginning four (4) days prior to the first day of the Fair and ending on the last day of the Fair at 10:00 p.m.
  - Provide patrolling of the lots to ensure that vehicles have proper credentials and coordinate the towing of vehicles which are unauthorized or do not have the proper credentials. The towing of these vehicles is a coordinated effort between the selected contractor, State



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Police and Fair staff. The selected contractor 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 parking lots.
- Supervise the Empire RV Park, Belle Isle RV Camping and the Dry Camping Area. Assist with checking in campers, supervising the camping areas to ensure compliance with rules, and reporting any issues to security. The hours, after the start of the Fair, are from 8:00 a.m. to 8:00 p.m.
- Supervise any ancillary lots that the Fair may use in addition to the ones listed above. These lots would generally be located within 3 miles of the Fairgrounds and would be used for overflow parking (may include both paid and unpaid lots).
- Coordinate any vehicle/attendee issues (e.g. failed battery, keys locked in car, flat tires, etc.) with a towing or service company.
- Resolve any parking issues or concerns in coordination with the Fair's parking manager.

**C. Post Fair Services**

(1) To begin the day after the last day of the Fair and completed within seven (7) days after the last day of the Fair the selected contractor shall (*estimated 200 hours including on-site and off-site services*):

- 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.
- Remove signage and rope from parking areas to an area on the Fairgrounds prescribed by AGM. This should also include an inventory of the signage.
- Provide financial and operational reports to Fair management. This should include a breakdown by lot of the number of cars parked and the revenue collected as well as an after action report highlighting any issues or concerns and improvements that can be made going forward.
- Inventory and return all remaining tickets to the Fair's parking manager.

**2.2.2 Supplies and Equipment**

A. The selected contractor must provide all necessary equipment and supplies, other than those specifically provided by the Department, including:

- An adequate number of pick-up trucks or other comparable vehicles (and necessary fuel) for the Pre-Fair, Fair and Post Fair services to be provided pursuant to this IFB. These vehicles should have two-way communication. In the past, this has included four vehicles, but it is up to the bidder to determine the number they need to provide the services required in this IFB.
- An adequate number of gators, all terrain golf cars or other comparable vehicles (and necessary fuel) that will allow access to various parking lots during the Pre-Fair, Fair and Post Fair. In the

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past, this has included four vehicles, but it is up to the bidder to determine the number they need to provide the required services in this IFB.

- A trailer to be placed in an area approved by AGM to serve as the parking office during the Pre-Fair and Fair. The trailer should be equipped with a camera, security system and safe. The camera must be viewable by AGM security in their office. The trailer may remain at the Fairgrounds for the term of the contract. The trailer can be no larger than 12' x 60' and must be of newer quality and approved by AGM prior to being set up.
- Two base stations and three radios to communicate with the State Police and the towing company.
- An adequate number of radios for communication with parking staff and State Fair staff.
- Computers and printers for, among other things, processing payroll and complying with various reporting requirements.
- 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. The selected vendor shall also provide to employees requirements on how to dress for both comfort and professionalism (e.g. proper shoes, shorts/pants).
- Safety equipment including, but not limited to, safety vests, flashlights and batteries, bug spray and basic first aid kits in each parking lot.
- Water jugs and cups for employees working in parking lots.
- Miscellaneous tools and supplies including, but not limited to, wire cutters, hammers, staple guns and staples.
- Cash operating supplies including pocket cashier aprons, coin and cash wrappers, cash counting machines and calculators.
- Office supplies including, but not limited to, pens, pencils, staplers and staples, pins, paper, scissors and copy machines.
- Internet access.

B. AGM will provide the following supplies and equipment:

- Admission and parking credentials for all scheduled staff. A list of the total number of staff must be provided to AGM forty-five (45) days prior to the first day of the Fair.
- Telephones for the office trailer with two dedicated phone extensions.
- Signage supplies and 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, re-rod, bike racks, sand bags and snap ties.
- Signage for the parking lots, roadways and entrances/exits.
- Tickets, report forms, and receipt books for processing parking sales, temporary RV parking reservations and gate admissions.
- Striping of the Empire RV Park, Belle Isle RV Camping and the Dry Camping Area.
- A computer and printer for processing payroll for AGM staff.
- A radio for camping staff to communicate with AGM staff.

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### 3. BID SUBMISSION

#### 3.1 SUBMISSION TIMELINE

All bid submission documents required to be responsive for bid evaluation must be received by the Department no later than 3:00 PM (local time) on December 12, 2017 in order to be considered. The Department reserves the right to request any missing information from those items marked with an asterisk (\*) on the Submission Documents Checklist. Bidder will have three (3) business days to provide any missing information requested by the Department for those items marked with an asterisk (\*) on the Submission Documents Checklist. All remaining forms and documents required to be completed after notification of selection is made shall be submitted to the Department by the selected contractor prior to execution of the contract.

Any questions concerning this IFB must be received by 3:00 PM (local time) on November 29, 2017. Questions must be submitted in writing via email to Joyce Willi at [procurement.info@agriculture.ny.gov](mailto:procurement.info@agriculture.ny.gov). Please list "PARKING MANAGEMENT SERVICES IFB#0159" in the subject line.

A Question and Answer document will be posted to the Department website: <https://www.agriculture.ny.gov/RFPS.html> under "Funding Opportunities" no later than December 4, 2017. No individual written responses will be provided.

