

PRODUCTION OF CONCERTS DURING THE NEW YORK STATE FAIR

IFB #0239

Addendum 1 Questions and Answers Issued July 23, 2020

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

1. Are Contractor's staff able to be added to daily catering counts for Breakfast, Lunch and Dinner?

No. Per Section 3.5 of the IFB and Attachment 1 Bid Form, "All unit prices shall be inclusive of all costs and profit (includes but is not limited to: Direct and Indirect Costs, Payroll, Fringe Benefits, Supplies and Materials, Equipment, Travel, Overhead and Profit)."

2. Are Hotel Rooms provided for Contractor's Staff, or should we add this to our Travel / Total Production Service Fee? If provided, how many total hotel rooms are allocated for Contractor?

No hotel rooms will be provided for Contractor's staff. The selected contractor is responsible for all travel and lodging expenses for their staff. Per Section 3.5 of the IFB and Attachment 1 Bid Form, "All unit prices shall be inclusive of all costs and profit (includes but is not limited to: Direct and Indirect Costs, Payroll, Fringe Benefits, Supplies and Materials, Equipment, Travel, Overhead and Profit)."

3. (IFB Section 2.2.1 L) - Does Award winner provide the merch staff or do we coordinate AGM staff for this role?

The selected vendor shall coordinate AGM staff for the sale of merchandise.

4. (IFB Section 2.2.1 A) - What has been the average length of days for load-in?

Per Section 2.2.1 B of the IFB, the selected contractor shall "Manage load-in and load-out. This shall include on-site representation from 7:00 a.m. – 11:00 p.m. each day of each State Fair held during the Term of the Agreement."

5. (IFB Section 2.2.1 A) - What has been the average length of days for load-out?

Per Section 2.2.1 B of the IFB, the selected contractor shall "Manage load-in and load-out. This shall include on-site representation from 7:00 a.m. – 11:00 p.m. each day of each State Fair held during the Term of the Agreement."

6. (IFB Section 5.2 & 5.11) - Is a bid automatically disqualified if a subcontractor is required?
Yes. Pursuant to Section 5.2 of the IFB, "No subcontracting is permitted. AGM will contract only with the successful Bidder who is the Prime Contractor."
7. If all equipment is coming from AGM, can we receive a full list of equipment within their repertoire?
AGM procures lighting, audio, video, staging and backline equipment through a separate solicitation. AGM will provide the selected contractor with a list of the equipment procured upon award of contract.
8. Do you have a sample rider of a past headliner you can share?
The artists are booked and contracted by a separate entertainment booking contractor and the Fair does not receive the riders. AGM's entertainment booking contractor and the selected vendor for this solicitation will coordinate the details of the riders directly.
9. I sent a request to receive a bid tabulation form ifb0234. My Foil number is DAM-20-05-025. Can you please let me know if the tabulation form will be provided?
Bids were rejected and no contract was awarded with respect to IFB0234. The bid tabulation from the 2019 solicitation for discretionary quotes for concert production services is attached.

New York State Department of Agriculture & Markets
Division of State Fair

Fact Sheet

Contract Title:	Chevrolet Court Production & NY Experience Stage Booking & Production
Dates of service for this quote:	4/8/19 – 9/20/19
Contract Reporter Posting Dates:	3/14/19 – 4/3/19
Proposal Due Date:	4/3/19 – 4:00PM

Contact & Submittal Information:

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Description:

Provide liaison services between the Department/NYS Fair (AGM), agents for events and shows, and event and show management to coordinate the presentation of events and shows at Chevrolet Court and the NY Experience Stage (to be located near the NY Experience location of the Fairgrounds) including, but not limited to:

1. Coordinate the presentation of events with agents/representatives for events and shows, and event and show management to coordinate the presentation of events and shows at Chevrolet Court & the NY Experience Stage, including, but not limited to:
 - Advancing the show, show load in/load out scheduling, sound and light set-up and special effects requirements and stagehand supervision before and stage management during and after shows.
 - Coordinate with Maintenance Supervisor to schedule trash clean up and removal.
 - Advise Security Supervisor of anticipated security needs for each show.
 - Determine transportation requirements for event and show personnel and arrange for transportation as required. Work with AGM on vehicles needed to provide for transportation.
 - Determine catering requirements for event and show personnel and arrange for catering as required working with the designated caterer. All orders will be placed and picked up by the selected contractor.
 - Determine water, supplies and other bulk needs to fulfill rider requirements for acts to be purchased at a minimum one month prior to the start of the Fair for approval and purchase by the AGM.
 - Provide technical assistance to AGM concerning Chevrolet Court entertainment events, including information about current industry requirements and standards relating to staging, sound, lights, video and other entertainment production related services.
 - Review Riders with State Fair to advance any special needs or items that will not be able to be provided.

