

**Addendum 3 - Issued 12/22/17; Updated 01/10/18; Updated 01/24/18;
Updated 01/30/2018**
Questions and Answers

**RFP #0167 - EVENT BOOKING AND RELATED SERVICES AT
THE NEW YORK STATE FAIRGROUNDS DURING
NON-FAIR SEASON**

RFP Issued: ~~December 19, 2017~~

Proposals Due: ~~January 31, 2018~~ February 28, 2018

1. It is not stated in the RFP that you require a Resident Booker but is this preferred and will it be scored higher if the company is based or has an office in NY?
Please see Sections 3.5, 3.6, and 4.2 of the RFP for how points will be allocated and calculated for the technical and cost scores.
2. Is the new expo building a design/build? **Yes.**
3. Are the drawings available for the building? **The final drawings have not been approved at this time.**
4. What is the approximate size of the new building? **The new building is approximately 133,000 square feet with 110,000 of expo space.**
 - a. What is makes up the other square feet beyond the expo space? **The balance of the space is hallways, lobby and mechanical rooms.**
5. Is there meeting space? **Yes. Details on the meeting space is not available until the final drawings are approved.**
6. Is there a plan for another exit from the orange lot? **Yes. Phase II would include an onramp to 690 eastbound but funding has not been identified at this point.**
7. Why is the RFP due in January but the contract is not effective until July? **The NYS Attorney General and NYS Comptroller have up to ninety days to review the contract.**
8. How many horse stalls are in the DVM and Main Horse barns? **Per Exhibit 2, which was included in the RFP, the DVM Barn has 178 stalls and the Main Horse Barn has 259 Box Stalls and 82 Tie Stalls.**
9. Will the Midway be used for parking for the new building in the Non-Fair? **Yes. The main entrance of the building will be on the southeastern corner of the building.**
10. Will there be food and catering in the new building? **Yes.**
11. Will there be a full kitchen? **Yes.**

12. Has a food vendor been determined? **No.**
13. What are the number of meeting rooms? **Details on the meeting space is not available until the final drawings are approved.**
14. How do cars access the midway parking lot during the Non-Fair? **Cars enter through Gate 6 off from State Fair Blvd and proceed to Gate 10.**
15. Are the rolling doors on the southern wall of the Horticulture Building for food concessions? **Yes, those are used primarily for the Fair. There is one permanent concession location in the building for use in the Non-Fair and during the Fair it is used as the Potato Booth.**
16. How big is the Horticulture Building? **Per Exhibit 2, which was included with the RFP, it is 52,400 square feet.**
17. Does the Horticulture Building have heat and air conditioning? **It does have heat, but no air conditioning.**
18. How many roll up doors are in the Horticulture Building? **Two drive through and three on the loading dock.**
19. What is in the center of the building? **Two courtyards.**
20. With regard to the Center of Progress Building what is the height of the building from the floor to the lighting? **It is 27 feet from the floor to the lights.**
21. What is the square footage of the Coliseum ring? **The horse show ring is 210' x 104' with seating for 4,000. The warm up ring is 198' x 80'.**
22. Is office space on the Fairgrounds part of the RFP? **The RFP makes no provision for office space for the selected vendor.**
23. How big is the Poultry Building? **The Poultry Building is approximately 24,400 square feet.**
24. Which of the main buildings are conditioned? **See table below.**

Building	Heat	Air Conditioned
Center of Progress	Y	Y
Horticulture	Y	N
International Building	Y	Y
Science and Industry	Y	N
Dairy Exhibit Building	Y	N
Art and Home Center	Y	Y
Coliseum	N*	N
<i>*The bathrooms and offices in the Coliseum are heated but the seating and ring are not.</i>		

25. Who is going to execute sponsorship marketing/sales plan?
Please be more specific. The RFP does not reference any plan requiring execution.
26. Is the contractor compensated for RV events such as Rallies and other organized booked camping events?
Yes, provided the events booked meet the requirements set forth in Section 2.2 A of the RFP.
27. As a service contractor no sub-contractors will be engaged. Should a MWBE/EEO submission be a waiver request form?
Yes, per Section 6.13 of the RFP, “A contractor (“Contractor”) on the subject contract (“Contract”) must document its good faith efforts to provide meaningful participation by MWBEs as subcontractors or suppliers in the performance of the Contract and the Contractor agrees that the Department may withhold payment 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 determine a Contractor’s “good faith efforts,” refer to 5 NYCRR §142.8.” See Submission Documents, Attachment 10, Request for Waiver Form and MWBE Contractor Good Faith Efforts Certification forms (MWBE/EEO5-1, MWBE/EEO5-2, MWBE/EEO5-3).
28. Does the event booking compensation commence upon contract start date July 1, 2018?
~~Yes, the tentative contract start date is July 1, 2018. The event booking compensation commences upon contract start date. The tentative contract start date is August 1, 2018.~~ The selected contractor shall be compensated for event booking services pursuant to the Payment Terms outlined in Appendix D of the sample contract attached to the RFP as Exhibit 5. Per Exhibit 5, Appendix D, “payment shall be made to the Contractor under this Agreement upon the submission of an invoice in the format prescribed by the Department. Contractor shall invoice the Department for event booking service fees in accordance with the Budget annexed hereto as Appendix B “Bid Form/Cost Proposal.” Invoices for event booking service fees shall be submitted to the Department within five (5) business days of the Department’s receipt of full payment of the facility rental fees collected by the Department for each event booked by the Contractor. Payment for event booking service fees shall be made to the Contractor within fifteen (15) days receipt of the invoice.”