Any revisions to this invitation will be posted on the Department's website, <https://www.agriculture.ny.gov/RFPS.html> under "Funding Opportunities". All bidders are responsible for keeping informed of any revisions to this invitation. All questions and answers shall be incorporated into the IFB which will be part of the awarded contract. If you are unable to access the Department's website, please contact Joyce Willi at [procurement.info@agriculture.ny.gov](mailto:procurement.info@agriculture.ny.gov) to arrange for alternate delivery, or at the following mailing address: New York State Department of Agriculture and Markets, Fiscal Department, Attn: Joyce Willi, 10B Airline Drive, Albany, New York, 12235.

#### 3.2 SUBMISSION METHOD

Facsimiles or e-mailed copies are not acceptable. Materials received after the due date/time shall be returned unopened to the sender. See Section 6.1, Submission Documents, for information on completing a bid response.

Mail or hand deliver a bid response in **one package containing the following three (3) separately labeled envelopes:**

**Envelope 1 - Minimum Qualifications and Forms and Assurances:**

- Mail original plus two (2) paper copies of the Minimum Qualifications in a separate envelope labeled "IFB #0159 Minimum Qualifications and Forms and Assurances - Do Not Open" and include all required documentation to demonstrate that the Proposer meets the Minimum Qualifications set forth in Section 3.3 of this IFB including:

- **Attachment 9-Experience Form (See Section 3.3. Minimum Qualification 1)**

- **Attachment 9a-References Form (See Section 3.3. Minimum Qualification 2)**

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- All Forms and Assurances located in the Submission Documents packet (which follows the Exhibits), original plus one (1) copy, including original signatures, where necessary.

**-Cover Sheet and Submission Documents Checklist**

**-Attachment 2 - Mandatory Contract Requirements Certification Form (Original Signatures)**

**-Attachment 3 - Non-Collusive Bidding Certification (Original Signatures)**

**-Attachment 4 - MacBride Nondiscrimination Certification Form (Original Signatures)**

**-Attachment 5 - Procurement Lobbying Law Forms (Original Signatures)**

**-Attachment 6 - Vendor Responsibility (Original Signatures)**

**-Attachment 7 – Vendor Assurance No Conflict of Interest (Original Signatures)**

**-Attachment 8 - Substitute Form W-9, if SFS Vendor ID needed (Original Signatures)**

**Envelope 2 – Bid Form:**

- Mail original plus two (2) paper copies of the completed Bid Form in a separate envelope labeled “IFB #0159 Bid Form - Do Not Open” and include the following outlined below:

**-Attachment 1 - Bid Form and Subcontracting Form (Original Signatures)**

**Envelope 3 – MWBE/EEO Documents:**

- Mail original plus one (1) paper copy of the completed MWBE/EEO Documents in a separate envelope labeled “IFB #0159 MWBE/EEO Documents - Do Not Open” and include the following outlined below:

**-Attachment 10 – MWBE/EEO Documents (Original Signatures)**

To the following address:

New York State Department of Agriculture and Markets  
Fiscal Management  
10B Airline Drive  
Albany, New York 12235  
ATTN: Joyce Willi, IFB#0159

**3.3 MINIMUM QUALIFICATIONS**

To be considered:

- 1) The Proposing Company and/or the members of the proposed management team must have a minimum of five (5) consecutive years of experience in providing the following in relation to the provision of parking management services:
  - (a) Administration, including interviewing and scheduling employees and handling radio dispatch;
  - (b) Revenue processing; and
  - (c) Managing a minimum of fifty (50) employees who are directly responsible for the planning, setting up and operation of parking services.

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Please fill out the information in Attachment 9 of the Submission Documents demonstrating the requisite experience referenced above. The Proposer may also attach resumes or company bios to supplement the information provided in Attachment 9 of the Submission Documents.

- 2) **References:** The Proposer must provide the name of at least three (3) events that the Proposer has provided parking management services for within the last eighteen (18) months preceding submission of this bid which may include but is not limited to, a festival, fair, sporting event, race, concert or other event that parked at least 1,500 cars per event using multiple lots. At least 2 of the 3 events referenced must be events which charged for parking on-site. The Proposer must provide the name and location of the event, the date of the event, the number of cars parked at the event, the name and phone number of the event promoter or event operator, and indicate whether multiple lots were used and whether the event charged for parking on-site. The New York State Fair cannot be used as a reference. Note that the Department will contact the references provided and the Proposer is solely responsible for the availability of the submitted references. Please provide the above information using the References Form, Attachment 9a of the Submission Documents.

### **3.4 MANDATORY CONTRACT REQUIREMENTS**

Each bidder must certify that, if selected, the bidder will meet the following requirements:

- 1) No other obligation or engagement, contractual or otherwise, will impact the selected contractor's ability to provide parking management services at the New York State Fairgrounds during the contract period.
- 2) The selected contractor will have full control of the personnel and supplies/equipment provided and associated services and assumes total responsibility for financial loss, accident, injury, or death that may occur as a result of the supplies/equipment and services provided. The selected contractor will indemnify and hold harmless the State of New York, the Department, its officers and employees, from all claims, demands, damages, expenses, liability or obligation for damages, loss or injury to, or of, any person or property arising out of the acts of the selected contractor, its agents, servants, employees, and those acting for or on its behalf. Such indemnity shall not be limited by reasons of any insurance coverage provided.
- 3) The selected contractor will obtain and maintain the insurance policies that meet the requirements set forth in Exhibit 7 of this IFB.
- 4) The selected contractor agrees to comply with "Appendix A, Standard Clauses for New York State Contracts," a copy of which is included in the sample New York State AGM contract attached to this IFB as Exhibit 8.

