

# **RESTROOM AND GROUNDS CLEANING MANAGEMENT SERVICES NEW YORK STATE FAIR**

IFB #0160

## **Addendum 4 Issued January 10, 2018 Amendment**

*Page 12, Section 3.5 of the IFB shall be amended as follows:*

### **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:

#### **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*). Vendor’s total fixed flat Management Fee for providing Pre-Fair and Post Fair services must include all costs and profit (includes but is not limited to: Direct & Indirect Costs, Payroll, Fringe Benefits, Supplies and Materials, Overhead and Profit).