Per Section 2.2 A of the RFP, the selected contractor shall be compensated for booking services that meet the following:

“Event booking services to be provided by the Contractor shall include, but not be limited to:

- 1) At a minimum, from the contract start date through December 31, ~~2019~~ 2020:**

- Book at least ~~20~~ **12** new, multi-day events utilizing at least ~~60~~ **36** show-days in the Expo Center, at least three of which use at least one additional building at the Fairgrounds. These have to be events not held at the Fairgrounds within the past 18 months. *Note that events are counted as of the dates they are held, not the dates they are booked.*
- Book at least 5 new multi-day events utilizing at least 15 show-days in buildings and areas at the Fairgrounds other than the Expo Center. These have to be events not held in the Central NY region within the past 18 months (Central NY region comprises the counties of Cayuga, Cortland, Madison, Onondaga, Oswego). *Note that events are counted as of the dates they are held, not the dates they are booked.*

2) At a minimum, during each calendar year from January 1, ~~2020~~ **2021** through the end of the contract:

- Maintain at least 75% retention of completed events booked by the Contractor in the Expo Center and held the previous year.
- Book at least ~~10~~ **7** new multi-day events utilizing at least ~~30~~ **21** show-days in the Expo Center, at least five of which use at least one additional building at the Fairgrounds. These have to be events not held at the Fairgrounds within the past 18 months. *Note that events are counted as of the dates they are held, not the dates they are booked.*
- Book at least ~~8~~ **5** multi-day events utilizing at least ~~24~~ **15** show-days in buildings and areas other than the Expo Center. These have to be events not held in the Central NY region within the past 18 months. *Note that events are counted as of the dates they are held, not the dates they are booked.”*

29. Is NYS Fair staff responsible for contract management when event booked?

Yes, AGM will contract with the event promoters and AGM staff will be responsible for contract management of all booked shows in accordance with the terms of the contract.

30. Can the cost proposal include two tier pricing for existing events and new bookings?

No, per Section 4.2 of the RFP, “The Bid Form provided must be used, and not altered in any way (See Attachment 1 - Bid Form included in the Submission Documents packet...).”

31. Is there residual event compensation on existing bookings for retention or is this strictly new bookings?

The selected Contractor will be compensated for new bookings generated by the selected vendor and bookings that are retained by the selected vendor provided the shows booked meet the requirements in Section 2.2 A of the RFP. Per Section 3.6 of the RFP, the booking fee must be a percentage of the price paid by the event promotor to use the premises. The selected Contractor will not be compensated for shows booked by AGM. See Exhibit 1 for events held from 2015 through 2017, and future events already scheduled. Per Section 1.2 of the RFP, “The goal of this RFP is to retain one Contractor to provide non-exclusive event-booking and related services for the venues at the Fairgrounds during the non-Fair season.”

32. What is expected of Contractor in identification and fulfillment of all contract requirements in order to secure retention requirements?

The selected Contractor will be responsible for providing the Scope of Work outlined in Section 2.2 of the RFP in accordance with the contract terms set forth in the sample contract attached to the RFP as Exhibit 5.

33. Space is required for effective marketing at Fairgrounds for RFP retention (customer service) requirements. Is the negotiated space available?

See response to question 22 above. AGM will provide space on the Fairgrounds (location to be determined) for the selected Contractor to use for office space during the term of the awarded contract.

34. Non exclusive booking.....does this mean the Contractor is competing against Fairgrounds marketing/booking or is this just outside event booking agents?

Per Section 2.2 A of the RFP, “Contractor shall provide non-exclusive event booking services for events at the Fairgrounds during the non-Fair season for the term of the contract resulting from this RFP, or as otherwise requested by AGM. AGM shall have final approval of all events booked.” AGM will continue to market the facility and book shows. See response to question 31 above.

35. Is there any compensation if we secure sponsorships?

No, the selected Contractor will only be compensated per the cost proposal set forth in Section 3.6 of the RFP.