### **3.5 BID FORM**

All bids must be submitted on the "Bid Form" included in the Submission Documents section. The cost proposal will be evaluated on the following two items:

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**Item 1 – Fair Services (60 points)**

Item 1 is the flat fixed Management Fee per manager for providing parking management services during the Fair each year of the contract as set forth in Section 2.2 B of the IFB. All other management fee formats will be disqualified. For purposes of this IFB, the Bidder must provide as part of their management fee one (1) management staff for every fifteen (15) employees hired by AGM. Vendor's bid rate per manager must include all costs and profit (includes but is not limited to: Direct & Indirect Costs, Payroll, Fringe Benefits, Supplies and Materials, Overhead and Profit). 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. Please refer to Exhibit 5 of the IFB for projected staffing needs for the 2018-2022 Fairs when formulating your bid. As noted in Exhibit 5 of the IFB, the Vendor has the freedom to staff each Lot as deemed necessary but must provide a 1 to 15 Manager to Employee 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 daily changing needs.

**Item 2 – Pre-Fair and Post Fair Services (40 points)**

Item 2 is 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 - 1,580; Estimated Post Fair Hours – 200*).

**4. EVALUATION**

**4.1 CONSIDERATION**

For a bidder to be eligible for consideration, it must meet the Minimum Qualifications. For the bid response to be evaluated, the bidder must certify that it will meet the Mandatory Contract Requirements.

**4.2 DETERMINATION OF BID AWARD**

The contract will be awarded to the bidder that receives the highest number of points (highest bid score) pursuant to Section 4.2.1 and 4.2.2 based on the following two weighted factors: (1) the flat fixed Management Fee per manager for providing parking management services during the Fair each year of the contract as set forth in Section 2.2 B of the IFB (Item 1); and (2) 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 (Item 2).

**4.2.1 ITEM 1 ASSESSMENT (60 points)**

Up to 60 points will be awarded for Item 1. The lowest flat fixed Management Fee per manager for providing parking management services during the Fair each year of the contract over the five (5) year term of the contract under Item 1 will receive the full 60 points. All other bids under Item 1 will receive points based on the lowest bid. The number of points will be determined by dividing the

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lowest bid by the bid being evaluated, rounding the resulting decimal to two places, and multiplying that decimal by 60.

**4.2.2 ITEM 2 ASSESSMENT (40 points)**

Up to 40 points will be awarded for Item 2. The lowest 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 over the five (5) year term of the contract under Item 2 will receive the full 40 points. All other bids under Item 2 will receive points based on the lowest bid. The number of points will be determined by dividing the bid being evaluated by the lowest bid, rounding the resulting decimal to two places, and multiplying that decimal by 40.

**4.2.3 DETERMINATION OF HIGHEST BID SCORE**

The bid score will be determined by adding the points awarded under the Item 1 assessment to the points awarded under the Item 2 assessment. The bidder with the highest aggregate bid score will be considered the winning bidder. In the event of a tie for highest aggregate score, the bidder who is part of the tie with the highest Item 1 score will be considered the winning bidder. In the event that multiple bidders have the highest aggregate bid score and identical bids for Item 1, the winning bidder will be determined by coin flip.

**5. CONSIDERATIONS RELATED TO THIS PROCUREMENT**

**5.1 DEPARTMENT'S RESERVATION OF RIGHTS**

The Department reserves the right to:

- Reject any or all proposals received in response to the IFB;
- Withdraw the IFB at any time, at the agency's sole discretion;
- Make an award under the IFB in whole or in part;
- Disqualify any bidder whose conduct and/or proposal fails to conform to the requirements of the IFB;
- Seek clarifications and revisions of proposals.
- Use proposal information obtained through site visits, management interviews and the State's investigation of a bidder's qualifications, experience, ability or financial standing, and any material or information submitted by the bidder in response to the agency's request for clarifying information in the course of evaluation and/or selection under the IFB;
- Prior to the ***bid opening***, amend the IFB specifications to correct errors or oversights, or to supply additional information, as it becomes available;
- Prior to the bid opening, direct bidders to submit proposal modifications addressing subsequent IFB amendments;
- Change any of the scheduled dates;
- Eliminate any mandatory, non-material specifications that cannot be complied with by all of the bidders;
- Waive any requirements that are not material;

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- Negotiate with the successful bidder within the scope of the IFB in the best interests of the State;
- Conduct contract negotiations with the next responsible bidder, should the agency be unsuccessful in negotiating with the selected bidder;
- Utilize any and all ideas submitted in the proposals received;
- Unless otherwise specified in the solicitation, every offer is firm and not revocable for a period of 180 days from the bid opening; and,
- Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an offerer's proposal and/or to determine an offerer's compliance with the requirements of the solicitation.
- Make all interpretations of the meaning and intent of the IFB and resulting contract and the Department's interpretation is final.