- Provide management representatives on-site throughout the annual New York State Fair and such other personnel necessary to provide the required services. Staff should arrive and be on site no later than Saturday, August 17th until Tuesday, September 3rd.
- Coordinate all aspects of the production with stage hands, lighting company, sound company, video production company, video crew and AGM. This includes, but is not limited to, load in and load out times, show calls, stage and show staffing requirements, stage space allocation, loading dock space allocation, video production management, bus and production vehicle parking and organization. Starting with the 2019 the install and setup of all audio and lighting equipment will be the responsibility of the audio and lighting vendor directly.
- Review and verify all stagehand staff payroll and submit to the Departments contractor for processing. All hours and signed time cards must be verified against the stage calls and discrepancies resolved prior to the payroll being submitted to the Departments contractor. Time sheets will need to be signed by the selected contractor and union steward.
- Provide for management of all front of house production for all shows (stage management). This includes running of any rehearsals, performances; review upcoming schedules for smooth operation of day's events; create stage diagrams and coordinate with stage team; keep areas onstage and backstage free of debris and obstacles; serve as main point of contact with production manager, video production, local production and IATSE crews; produce and distribute daily load in and performance schedule for all technical staff as directed by production manager; must have general knowledge of lighting, staging, sound design and theatrical rigging; should be able to lift, push or pull up to 50 lbs.
- Manage staff and provide recommendations for staffing for the runners, assistants and backstage security. Staff to be hired on State Fair payroll with processing and approval of all staff through Department Human Resources.

Chevy Court details

Chevrolet Court shows are presented on a permanent stage with additional staging, risers and docking provided by AGM.

For the 2019 Fair, Chevrolet Court will present up to 26 entertainment events (2 shows per day) as well as assist with a "live-feed" for a daily show presented by a local television station (weekdays).

NY Experience Stage details

The NY Experience Stage will be a temporary stage located in the New York Experience area. Stage to be a mobile state with a size that is at least 32'x24'.

The NY Experience Stage will feature daily concert line ups beginning on, or about, 3 pm daily. These acts will include local, regional and national acts. There will be approximately 3 acts per day. There will be approximately 6 national acts performing on this stage.

2. Provide booking services for approximately forty-five (45) local and regional acts for the NY Experience Stage.
 - Upon approval of the plan and of each artist or act by AGM, negotiate contracts with each artist or act for entertainment to be presented at the NY Experience Stage and use commercially reasonable efforts to keep costs at or below budget. All acts must be approved by AGM.
 - Work with AGM for the contract preparation. All contracts will be generated by AGM.
 - Negotiate rider requirements with each artist or act. Such rider requirements shall include the following: no alcoholic beverages shall be furnished by AGM; any hospitality rider shall provide that the food and beverages shall comply with approved catering offerings; special effects, sound and

lighting shall be coordinated with production management; reasonable efforts shall be taken to eliminate travel expenses paid to entertainment acts; and reasonable efforts shall be taken to eliminate hotel room charges supplied to entertainment acts.

- Provide AGM a copy of each entertainment act's proposed hospitality and technical riders for review and approval by AGM.
- Provide management representatives on-call during the 13 days of the Fair.

Qualifications:

- During the last five (5) years have documentable and verifiable experience in providing production management services.
- Be presently in the business of providing entertainment production services at a venue, or venues, with a capacity of ten thousand (10,000) persons.
- Experience dealing with multiple show events over the last five (5) years.

Quotes should include:

- Completed Quote Sheet. The quotes need a flat fee for the Chevy Court Production, a flat fee for the Special Events Stage and a per show fee for the booking services for the Special Events Stage.
- Three (3) verifiable performance references (including name and phone number). Services provided should be similar in scope to that in this discretionary quote.

