

# CLEANING MANAGEMENT NYS FAIR BUILDINGS

IFB #0233

## **Addendum 1 Issued April 1, 2020 Questions and Answers**

*\*Please note that the questions that follow are taken verbatim from the emails received by the Department without editing.*

1. What was the 2019 Flat Fixed Management Fee Per Manager?
  - a. **In 2019, the Flat Fixed Management Fee Per Manager was \$8,187.50 for the duration of the State Fair (this included cleaning management services for the three (3) days prior to the first day of the Fair and the duration of the Fair). In 2019, the State Fair was 13 days. In addition, in 2019 the total flat fee price for pre-Fair hiring, set up, training and post Fair clean up (estimate 75 hours) was \$3,750.**
2. What were the 2019 Total (Flat Fixed Management Fee Per Manager Multiplied by the Estimated Number of Managers for Evaluation Purposes)?
  - a. **In 2019, there were four (4) managers at a rate of \$8,187.50 per manager for a total of \$32,750. See response to question "1" above.**
3. Is there any opportunity to re-negotiate the price in the subsequent years for example due to minimum wage increases?
  - a. **No, per Section 3.5 of the IFB the "Vendor's bid must include all costs and profit (includes but is not limited to: Direct & Indirect Costs, Payroll, Fringe Benefits, Supplies and Materials, Travel, Administrative Costs, and Overhead and Profit)."**
4. Who determined that staffing numbers for general workers and the supervision ratio? is this firm or can alternatives be suggested?
  - a. **AGM determined the Staffing Plan referenced in Section 2.1 of the IFB. The Staffing Plan in Section 2.1 of the IFB is firm and no alternatives will be considered.**
5. Does the management have to be run through AGM payroll or can this go through Vendor payroll?
  - a. **See Exhibit 5 "Sample AGM Contract" Appendix D, for payment terms. The selected contractor will NOT be on AGM payroll and will be paid pursuant to the payment terms in Appendix D of the Sample AGM Contract. The 100 employees referenced in the Staffing Plan outlined in Section 2.1 of the IFB will be the only employees paid through AGM payroll.**
6. What is the rate general workers will be paid and is there room for incentives/bonus for employees as reward for doing good job or does this have to be paid through management fee?
  - a. **In 2020, the employees hired on AGM payroll pursuant to the Staffing Plan in Section 2.1 of the IFB will be paid \$11.80 per hour. AGM is prohibited from paying incentive/bonus payments.**