## 5.2 SUBCONTRACTING

The Department reserves the right to prohibit subcontracting in the Solicitation or Contract. The Department also reserves the right to reject any proposed Subcontractor or supplier for bona fide business reasons, including, but not limited to: the company failed to solicit New York State certified minority- and women-owned business enterprises as required in prior Department Contracts; the fact that such Subcontractor or supplier is on the New York State Department of Labor's list of companies with which New York State cannot do business; the Department's determination that the company is not qualified or is not responsible; or the fact that the company has previously provided unsatisfactory work or services.

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. All subcontracting is subject to the prior written approval of the Department. If the selected contractor determines to subcontract any supplies and equipment, the subcontractor(s) must be clearly identified and the nature and extent of the involvement in and/or proposed performance under the Contract must be fully explained by the selected contractor to the Department. As part of this explanation, the Subcontractor must submit to the Department a completed Vendor Assurance of No Conflict of Interest or Detrimental Effect form (see Submission Documents Attachment 7), as required by the selected contractor prior to execution of this Contract.

The selected contractor retains ultimate responsibility for all services performed under the Contract.

All subcontracts shall be in writing and shall contain provisions, which are functionally identical to, and consistent with, the provisions of the Contract including, but not limited to, the body of the Contract, Appendix A – Standard Clauses for New York State Contracts and Appendix B – Budget. Unless waived in writing by the Department, all subcontracts between the Contractor and subcontractors shall expressly name the State, through the Department, as sole intended third party beneficiary of such subcontract. The Department reserves the right to review and approve or reject any subcontract, as well as any amendment to said subcontract(s), and this right shall not make the Department or the State a party to any subcontract or create any right, claim, or interest in the subcontractor or proposed subcontractor against the Department.

The Department reserves the right, at any time during the term of the Contract, to verify that the written subcontract between the selected contractor and subcontractors is in compliance with all the provisions of this Section and any subcontract provisions contained in this Contract.



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The selected contractor shall give the Department immediate notice in writing of the initiation of any legal action or suit which relates in any way to a subcontract with a subcontractor or which may affect the performance of the selected contractor's duties under the Contract. Any subcontract shall not relieve the selected contractor in any way of any responsibility, duty and/or obligation of the Contract.

If at any time during performance under this Contract total compensation to a subcontractor exceeds or is expected to exceed \$100,000, that subcontractor shall be required to submit and certify a Vendor Responsibility Questionnaire.

**5.3 CONTRACTOR REQUIREMENTS AND PROCEDURES FOR PARTICIPATION BY NEW YORK STATE-CERTIFIED MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES AND EQUAL EMPLOYMENT OPPORTUNITIES FOR MINORITY GROUP MEMBERS AND WOMEN**

**NEW YORK STATE LAW**

Pursuant to New York State Executive Law Article 15-A and Parts 140-145 of Title 5 of the New York Codes, Rules and Regulations the Department is required to promote opportunities for the maximum feasible participation of New York State-certified Minority and Women-owned Business Enterprises ("MWBEs") and the employment of minority group members and women in the performance of the Department contracts.

**Business Participation Opportunities for MWBEs**

For purposes of this solicitation, the Department hereby establishes an overall goal of 30 percent for MWBE participation, 15 percent for New York State-certified Minority-owned Business Enterprise ("MBE") participation and 15 percent for New York State-certified Women-owned Business Enterprise ("WBE") participation (based on the current availability of MBEs and WBEs). A contractor ("Contractor") on any contract resulting from this procurement ("Contract") must document its good faith efforts to provide meaningful participation by MWBEs as subcontractors and suppliers in the performance of the Contract. To that end, by submitting a response to this Invitation for Bids (IFB), the respondent agrees that the Department may withhold payment pursuant to any Contract awarded as a result of this IFB pending receipt of the required MWBE documentation. The directory of MWBEs can be viewed at: <https://ny.newnycontracts.com>. For guidance on how the Department will evaluate a Contractor's "good faith efforts," refer to 5 NYCRR § 142.8.

The respondent understands that only sums paid to MWBEs for the performance of a commercially useful function, as that term is defined in 5 NYCRR § 140.1, may be applied towards the achievement of the applicable MWBE participation goal. The portion of a contract with an MWBE serving as a broker that shall be deemed to represent the commercially useful function performed by the MWBE shall be 25 percent of the total value of the contract.

In accordance with 5 NYCRR § 142.13, the respondent further acknowledges that if it is found to have willfully and intentionally failed to comply with the MWBE participation goals set forth in a Contract resulting from this IFB, such finding constitutes a breach of contract and the Department may withhold payment as liquidated damages.

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Such liquidated damages shall be calculated as an amount equaling the difference between: (1) all sums identified for payment to MWBEs had the Contractor achieved the contractual MWBE goals; and (2) all sums actually paid to MWBEs for work performed or materials supplied under the Contract.

By submitting a bid or proposal, a respondent agrees to demonstrate its good faith efforts to achieve the applicable MWBE participation goals by submitting evidence thereof through the New York State Contract System (“NYSCS”), which can be viewed at <https://ny.newnycontracts.com>, provided, however, that a respondent may arrange to provide such evidence via a non-electronic method by contacting the Department’s MWBE Liaison at 518-457-4619 or [mwbe@agriculture.ny.gov](mailto:mwbe@agriculture.ny.gov). All MWBE Forms and Instructions are included in the Submission Documents.