AGM will provide:

- all credentials for admission and parking;
- all staging and risers (Chevy Court shows are presented on a permanent stage with additional staging, risers and docking provided by the Department);
- audio, lighting, video for each performance; additions to the specs sent out by AGM must be approved;
- backline equipment (with approval);
- staffing (runners) to assist Production Manager (staff will be approved by Production Manager prior to hiring);
- security staff for backstage Chevy Court & New York Experience.
- vehicles for transportation of acts;
- up to two (2) golf carts for staff;
- catering for all acts (coordination of catering to be between Production Manager and approved caterer);
- fully furnished dressing rooms for all acts furniture for all dressing rooms (including couch, chairs, lamps, tables, mirrors, refrigerators, shower curtains, soap, tissues, towels) (this will be 3 mobile campers for the NY Experience Stage);
- office space with desk, copier, fax machine and phone for Production Office at Chevy Court;
- Mobile office for Production Office at the NY Experience stage;
- fencing and security for around backstage areas;
- tent, table, lighting and staffing for novelty sales by acts;
- stagehand union labor (all coordination (staffing needs, time card verification) to be handled by Promoter).
- towels for stage and cleaning for daily use;
- radio for contact with AGM;
- tent for overflow/stagehands (final size and placement determined by Department);
- supplies for stage (curtains, floor tape, rain covers) etc.

Reservation:

The Department reserves the right to:

- reject any or all responses with respect to this request for quotes;

- decline to award from this request for quotes;
- require clarification from any Responder to assure a full understanding of the responsiveness to the requirements for this request for quotes;
- waive or modify minor irregularities in quotes received;
- request from Responder additional information deemed necessary to more fully evaluate its quote. Responders will have (3) business days to respond to the request or may be disqualified;
- amend this request for quotes after its release, with appropriate notice;
- negotiate with any or all Responder within the request for quote requirements, in the best interests of New York State.
- conduct contract negotiations with the next responsible bidder(s) should the Department be unsuccessful in negotiating with the selected bidder(s).

The Department reserves the right to inspect the supplied systems at any time during the period of the contract.

Insurance:

Contractor shall, prior to execution of the contract, obtain insurance coverage, from a company licensed to do business in New York State, of at least ONE MILLION DOLLARS (\$1,000,000) per occurrence combine single limit bodily injury and property damage. Contractor shall furnish a certificate of insurance naming the New York State Department of Agriculture & Markets as additional insured.

The contractor shall also provide a certificate of workers' compensation and disability insurance as required.

Summary of Department's Policy Regarding State Finance Law Sections 139-J & 139-K:

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. An offeror/bidder is restricted from making contacts from the earliest notice of intent to solicit bids/proposals 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 staffs, 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 and on the Office of General Services Website at <http://www.ogs.state.ny.us/aboutOgs/regulations/defaultAdvisoryCouncil.html>

The Department has designated the following staff members to receive contacts pertaining to this quote:

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 NYS Dept. of Agriculture & Markets
 581 State Fair Blvd.
 Syracuse, NY 13209
 Phone: (315) 487-7711x1366
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Payments

Vendor shall provide complete and accurate billing invoices to the NYS Department of Agriculture & Markets, a division of the New York State Fair, in order to receive payments. Billing invoices submitted must contain all information and supporting documentation. Payments for invoices submitted by the Contractor shall only be

rendered electronically unless payment by paper check is expressly authorized by the Commissioner, in the Commissioner's sole discretion, due to extenuating circumstances. Such electronic payment shall be made in accordance with ordinary State procedures and practices. The Contractor shall comply with the State Comptroller's procedures to authorize electronic payments. Authorization forms are available at the State Comptroller's website at www.osc.state.ny.us/epay/index.htm, by email at epunit@osc.state.ny.us, or by telephone at 518-474-4032. Contractor acknowledges that it will not receive payment on any invoices submitted under this Contract if it does not comply with the State Comptroller's electronic payment procedures, except where the Commissioner has expressly authorized payment by paper check as set forth above.

Chevrolet Court Production Management Quote Results

Company Name	Quote Received For Chevy Court Production Management (flat fee)	Quote Received For Special Events Stage Production Management (flat fee)	Quote Received For Special Events Stage Booking (per show)	Date Awarded
DMR Agency, LLC	\$26,500.00	\$7,500.00	\$100.00	4/5/2019
Triangle Talent	\$28,500.00	\$19,500.00	\$2,000.00	