

RESTROOM AND GROUNDS CLEANING MANAGEMENT SERVICES NEW YORK STATE FAIR

IFB #0160

Addendum 2 Issued January 4, 2018 Questions and Answers

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

1. Question: *I'm curious if we can please get a service disabled veteran owned small business set aside requirement for a participation goal of six percent?*

Answer: Please see Addendum 1 of the IFB, issued December 22, 2017, amending Section 5.4 of the IFB to include an overall goal of 6% for SDVOB participation, based on the current availability of qualified SDVOBs.

2. Question: *Can you tell me Who is the incumbent?*

Answer: In 2017 American Maintenance provided grounds cleaning management services and the restroom services were managed by AGM.

3. Question: *Can you tell me if and when there is a walkthrough with all interested contractors please?*

Answer: No walk through has been scheduled as part of this IFB. Potential bidders are welcome to view the grounds on their own prior to submitting a bid.

4. Question: *What was the 2016 & 2017 Flat Fixed Management Fee Per Manager?*

Answer: In 2016 and 2017, the vendors performing the work were not paid on a flat fixed management fee per manager. The scope of services for this procurement for the 2018-2022 Fairs has changed from prior years.

5. Question: *What were the 2016 & 2017 Total (Flat Fixed Management Fee Per Manager Multiplied by the Estimated Number of Managers for Evaluation Purposes)*

Answer: See question 4.

6. Question: *Will the selected vendor be allowed to use a Smith Co. machine for grounds/street cleaning? (Picture is attached)*

Answer: Yes, provided that it is used between the hours of 11:00 p.m.– 9:00 a.m.

7. Question: *Is there any opportunity to re-negotiate the price in the subsequent years for example due to minimum wage increases?*

Answer: No, per Section 3.5 of the IFB:

“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:

Item 1 – Fair Services (60 points)

Item 1 is the flat fixed Management Fee per manager for providing restroom and grounds cleaning management services during the Fair each year of the contract as set forth in Section 2.2.1 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. The number of employees hired and processed by AGM pursuant to the approved staffing plan as outlined in Section 2.2.1 A will be the number used to determine the number of managers needed each year. Please refer to Exhibit 3 of the IFB for projected estimated staff to be hired by AGM for the 2018-2022 Fairs when formulating your bid.

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 2.2.1 A and 2.2.1 C of the IFB (*Estimated Pre-Fair Hours - 1,500; Estimated Post Fair Hours – 350*).

8. Question: *Who determined that 300 general workers and the supervision ratio? is this firm or can alternatives be suggested?*

Answer: The projected number of employees to be hired on AGM payroll is based upon historical data. Per Section 2.2.1 A (1) of the IFB, the selected vendor shall “Provide AGM a staffing and scheduling plan outlining the proposed number of employees per title, the areas 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 3 is a summary of the number of restroom and grounds cleaning staff employed by AGM for the 2016 - 2017 Fairs, their titles and the number of hours worked for each title, as well as the estimated number of restroom and grounds cleaning staff to be employed by AGM for the 2018 – 2022 Fairs. (NOTE: The 2016 Fair was 12 days. The 2017 Fair was 13 days. It is anticipated that the 2018 Fair will be 13 days). Exhibit 4 provides job descriptions and the scope of work for each restroom and grounds cleaning employee title.”

The 1:15 Manager to AGM employee ratio referenced in Section 3.5 of the IFB cannot be changed.

9. Question: Will the selected vendor be allowed to use carts to collect trash on the camping grounds? Are there designated waste collection areas for the patrons that are camping?

Answer: There are two areas designated within the Empire RV Park for garbage and recyclables. The selected vendor may use either carts, gator-type vehicles or trucks to collect garbage in the Empire RV Park.

10. Question: What training will be required for the (2) biohazard employee's that the selected vendor is required to have on the grounds each shift?

Answer: At a minimum, the two (2) biohazard employees should have basic bloodborne pathogens training that includes how to create an exposure control plan, required personal protective equipment, and post-exposure procedures for those with a risk of exposure to blood or OPIM. The selected vendor is required to be in compliance with any federal and/or state regulations with regard to the training for biohazard employees.

11. Question: *With another phase of facility upgrades to be completed prior to the 2018 state fair, will there be any changes in restroom #'s? Or ground cleaning responsibilities?*

Answer: No.

12. Question: *Does the management have to be run through AGM payroll or can this go through the selected vendors payroll?*

Answer: The selected vendor shall receive payment for their management fee pursuant to the payment terms outlined in Exhibit 7 of the IFB, Sample AGM Contract, and the amount bid on Attachment 1, Bid Form.

The restroom and grounds cleaning staff and supervisors outlined in Exhibit 3 of the IFB shall be employees of AGM and payment of their wages shall be the responsibility of AGM.

13. Question: *The amount of trash cans provided maybe limited and greater savings achieved through less labor and more cans provided. Is there an options to provide more trash cans?*

Answer: Section 2.2.1 A of the IFB requires the selected vendor to “provide AGM a staffing and scheduling plan outlining the proposed number of employees per title, the areas they will be assigned to, the shift hours and recommended rates of pay for each title.” Any suggestions the selected vendor has for creating greater efficiency can be incorporated into this proposed plan, subject to AGM approval.

14. Question: Based on exhibit 3, are we to base our supervision hourly rate on 19 total supervisors every day? Including overnight shifts?

Answer: Per Exhibit 3 of the IFB, the cleaning staff supervisors and the grounds staff supervisor positions will be on AGM payroll and AGM will determine the hourly rate for these positions and all the job titles listed on Exhibit 3.

15. Question: Are there any plans for meals for the employees? supervisors?

Answer: No.

16. Question: As for lodging which can be costly, is that a price I have to build into my bid?

Answer: Yes, per Section 3.5 of the IFB, "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. The number of employees hired and processed by AGM pursuant to the approved staffing plan as outlined in Section 2.2.1 A will be the number used to determine the number of managers needed each year."

AGM has a campground that will be available for use by the selected vendor at the annual rental rates established by AGM each year. For the 2018 Fair, the rate is \$600 in the Empire RV Park and \$300 in the Belle Isle Camping Area. Both camping areas have water, sewer and electric.