Additionally, a respondent will be required to submit the following documents and information as evidence of compliance with the foregoing:

- A. An MWBE Utilization Plan with their bid or proposal. Any modifications or changes to an accepted MWBE Utilization Plan after the Contract award and during the term of the Contract must be reported on a revised MWBE Utilization Plan and submitted to the Department for review and approval. The Department will review the submitted MWBE Utilization Plan and advise the respondent of the Department acceptance or issue a notice of deficiency within 30 days of receipt.
- B. If a notice of deficiency is issued, the respondent will be required to respond to the notice of deficiency within seven (7) business days of receipt by submitting to the Department, a written remedy in response to the notice of deficiency. If the written remedy that is submitted is not timely or is found by the Department to be inadequate, the Department shall notify the respondent and direct the respondent to submit, within five (5) business days, a request for a partial or total waiver of MWBE participation goals. Failure to file the waiver form in a timely manner may be grounds for disqualification of the bid or proposal.

The Department may disqualify a respondent as being non-responsive under the following circumstances:

- A. If a respondent fails to submit an MWBE Utilization Plan;
- B. If a respondent fails to submit a written remedy to a notice of deficiency;
- C. If a respondent fails to submit a request for waiver; or
- D. If the Department determines that the respondent has failed to document good faith efforts.

The successful respondent will be required to attempt to utilize, in good faith, any MBE or WBE identified within its MWBE Utilization Plan, during the performance of the Contract. Requests for a partial or total waiver of established goal requirements made subsequent to Contract Award may be made at any time during the term of the Contract to the Department, but must be made no later than prior to the submission of a request for final payment on the Contract.

The successful respondent will be required to submit a quarterly M/WBE Contractor Compliance & Payment Report to the Department, by the 10<sup>th</sup> day following each end of quarter over the term of the Contract documenting the progress made toward achievement of the MWBE goals of the Contract.

**Equal Employment Opportunity Requirements**

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By submission of a bid or proposal in response to this solicitation, the respondent agrees with all of the terms and conditions of Appendix A – Standard Clauses for All New York State Contracts including Clause 12 - Equal Employment Opportunities for Minorities and Women. The respondent is required to ensure that it and any subcontractors awarded a subcontract for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work"), except where the Work is for the beneficial use of the respondent, undertake or continue programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation. This requirement does not apply to: (i) work, goods, or services unrelated to the Contract; or (ii) employment outside New York State.

The respondent will be required to submit a Minority and Women-owned Business Enterprise and Equal Employment Opportunity Policy Statement, (See Submission Documents, Form MWBE EE01), to the Department with its bid or proposal.

If awarded a Contract, respondent shall submit a Workforce Utilization Report and shall require each of its Subcontractors to submit a Workforce Utilization Report, in such format as shall be required by the Department on a quarterly basis during the term of the Contract.

Further, pursuant to Article 15 of the Executive Law (the "Human Rights Law"), all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor and sub-contractors will not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

**Please Note: Failure to comply with the foregoing requirements may result in a finding of non-responsiveness, non-responsibility and/or a breach of the Contract, leading to the withholding of funds, suspension or termination of the Contract or such other actions or enforcement proceedings as allowed by the Contract.**

#### **5.4 PARTICIPATION OPPORTUNITIES FOR NEW YORK STATE CERTIFIED SERVICE-DISABLED VETERAN-OWNED BUSINESSES**

Article 17-B of the New York State Executive Law provides for more meaningful participation in public procurement by certified Service-Disabled Veteran-Owned Businesses ("SDVOBs"), thereby further integrating such businesses into New York State's economy. AGM recognizes the need to promote the employment of service-disabled veterans and to ensure that certified service-disabled veteran-owned businesses have opportunities for maximum feasible participation in the performance of AGM contracts. In recognition of the service and sacrifices made by service-disabled veterans and in recognition of their economic activity in doing business in New York State, Bidders/Contractors are strongly encouraged and expected to consider SDVOBs in the fulfillment of the requirements of the Contract. Such participation may be as subcontractors or suppliers, as protégés, or in other partnering or supporting roles.

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For purposes of this procurement, AGM conducted a comprehensive search and determined that the Contract does not offer sufficient opportunities to set specific goals for participation by SDVOBs as subcontractors, service providers, and suppliers to Contractor. Nevertheless, Bidder/Contractor is encouraged to make good faith efforts to promote and assist in the participation of SDVOBs on the Contract for the provision of services and materials. The directory of New York State Certified SDVOBs can be viewed at: <https://ogs.ny.gov/veterans/>

Bidder/Contractor is encouraged to contact the Office of General Services' Division of Service-Disabled Veteran's Business Development at 518-474-2015 or [VeteransDevelopment@ogs.ny.gov](mailto:VeteransDevelopment@ogs.ny.gov) to discuss methods of maximizing participation by SDVOBs on the Contract.

**5.5 NOTIFICATION OF AWARD**

The Department will notify the selected bidder verbally, followed by a written confirmation. Unsuccessful bidders will be notified in writing by the Department within ten business days after the award.

**5.6 DEBRIEFING PROCEDURES**

Pursuant to section 163(9)(c) of the State Finance Law, any unsuccessful Bidder may request a debriefing regarding the reasons that the Bid submitted by the Bidder was not selected for award. Requests for a debriefing must be made within fifteen (15) calendar days of notification by the AGM that the Bid submitted by the Bidder was not selected for award. Requests should be submitted in writing to a designated contact identified in the Solicitation.

**5.7 BID PROTEST PROCEDURES**

Bidders who receive a notice of non-award may protest the award decision subject to the following:

- 1) The protest must be in writing and must contain specific factual and/or legal allegations setting forth the basis on which the protesting party challenges the contract award by the Department.
- 2) The protest must be filed within ten (10) business days of a debriefing, or ten (10) business days of receipt of the notice of non-award, whichever is later. The protest letter must be filed with Joyce Willi at:

NYS Department of Agriculture and Markets  
Fiscal Management  
10B Airline Drive  
Albany, NY 12235  
Or via email: [procurement.info@agriculture.ny.gov](mailto:procurement.info@agriculture.ny.gov)

- 3) Fiscal Management will convene a review team that will include at least one staff member from each of the Department's Counsel's Office, Fiscal and the Program Division. The review team will review and consider the merits of the protest and will decide whether the protest is approved or denied. Counsel's Office will provide the bidder with written notification of the review team's decision within fourteen (14) business days of receipt of the protest. The original protest and decision will be filed with OSC when the contract procurement record is submitted for approval and, and Fiscal Management will advise OSC that a protest was filed.

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- 4) Fiscal Management in consultation with Counsel's Office may summarily deny a protest that fails to contain specific factual or legal allegations, or where the protest only raises issues of law that have already been decided by the courts. An unsuccessful bidder may also protest the award by filing a protest, in writing, with the Office of the State Comptroller, Bureau of Contracts, 110 State Street, 11<sup>th</sup> Floor, Albany, New York 12236. More information on the Office of the State Comptroller's (OSC) Contract Award Protest Procedures can be found in OSC's Guide to Financial Operations (GFO), Chapter XI.17, available on the internet at <http://www.osc.state.ny.us/agencies/guide/MyWebHelp/>.

## **5.8 NEW YORK LAW**

The provisions of New York law shall apply to the contract and to all claims, actions and other proceedings arising out of the contract.

## **5.9 REQUIRED APPROVALS**

Any contract award resulting from this solicitation will be subject to the approval of the Office of the Attorney General of the State of New York and the Office of the State Comptroller of the State of New York.

## **5.10 VENDOR RESPONSIBILITY AND NYS VENDOR ID**

### **Prime Contractors:**

State law requires that the award of state contracts be made to responsible vendors. Before an award is made to a not-for-profit entity, a for-profit entity, a private college or university or a public entity not exempted by the Office of the State Comptroller, the Department must make an affirmative responsibility determination. The factors to be considered include: legal authority to do business in New York State; integrity; capacity- both organizational and financial; and previous performance. Before an award of \$100,000 or greater can be made to a covered entity, the entity will be required to complete and submit a Vendor Responsibility Questionnaire. Public Authorities, BOCES, public colleges and universities are some of the exempt entities. For a complete list, see:

[http://www.osc.state.ny.us/vendrep/resources\\_docreq\\_agency.htm](http://www.osc.state.ny.us/vendrep/resources_docreq_agency.htm)

All bidders must fully and accurately complete the Vendor Responsibility Questionnaire (hereinafter the "Questionnaire"). All bidders acknowledge that the Department's execution of the Contract will be contingent upon the Department's determination that the bidder is responsible, and that the Department will be relying upon the bidder's responses to the Questionnaire in making that determination. If it is found by the Department that a bidder's responses to the Questionnaire were intentionally false or intentionally incomplete, the Department may terminate the contract by providing ten (10) days written notification to the contractor. In no case shall such termination of the contract by the Department be deemed a breach thereof, nor shall the Department be liable for any damages for lost profits or otherwise, which may be sustained by the contractor as a result of such termination.

NOTE: Bidders are encouraged to file the Vendor Responsibility Questionnaire online via the New York State VendRep System. To enroll in and use the New York State VendRep System, see the VendRep System Instructions available at [www.osc.state.ny.us/vendrep](http://www.osc.state.ny.us/vendrep) or go directly to the VendRep System online at <https://portal.osc.state.ny.us/wps/portal>.

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Vendors must provide their New York State Vendor Identification Number when enrolling. To request assignment of a Vendor ID or for VendRep System assistance, contact the Office of the State Comptroller's Help Desk at 866-370-4672 or 518-408-4672 or by email at [ciohelpdesk@osc.state.ny.us](mailto:ciohelpdesk@osc.state.ny.us).

Vendors opting to complete and submit a paper questionnaire can obtain the appropriate questionnaire from the VendRep website [www.osc.state.ny.us/vendrep](http://www.osc.state.ny.us/vendrep) or may contact the Department or the Office of the State Comptroller's Help Desk for a copy of the paper form.

**Subcontractors:**

For vendors using subcontractors, a Vendor Responsibility Questionnaire and a Department vendor responsibility review are required for a subcontractor where:

- the subcontractor is known at the time of the contract award;
- the subcontractor is not an entity that is exempt from reporting by OSC; and
- the subcontract will equal or exceed \$100,000 over the life of the contract

**Note: Bidders must acknowledge their method of filing their questionnaire by checking the appropriate box on the Response Sheet for Bids (Submission Documents).**

**5.11 COST LIABILITY**

The State of New York, the Department and the Division of the New York State Fair assume no responsibility or liability for the costs incurred by the Bidders in preparing and submitting their bids in response to this solicitation.

**5.12 FREEDOM OF INFORMATION**

The selected contractor's bid response and any contract resulting from this solicitation are subject to the provisions of Article 6 of New York State Public Officers Law, the Freedom of Information Law (NY FOIL). It is the responsibility of the Bidder to designate which components of the bid response are proprietary business information to be withheld from disclosure. A bidder may not designate its entire bid response as confidential, proprietary or copyrighted.

**5.13 PROCUREMENT LOBBYING LAW**

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. (*See Submission Documents Attachment 5 -- "Guidelines Regarding Permissible Contacts During a Procurement and the Prohibition of Inappropriate Lobbying Influence"*). An offeror/bidder is restricted from making contacts from the earliest written notice, advertisement or solicitation of the IFB 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 staff, 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, which are attached, and on the Office of General Services Website at

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<http://www.ogs.state.ny.us/aboutOgs/regulations/defaultAdvisoryCouncil.html>

The Department has designated the following staff member to receive contacts pertaining to this Bid:

Joyce Willi  
New York State Department of Agriculture & Markets  
Division of Fiscal Management  
10B Airline Drive  
Albany, New York 12235  
E-mail: [procurement.info@agriculture.ny.gov](mailto:procurement.info@agriculture.ny.gov)

The successful bidder will be required to execute a written contract with the Department. A sample New York State Department of Agriculture and Market's contract is included in the Submission Documents. By submitting a bid, bidder agrees to be bound by all terms and conditions in the Department's contract including: Appendix A "Standard Clauses for New York State Contracts" (January 2014); Appendix D "General Conditions for Agreements New York State Department of Agriculture and Markets, and; Appendix E "Special Conditions for Agreements New York State Department of Agriculture and Markets."

## 6. REQUIRED ASSURANCES

### 6.1 SUBMISSION DOCUMENTS

The documents listed below are included in the **Submission Documents** section, which follows. All documents requiring signature must be signed by an authorized representative of the Bidding entity. Please review the terms and conditions. Certain documents will become part of the resulting contract that will be executed between the successful bidder and the New York State Department of Agriculture and Markets. Please refer to Section 3.2, "Submission Method" for more information on how to package your proposal:

- **Bid Form and Subcontracting Form** (Signature Required - the form is included in the **Submission Documents as Attachment 1**)
- **Mandatory Requirements Certification Form** (Signature Required - the form is included in the **Submission Documents as Attachment 2**)
- **Non-Collusive Bidding Certification** (Signature Required - the form is included in the **Submission Documents as Attachment 3**)
- **MacBride Certification** (Signature Required - the form is included in the **Submission Documents as Attachment 4**)
- **Offerer Disclosure of Prior Non-Responsibility Determinations (Procurement Lobby Law Forms)** (Signature Required - the form is included in the **Submission Documents as Attachment 5**)
- **Vendor Responsibility** (Signature Required - the form is included in the **Submission Documents as Attachment 6**)
- **Vendor Assurance No Conflict of Interest** (Signature Required – the form is included in the **Submission Documents as Attachment 7**)
- **Substitute W-9 Form to obtain SFS ID** (Signature Required - Return if SFS Vendor ID is requested – the form is included in the **Submission Documents as Attachment 8**)
- **Experience Form** (the form is included in the **Submission Documents as Attachment 9**)
- **References Form** (the form is included in the **Submission Documents as Attachment 9a**)

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- **MWBE/EEO Documents** (the forms are included in the **Submission Documents as Attachment 10**)

## 6.2 CONTRACT DOCUMENTS AND REQUIREMENTS

The successful bidder will be required to execute a written contract with the Department. A sample New York State Department of Agriculture and Market's contract is attached to this IFB as Exhibit 8. By submitting a bid, bidder agrees to be bound by all terms and conditions in the Department's contract including: Appendix A "Standard Clauses for New York State Contracts" (January 2014); Appendix D "General Conditions for Agreements New York State Department of Agriculture and Markets;" and Appendix E "Special Conditions for Agreements New York State Department of Agriculture and Markets."

## 7. RECOMMENDED SUBMISSIONS

The following forms are not required to be submitted with the bid response. Nevertheless, Bidders are encouraged to submit these forms in order to expedite contract execution if the bidder is awarded the contract.

### **Workers' Compensation Coverage and Debarment**

New York State Workers' Compensation Law (WCL) has specific coverage requirements for businesses contracting with New York State and additional requirements which provide for the debarment of vendors that violate certain sections of WCL. The WCL requires, and has required since introduction of the law in 1922, the heads of all municipal and State entities to ensure that businesses have appropriate workers' compensation and disability benefits insurance coverage *prior* to issuing any permits or licenses, or *prior* to entering into contracts.

Workers' compensation requirements are covered by WCL Section 57, while disability benefits are covered by WCL Section 220(8). The Workers' Compensation Benefits clause in Appendix A – STANDARD CLAUSES FOR NEW YORK STATE CONTRACTS states that in accordance with Section 142 of the State Finance Law, a contract shall be void and of no force and effect unless the contractor provides and maintains coverage during the life of the contract for the benefit of such employees as are required to be covered by the provisions of the WCL.

Under provisions of the 2007 Workers' Compensation Reform Legislation (WCL Section 141-b), any person, or entity substantially owned by that person: subject to a final assessment of civil fines or penalties, subject to a stop-work order, or convicted of a misdemeanor for violation of Workers' Compensation laws Section 52 or 131, is barred from bidding on, or being awarded, any public work contract or subcontract with the State, any municipal corporation or public body for one year for each violation. The ban is five years for each felony conviction.

### **Proof of Coverage Requirements**

The Workers' Compensation Board has developed several forms to assist State contracting entities in ensuring that businesses have the appropriate workers' compensation and disability insurance coverage as required by Sections 57 and 220(8) of the WCL. ***Please note – an ACORD form is not acceptable proof of New York State workers' compensation or disability benefits insurance coverage.***

### **Proof of Workers' Compensation Coverage**



DEPARTMENT OF AGRICULTURE AND MARKETS  
IFB #0159: PARKING MANAGEMENT SERVICES NEW YORK STATE FAIR

To comply with coverage provisions of the WCL, the Workers' Compensation Board requires that a business seeking to enter into a State contract submit appropriate proof of coverage to the State contracting entity issuing the contract. For each new contract or contract renewal, the contracting entity must obtain ONE of the following forms from the contractor and submit to OSC to prove the contractor has appropriate workers' compensation insurance coverage:

- **Form C-105.2** – Certificate of Workers' Compensation Insurance issued by private insurance carriers, or **Form U-26.3** issued by the State Insurance Fund; or
- **Form SI-12**– Certificate of Workers' Compensation Self-Insurance; or **Form GSI-105.2** Certificate of Participation in Workers' Compensation Group Self-Insurance; or
- **CE-200**– Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage.

**Proof of Disability Benefits Coverage**

To comply with coverage provisions of the WCL regarding disability benefits, the Workers' Compensation Board requires that a business seeking to enter into a State contract must submit appropriate proof of coverage to the State contracting entity issuing the contract. For each new contract or contract renewal, the contracting entity must obtain ONE of the following forms from the contractor and submit to OSC to prove the contractor has appropriate disability benefits insurance coverage:

- **Form DB-120.1** - Certificate of Disability Benefits Insurance; or
- **Form DB-155**- Certificate of Disability Benefits Self-Insurance; or
- **CE-200**– Certificate of Attestation of Exemption from New York State Workers' Compensation and/or Disability Benefits Coverage.

ALL OF THE ABOVE REFERENCED FORMS, EXCEPT CE-200, SI-12 & DB-155 MUST NAME: New York State Department of Agriculture and Markets, Division of the New York State Fair, 581 State Fair Boulevard, Syracuse, NY 13209 as the Entity Requesting Proof of Coverage (Entity being listed as the Certificate Holder).

For additional information regarding workers' compensation and disability benefits requirements, please refer to the New York State Workers' Compensation Board website at:

<http://www.wcb.ny.gov/content/main/Employers/busPermits.jsp>. Alternatively, questions relating to either workers' compensation or disability benefits coverage should be directed to the NYS Workers' Compensation Board, Bureau of Compliance at (518) 486-6307.

**Sales and Compensating Use Tax Certification (Tax Law § 5-a)**

Tax Law § 5-a requires contractors awarded State contracts for commodities or services valued at more than \$100,000 over the full term of the contract to certify to the New York State Department of Taxation and Finance ("DTF") that they are registered to collect New York State and local sales and compensating use taxes, if they made sales delivered by any means to locations within New York State of tangible personal property or taxable services having a cumulative value in excess of \$300,000, measured over a specific period of time. The registration requirement applies if the contractor made a cumulative total of more than \$300,000 in sales during the four completed sales tax quarters which immediately precede the sales tax quarter in which the certification is made. Sales tax quarters are June – August, September – November, December – February, and March – May. In addition, contractors must certify to DTF that each affiliate and subcontractor of such contractor exceeding such sales threshold during a specified period is registered to collect New York State and local sales and compensating use taxes. Contractors must also certify to the procuring State entity that they filed the certification with the DTF and that it is correct and complete.

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The selected bidder must file a properly completed Form ST-220-CA (with OSC as the Contracting Agency within 48 hours of notification of selection for award) and Form ST-220-TD (with the DTF). These requirements must be met before a contract may take effect. Further information can be found at the New York State Department of Taxation and Finance's website, available through this link: [www.tax.ny.gov/pdf/publications/sales/pub223.pdf](http://www.tax.ny.gov/pdf/publications/sales/pub223.pdf). Forms are available through these links:

- ST-220 CA: [http://www.tax.ny.gov/pdf/current\\_forms/st/st220ca\\_fill\\_in.pdf](http://www.tax.ny.gov/pdf/current_forms/st/st220ca_fill_in.pdf)
- ST-220 TD: [http://www.tax.ny.gov/pdf/current\\_forms/st/st220td\\_fill\\_in.pdf](http://www.tax.ny.gov/pdf/current_forms/st/st220td_fill_in.pdf)

**Please note that although these forms are not required as part of the bid submissions, the Department encourages bidders to include them with their bid submissions to expedite contract execution if the bidder is awarded the contract.**